

ALLEN TOWNSHIP
UNION COUNTY
REPORT ON FINANCIAL STATEMENTS
DECEMBER 31, 2007 AND 2006



Mary Taylor, CPA

Auditor of State

Board of Trustees
Allen Township
16945 Allen Center Road
Marysville, Ohio 43040

We have reviewed the *Independent Auditors' Report* of Allen Township, Union County, prepared by Holbrook & Manter, for the audit period January 1, 2006 through December 31, 2007. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

The financial statements in the attached report are presented in accordance with a regulatory basis of accounting prescribed or permitted by the Auditor of State. Due to a February 2, 2005 interpretation from the American Institute of Certified Public Accountants (AICPA), modifications were required to the *Independent Auditors' Report* on your financial statements. While the Auditor of State does not legally require your government to prepare financial statements pursuant to Generally Accepted Accounting Principles (GAAP), the AICPA interpretation requires auditors to formally acknowledge that you did not prepare your financial statements in accordance with GAAP. The attached report includes an opinion relating to GAAP presentation and measurement requirements, but does not imply the statements are misstated under the non-GAAP regulatory basis. The *Independent Auditors' Report* also includes an opinion on the financial statements using the regulatory format the Auditor of State permits.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. Allen Township is responsible for compliance with these laws and regulations.

A handwritten signature in cursive script that reads "Mary Taylor".

Mary Taylor, CPA
Auditor of State

August 11, 2008

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INDEPENDENT AUDITORS' REPORT

Board of Trustees
Allen Township
Union County

We have audited the accompanying financial statements of Allen Township, Union County, Ohio, (the Township) as of and for the years ended December 31, 2007 and 2006. These financial statements are the responsibility of the Township's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

As discussed in Note 1, the Township has prepared these financial statements using accounting practices the Auditor of State of Ohio prescribes or permits. These practices differ from accounting principles generally accepted in the United States of America (GAAP). Although we cannot reasonably determine the effects on the financial statements of the variances between these regulatory accounting practices and GAAP, we presume they are material.

Instead of the combined funds the accompanying financial statements present for 2007 and 2006, GAAP requires presenting entity wide statements and also to present its larger (i.e. major) funds separately for 2007 and 2006. While the Township does not follow GAAP, generally accepted auditing standards requires us to include the following paragraph if the statements do not substantially conform to the new GAAP presentation requirements. The Auditor of State of Ohio permits, but does not require, governments to reformat their statements. The Township has elected not to reformat its statements. Since the Township does not use GAAP to measure financial statement amounts, the following paragraph does not imply the amounts reported are materially misstated under the accounting basis the Auditor of State of Ohio permits. Our opinion on the fair presentation of the amounts reported pursuant to its non-GAAP basis is in the second following paragraph.

In our opinion, because of the effects of the matter discussed in the preceding two paragraphs, the financial statements referred to above for the years ended December 31, 2007 and 2006 do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Township as of December 31, 2007 and 2006, or its changes in financial position for the years then ended.

Also, in our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of Allen Township, Union County, as of December 31, 2007 and 2006, and its combined cash receipts and disbursements for the years then ended on the basis of accounting described in Note 1.

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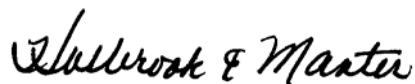
MEMBERS

AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

OHIO SOCIETY OF
CERTIFIED PUBLIC ACCOUNTANTS

The Township has not presented Management's Discussion and Analysis, which accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not required to be part of, the financial statements.

In accordance with *Government Auditing Standards*, we have also issued our report dated July 30, 2008 on our consideration of the Township's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. While we did not opine on the internal control over financial reporting or on compliance, that report describes the scope of our testing of internal control over financial reporting and compliance, and the results of that testing. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*. You should read it in conjunction with this report in assessing the results of our audit.



