

**BRISTOL TOWNSHIP
MORGAN COUNTY**

AUDIT REPORT

JANUARY 1, 2008 – DECEMBER 31, 2009

**Wolfe, Wilson, & Phillips, Inc.
37 South Seventh Street
Zanesville, Ohio 43701**



Mary Taylor, CPA
Auditor of State

Board of Trustees
Bristol Township
316 East Bone Road
McConnelsville, Ohio 43756

We have reviewed the *Independent Auditors' Report* of Bristol Township, Morgan County, prepared by Wolfe, Wilson & Phillips, Inc., for the audit period January 1, 2008 through December 31, 2009. 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.

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. Bristol Township is responsible for compliance with these laws and regulations.

Mary Taylor

Mary Taylor, CPA
Auditor of State

April 9, 2010

This Page is Intentionally Left Blank.

**BRISTOL TOWNSHIP
MORGAN COUNTY**

TABLE OF CONTENTS

<u>Title</u>	<u>Page</u>
Independent Auditors' Report.....	1
Management Discussion and Analysis.....	2
Government-wide Financial Statements:	
Statement of Nets Assets Year Ended December 31, 2009.....	8
Statement of Activities Year ended December 31, 2009.....	9
Fund Financial Statements:	
Governmental Funds	
Statement of Cash Basis Assets and Fund Balances, Year Ended December 31, 2009.....	10
Statement of Cash Receipts, Disbursements and Changes in Fund Cash Balance Year Ended December 31, 2009.....	11
Statement of Cash Receipts, Disbursements and Changes in Fund Cash Balances- Budget and Actual (Non-GAAP Budgetary Basis) - General Fund, Year Ended December 31, 2009.....	12
Statement of Cash Receipts, Disbursements and Changes in Fund Cash Balances- Budget and Actual (Non-GAAP Budgetary Basis) - MVL Tax Fund, Year Ended December 31, 2009.....	13
Statement of Cash Receipts, Disbursements and Changes in Fund Cash Balances- Budget and Actual (Non-GAAP Budgetary Basis) - Gasoline Tax Fund, Year Ended December 31, 2009.....	14
Statement of Cash Receipts, Disbursements and Changes in Fund Cash Balances- Budget and Actual (Non-GAAP Budgetary Basis) - Road and Bridge Fund, Year Ended December 31, 2009.....	15
Government-wide Financial Statements:	
Statement of Nets Assets Year Ended December 31, 2008.....	16
Statement of Activities Year ended December 31, 2008.....	17
Fund Financial Statements:	
Governmental Funds	
Statement of Cash Basis Assets and Fund Balances, Year Ended December 31, 2008.....	18
Statement of Cash Receipts, Disbursements and Changes in Fund Cash Balance Year Ended December 31, 2008.....	19
Statement of Cash Receipts, Disbursements and Changes in Fund Cash Balances- Budget and Actual (Non-GAAP Budgetary Basis) - General Fund, Year Ended December 31, 2008.....	20
Statement of Cash Receipts, Disbursements and Changes in Fund Cash Balances- Budget and Actual (Non-GAAP Budgetary Basis) - MVL Tax Fund, Year Ended December 31, 2008.....	21
Statement of Cash Receipts, Disbursements and Changes in Fund Cash Balances- Budget and Actual (Non-GAAP Budgetary Basis) - Gasoline Tax Fund, Year Ended December 31, 2008.....	22
Notes to the Financial Statements.....	23
Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required By Government Auditing Standards.....	35

This Page is Intentionally Left Blank.

**WOLFE, WILSON, & PHILLIPS, INC.
37 SOUTH SEVENTH STREET
ZANESVILLE, OHIO 43701**

INDEPENDENT AUDITORS' REPORT

Bristol Township
Morgan County
316 East Bone Road
McConnelsville, Ohio 43756

We have audited the accompanying financial statements of the governmental activities, major funds and aggregate remaining fund information of Bristol Township, Morgan County as of and for the years ended December 31, 2009 and 2008, which collectively comprised the Township's basic financial statements. 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 audit.

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. Those standards require that we plan and perform the audit 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 audit provides a reasonable basis for our opinion.

As discussed in Note 2, the Township has prepared these financial statements and notes using the cash basis of accounting. This is a comprehensive accounting basis other than accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position-cash basis of the governmental activities, major funds and the aggregate remaining fund information of Bristol Township, Morgan County, as of December 31, 2009 and 2008, and the respective changes in financial position-cash basis and the respective budgetary comparison for the General Fund, MVL Tax Fund, Gas Tax Fund, and Road and Bridge Fund, thereof for the years then ended in conformity with the basis of accounting Note 2 describes.

In accordance with *Government Auditing Standards*, we have also issued a report dated February 1, 2010, on our consideration of Bristol Township's internal control structure over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Management's discussion and analysis is not a required part of the basic financial statements but is supplementary information the Government Accounting Standards Board requires. We have applied certain limited procedures, consisting principally of inquiries of management regarding the methods of measuring and presenting the required supplementary information. However, we did not audit the information and express no opinion on it.

Wolfe, Wilson, & Phillips, Inc.
Zanesville, Ohio
February 1, 2010

**BRISTOL TOWNSHIP, MORGAN COUNTY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEARS ENDED DECEMBER 31, 2009 AND 2008
UNAUDITED**

This discussion and analysis of the Bristol Township's financial performance provides an overall review of the Township's financial activities for the years ended December 31, 2009 and 2008, within the limitations of the Township's cash basis accounting. The intent of this discussion and analysis is to look at the Township's financial performance as a whole; readers should also review the financial statements and notes to the basic financial statements to enhance their understanding of the Township's financial performance.

Highlights

Key highlights for 2009 and 2008 are as follows:

The Township's general receipts are primarily Real Estate and property taxes for governmental activities for the year. Tax receipts for 2009 and 2008 changed very little compared compared to 2007 as development within the Township has stayed about the same.

In 2009 the Township purchased a new truck for \$46,458.

In 2009, the Township received \$82,282 in Issue II funds to be used for Township projects.

Using the Basic Financial Statements

This annual report is presented in a format consistent with the presentation requirements of Governmental Accounting Standards Board Statement No. 34, as applicable to the Township's cash basis of accounting.

Report Components

The statement of net assets and statement of activities provide information about the cash activities of the Township as a whole. The statement of cash basis assets and fund balances, and the statement of cash receipts, disbursements and changes in fund cash balances, present financial information by fund, presenting funds with the largest balances or most activity in separate columns.

The notes to the basic financial statements are an integral part of the government-wide and fund financial statements and provide expanded explanation and detail regarding the information reported in the statements.

Basis of Accounting

The basis of accounting is a set of guidelines that determine when financial events are recorded. The Township has elected to present on a cash basis of accounting. This basis of accounting is a basis of accounting other than generally accepted accounting principles. Under the Township's cash basis of accounting, receipts and disbursements are recorded when cash is received or paid.

As a result of using the cash basis of accounting, certain assets and their related revenues (such as accounts receivable) and certain liabilities and their expenses (such as accounts payable) are not recorded in the financial statements. Therefore, when reviewing the financial information and discussion within this report, the reader must keep in mind the limitations resulting from the use of the cash basis of accounting.

**BRISTOL TOWNSHIP, MORGAN COUNTY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEARS ENDED DECEMBER 31, 2009 AND 2008
UNAUDITED**

Reporting the Government as a Whole

The statements of net assets and statements of activities for 2009 and 2008 reflect how the Township did financially within the limitations of the cash basis of accounting. The statement of net assets present the cash balances of the governmental activities of the Township at year end. The statement of activities compares cash disbursements with program receipts for each governmental program. Program receipts include charges paid by the recipient of the programs services and grants and contributions restricted to meeting the operational or capital requirements of a particular program. General cash receipts are all receipts not classified as program receipts. The comparison of cash disbursements with program receipts identifies how each governmental function draws from the Township's general receipts.

