

Pusheta Township

Auglaize County

January 01, 2008 through December 31, 2009

Years Audited Under GAGAS: 2008 and 2009

**CAUDILL & ASSOCIATES, CPA'S**

725 5<sup>TH</sup> Street

Portsmouth, OH 45662





# Mary Taylor, CPA

Auditor of State

Board of Trustees  
Pusheta Township  
14002 Pusheta Road  
Wapakoneta, Ohio 45895

We have reviewed the *Independent Auditor's Report* of Pusheta Township, Auglaize County, prepared by Caudill & Associates, CPA's, 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.

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 Auditor's 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 Auditor's 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. Pusheta 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

March 30, 2010

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**PUSHETA TOWNSHIP  
AUGLAIZE COUNTY**

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# Caudill & Associates, CPA's

725 5<sup>th</sup> Street  
Portsmouth, OH 45662

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## Independent Auditor's Report

Pusheta Township  
Auglaize County  
14002 Pusheta Road  
Wapakoneta, Ohio 45895

To the Township Board of Trustees:

We have audited the accompanying financial statements of Pusheta Township, Auglaize County, (the Township) as of and for the years ended December 31, 2009 and 2008. 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 the Comptroller General of the United States' *Government Auditing Standards*. Those standards require that we plan and perform the audit to reasonably assure 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 our audit provides a reasonable basis for our opinion.

As described more fully in Note 2, the Township has prepared these financial statements using accounting practices the Auditor of State 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, GAAP require presenting entity wide statements and also presenting the Township's larger (i.e. major) funds separately. 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 GAAP presentation requirements. The Auditor of State permits, but does not require Townships to reformat their statements. The Township has elected not to follow GAAP statement formatting requirements. The following paragraph does not imply the amounts reported are materially misstated under the accounting basis the Auditor of State 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, 2009 and 2008 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, 2009 and 2008, or its changes in financial position.

Also, in our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of Pusheta Township, Auglaize County, as of December 31, 2009 and 2008, and its combined cash receipts and disbursements for the years then ended on the accounting basis Note 2 describes.

Pusheta Township  
Auglaize County

Independent Auditor's Report (Continued)

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 February 5, 2010, 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.

*Caudill & Associates, CPA's*

Gregory Caudill, CPA  
Caudill & Associates, CPA's

February 5, 2010

**PUSHETA TOWNSHIP  
AUGLAIZE COUNTY**

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

	<u>Governmental Fund Types</u>		<u>Totals (Memorandum Only)</u>
	<u>General</u>	<u>Special Revenue</u>	
<b><u>Cash Receipts:</u></b>			
Property and Local Taxes	\$ 23,448	\$ 82,371	\$ 105,819
Charges for Services	-	20,300	20,300
Intergovernmental	226,998	114,775	341,773
Earnings on Investments	1,187	492	1,679
Fines, Licenses and Permits	1,700	-	1,700
Miscellaneous	-	54	54
	<u>253,333</u>	<u>217,992</u>	<u>471,325</u>
Total Cash Receipts			
	<u>253,333</u>	<u>217,992</u>	<u>471,325</u>
<b><u>Cash Disbursements:</u></b>			
General Government	54,818	-	54,818
Public Safety	1,740	55,424	57,164
Public Health Services	4,360	-	4,360
Public Works	-	56,456	56,456
Capital Outlay	154,301	71,907	226,208
	<u>215,219</u>	<u>183,787</u>	<u>399,006</u>
Total Cash Disbursements			
	<u>215,219</u>	<u>183,787</u>	<u>399,006</u>
Total Receipts Over/(Under) Disbursements	<u>38,114</u>	<u>34,205</u>	<u>72,319</u>
Fund Cash Balances, January 1	<u>50,176</u>	<u>83,994</u>	<u>134,170</u>
<b>Fund Cash Balances, December 31</b>	<b><u><u>\$ 88,290</u></u></b>	<b><u><u>\$ 118,199</u></u></b>	<b><u><u>\$ 206,489</u></u></b>