Certified Public Accountants

July 30, 2008

ALLEN TOWNSHIP
UNION COUNTY
COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND
CASH BALANCES-ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2007

| | <u>General</u> | <u>Special Revenue</u> | <u>Total Memorandum Only</u> |
|---|-------------------|----------------------------|--------------------------------------|
| CASH RECEIPTS:- | | | |
| Property tax and other local taxes | \$ 224,259 | \$ 1,063,490 | \$ 1,287,749 |
| Intergovernmental receipts | 157,949 | 758,365 | 916,314 |
| Charges for services | 0 | 338,214 | 338,214 |
| Licenses, permits, and fees | 3,823 | 0 | 3,823 |
| Fines, forfeitures, and penalties | 7,946 | 0 | 7,946 |
| Earnings on investments | 174,372 | 18,088 | 192,460 |
| Miscellaneous | 10,779 | 652 | 11,431 |
| | <hr/> | <hr/> | <hr/> |
| Total cash receipts | 579,128 | 2,178,809 | 2,757,937 |
| CASH DISBURSEMENTS:- | | | |
| Current: | | | |
| General government | 239,395 | 0 | 239,395 |
| Conservation and recreation | 14,662 | 0 | 14,662 |
| Public safety | 58,428 | 1,290,313 | 1,348,741 |
| Public works | 48,328 | 106,982 | 155,310 |
| Capital outlay | 4,555 | 0 | 4,555 |
| | <hr/> | <hr/> | <hr/> |
| Total cash disbursements | 365,368 | 1,397,295 | 1,762,663 |
| Total receipts over (under) cash disbursements | 213,760 | 781,514 | 995,274 |
| Fund cash balances, January 1, 2007 | <hr/> 604,202 | <hr/> 2,963,280 | <hr/> 3,567,482 |
| Fund cash balances, December 31, 2007 | <u>\$ 817,962</u> | <u>\$ 3,744,794</u> | <u>\$ 4,562,756</u> |

The notes to the financial statements are an integral part of this statement.

**ALLEN TOWNSHIP
UNION COUNTY**
COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND
CASH BALANCES-ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2006

| | General | Special Revenue | Total Memorandum Only |
|--|----------------|----------------------------|--------------------------------------|
| CASH RECEIPTS:- | | | |
| Property tax and other local taxes | \$ 259,641 | \$ 1,267,086 | \$ 1,526,727 |
| Intergovernmental receipts | 134,196 | 576,953 | 711,149 |
| Charges for services | 0 | 273,773 | 273,773 |
| Licenses, permits, and fees | 5,530 | 0 | 5,530 |
| Fines, forfeitures, and penalties | 5,518 | 0 | 5,518 |
| Earnings on investments | 110,577 | 16,097 | 126,674 |
| Miscellaneous | 10,965 | 3,142 | 14,107 |
| | | | |
| Total cash receipts | 526,427 | 2,137,051 | 2,663,478 |
| CASH DISBURSEMENTS:- | | | |
| Current: | | | |
| General government | 252,628 | 0 | 252,628 |
| Conservation and recreation | 4,870 | 0 | 4,870 |
| Public safety | 46,260 | 1,322,484 | 1,368,744 |
| Public health | 190 | 0 | 190 |
| Public works | 43,938 | 139,958 | 183,896 |
| Capital outlay | 30,176 | 142,057 | 172,233 |
| | | | |
| Total cash disbursements | 378,062 | 1,604,499 | 1,982,561 |
| Total receipts over (under) cash disbursements | 148,365 | 532,552 | 680,917 |
| OTHER FINANCING RECEIPTS (DISBURSEMENTS):- | | | |
| Sale of fixed assets | 20,000 | 0 | 20,000 |
| | | | |
| Total other financing receipts (disbursements) | 20,000 | 0 | 20,000 |
| Excess of cash receipts and other financing receipts over (under) cash disbursements and other financing disbursements | 168,365 | 532,552 | 700,917 |
| Fund cash balances, January 1, 2006 | 435,837 | 2,430,728 | 2,866,565 |
| | | | |
| Fund cash balances, December 31, 2006 | \$ 604,202 | \$ 2,963,280 | \$ 3,567,482 |

The notes to the financial statements are an integral part of this statement.

ALLEN TOWNSHIP
UNION COUNTY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2007 AND 2006

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:-

Description of the Entity - Allen Township, Union County, (the Township) is a body corporate and politic established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The Township is directed by three publicly - elected Trustees. The Township provides road and bridge maintenance, fire protection, and emergency medical services. The Township maintains an inactive cemetery within the Township limits. The Township contracts with the Union County Sheriff's office to provide police services to the Township.

The Township's management believes these financial statements present all activities for which the Township is financially accountable.

Basis of Accounting - These financial statements follow the basis of accounting prescribed or permitted by the Auditor of State of Ohio, which is similar to the cash receipts and disbursements basis of accounting. Receipts are recognized when received in cash rather than when earned, and disbursements are recognized when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as prescribed or permitted by the Auditor of State of Ohio.