These statements report the Township's cash position and the changes in cash position. Keeping in mind the limitations of the cash basis of accounting, you can think of these changes as one way to measure the Township's financial health. Over time, increases or decreases in the Township's cash position is one indicator of whether the Township's financial health is improving or deteriorating. When evaluating the Township's financial condition, you should also consider other nonfinancial factors as well such as the Township's tax base, the extent of the Township's debt obligations, the reliance on non-local financial resources for operations and the need for continued growth in the major local revenue sources such as property and real estate taxes.

In the statement of net assets and the statement of activities, we divide the government into governmental activities. All of the Township's basic services are reported here, including road maintenance. Real estate and property taxes finance most of these activities. Benefits provided through governmental activities are not necessarily paid for by the people receiving them.

Reporting the Government's Most Significant Funds

Fund financial statements provide detailed information about the Township's major funds – not the Township as a whole. The Township establishes separate funds to better manage its many activities and to help demonstrate that money that is restricted as to how it may be used is being spent for the intended purpose.

Governmental Funds - All of the Township's activities are reported in governmental funds. The governmental fund financial statements provide a detailed view of the Township's governmental operations and the basic services it provides. Governmental fund information helps determine whether there are more or less financial resources that can be spent to finance the Township's programs. The Township's significant governmental funds are presented on the financial statements in separate columns. The information for nonmajor funds (funds whose activity or balances are not large enough to warrant separate reporting) is combined and presented in total in a single column. The Township's major governmental funds for 2009 are the General Fund, MVL Tax Fund, Gasoline Tax Fund, Road and Bridge Fund, and Public Works Fund. In 2008 the major funds are the General Fund, MVL Tax Fund, and Gasoline Tax Fund. The programs reported in governmental funds are related to those reported in the governmental activities section of the entity-wide statements. There are no reconciliations between the two reports as the township reports on the cash basis.

**BRISTOL TOWNSHIP, MORGAN COUNTY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEARS ENDED DECEMBER 31, 2009 AND 2008
UNAUDITED**

The Government as a Whole

Table 1 provides a summary of the Township's net assets for 2009 compared to 2008 and 2007 on the cash basis:

Table 1
NET ASSETS

	Governmental Activities		
	2009	2008	2007
Assets			
Cash	\$ 269,060	\$ 293,826	\$ 245,065
Total Assets	269,060	293,826	245,065
Net Assets			
Restricted for:			
Permanent Fund			
Expendable	818	832	997
Nonexpendable	7,150	7,150	7,150
Other Purposes	241,649	274,898	220,447
Unrestricted	19,443	10,946	16,471
Total Net Assets	\$ 269,060	\$ 293,826	\$ 245,065

**BRISTOL TOWNSHIP, MORGAN COUNTY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEARS ENDED DECEMBER 31, 2009 AND 2008
UNAUDITED**

Table 2 reflects the changes in net assets in 2009 and 2008 and 2007

Table 2
CHANGES IN NET ASSETS

	Governmental Activities		
	2009	2008	2007
Receipts:			
Program Receipts:			
Operating Grants	\$ 86,632	\$ 90,436	\$ 88,980
Capital Grants	82,282	-	-
Charges for Services	5,592	6,076	6,178
Total Program Receipts	<u>174,506</u>	<u>96,512</u>	<u>95,158</u>
General Receipts:			
Property and Other Tax	45,992	45,136	46,664
Grants and Entitlements not Restricted	12,109	10,773	10,191
Interest	11,141	11,039	7,309
Miscellaneous	1,692	51	80
Total General Receipts	<u>70,934</u>	<u>66,999</u>	<u>64,244</u>
Total Receipts	<u>245,440</u>	<u>163,511</u>	<u>159,402</u>
Disbursements:			
General Government	28,560	33,009	27,310
Public Safety	10,419	10,696	11,180
Public Works	95,697	62,194	52,334
Health	4,550	4,835	2,871
Conservation	2,240	2,305	2,159
Capital Outlay	128,740	1,711	-
Total Disbursements	<u>270,206</u>	<u>114,750</u>	<u>95,854</u>
Increase/(Decrease) In Net Assets	<u>(24,766)</u>	<u>48,761</u>	<u>63,548</u>
Net Assets, January 1	293,826	245,065	181,517
Net Assets, December 31	<u>\$ 269,060</u>	<u>\$ 293,826</u>	<u>\$ 245,065</u>

Program receipts represent 71%, 59% and 60% of total receipts for 2009, 2008 and 2007, respectively. They are primarily comprised of restricted intergovernmental receipts such as motor vehicle license and gas tax money.

General receipts represent 29%, 41% and 40% of the Township's total receipts for 2007, 2006 and 2005, respectively. Local taxes represent 65%, 67% and 73% of the general receipts. Grants and entitlements make up the balance of general receipts. Other receipts are insignificant and somewhat unpredictable receipt sources.

Disbursements for general government represent the overhead costs of running the Township and the support services provided for the other Township activities.

**BRISTOL TOWNSHIP, MORGAN COUNTY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEARS ENDED DECEMBER 31, 2009 AND 2008
UNAUDITED**

Governmental Activities

If you look at the Statement of Activities, you will see that the first column lists the major services provided by Bristol Township. The next column identifies the costs of providing these services. The major program disbursements for governmental activities are Public Works and General Government, which account for 35% and 11% in 2009 and 54% and 29% in 2008 of all governmental disbursements. The next three columns of the Statement entitled Program Receipts identify amounts paid by people who are directly charged for the service and grants received by the Township that must be used to provide a specific service. This "net cost" amount represents the cost of the service, which ends up being paid from money provided by local taxpayers. These net costs are paid from the general receipts, which are presented at the bottom of the Statement. A comparison between the total cost of service and the net cost for 2009 and 2008 is presented in Table 3.

TABLE 3

	Total Cost of Services 2009	Net Cost of Services 2009	Total Cost of Services 2008	Net Cost of Services 2008
General Government	\$ 28,560	\$ 28,560	\$ 33,009	\$ 33,009
Public Safety	10,419	10,419	10,696	10,696
Public Works	95,697	3,538	62,194	(34,224)
Health	4,550	4,550	4,835	4,835
Conservation	2,240	2,240	2,305	2,305
Other	-	(65)	-	(94)
Capital Outlay	128,740	46,458	1,711	1,711
Total Expenses	<u>\$ 270,206</u>	<u>\$ 95,700</u>	<u>\$ 114,750</u>	<u>\$ 18,238</u>

The dependence upon property tax is apparent as over 48% and 100% for 2009 and 2008 of governmental activities are supported through these general receipts.

The Government's Funds

Total governmental funds had receipts of \$245,440 and \$163,511 for 2009 and 2008 and disbursements of \$270,206 and \$114,750 for 2009 and 2008, respectively.

**BRISTOL TOWNSHIP, MORGAN COUNTY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEARS ENDED DECEMBER 31, 2009 AND 2008
UNAUDITED**

Fund Budgeting Highlights

The Township's budget is prepared according to Ohio law and is based upon accounting for certain transactions on a basis of cash receipts and disbursements. The most significant budgeted fund is the General Fund.

During 2009 and 2008, the Township made amendments to its appropriation budget and receipts budget to reflect changing circumstances. For both 2009 and 2008, actual receipts were greater than budgeted receipts.