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



**PUSHETA TOWNSHIP  
AUGLAIZE COUNTY**

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

	<u>Governmental Fund Types</u>		<b>Totals (Memorandum Only)</b>
	<u>General</u>	<u>Special Revenue</u>	
<b><u>Cash Receipts:</u></b>			
Property and Local Taxes	\$ 22,520	\$ 77,846	\$ 100,366
Charges for Services	-	14,925	14,925
Intergovernmental	83,821	117,823	201,644
Earnings on Investments	342	144	486
Fines, Licenses and Permits	1,830	-	1,830
Miscellaneous	506	666	1,172
	<u>109,019</u>	<u>211,404</u>	<u>320,423</u>
<b><u>Cash Disbursements:</u></b>			
General Government	56,500	-	56,500
Public Safety	896	49,583	50,479
Public Health Services	4,356	-	4,356
Public Works	-	64,955	64,955
Capital Outlay	56,419	71,994	128,413
	<u>118,171</u>	<u>186,532</u>	<u>304,703</u>
Total Receipts Over/(Under) Disbursements	<u>(9,152)</u>	<u>24,872</u>	<u>15,720</u>
<b><u>Other Financing Receipts and (Disbursements):</u></b>			
Sale of Fixed Assets	27,500	-	27,500
	<u>27,500</u>	<u>-</u>	<u>27,500</u>
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	<u>18,348</u>	<u>24,872</u>	<u>43,220</u>
Fund Cash Balances, January 1	<u>31,828</u>	<u>59,122</u>	<u>90,950</u>
<b>Fund Cash Balances, December 31</b>	<b><u><u>\$ 50,176</u></u></b>	<b><u><u>\$ 83,994</u></u></b>	<b><u><u>\$ 134,170</u></u></b>

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

**PUSHETA TOWNSHIP  
AUGLAIZE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2008 AND 2009**

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**NOTE 1 - DESCRIPTION OF THE ENTITY**

Pusheta Township, Auglaize County, (the "Township") is a body politic and corporate established for the purpose of exercising 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. The Township provides general governmental services, including road maintenance, emergency medical services, fire protection and cemetery maintenance. The Township contracts with the Village of Botkins and St. John's Fire and Rescue for fire services and the Anna Rescue Squad for emergency medical services

Management believes the financial statements included in this report represent all of the funds of the Township over which the Township officials have direct operating control.

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The most significant of the Township's accounting policies are described below.

**A. BASIS OF PRESENTATION - FUND ACCOUNTING**

The accounts of the Township are maintained on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts. The following fund types are used by the Township:

**GOVERNMENTAL FUNDS**

**General Fund**

The general fund is used to account for all activities of the Township not required to be included 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.

**Special Revenue Funds**

These funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes.

The Township had the following significant Special Revenue Funds:

*Gasoline Tax Fund* - This fund receives gasoline tax money for constructing, maintaining and repairing Township roads.

*Road and Bridge Fund* - This fund receives property tax money and proceeds of bonds for constructing, maintaining, repairing Township roads and purchasing equipment.

*Fire District Fund* - This fund receives fire levy money for contract services with the Village of Botkins, St. John's Fire and Rescue and the Anna Rescue Squad.

**B. BASIS OF ACCOUNTING**

These financial statements follow the basis of accounting prescribed or permitted by the Auditor of State, 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.

**PUSHETA TOWNSHIP  
AUGLAIZE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2008 AND 2009**

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)**

**B. BASIS OF ACCOUNTING (Continued)**

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.

**C. BUDGETARY PROCESS**

The budgetary process is prescribed by provisions of the Ohio Revised Code and entails the preparation of budgetary documents within an established timetable. The major documents prepared are the certificate of estimated resources, and the appropriation resolution, all of which are prepared on the budgetary basis of accounting. The certificate of estimated resources and the appropriations resolution are subject to amendment throughout the year with the legal restriction that appropriations cannot exceed estimated resources, as certified.

All funds are legally required to be budgeted and appropriated. The primary level of budgetary control is at the object level within each fund. Any budgetary modifications at this level may only be made by resolution of the Township's Trustees.

*Tax Budget:*

A budget of estimated cash receipts and disbursements is submitted to the County Auditor, as secretary of the County Budget Commission, by July 20 of each year, for the period January 1 to December 31 of the following year. The expressed purpose of the tax budget is to reflect the need for existing (or increased) tax rates.

The Auglaize County Budget Commission waived the requirement for filing a tax budget for 2009 and 2008.