Cash and Investments- Investments are reported as assets. Accordingly, purchases of investments are not recorded as disbursements, and sales of investments are not recorded as receipts. Gains or losses at the time of sale are recorded as receipts or disbursements, respectively.

Certificates of deposit are valued at cost. Money market mutual funds (including STAR Ohio) are recorded at share values reported by the mutual fund.

Fund Accounting - The Township uses fund accounting to segregate cash and investments that are restricted as to use. The Township classifies its funds into the following types:

General Fund

The General Fund is the general operating fund. It is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Funds

These funds are used to account for proceeds from specific sources (other than from trusts or for capital projects) that are restricted to expenditure for specific purposes. The Township had the following significant Special Revenue Funds:

Fire Fund

This fund receives property tax money levied for the purpose of providing fire protection services to the Township.

Ambulance Fund

This fund is used to account for monies received for providing emergency medical services to the Township. Funds are utilized for the purchase of EMS equipment and medical supplies.

Gasoline Tax Fund

This fund receives gasoline tax money for constructing, maintaining, and repairing Township roads.

Reserve Balance Fire Department Sick Leave Fund

This fund was established during 2007 for the purpose of accumulating sick leave and vacation leave, and for payments in lieu of taking compensatory time off or the retirement of officers and employees of the Township.

**ALLEN TOWNSHIP
UNION COUNTY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2007 AND 2006**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:- (continued)

Capital Project Funds

These funds are used to account for receipts that are restricted for the acquisition or construction of major capital projects (except those financed through enterprise or trust funds). The Township had the following significant capital project funds:

Reserve Balance Capital Projects Fire Equipment Fund

This fund was established during 2007 for the purpose of purchasing fire and/or emergency equipment.

Reserve Balance Capital Projects Fire Department Building Fund

This fund was established during 2007 for the purpose of constructing and/or improving the fire department.

Reserve Balance Capital Projects Fund (Buildings and Grounds)

This fund was established during 2007 for the purpose of maintaining and/or new construction of building and grounds of the Allen Township Complex (i.e. parking lots).

Reserve Balance Capital Projects Fund (General Equipment)

This fund was established during 2007 for the purpose of purchasing equipment as needed in order to operate regular duties of the township (i.e. snow removal, mowing, and photocopying).

During 2007, under the Ohio Revised Code Section 5705.13(B), the District has established a reserve balance account from the Fire Fund for the purpose of accumulating resources for the payment of accumulated sick leave and vacation leave, and for payment in lieu of taking compensatory time off, upon termination of employment or the retirement of officers and employees. The balance in this reserve account at December 31, 2007 was \$200,000. Reserve balances are reported as a part of Fund Cash Balances in the accompanying financial statements.

During 2007, under the Ohio Revised Code Section 5705.13(C), the District has established two reserve balance accounts from the Fire Fund and two reserve balance accounts from the General Fund for the purpose of accumulating sufficient money for the purchase of fire and emergency equipment, construction and/or improvement of the fire department, accumulating sufficient money for the purpose of maintaining and/or new construction of building and grounds, and purchasing equipment as needed in order to operate regular duties of the Township. These funds are classified as Capital Projects Funds at December 31, 2007, but remain unfunded at year-end.

Budgetary Process - The Ohio Revised Code requires that each fund be budgeted annually.

Appropriations

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function or object level of control, and appropriations may not exceed estimated resources. The Board of Trustees must annually approve appropriation measures and subsequent amendments. The Union County Budget Commission must also approve the annual appropriation measure. Appropriations lapse at year-end.

Estimated Resources

Estimated resources include estimates of cash to be received (budgeted receipts) plus cash as of January 1. The Union County Budget Commission must also approve estimated resources.

Encumbrances

The Ohio Revised Code requires the Township to reserve (encumber) appropriations when commitments are made. Encumbrances outstanding at year-end are canceled, and reappropriated in the subsequent year.

A summary of 2007 and 2006 budgetary activity appears in Note 3.

**ALLEN TOWNSHIP
UNION COUNTY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2007 AND 2006**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:- (continued)

Property, Plant and Equipment - Acquisitions of property, plant, and equipment are recorded as disbursements when paid. These items are not reflected as assets on the accompanying financial statements.

Accumulated Leave - In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. Unpaid leave is not reflected as a liability under the Township's basis of accounting.