Final budgeted disbursements for 2009 and 2008 were \$43,519 and \$49,048, respectively. Actual disbursements for 2009 and 2008 were \$30,787 and \$41,291, respectively. The Township kept spending close to budgeted amounts.

Capital Assets and Debt Administration

Capital Assets

The Township does not currently keep track of its capital assets and infrastructure in the accompanying financial statements, but records payments for capital assets as disbursements.

Debt

As of December 31, 2009, the Township had no outstanding debt.

Contacting the Government's Financial Management

This financial report is designed to provide our citizens, taxpayers, investors, and creditors with a general overview of the Township's finances and to reflect the Township's accountability for the monies it receives. Questions concerning any of the information in this report or requests for additional information should be directed to Shirley Holland, Fiscal Officer, 316 East Bone Road, McConnelsville, Ohio 43756.

**BRISTOL TOWNSHIP
MORGAN COUNTY**

**STATEMENT OF NET ASSETS-CASH BASIS
December 31, 2009**

	<u>Governmental Activities</u>
ASSETS:	
Equity in Pooled Cash and Cash Equivalents	<u>\$ 269,060</u>
Total Assets	<u>\$ 269,060</u>
NET ASSETS:	
Restricted for:	
Permanent Fund	
Expendable	818
Nonexpendable	7,150
Other Purposes	241,649
Unrestricted	<u>19,443</u>
Total Net Assets	<u><u>\$ 269,060</u></u>

See notes to basic financial statements.

**BRISTOL TOWNSHIP
MORGAN COUNTY**

**STATEMENT OF ACTIVITIES-CASH BASIS
FOR THE YEAR ENDED DECEMBER 31, 2009**

	<u>Cash</u> <u>Disbursements</u>	<u>Charges for</u> <u>Services</u> <u>and Sales</u>	<u>Operating</u> <u>Grants and</u> <u>Contributions</u>	<u>Capital Grants</u> <u>and</u> <u>Contributions</u>	<u>Net</u> <u>(Disbursements)</u> <u>Receipts and</u> <u>Changes in</u> <u>Net Assets</u>
Governmental Activities:					
General Government	\$ 28,560	\$ -	\$ -	\$ -	\$ (28,560)
Public Safety	10,419	-	-	-	(10,419)
Public Works	95,697	5,527	86,632	-	(3,538)
Health	4,550	-	-	-	(4,550)
Conservation	2,240	-	-	-	(2,240)
Other	-	65	-	-	65
Capital Outlay	128,740	-	-	82,282	(46,458)
	<u>128,740</u>	<u>-</u>	<u>-</u>	<u>82,282</u>	<u>(46,458)</u>
Total Governmental Activities	<u>\$ 270,206</u>	<u>\$ 5,592</u>	<u>\$ 86,632</u>	<u>\$ 82,282</u>	<u>\$ (95,700)</u>

General Receipts:

Property Taxes Levied for:	
General Purposes	45,992
Grants and Entitlements not	
Restricted to Specific Programs	12,109
Interest	11,141
Miscellaneous	1,692
	<u>1,692</u>
Total General Receipts	<u>70,934</u>
Change in Net Assets	(24,766)
Net Assets Beginning of Year	<u>293,826</u>
Net Assets End of Year	<u>\$ 269,060</u>

See notes to the basic financial statements.

**BRISTOL TOWNSHIP
MORGAN COUNTY**

**STATEMENT OF CASH BASIS ASSETS AND FUND BALANCES
GOVERNMENTAL FUNDS
December 31, 2009**

	<u>General</u>	<u>MVL Tax</u>	<u>Gas Tax</u>	<u>Road and Bridge</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
ASSETS:						
Equity in Pooled Cash and cash Equivalents	\$ 19,443	\$ 41,375	\$ 133,295	\$ 26,989	\$ 47,958	\$ 269,060
Total Assets	<u>\$ 19,443</u>	<u>\$ 41,375</u>	<u>\$ 133,295</u>	<u>\$ 26,989</u>	<u>\$ 47,958</u>	<u>\$ 269,060</u>
Fund Balances:						
Unreserved:						
General Fund	19,443	-	-	-	-	19,443
Special Revenue Fund	-	41,375	133,295	26,989	39,990	241,649
Permanent Fund	-	-	-	-	7,968	7,968
Total Fund Balances	<u>\$ 19,443</u>	<u>\$ 41,375</u>	<u>\$ 133,295</u>	<u>\$ 26,989</u>	<u>\$ 47,958</u>	<u>\$ 269,060</u>

See notes to basic financial statements.

**BRISTOL TOWNSHIP
MORGAN COUNTY**

**STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND CASH BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2009**

	<u>General</u>	<u>MVL Tax</u>	<u>Gasoline Tax</u>	<u>Road and Bridge</u>	<u>Public Works</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
CASH RECEIPTS							
Property and Other Local Taxes	\$ 23,433	\$ -	\$ -	\$ 5,858	\$ -	\$ 16,701	\$ 45,992
Intergovernmental	9,708	5,527	86,632	689	82,282	1,712	186,550
Interest	4,386	2,187	4,372	-	-	196	11,141
Other	1,757	-	-	-	-	-	1,757
Total Receipts	<u>39,284</u>	<u>7,714</u>	<u>91,004</u>	<u>6,547</u>	<u>82,282</u>	<u>18,609</u>	<u>245,440</u>
CASH DISBURSEMENTS:							
Current:							
General Government	28,560	-	-	-	-	-	28,560
Public Safety	-	-	-	-	-	10,419	10,419
Public Works	2,227	1,567	89,341	2,562	-	-	95,697
Health	-	-	-	-	-	4,550	4,550
Conservation	-	-	-	-	-	2,240	2,240
Capital Outlay	-	-	46,458	-	82,282	-	128,740
Total Disbursements	<u>30,787</u>	<u>1,567</u>	<u>135,799</u>	<u>2,562</u>	<u>82,282</u>	<u>17,209</u>	<u>270,206</u>
Excess of Receipts Over (Under) Disbursements	8,497	6,147	(44,795)	3,985	-	1,400	(24,766)
Cash Fund Balances Beginning of Year	<u>10,946</u>	<u>35,228</u>	<u>178,090</u>	<u>23,004</u>	<u>-</u>	<u>46,558</u>	<u>293,826</u>
Cash Fund Balances End of Year	<u>\$ 19,443</u>	<u>\$ 41,375</u>	<u>\$ 133,295</u>	<u>\$ 26,989</u>	<u>\$ -</u>	<u>\$ 47,958</u>	<u>\$ 269,060</u>

See notes to basic financial statements.

**BRISTOL TOWNSHIP
MORGAN COUNTY**

**STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND CASH BALANCES
BUDGET AND ACTUAL - BUDGET BASIS
GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2009**

	<u>Budgeted Amounts</u>			Variance with Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	
CASH RECEIPTS				
Property and Other Local Taxes	\$ 24,165	\$ 24,165	\$ 23,433	\$ (732)
Intergovernmental	4,540	4,540	9,708	5,168
Interest	4,300	4,300	4,386	86
Other	68	68	1,757	1,689
Total Receipts	<u>33,073</u>	<u>33,073</u>	<u>39,284</u>	<u>6,211</u>
CASH DISBURSEMENTS:				
Current:				
General Government	36,916	37,710	28,560	9,150
Public Works	8,740	4,545	2,227	2,318
Capital Outlay	3,392	1,264	-	1,264
Total Disbursements	<u>49,048</u>	<u>43,519</u>	<u>30,787</u>	<u>12,732</u>
Excess of Receipts Over (Under) Disbursements	(15,975)	(10,446)	8,497	18,943
Cash Fund Balances Beginning of Year	<u>10,946</u>	<u>10,946</u>	<u>10,946</u>	<u>-</u>
Cash Fund Balances End of Year	<u>\$ (5,029)</u>	<u>\$ 500</u>	<u>\$ 19,443</u>	<u>\$ 18,943</u>

See notes to basic financial statements.