*Estimated Resources:*

The County Budget Commission determines if the budget substantiates a need to levy the full amount of authorized property tax rates and reviews receipt estimates. The County Budget Commission certifies its actions to the Township by September 1. As part of this certification, the Township receives the official certificate of estimated resources, which states the projected receipts of each fund. On or about January 1, the certificate is amended to include unencumbered fund balances at December 31 of the preceding year. Further amendments may be made during the year if the Township determines that receipts collected will be greater than or less than the prior estimates and the Budget Commission find the revised estimates to be reasonable.

Prior to December 31, the Township must revise its budget so that the total contemplated expenditures from a fund during the ensuing fiscal year will not exceed the amount stated in the certificate of estimated resources. The revised budget then serves as the basis for the annual appropriation measure.

*Appropriations:*

A temporary appropriation measure to control cash disbursements may be passed on or about January 1 of each year for the period January to March 31. An annual appropriation measure must be passed by April 1 of each year for the period January 1 to December 31. The appropriations measure may be amended or supplemented during the year as new information becomes available. Appropriations may not exceed estimated resources. The Township had no supplemental appropriations during 2009 and 2008.

**PUSHETA TOWNSHIP  
AUGLAIZE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2008 AND 2009**

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)**

C. BUDGETARY PROCESS (Continued)

*Encumbrances:*

As part of the formal budgetary control, purchase orders, contracts, and other commitments for the expenditure of funds are recorded in order to reserve the portion of the applicable appropriation. The Township did not use the encumbrance method of accounting. At the close of each fiscal year, the unencumbered balance of each appropriation reverts to the respective fund from which it was appropriated and becomes subject to future appropriations. The encumbered appropriation balance is carried forward to the succeeding fiscal year and need not be reappropriated. There were no outstanding encumbrances at December 31, 2009 and 2008.

D. CASH AND CASH EQUIVALENTS

For reporting purposes, the Township considers "Cash and Cash Equivalents" to be cash on hand, demand deposits, and all investments held by the Township with a maturity date less than or equal to three months from the date of purchase. Interest earned on investments is credited to its respective funds. Interest income earned and received by the Township totaled \$1,679 and \$486 for the years ended December 31, 2009 and 2008, respectively.

E. PROPERTY, PLANT AND EQUIPMENT

Fixed assets are not capitalized in any of the Township's funds. Instead, capital acquisition and construction costs are reflected as expenditures in the fund in the year expended. The costs of normal maintenance and repairs are also expended, along with improvements. Depreciation is not recorded.

F. INTERGOVERNMENTAL REVENUES

Intergovernmental revenues, such as entitlements are recorded when received in accordance with the Township's cash basis method of accounting.

G. CHARGES FOR SERVICES REVENUES

Charges for Services represent revenues derived from the St. John's fire department's collection of EMS runs. The Township signed an agreement with the St John's Fire Department whereas collection runs are billed to the individual customers, receipted by the Township and remitted to St John's Fire Department. The collections are recognized as Charges for Services; and the remittance of the collection to the St. John's fire department are expensed as public safety expenses. Charges for Services for the years ended December 31, 2009 and 2008 were \$20,300, and \$14,925 respectively.

H. TOTAL COLUMNS ON FINANCIAL STATEMENTS

Total columns on the financial statements are captioned "Total (Memorandum Only)" to indicate that they are presented only to facilitate financial analysis. Interfund-type eliminations have not been made in the aggregation of this data.

**NOTE 3 - EQUITY IN POOLED CASH AND CASH EQUIVALENTS**

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 cash equivalents at December 31 was as follows:

**PUSHETA TOWNSHIP  
AUGLAIZE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2008 AND 2009**

**NOTE 3 - EQUITY IN POOLED CASH AND CASH EQUIVALENTS (Continued)**

	2009	2008
Demand Deposits	\$206,489	\$134,170

Deposits: Deposits up to \$250,000 are insured by the Federal Deposit Insurance Corporation. The Excess are collateralized with securities held by the pledging financial institution, but not in the Township's name.