NOTE 2 - EQUITY IN POOLED CASH:-

The Township maintains a cash pool used by all funds. The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of cash and investments at December 31, 2007 and 2006 was as follows:

| | | <u>2007</u> | | <u>2006</u> |
|------------------------------------|----|------------------|----|------------------|
| Demand Deposits | \$ | 4,341,814 | \$ | 3,139,524 |
| Certificates of Deposit | | <u>113,968</u> | | <u>326,237</u> |
| Total Deposits | | <u>4,455,782</u> | | <u>3,465,761</u> |
| STAR Ohio | | <u>106,974</u> | | <u>101,721</u> |
| Total deposits and investments | \$ | <u>4,562,756</u> | \$ | <u>3,567,482</u> |

Deposits - The Township's deposits are either (1) insured by the Federal Deposit Insurance Corporation or (2) collateralized by securities specifically pledged by the financial institution to the Township, or (3) collateralized by the financial institution's public entity deposit pool.

Investments - Investments in STAR Ohio are not evidenced by securities that exist in physical or book-entry form.

**ALLEN TOWNSHIP
UNION COUNTY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2007 AND 2006**

NOTE 3 - BUDGETARY ACTIVITY:-

Budgetary activity for the year ending December 31, 2007 was as follows:

2007 Budgeted vs. Actual Receipts

| <u>Fund Type</u> | <u>Budgeted Receipts</u> | <u>Actual Receipts</u> | <u>Variance</u> |
|------------------|----------------------------|----------------------------|--------------------------|
| General | \$ 431,000 | \$ 579,128 | \$ 148,128 |
| Special Revenue | <u>2,093,344</u> | <u>2,178,809</u> | <u>85,465</u> |
| Total | \$ <u>2,524,344</u> | \$ <u>2,757,937</u> | \$ <u>233,593</u> |

2007 Budgeted vs. Actual Budgetary Basis Expenditures

| <u>Fund Type</u> | <u>Appropriation Authority</u> | <u>Budgetary Expenditures</u> | <u>Variance</u> |
|------------------|--------------------------------|-------------------------------|--------------------------|
| General | \$ 622,000 | \$ 365,368 | \$ 256,632 |
| Special Revenue | <u>1,882,256</u> | <u>1,397,295</u> | <u>484,961</u> |
| Total | \$ <u>2,504,256</u> | \$ <u>1,762,663</u> | \$ <u>741,593</u> |

**ALLEN TOWNSHIP
UNION COUNTY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2007 AND 2006**

NOTE 3 - BUDGETARY ACTIVITY:-

Budgetary activity for the year ending December 31, 2006 was as follows:

2006 Budgeted vs. Actual Receipts

| <u>Fund Type</u> | <u>Budgeted Receipts</u> | <u>Actual Receipts</u> | <u>Variance</u> |
|------------------|----------------------------|----------------------------|--------------------------|
| General | \$ 353,157 | \$ 546,427 | \$ 193,270 |
| Special Revenue | <u>1,914,668</u> | <u>2,137,051</u> | <u>222,383</u> |
| Total | \$ <u>2,267,825</u> | \$ <u>2,683,478</u> | \$ <u>415,653</u> |

2006 Budgeted vs. Actual Budgetary Basis Expenditures

| <u>Fund Type</u> | <u>Appropriation Authority</u> | <u>Budgetary Expenditures</u> | <u>Variance</u> |
|------------------|--------------------------------|-------------------------------|--------------------------|
| General | \$ 626,750 | \$ 378,062 | \$ 248,688 |
| Special Revenue | <u>2,122,815</u> | <u>1,604,499</u> | <u>518,316</u> |
| Total | \$ <u>2,749,565</u> | \$ <u>1,982,561</u> | \$ <u>767,004</u> |

**ALLEN TOWNSHIP
UNION COUNTY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2007 AND 2006**

NOTE 4 - PROPERTY TAX:-

Real property taxes become a lien on January 1 preceding the October 1 date for which rates are adopted by the Board of Trustees. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. Homestead and rollback amounts are then paid by the State, and are reflected in the accompanying financial statements as Intergovernmental Receipts. Payments are due to Union County by December 31. If the property owner elects to make semiannual payment, the first half is due December 31. The second half payment is due the following June 15.

Tangible personal property tax is assessed by the property owners, who must file a list of such property to Union County by each April 30.

On July 1, 2005, the State of Ohio started the Commercial Activity Tax (CAT). The CAT is an annual privilege tax measured by taxable gross receipts from most business activities. Most receipts generated in the ordinary course of business are subject to the CAT. The CAT only applies to those gross receipts that are situated (sourced) to Ohio (i.e., taxable gross receipts). This tax is to be phased in over five years and eliminate the tangible personal property taxes. During the years 2007 and 2006, the Township received material amounts of CAT through the Treasurer of State.