**BRISTOL TOWNSHIP
MORGAN COUNTY**

**STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND CASH BALANCES
BUDGET AND ACTUAL - BUDGET BASIS
MVL TAX FUND
FOR THE YEAR ENDED DECEMBER 31, 2009**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
CASH RECEIPTS				
Intergovernmental	\$ 5,641	\$ 5,641	\$ 5,527	\$ (114)
Interest	2,100	2,100	2,187	87
Total Receipts	<u>7,741</u>	<u>7,741</u>	<u>7,714</u>	<u>(27)</u>
CASH DISBURSEMENTS:				
Current:				
Public Works	25,000	25,000	1,567	23,433
Capital Outlay	10,786	17,969	-	17,969
Total Disbursements	<u>35,786</u>	<u>42,969</u>	<u>1,567</u>	<u>41,402</u>
Excess of Receipts Over (Under) Disbursements	(28,045)	(35,228)	6,147	41,375
Cash Fund Balances Beginning of Year	<u>35,228</u>	<u>35,228</u>	<u>35,228</u>	<u>-</u>
Cash Fund Balances End of Year	<u>\$ 7,183</u>	<u>\$ -</u>	<u>\$ 41,375</u>	<u>\$ 41,375</u>

See notes to basic financial statements.

**BRISTOL TOWNSHIP
MORGAN COUNTY**

**STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND CASH BALANCES
BUDGET AND ACTUAL - BUDGET BASIS
GAS TAX FUND
FOR THE YEAR ENDED DECEMBER 31, 2009**

	<u>Budgeted Amounts</u>			Variance with Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	
CASH RECEIPTS				
Intergovernmental	\$ 98,587	\$ 98,587	\$ 86,632	\$ (11,955)
Interest	4,500	4,500	4,372	(128)
Total Receipts	<u>103,087</u>	<u>103,087</u>	<u>91,004</u>	<u>(12,083)</u>
CASH DISBURSEMENTS:				
Current:				
General Government	2,000	100	-	100
Public Works	234,322	141,725	89,341	52,384
Capital Outlay	1,000	139,352	46,458	92,894
Total Disbursements	<u>237,322</u>	<u>281,177</u>	<u>135,799</u>	<u>145,378</u>
Excess of Receipts Over (Under) Disbursements	(134,235)	(178,090)	(44,795)	133,295
Cash Fund Balances Beginning of Year	<u>178,090</u>	<u>178,090</u>	<u>178,090</u>	<u>-</u>
Cash Fund Balances End of Year	<u>\$ 43,855</u>	<u>\$ -</u>	<u>\$ 133,295</u>	<u>\$ 133,295</u>

See notes to basic financial statements.

**BRISTOL TOWNSHIP
MORGAN COUNTY**

**STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND CASH BALANCES
BUDGET AND ACTUAL - BUDGET BASIS
ROAD AND BRIDGE FUND
FOR THE YEAR ENDED DECEMBER 31, 2009**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
CASH RECEIPTS				
Property and Other Local Taxes	\$ 6,140	\$ 6,140	\$ 5,858	\$ (282)
Intergovernmental	30	30	689	659
Total Receipts	<u>6,170</u>	<u>6,170</u>	<u>6,547</u>	<u>377</u>
CASH DISBURSEMENTS:				
Current:				
Public Works	25,470	29,174	2,562	26,612
Total Disbursements	<u>25,470</u>	<u>29,174</u>	<u>2,562</u>	<u>26,612</u>
Excess of Receipts Over (Under) Disbursements	(19,300)	(23,004)	3,985	26,989
Cash Fund Balances Beginning of Year	<u>23,004</u>	<u>23,004</u>	<u>23,004</u>	<u>-</u>
Cash Fund Balances End of Year	<u>\$ 3,704</u>	<u>\$ -</u>	<u>\$ 26,989</u>	<u>\$ 26,989</u>

See notes to basic financial statements.

**BRISTOL TOWNSHIP
MORGAN COUNTY**

**STATEMENT OF NET ASSETS-CASH BASIS
December 31, 2008**

	<u>Governmental Activities</u>
ASSETS:	
Equity in Pooled Cash and Cash Equivalents	<u>\$ 293,826</u>
Total Assets	<u>\$ 293,826</u>
NET ASSETS:	
Restricted for:	
Permanent Fund	
Expendable	832
Nonexpendable	7,150
Other Purposes	274,898
Unrestricted	<u>10,946</u>
Total Net Assets	<u><u>\$ 293,826</u></u>

See notes to basic financial statements.

**BRISTOL TOWNSHIP
MORGAN COUNTY**

**STATEMENT OF ACTIVITIES-CASH BASIS
FOR THE YEAR ENDED DECEMBER 31, 2008**

	<u>Cash Disbursements</u>	<u>Charges for Services and Sales</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Net (Disbursements) Receipts and Changes in Net Assets</u>
Governmental Activities:					
General Government	\$ 33,009	\$ -	\$ -	\$ -	\$ (33,009)
Public Safety	10,696	-	-	-	(10,696)
Public Works	62,194	5,982	90,436	-	34,224
Health	4,835	-	-	-	(4,835)
Conservation	2,305	-	-	-	(2,305)
Other	-	94	-	-	94
Capital Outlay	1,711	-	-	-	(1,711)
	<u>1,711</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(1,711)</u>
Total Governmental Activities	<u>\$ 114,750</u>	<u>\$ 6,076</u>	<u>\$ 90,436</u>	<u>\$ -</u>	<u>\$ (18,238)</u>

General Receipts:

Property Taxes Levied for:	
General Purposes	45,136
Grants and Entitlements not	
Restricted to Specific Programs	10,773
Interest	11,039
Miscellaneous	51
	<u>51</u>
Total General Receipts	<u>66,999</u>
Change in Net Assets	48,761
Net Assets Beginning of Year	<u>245,065</u>
Net Assets End of Year	<u>\$ 293,826</u>

See notes to the basic financial statements.

**BRISTOL TOWNSHIP
MORGAN COUNTY**

**STATEMENT OF CASH BASIS ASSETS AND FUND BALANCES
GOVERNMENTAL FUNDS
December 31, 2008**

	<u>General</u>	<u>MVL Tax</u>	<u>Gas Tax</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
ASSETS:					
Equity in Pooled Cash and cash Equivalents	\$ 10,946	\$ 35,228	\$ 178,090	\$ 69,562	\$ 293,826
Total Assets	<u>\$ 10,946</u>	<u>\$ 35,228</u>	<u>\$ 178,090</u>	<u>\$ 69,562</u>	<u>\$ 293,826</u>
Fund Balances:					
Unreserved:					
General Fund	10,946	-	-	-	10,946
Special Revenue Fund	-	35,228	178,090	61,580	274,898
Permanent Fund	-	-	-	7,982	7,982
Total Fund Balances	<u>\$ 10,946</u>	<u>\$ 35,228</u>	<u>\$ 178,090</u>	<u>\$ 69,562</u>	<u>\$ 293,826</u>

See notes to basic financial statements.