**NOTE 4 - BUDGETARY ACTIVITY**

Budgetary activity for the years ending December 31, 2009 and 2008 follows:

**2009 Budgeted vs. Actual Receipts**

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$252,497	\$253,333	\$836
Special Revenue	175,919	217,992	42,073
Total	\$428,416	\$471,325	\$42,909

**2009 Budgeted vs. Actual Budgetary Basis Expenditures**

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	302,672	\$215,219	\$87,453
Special Revenue	259,912	183,787	76,125
Total	\$562,584	\$399,006	\$163,578

**2008 Budgeted vs. Actual Receipts**

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$104,521	\$136,519	\$31,998
Special Revenue	180,858	211,404	30,546
Total	\$285,379	\$347,923	\$62,544

**2008 Budgeted vs. Actual Budgetary Basis Expenditures**

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$136,349	\$118,171	\$18,178
Special Revenue	239,979	186,532	53,447
Total	\$376,328	\$304,703	\$71,625

**PUSHETA TOWNSHIP  
AUGLAIZE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2008 AND 2009**

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**NOTE 5 - COMPLIANCE**

Contrary to the Ohio Revised Code Section 5705.41(D), the Township does not issue purchase orders or certify the availability of funds prior to disbursements.

**NOTE 6 - PROPERTY TAX**

Real property taxes become a lien on January 1 preceding the October 1 date for which rates are adopted by the County. 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. Real property taxes are payable annually or semiannually to the County. 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 of the following year. Under certain circumstances, state statute permits later payment dates to be established.

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

Tangible personal property tax is assessed by the property owners, who must 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.

**NOTE 7 - CAPITALIZED LEASES - LESSEE DISCLOSURE**

During the years ended December 31, 2007, 2005 and 2004, the Township entered into capitalized leases for dump trucks.

The leases meet the criteria of a capital lease as defined by Statement of Financial Accounting Standards No. 13, "Accounting for Leases", which defines a capital lease generally as one which transfers benefits and risks of ownership to the lessee.

- A. In December of 2007, the Township entered into a lease agreement for a 2008 Sterling Chassis Dump Truck for \$75,000. The term of the lease is for 4 years with annual payments of \$20,971 due on September 15 at 5.48% interest rate.
- B. In December of 2005, the Township entered into a lease agreement for a dump truck for \$65,535. The term of the lease is for 5 years with annual payments of \$15,309 due on December 19 at an interest rate of 5.41%.
- C. In March of 2004, the Township entered into a lease agreement for a dump truck for \$49,371. The term of the lease is for 5 years with annual payments of \$10,674 due on March 10 at an interest rate of 4.05%. There was no outstanding balance as of 12/31/2009.

The following is a schedule of the future minimum lease payments required under the capital lease and the present value of the future minimum lease payments as of December 31, 2009:

**PUSHETA TOWNSHIP  
AUGLAIZE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2008 AND 2009**

**NOTE 7 - CAPITALIZED LEASES - LESSEE DISCLOSURE (Continued)**

<u>Year Ended December 31,</u>	<u>2007 Truck lease</u>	<u>2005 Truck Lease</u>	<u>Total Payments</u>
2010	20,890	15,309	\$ 36,199
2011	20,890	-	\$ 20,890
Total Minimum Lease Payments	41,780	15,309	\$ 57,089
Less:			
Amount Representing Interest	(3,199)	(786)	\$ (3,985)
Present Value of minimum lease payments	<u>\$ 38,581</u>	<u>\$ 14,523</u>	<u>\$ 53,104</u>

Under the basis of accounting utilized by the Township, these capitalized assets are not reflected on the financial statements and payments are recorded in the Capital outlay line item on the financial statements in the Gasoline Tax fund.

**NOTE 8 - RETIREMENT SYSTEM**

The Township's employees belong to the Ohio Public Employees Retirement System (OPERS) of Ohio. OPERS is a cost-sharing, multiple-employer plan. This plan provides retirement benefits, including post-retirement 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 2009 and 2008, members of OPERS contributed 10% of their gross salaries. The Township contributed an amount equal to 14% of participants' gross salaries. The Township has paid all contributions required through December 31, 2009 and 2008.

**NOTE 9 – 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. 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 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 agreement does not discharge OTARMA's primary liability for claims payments on covered losses. Claims exceeding coverage limits are the obligation of the respective government.

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

**PUSHETA TOWNSHIP  
AUGLAIZE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2008 AND 2009**

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**NOTE 9 – 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:

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

At December 31, 2008 and 2007, respectively, liabilities above include approximately \$12.1 and \$12.5 million of estimated incurred claims payable. The assets and retained earnings above also include approximately \$10.9 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 futures years is approximately \$35,000.

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 OTARM for each year of membership.