The County is responsible for assessing property, and for billing, collecting, and distributing all property taxes on behalf of the Township.

NOTE 5 - RETIREMENT SYSTEMS:-

The Township's employees belong to the Public Employees Retirement System (PERS) of Ohio or social security. PERS is a cost-sharing, multiple-employer plan. This plan provides retirement benefits, including postretirement healthcare, and survivor and disability benefits to participants, as prescribed by the Ohio Revised Code.

Contribution rates are also prescribed by the Ohio Revised Code. For 2007 and 2006, PERS members contributed 9.5% and 9.0% of their gross salaries, respectively. The Township contributed an amount equal to 13.85% and 13.70% of participants' gross salaries for 2007 and 2006, respectively. The Township has paid all contributions required through December 31, 2007.

NOTE 6 - RISK POOL MANAGEMENT:-

The Township is exposed to various risks of property and casualty losses, and injuries to employees.

The Township insures against injuries to employees through the Ohio Bureau of Worker's Compensation.

The Township belongs to the Ohio Township Association Risk Management Authority (OTARMA), a risk-sharing pool available to Ohio townships. OTARMA provides property and casualty coverage for its members. OTARMA is a member of the American Public Entity Excess Pool (APEEP). Member governments pay annual contributions to fund OTARMA. OTARMA pays judgments, settlements and other expenses resulting from covered claims that exceed the members' deductibles.

Casualty Coverage - OTARMA retains casualty risks up to \$250,000 per claim, including loss adjustment expenses. OTARMA pays a percentage of its contributions to APEEP. APEEP reinsures claims exceeding \$250,000, up to \$1,750,000 per claim and \$5,000,000 in the aggregate per year. Townships can elect additional coverage, from \$2,000,000 to \$10,000,000 from the General Reinsurance Corporation.

If losses exhaust OTARMA's retained earnings, APEEP covers OTARMA losses up to \$5,000,000 per year, subject to a per-claim limit of \$2,000,000.

**ALLEN TOWNSHIP
UNION COUNTY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2007 AND 2006**

NOTE 6 - RISK POOL MANAGEMENT:- (continued)

Property Coverage - Through 2005, OTARMA retains property risks, including automobile physical damage, up to \$100,000 on any specific loss in any one occurrence. The Travelers Indemnity Company reinsures losses exceeding \$100,000 up to \$500,000,000 per occurrence. APEEP's Guarantee Fund pays losses and loss adjustment expenses exceeding operating contributions.

The aforementioned casualty and property reinsurance agreements do not discharge OTARMA's primary liability for claims payments on covered losses. Claims exceeding coverage limits are the obligation of the respective township.

Financial Position - OTARMA's financial statements (audited by other accountants) are represented to conform with generally accepted accounting principles, and reported the following assets, liabilities and retained earnings at December 31, 2006 and 2005 (the latest information available):

| <u>Casualty Coverage</u> | <u>2006</u> | <u>2005</u> |
|--------------------------|----------------------|----------------------|
| Assets | \$ 32,031,312 | \$ 30,485,638 |
| Liabilities | (11,443,952) | (12,344,576) |
| Retained earnings | \$ 20,587,360 | \$ 18,141,062 |

| <u>Property Coverage</u> | <u>2006</u> | <u>2005</u> |
|--------------------------|---------------------|---------------------|
| Assets | \$ 10,010,963 | \$ 9,177,796 |
| Liabilities | (676,709) | (1,406,031) |
| Retained earnings | \$ 9,334,254 | \$ 7,771,765 |

At December 31, 2006 and 2005, respectively, casualty coverage liabilities noted above include approximately \$10.8 million and \$11.6 million of estimated incurred claims payable. The Casualty Coverage assets and retained earnings above also include approximately \$10.8 million and \$11.6 million of unpaid claims to be billed to approximately 958 member governments in the future, as of December 31, 2006 and 2005, respectively. These amounts will be included in future contributions from members when the related claims are due for payment. The Township's share of these unpaid claims collectible in future years is approximately \$53,682. This payable includes the subsequent year's contribution due if the Township terminates participation, as described in the last paragraph below.