**BRISTOL TOWNSHIP
MORGAN COUNTY**

**STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND CASH BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2008**

	<u>General</u>	<u>MVL Tax</u>	<u>Gasoline Tax</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
CASH RECEIPTS					
Property and Other Local Taxes	\$ 23,003	\$ -	\$ -	\$ 22,133	\$ 45,136
Intergovernmental	8,303	5,982	90,436	2,470	107,191
Interest	4,315	2,150	4,300	274	11,039
Other	145	-	-	-	145
Total Receipts	<u>35,766</u>	<u>8,132</u>	<u>94,736</u>	<u>24,877</u>	<u>163,511</u>
CASH DISBURSEMENTS:					
Current:					
General Government	32,609	-	400	-	33,009
Public Safety	-	-	-	10,696	10,696
Public Works	8,682	1,026	49,790	2,696	62,194
Health	-	-	-	4,835	4,835
Conservation	-	-	-	2,305	2,305
Capital Outlay	-	-	1,711	-	1,711
Total Disbursements	<u>41,291</u>	<u>1,026</u>	<u>51,901</u>	<u>20,532</u>	<u>114,750</u>
Excess of Receipts Over (Under) Disbursements	(5,525)	7,106	42,835	4,345	48,761
Cash Fund Balances Beginning of Year	<u>16,471</u>	<u>28,122</u>	<u>135,255</u>	<u>65,217</u>	<u>245,065</u>
Cash Fund Balances End of Year	<u>\$ 10,946</u>	<u>\$ 35,228</u>	<u>\$ 178,090</u>	<u>\$ 69,562</u>	<u>\$ 293,826</u>

See notes to basic financial statements.

**BRISTOL TOWNSHIP
MORGAN COUNTY**

**STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND CASH BALANCES
BUDGET AND ACTUAL - BUDGET BASIS
GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2008**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
CASH RECEIPTS				
Property and Other Local Taxes	\$ 23,720	\$ 23,720	\$ 23,003	\$ (717)
Intergovernmental	6,457	6,457	8,303	1,846
Interest	2,800	2,800	4,315	1,515
Other	100	100	145	45
Total Receipts	<u>33,077</u>	<u>33,077</u>	<u>35,766</u>	<u>2,689</u>
CASH DISBURSEMENTS:				
Current:				
General Government	36,917	37,117	32,609	4,508
Public Works	8,740	8,740	8,682	58
Capital Outlay	3,391	3,191	-	3,191
Total Disbursements	<u>49,048</u>	<u>49,048</u>	<u>41,291</u>	<u>7,757</u>
Excess of Receipts Over (Under) Disbursements	(15,971)	(15,971)	(5,525)	10,446
Cash Fund Balances Beginning of Year	<u>16,471</u>	<u>16,471</u>	<u>16,471</u>	<u>-</u>
Cash Fund Balances End of Year	<u>\$ 500</u>	<u>\$ 500</u>	<u>\$ 10,946</u>	<u>\$ 10,446</u>

See notes to basic financial statements.

**BRISTOL TOWNSHIP
MORGAN COUNTY**

**STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND CASH BALANCES
BUDGET AND ACTUAL - BUDGET BASIS
MVL TAX FUND
FOR THE YEAR ENDED DECEMBER 31, 2008**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
CASH RECEIPTS				
Intergovernmental	\$ 6,064	\$ 6,064	\$ 5,982	\$ (82)
Interest	1,600	1,600	2,150	550
Total Receipts	<u>7,664</u>	<u>7,664</u>	<u>8,132</u>	<u>468</u>
CASH DISBURSEMENTS:				
Current:				
Public Works	25,000	25,000	1,026	23,974
Capital Outlay	10,786	10,786	-	10,786
Total Disbursements	<u>35,786</u>	<u>35,786</u>	<u>1,026</u>	<u>34,760</u>
Excess of Receipts Over (Under) Disbursements	(28,122)	(28,122)	7,106	35,228
Cash Fund Balances Beginning of Year	<u>28,122</u>	<u>28,122</u>	<u>28,122</u>	<u>-</u>
Cash Fund Balances End of Year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 35,228</u>	<u>\$ 35,228</u>

See notes to basic financial statements.

**BRISTOL TOWNSHIP
MORGAN COUNTY**

**STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND CASH BALANCES
BUDGET AND ACTUAL - BUDGET BASIS
GAS TAX FUND
FOR THE YEAR ENDED DECEMBER 31, 2008**

	<u>Budgeted Amounts</u>		<u>Actual</u>	Variance with Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>		<u>Actual</u>
CASH RECEIPTS				
Intergovernmental	\$ 99,167	\$ 99,167	\$ 90,436	\$ (8,731)
Interest	2,900	2,900	4,300	1,400
Total Receipts	<u>102,067</u>	<u>102,067</u>	<u>94,736</u>	<u>(7,331)</u>
CASH DISBURSEMENTS:				
Current:				
General Government	2,000	2,000	400	1,600
Public Works	184,322	184,322	49,790	134,532
Capital Outlay	51,000	51,000	1,711	49,289
Total Disbursements	<u>237,322</u>	<u>237,322</u>	<u>51,901</u>	<u>185,421</u>
Excess of Receipts Over (Under) Disbursements	(135,255)	(135,255)	42,835	178,090
Cash Fund Balances Beginning of Year	<u>135,255</u>	<u>135,255</u>	<u>135,255</u>	<u>-</u>
Cash Fund Balances End of Year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 178,090</u>	<u>\$ 178,090</u>

See notes to basic financial statements.

**BRISTOL TOWNSHIP
MORGAN COUNTY**

NOTES TO THE FINANCIAL STATEMENTS

1. DESCRIPTION OF THE REPORTING ENTITY

Reporting Entity

The Township of Bristol, Morgan County, is a body politic and corporate 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 a publicly-elected three member Board of Trustees and a publicly elected Fiscal Officer.

The reporting entity is comprised of the primary government, component units and other organizations that were included to ensure that the financial statements are not misleading.

Primary Government

The primary government consists of all funds, departments, boards and agencies that are not legally separate from the Township. The Township provides road and bridge maintenance, cemetery maintenance, and fire protection. The Township contracts with the M&M Fire Department to provide fire services.

Component Units

Component units are legally separate organizations for which the Township is financially accountable. The Township is financially accountable for an organization if the Township appoints a voting majority of the organization's governing board and (1) the Township is able to significantly influence the programs or services performed or provided by the organization; or (2) the Township is legally entitled to or can otherwise access the organization's resources; the Township is legally obligated or has otherwise assumed the responsibility to finance the deficits of, or provide support to, the organization; or the Township is obligated for the debt of the organization. The Township is also financially accountable for any organizations that are fiscally dependent on the Township in that the Township approves their budget, the issuance of their debt or the levying of their taxes. Component units also include legally separate, tax-exempt entities whose resources are for the direct benefit of the Township, are accessible to the Township and are significant in amount to the Township.

Bristol Township has no component units.

Joint Ventures, Jointly Governed Organizations and Public Entity Risk Pools

A joint venture is a legal entity or other organization that results from a contractual arrangement and that is owned, operated, or governed by two or more participants as a separate and specific activity subject to joint control, in which the participants retain (a) an ongoing financial interest or (b) an ongoing financial responsibility. Under the cash basis of accounting, the Township does not report assets for equity interest in joint ventures.

The Township participates in a public entity risk pool. Note 5 to the financial statements provide additional information for this entity. This organization is: Public Entity Risk Pool: Ohio Township Association Risk Management Authority (OTARMA). OTARMA provides property, casualty and liability coverage.