Contributions to OTARMA

2008	\$3,210
2009	\$3,202

After completing one year of membership, members may withdraw on each anniversary of the date they joined OTARMA provided they provide 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.

**NOTE 10 - CONTINGENT LIABILITY**

LITIGATION: The Township is currently not involved in litigation.

**NOTE 11 – RELATED PARTY TRANSACTION**

From January 1, 2008, the Township awarded the cemetery mowing contract to Jacob Zwiebel, who is the son of the Fiscal Officer, Jeffrey Zwiebel. The contract term was one year and was renewed in 2009 with the amount of \$4,250 each year.

The preceding contractor decided not to continue the work and the Township accepts the bids from general public. Jacob Zwiebel offered the lowest bid for the work. Therefore, the Township awarded him with the contract.



# Caudill & Associates, CPA's

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Ohio Society of Certified Public Accountants  
Kentucky Society of Certified Public Accountants

## **Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards***

Pusheta Township  
Auglaize County  
14002 Pusheta Road  
Wapakoneta, Ohio 45895

To the Township Board of Trustees:

We have audited the financial statements of Pusheta Township, Auglaize County, (the Township) as of and for the years ended December 31, 2009 and 2008, and have issued our report thereon dated February 5, 2010, 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 the Comptroller General of the United States' *Government Auditing Standards*.

### **Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the 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 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.

A material weakness is a significant deficiency, or combination of significant deficiencies resulting in more than a remote likelihood that the Township's internal control will not prevent or detect a material financial statement misstatement.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all internal control deficiencies 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.

Pusheta Township  
Auglaize County

Independent Auditor's Report on Internal Control Over Financial Reporting and on  
Compliance and Other Matters Required by *Government Auditing Standards* (Continued)

### **Compliance and Other Matters**

As part of reasonably assuring whether the Township's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect 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 an opinion. The results of our tests disclosed one instance of noncompliance that is required to be reported under *Government Auditing Standards* which is described in the accompanying Schedule of Findings and Responses as item No. 2009-001.

The Township's response to the finding identified in our audit is described in the accompanying Schedule of Findings and Responses. We did not audit the Township's response and, accordingly, we express no opinion on it.

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

*Caudill & Associates, CPAs*

Gregory Caudill, CPA  
Caudill & Associates, CPA's

February 5, 2010

**PUSHETA TOWNSHIP  
AUGLAIZE COUNTY**

**SCHEDULE OF AUDIT FINDINGS AND RESPONSES  
FOR THE YEARS ENDED DECEMBER 31, 2009 AND 2008**

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

**Finding Number 2009-001**

**Failure to issue Purchase Orders and to certify Funds**

**Ohio Revised Code Section 5705.41 (D)** requires that no orders or contracts involving the disbursement of monies are to be made unless there is a certificate of the fiscal officer that the amount required for the order or contract has been lawfully appropriated and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances.

It was noted during the audit that the Township does not process purchase orders prior to expending funds. A listing of all disbursements is provided to the Trustees at each meeting prior to payment.

Without timely certification, the Township may expend more funds than available in the treasury, in the process of collection or than funds appropriated. In addition, by purchasing items prior to trustee approval or absent the purchase order process, the potential for unnecessary purchases or items for proper public purpose cannot be prevented if approval is after the fact.

The Township should develop procedures for the use of purchase orders to help ensure that the disbursements are timely certified. This will help ensure that all monies expended are lawfully appropriated and available. The Township should issue approved purchase orders and consider using blanket and super blanket purchase orders and/or A "Then and Now" certificates where applicable.

**Township Responses:**

The Township will attempt to utilize Purchase Orders and certify funds prior to expenditures or commitments as required by the Ohio Revised Code.

**PUSHETA TOWNSHIP  
AUGLAIZE COUNTY**

**SCHEDULE OF PRIOR AUDIT FINDINGS  
FOR THE YEARS ENDED DECEMBER 31, 2009 AND 2008**

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <i>Explain</i>
Finding # 2007-001	Non-compliance with ORC Section 5705.36 (A)(2)	Yes	N/A
Finding # 2007-002	Non-compliance with ORC Section 5705.41 (D)	No	Reissued as Finding # 2009- 001



**Mary Taylor, CPA**  
Auditor of State

**PUSHETA TOWNSHIP**

**AUGLAIZE 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  
APRIL 13, 2010**