Based on discussions with OTARMA, the expected rates OTARMA charges to compute member contributions, which are used to pay claims as they become due, are not expected to change significantly from those used to determine the historical contributions detailed below. By contract, the annual liability of each member is limited to the amount of financial contributions required to be made to OTARMA for each year of membership.

| <u>Contributions to OTARMA</u> | |
|--------------------------------|-----------|
| 2005 | \$ 32,517 |
| 2006 | 34,225 |
| 2007 | 26,841 |

After completing one year of membership, members may withdraw on each anniversary of the date they joined OTARMA provided they give written notice to OTARMA 60 days in advance of the anniversary date. Upon withdrawal, members are eligible for a full or partial refund of their capital contributions, minus the subsequent year's budgetary contribution. Withdrawing members have no other future obligation to the pool. Also upon withdrawal, payments for all casualty claims and claim expenses become the sole responsibility of the withdrawing member, regardless of whether a claim occurred or was reported prior to the withdrawal.



**Independent Auditors' Report on Internal Control over Financial Reporting
and on Compliance and Other Matters Required by *Government Auditing Standards***

Board of Trustees
Allen Township
Union County

We have audited the financial statements of the Allen Township, Union County, (the Township) as of and for the years ended December 31, 2007 and 2006, and have issued our report thereon dated June 15, 2008, wherein we noted the Township followed accounting practices the Auditor of State prescribes rather than accounting principles generally accepted in the United States of America. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Allen Township's internal control over financial reporting as a basis for designing our auditing procedures for expressing our opinions on the financial statements, but not to opine on the effectiveness of the Township's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Allen Township's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Township's ability to initiate, authorize, record, process, or report financial data reliably in accordance with its applicable accounting basis, such that there is more than a remote likelihood that the Township's internal control will not prevent or detect a more-than-inconsequential financial statement misstatement.

We consider the deficiencies described in the accompanying schedule of findings as item 2007-001 to be significant deficiencies in internal control over financial reporting.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the Township's internal control.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in the internal control that might be significant deficiencies and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. However, we did not identify any deficiencies in internal control over financial reporting as described above that we consider material weaknesses.

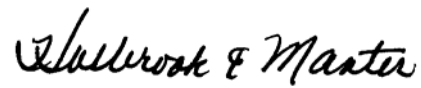
We also noted certain internal control matters that we reported to the Township's management in a separate letter dated July 30, 2008.

Compliance and Other Matters

As part of reasonably assuring whether Allen Township's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Allen Township's response to the findings identified in our audit is described in the accompanying schedule of findings. We did not audit Allen Township's response and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of management, Board of Trustees, and the Auditor of State of Ohio and is not intended to be and should not be used by anyone other than these specified parties.



Certified Public Accountants

July 30, 2008

**ALLEN TOWNSHIP
UNION COUNTY
SCHEDULE OF FINDINGS
FOR THE YEARS ENDED DECEMBER 31, 2007 AND 2006**

**FINDING RELATED TO THE FINANCIAL STATEMENTS
REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS**

| | |
|-----------------------|-----------------|
| Finding Number | 2007-001 |
|-----------------------|-----------------|

Significant Deficiency – Internal Control and Review Procedures

Although the Trustees' receive and review a select number of reports from the Fiscal Officer of the Township for approval on a bi-monthly basis, the Township has not established formal procedures for sign-offs of procedures performed. During our testing and analysis, we noted that the Trustees are not formally reviewing the numerical check sequence prior to signing the checks. We also recommend that the Trustees specifically match each electronic bill pay payment from the bank statement to supporting documentation each month.

The Township should carefully review this information and make appropriate inquiries to help determine the integrity of the financial information. When performing such review, the trustees' signatures or initials and the date should be affixed to the documents examined and it should be noted in the monthly minutes that the trustees' thoroughly reviewed and approved those documents. In addition, we also recommend that the numerical check sequence be noted in the minutes and signed off of by the Board each month.

Officials' Response

The Fiscal Officer will continue to provide the bank reconciliations and bank statements to the Trustees for their review and approval at each months meeting. The Township will also document and approve the review of those reports and the numerical sequence of the checks within the monthly minutes.



Mary Taylor, CPA
Auditor of State

ALLEN TOWNSHIP

UNION COUNTY

CLERK'S CERTIFICATION

This is a true and correct copy of the report which is required to be filed in the Office of the Auditor of State pursuant to Section 117.26, Revised Code, and which is filed in Columbus, Ohio.

Susan Babbitt

CLERK OF THE BUREAU

CERTIFIED
AUGUST 21, 2008