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

**BRISTOL TOWNSHIP
MORGAN COUNTY**

NOTES TO THE FINANCIAL STATEMENTS

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements are presented on a cash basis of accounting. This cash basis of accounting differs from accounting principles generally accepted in the United States of America (GAAP). Generally accepted accounting principles include all relevant Governmental Accounting Standards Board (GASB) pronouncements, which have been applied to the extent they are applicable to the cash basis of accounting. In the government-wide financial statements, Financial Accounting Standards Board (FASB) pronouncements and Accounting Principles Board (APB) opinions issued on or before November 30, 1989, have been applied, to the extent they are applicable to the cash basis of accounting, unless those pronouncements, in which case GASB prevails. Following are more of the Township's accounting policies.

Basis of Presentation

The Township's basic financial statements consist of government-wide financial statements, including a statement of net assets and a statement of activities, and fund financial statements which provide a more detailed level of financial information

Government-Wide Financial Statements

The statement of net assets and the statement of activities display information about the Township as a whole. These statements include the financial activities of the primary government. The statements distinguish between those activities or the Township that are governmental and those that are considered business-type. Governmental activities generally are financed through taxes, intergovernmental receipts or other nonexchange transactions. Business-type activities are financed in whole or in part by fees charged to external parties for goods or service. The Township has no business-type activities.

The statement of net assets present the cash balance of the governmental activities of the Township at year end. The statement of activities compares disbursements with program receipts for each of the Township's governmental activities. Disbursements are reported by function. A function is a group of related activities designed to accomplish a major service or regulatory program for which the Township is responsible. Program receipts include charges paid by the recipient of the programs goods or services, grants and contributions restricted to meeting the operational or capital requirements of a particular program and receipts of interest earned on grants that is required to be used to support a particular program. General receipts are all receipts not classified as program receipts, with limited exceptions. The comparison of direct disbursements with program receipts identifies the extent to which each governmental function is self-financing on a cash basis or draws from the Township's general receipts.

Fund Financial Statements

During the year, the Township segregates transactions related to certain Township functions or activities in separate funds to aid management and to demonstrate legal compliance. Fund financial statements are designed to present financial information of the Township at this more detailed level. The focus of governmental fund financial statements is on major funds. Each major fund is presented in a separate column. Nonmajor funds are aggregated and presented in a single column.

**BRISTOL TOWNSHIP
MORGAN COUNTY**

NOTES TO THE FINANCIAL STATEMENTS

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fund Accounting

The Township uses fund accounting to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. Funds are used to segregate resources that are restricted as to use. The funds of the Township are divided into one category: governmental.

Governmental Funds

The Township classifies funds financed primarily from taxes, intergovernmental receipts (e.g. grants), and other nonexchange transactions as governmental funds. The Township's major governmental funds for 2009 are the General Fund, MVL Tax Fund, Gasoline Tax Fund, Road and Bridge Fund and Public Works Fund. The Township's major governmental funds for 2008 are the General Fund, MVL Tax Fund, and Gasoline Tax Fund. The General Fund is used to account for all financial resources, except those required to be accounted for in another fund. The General Fund balance is available to the Township for any purpose provided it is expended or transferred according to the general laws of Ohio. The MVL Tax Fund is used for road and bridge maintenance. The Gasoline Tax Fund is used for the maintenance and upkeep of roads. The Road and Bridge Fund is used for the maintenance and upkeep of Township roads. The Public Works Fund accounts for Issue II monies for Township projects. The other governmental funds of the Township account for grants and other resources whose use is restricted to a particular purpose.

Fiduciary Funds

Fiduciary funds include pension trust funds, investment trust funds, private purpose trust funds, and agency funds. Trust funds are used to account for assets held under a trust agreement for individuals, private organizations, or other governments which are not available to support the Township's own programs. The Townships private purpose trust fund accounts for programs that are bequests for cemetery maintenance. Agency funds are purely custodial in nature and are used to hold resource for individuals, organizations or other governments. The Township has no agency funds.

Basis of Accounting

The Township's financial statements are prepared using the cash basis of accounting. Except for modifications having substantial support, receipts are recorded in the Township's financial records and reported in the financial statements when cash is received rather than when earned and disbursements are recorded when cash is paid rather than when a liability is incurred. Any such modifications made by the Township are described in the appropriate section in this note. There were no modifications having substantial support.

As a result of the use of this cash basis of accounting, certain assets and their related revenues (such as accounts receivable and revenue billed or provided services not yet collected) and certain liabilities (such as accounts payable and expenses for goods or services received but not yet paid, and accrued expenses and liabilities) are not recorded in these financial statements.

**BRISTOL TOWNSHIP
MORGAN COUNTY**

NOTES TO THE FINANCIAL STATEMENTS

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Budgetary Process

All funds are legally required to be budgeted and appropriated (except certain agency funds). The major documents prepared are the tax budget, the certificate of estimated resources, and the appropriations ordinance, all of which are prepared on the budgetary basis of accounting. The tax budget demonstrates a need for existing or increased tax rates. The certificate of estimated resources establishes a limit on the amount the township may appropriate.

The appropriations ordinance is the Township's authorization to spend resources and set limits on disbursements plus encumbrances at the level of control selected by the Township. The legal level of control has been established at the fund, department, and object level for all funds.

The certificate of estimated resources may be amended during the year if projected increases or decreases in receipts are identified by the Township Fiscal Officer. The amounts reported in the original budget on the budgetary statements reflect the amounts on the certificate of estimated resources when the original appropriations were adopted. The amounts reported as the final budgeted amounts on the budgetary statements reflect the amounts on the amended certificate of estimated resources in effect at the time final appropriations were passed by the Township.

The appropriations ordinance is subject to amendment throughout the year with the restriction that appropriations cannot exceed estimated resources. The amounts reported as the original budgeted amounts reflect the first appropriation ordinance for that fund that covered the entire year, including amounts automatically carried forward from prior years. The amounts reported as the final budgeted amounts represent the final appropriation amounts passed by the Township during the year.

Cash and Investments

To improve cash management, cash received by the Township is pooled and invested. Individual fund integrity is maintained through Township records. Each fund's interest in the pool is presented as "Equity in Pooled Cash and Cash Equivalents".

Investments of the cash management pool and investments with an original maturity of three months or less at the time of purchase are presented on the financial statements as cash equivalents. Investments with an initial maturity of more than three months that were not purchased from the pool are reported as 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 negative receipts (contra revenue), respectively.

Interest earnings are allocated to Township funds according to State statutes, grant requirements, or debt related restrictions. In 2009 and 2008, interest credited to the General Fund was \$4,386 and \$4,315, respectively.

Restricted Assets

Cash and cash equivalents are reported as restricted when limitations on their use change the nature or normal understanding of their use. Such constraints are either imposed by creditors, contributors, grantors, or laws of other governments, or imposed by law through constitutional provisions or enabling legislation. Amounts restricted for other purposes represents special revenue funds restricted to a specific use.

**BRISTOL TOWNSHIP
MORGAN COUNTY**

NOTES TO THE FINANCIAL STATEMENTS

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Inventory and Prepaid Items

The Township reports disbursements for inventories and prepaid items when paid. These items are not reflected as assets in the accompanying financial statements.

Employer Contributions to Cost-Sharing Pension Plans

The Township recognizes the disbursement for their employer contributions to cost-sharing pension plans when they are paid. As described in Note 6, the employer contributions include portions for pension benefits and for postretirement health care benefits.

Long-Term Obligations

The Township's cash basis financial statements do not report liabilities for bonds or other long-term obligations. Proceeds of debt are reported when the cash is received and principal and interest payments are reported when paid. Since recording a capital asset when entering into a capital lease is not the result of a cash transaction, neither a other financing source nor a capital outlay expenditure are reported at inception. Lease payments are reported when paid.

Net Assets

Net assets are reported as restricted when there are limitations imposed on their use either through enabling legislation or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. Net assets restricted for other purposes include gasoline tax receipts used for the upkeep of Township roads and bridges, real estate tax used for fire protection, permissive tax used for upkeep of roads and FEMA grants which are used for disaster assistance.

Capital Assets

Acquisitions of property, plant and equipment are recorded as disbursements when paid. These items are not reflected as assets in the accompanying financial statements.

Fund Balance Reserve

The Township may reserve any portion of fund balances which is not available for appropriation or which is legally segregated for a specific future use. The Township has no reserves as of December 31, 2009 and 2008. Unreserved fund balance indicates that portion of fund balance which is available for appropriation in future periods.

Accumulated Leave

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

**BRISTOL TOWNSHIP
MORGAN COUNTY**

NOTES TO THE FINANCIAL STATEMENTS

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Interfund Transactions

Exchange transactions between funds are reported as cash receipts in the seller funds and as cash disbursements in the purchaser funds. Flows of cash or goods from one fund to another without a requirement for repayment are reported as interfund transfers. Interfund transfers are reported as other financing sources/uses in governmental funds. Repayments from funds responsible for particular cash disbursements to the funds that initially paid for them are not presented on the financial statements. In the government-wide statements, transfers within governmental activities are eliminated.

3. BUDGETARY BASIS OF ACCOUNTING

The budgetary basis as provided by law is based upon accounting for certain transactions on the basis of cash receipts, disbursements, and encumbrances. The Statement of Receipts, Disbursements and Changes in Fund Balance-Budget and Actual-Budgetary Basis presented for the General Fund is prepared on the budgetary basis to provide a meaningful comparisons of actual results with the budget. The differences between the budgetary basis and the cash basis is outstanding year end encumbrances are treated as disbursements (budgetary basis) rather than as a reservation of fund balance (cash basis). There were no outstanding encumbrances at year-end for 2009 and 2008, respectively.

4. DEPOSITS

Monies held by the Township are classified by State into three categories.

Active monies are public monies determined to be necessary to meet current demands upon the Township treasury. Active monies must be maintained either as cash in the Township treasury, including negotiable order of withdrawal (NOW) accounts.

Inactive deposits are public deposits that the Township has identified as not required for use within the current five year period of designation of depositories. Inactive deposits must either be evidenced by certificates of deposit maturing not later than the end of the current period of designation of depositories, or by savings or deposit accounts including, but not limited to, passbook accounts.

Interim deposits are deposits of interim monies. Interim monies are those monies which are not needed for immediate use but which will be needed before the end of the current period of designation of depositories. Interim deposits must be evidenced by time certificates of deposit maturing not more than one year from the date of deposit or by savings or deposit accounts, including passbook accounts.

Interim monies held by the Township can be deposited or invested in the following securities:

**BRISTOL TOWNSHIP
MORGAN COUNTY**

NOTES TO THE FINANCIAL STATEMENTS

4. DEPOSITS (Continued)

1. United States Treasury bills, bonds, notes, or any other obligation or security issued by the United States Treasury, or any other obligation guaranteed as to principal and interest by the United States;
2. Bonds, notes, debentures, or any other obligation or security issued by any federal government agency or instrumentality including but not limited to, the Federal National Mortgage Association, Federal Home Loan Bank, Federal Farm Credit Bank, Federal Home Loan Mortgage Corporation, Government National Mortgage Association, and Student Loan Marketing Association. All federal agency securities shall be direct issuance of federal government agencies or instrumentalities;
3. Written repurchase agreements in the securities listed above provided the market value of the securities subject to the repurchase agreement must exceed the principal value of the agreement by at least 2 percent and be marked to market daily, and the term of the agreement must not exceed thirty days;
4. Bonds and other obligation of the State of Ohio or Ohio local governments;
5. Time certificates of deposit or savings or deposit accounts including, but not limited to, passbook accounts;
6. No-load money market mutual funds consisting exclusively of obligation described in division (1) or (2) and repurchase agreements secured by such obligations, provided that investments in securities described in this division are made only through eligible institutions;
7. The State Treasurer's investment pool (STAR Ohio).

Investments in stripped principal or interest obligations, reverse repurchase agreements, and derivatives are prohibited. The issuance of taxable notes for the purpose of arbitrage, the use of leverage, and short selling are also prohibited. An investment must mature within five years from the date of purchase, unless matched to a specific obligation or debt of the Township, and must be purchased with the expectation that it will be held to maturity. Investments may only be made through specified dealers and institutions.

Protection of the Township's deposits is provided by the Federal Deposit Insurance Corporation (FDIC), by collateral pledged to the Township by the financial institution, or by a collateral pool established by the financial institution, to secure the repayment of all public monies deposited with the institution. The Citizens National Bank is the financial institution for Bristol Township.

The Township did not have any undeposited cash on hand for 2009 and 2008.

Deposits:

Custodial credit risk is the risk that in the event of bank failure, the Township will not be able to recover deposits or collateral securities that are the possession of an outside party. At year ended December 31, 2009, \$19,060 of the Township's bank balance of \$269,060 was exposed to custodial credit risk because those deposits were uninsured and collateralized with securities held by the pledging financial institution's trust department or agent, but not in the Township's name. At year ended December 31, 2008, \$43,826 of the Township's bank balance of \$293,826 was exposed to custodial credit risk because those deposits were uninsured and collateralized with securities held by the pledging financial institution's trust department or agent, but not in the Township's name.

**BRISTOL TOWNSHIP
MORGAN COUNTY**

NOTES TO THE FINANCIAL STATEMENTS

4. DEPOSITS (Continued)

The Township has no deposit policy for custodial risk beyond the requirements of State statute. Ohio law requires that deposits be either insured or be protected by eligible securities pledged to and deposited either with the Township or a qualified trustee by the financial institution as security for repayment, or by a collateral pool of eligible securities deposited with a qualified trustee and pledged to secure the repayment of all public monies deposited in the financial institution whose market value at all times shall be at least one hundred five percent of the deposits being secured.

5. RISK 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. American Risk Pooling Consultants, Inc. (ARPCO), a division of York Insurance Services Group, Inc. (York), functions as the administrator of OTARMA and provides underwriting, claims, loss control, risk management, and reinsurance services for OTARMA. OTARMA is a member of the American Public Entity Excess Pool (APEEP), which is also administered by ARPCO. 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 and Property Coverage

APEEP provides OTARMA with an excess risk-sharing program. Under this arrangement, OTARMA retains insured risks up to an amount specified in the contracts. At December 31, 2008, OTARMA retained \$350,000 for casualty claims and \$100,000 for property claims.

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.

Property and casualty settlements did not exceed insurance coverage for the past three fiscal years.

**BRISTOL TOWNSHIP
MORGAN COUNTY**

NOTES TO THE FINANCIAL STATEMENTS

5. RISK MANAGEMENT (Continued)

Financial Position

OTARMA's financial statements (audited by other accountants) conform with generally accepted accounting principles, and reported the following assets, liabilities and retained earnings at December 31, 2008 and 2007, the latest information available.

	2008	2007
Assets	\$ 40,737,740	\$ 43,210,703
Liabilities	(12,981,818)	(13,357,837)
Retained Earnings	\$ 27,755,922	\$ 29,852,866

At December 31, 2008 and 2007, respectively, liabilities noted above include approximately \$12.1 million and \$12.5 million of estimated incurred claims payable. The assets and retained earnings above also include approximately \$10.9 million and \$11.6 million of unpaid claims to be billed to approximately 950 member governments in the future, as of December 31, 2008 and 2007, 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 \$5,494. This payable includes the subsequent year's contribution due if the Township terminates participation, as described in the last paragraph.

Based on discussion 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. The Townships contributions to OTARMA for the past three years are as follows:

Contributions to OTARMA	
2009	\$2,747
2008	3,700
2007	3,773

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.

The Township pays the State Workers' Compensation System a premium based on a rate per \$100 of salaries. This rate is calculated based on accident history and administrative costs. The System administers and pays all claims.

**BRISTOL TOWNSHIP
MORGAN COUNTY**

NOTES TO THE FINANCIAL STATEMENTS

6. DEFINED BENEFIT PENSION PLAN

Ohio Public Employees Retirement System

The Township participates in the Ohio Public Employees Retirement System (OPERS). OPERS administers three separate pension plans. The traditional plan is a cost-sharing, multiple-employer defined benefit pension plan. The member-directed plan is a defined contribution plan in which the member invests both member and employer contributions (employer contributions vest over five years at 20 percent per year). Under the member directed plan, members accumulate retirement assets equal to the value of the member and vested employer contributions plus any investment earnings.

The combined plan is a cost-sharing, multiple-employer defined benefit pension plan that has elements of both a defined benefit and a defined contribution plan. Under the combined plan, employer contributions are invested by the retirement system to provide a formula retirement benefit similar to the traditional plan benefit. Member contributions, whose investment is self-directed by the member, accumulate retirement assets in a manner similar to the member directed plan.

OPERS provides retirement, disability, survivor and death benefits and annual cost of living adjustments to members of the traditional and combined plans. Members of the member directed plan do not qualify for ancillary benefits. Authority to establish and amend benefits is provided by Chapter 145 of the Ohio Revised Code. OPERS issues a stand-alone financial report that may be obtained by writing to OPERS, 277 East Town Street, Columbus, OH 43215-4642 or by calling (614) 222-6705 or (800) 222-7377.

For the years ended December 31, 2009 and 2008, the members in the traditional plan, were required to contribute 10.0 percent, respectively, of their annual covered salaries. The Township's contribution rate for pension benefits for 2009 and 2008 was 14.00 percent. The Ohio Revised Code provides statutory authority for member and employer contributions.

The Township's required contributions for pension obligations to the traditional and combined plans for the years ended December 31, 2009, 2008, and 2007 were \$6,647, \$6,580, and \$6,154, respectively. The full amount has been contributed for 2009, 2008 and 2007. Contributions to the member-directed plan for 2009 were \$6,647 made by the Township and \$4,747 made by the plan members.

**BRISTOL TOWNSHIP
MORGAN COUNTY**

NOTES TO THE FINANCIAL STATEMENTS

6. DEFINED BENEFIT PENSION PLAN (Continued)

Post Employment Benefits

Ohio Public Employees Retirement System

The Ohio Public Employees Retirement System (OPERS) provides postretirement health care coverage to age and service retirees with ten or more years of qualifying Ohio service credit with either the traditional or combined plans. Health care coverage for disability recipients and primary survivor recipients is available. Members of the member-directed plan do not qualify for postretirement health care coverage. The health care coverage provided by the retirement system is considered an Other Postemployment Benefit. A portion of each employer's contribution to the traditional or combined plans is set aside for the funding of postretirement health care based on authority granted by State Statute. The portion of employer contributions, for all employers, allocated to health care was 7.0% from January 1, 2009 through March 31, 2009 and 5.5% from April 1, 2009 through December 31, 2009.

Benefits are advance-funded using the entry age normal actuarial cost method. Significant actuarial assumptions, based on OPERS's latest actuarial review performed as December 31, 2008, include a rate of return on investments of 6.5 percent, an annual increase in active employee total payroll of 4 percent compounded annually (assuming no change in the number of active employees) and an additional increase in total payroll of between .5 percent and 6.3 percent based on additional annual pay increases. Health care premiums were assumed to increase between .50 percent to 3.0 percent annually for the next six years and 4 percent annually after seven years.

All investments are carried at market value. For actuarial valuation purposes, a smoothed market approach is used. Assets are adjusted to reflect 25 percent of unrealized market appreciation or depreciation on investment assets annually, not to exceed a 12 percent corridor.

The number of active contributing participants in the traditional and combined plans was 357,584. Actual employer contributions for 2009 and 2008 which were used to fund postemployment benefits was \$1,999 and \$2,016, respectively. The actual contribution and the actuarially required contribution amounts are the same. OPERS's net assets available for payment of benefits at December 31, 2008, (the latest information available) were \$10.7 billion. The actuarially accrued liability and the unfunded actuarial accrued liability were \$29.6 billion and \$18.9 billion, respectively.

On September 9, 2004, the OPERS Retirement Board adopted a Health Care Preservation Plan (HCPP) with an effective date of January 1, 2007. Member and employer contribution rates for state and local employers increased on January 1, of each year from 2006 to 2008. These rate increases allowed additional funds to be allocated to the health care plan.

BRISTOL TOWNSHIP
MORGAN COUNTY

NOTES TO THE FINANCIAL STATEMENTS

8. PROPERTY TAXES

Property taxes include amounts levied against all real property, public utility property, and tangible personal property located in the Township. Real property tax receipts received in 2009 represent the collection of 2008 taxes. Real property taxes received in 2009 were levied after October 1, 2008, on the assessed values as of January 1, 2008, the lien date. Assessed values for real property taxes are established by State statute at 35 percent of appraised market value. Real property taxes are payable annually or semiannually. If paid annually, payment is due December 31; if paid semiannually, the first payment is due December 31, with the remainder payable by June 20. Under certain circumstance, State statute permits alternate payment dates to be established.

Public utilities are also taxed on personal and real property located in the Township.

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

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

The full tax rate for all Township operations for the year ended December 31, 2007, was \$5.80 per \$1,000 of assessed value. The assessed values of real property, public utility property, and tangible personal property upon which 2009 property tax receipts were based are as follows:

Real Property	
Residential	\$ 11,948,410
Agriculture	-
Commercial/Industrial/Mineral	610,030
Public Utility Property	
Real	-
Personal	422,470
Total Assessed Value	<u>\$ 12,980,910</u>

**WOLFE, WILSON, & PHILLIPS, INC.
37 SOUTH SEVENTH STREET
ZANESVILLE, OHIO 43701**

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
REQUIRED BY GOVERNMENT AUDITING STANDARDS**

Bristol Township
Morgan County
316 East Bone Road
McConnelsville, Ohio 43756

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Bristol Township, Morgan County, Ohio, as of and for the years ended December 31, 2009 and 2008, and have issued our report thereon dated February 1, 2010, wherein we noted the Township followed the cash basis of accounting, a comprehensive accounting basis other 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 Bristol Township's internal control over financial reporting as a basis for designing our audit procedures for expressing our opinion on the financial statements, but not to opine on the effectiveness of the Township's internal control over financial reporting. Accordingly, we have not opined on the effectiveness of the 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 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 a misstatement of the Township's financial statements that is more than inconsequential will not be prevented or detected by the Township's internal control.

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 internal control over financial reporting was for the limited purposes described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Bristol 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 we must report under *Government Auditing Standard*. However, we noted certain immaterial instances of noncompliance that we have reported to the management of Bristol Township in a separate letter dated February 1, 2010.

This report is intended for the information of the Township's management, fiscal officer, and Auditor of State, and is not intended to be and should not be used by anyone other than these specified parties.

Wolfe, Wilson, & Phillips, Inc.
Zanesville, Ohio
February 1, 2010



Mary Taylor, CPA
Auditor of State

BRISTOL TOWNSHIP

MORGAN 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
MAY 6, 2010**