

**SALEM TOWNSHIP
WYANDOT COUNTY, OHIO**

FINANCIAL STATEMENTS
DECEMBER 31, 2008 AND 2007

WOLF, ROGERS, DICKEY & CO.
Certified Public Accountants



Mary Taylor, CPA

Auditor of State

Board of Trustees
Salem Township
13011 Township Highway 54
Upper Sandusky, Ohio 43351

We have reviewed the *Independent Auditors' Report* of Salem Township, Wyandot County, prepared by Wolf, Rogers, Dickey & Co., for the audit period January 1, 2007 through December 31, 2008. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

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

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. Salem 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 29, 2010

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Salem Township
Wyandot County, Ohio

For the Years Ended
December 31, 2008 and 2007

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Independent Auditors' Report

Salem Township
Wyandot County, Ohio

To the Board of Trustees:

We have audited the accompanying financial statements of Salem Township, Wyandot County, Ohio (the Township), as of and for the years ended December 31, 2008 and 2007. 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 that our audit provides a reasonable basis for our opinion.

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

Instead of the combined funds the accompanying financial statements present, 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 require us to include the following paragraph if the statements do not substantially conform to GAAP presentation requirements. The Auditor of State of Ohio 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, 2008 and 2007 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, 2008 and 2007, or their changes in financial position for the years then ended.

Also, in our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances and reserves for encumbrances of Salem Township, Wyandot County, Ohio as of December 31, 2008 and 2007, and its combined cash receipts and disbursements for the years then ended on the accounting basis Note 1 describes.

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 September 23, 2009, on our consideration of the Township's internal control over financial reporting and our tests of its compliance with certain provision of laws, regulations, contracts, 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* and should be read in conjunction with this report in considering the results of our audit.

Wolf, Rogers, Dickey & Co.

Certified Public Accountants

September 23, 2009

**Salem Township
Wyandot County, Ohio
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>General</u>	<u>Special Revenue</u>	<u>Totals (Memorandum Only)</u>
Cash receipts:			
Property and other local taxes	\$ 5,154	24,046	29,200
Intergovernmental	49,918	92,606	142,524
Earnings on investments	122	184	306
Miscellaneous	<u>-</u>	<u>756</u>	<u>756</u>
Total cash receipts	55,194	117,592	172,786
Cash disbursements:			
Current:			
General government	23,746	-	23,746
Public safety	18,332	-	18,332
Public works	1,174	127,498	128,672
Health	3,789	-	3,789
Capital outlay	<u>-</u>	<u>5,200</u>	<u>5,200</u>
Total cash disbursements	<u>47,041</u>	<u>132,698</u>	<u>179,739</u>
Total receipts over (under) disbursements	8,153	(15,106)	(6,953)
Other financing receipts	<u>3,605</u>	<u>-</u>	<u>3,605</u>
Total receipts and financing over (under) disbursements	<u>11,758</u>	<u>(15,106)</u>	<u>(3,348)</u>
Fund cash balances, January 1	<u>6,909</u>	<u>54,976</u>	<u>61,885</u>
Fund cash balances, December 31	\$ <u>18,667</u>	<u>39,870</u>	<u>58,537</u>

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

Salem Township
Wyandot County, Ohio
Combined Statement of Cash Receipts, Cash Disbursements, and
Changes in Fund Cash Balances
All Governmental Fund Types
For the Year Ended December 31, 2007

	<u>General</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Totals (Memorandum Only)</u>
Cash receipts:				
Property and other local taxes	\$ 5,084	23,643	-	28,727
Intergovernmental	35,884	106,145	13,089	155,118
Earnings on investments	161	310	-	471
Miscellaneous	<u>-</u>	<u>906</u>	<u>-</u>	<u>906</u>
Total cash receipts	41,129	131,004	13,089	185,222
Cash disbursements:				
Current:				
General government	27,621	-	-	27,621
Public safety	16,702	-	-	16,702
Public works	708	122,196	13,089	135,993
Health	3,810	-	-	3,810
Capital outlay	<u>-</u>	<u>5,440</u>	<u>-</u>	<u>5,440</u>
Total cash disbursements	<u>48,841</u>	<u>127,636</u>	<u>13,089</u>	<u>189,566</u>
Total receipts over (under) disbursements	(7,712)	3,368	-	(4,344)
Other financing receipts	<u>106</u>	<u>-</u>	<u>-</u>	<u>106</u>
Total receipts over (under) disbursements	(7,606)	3,368	-	(4,238)
Fund cash balances, January 1	<u>14,515</u>	<u>51,608</u>	<u>-</u>	<u>66,123</u>
Fund cash balances, December 31	\$ <u>6,909</u>	<u>54,976</u>	<u>-</u>	<u>61,885</u>
Reserves for encumbrances	\$ <u>-</u>	<u>8,784</u>	<u>-</u>	<u>8,784</u>

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

Salem Township
Wyandot County, Ohio
Notes to the Financial Statements
December 31, 2008 and 2007

(1) Summary of Significant Accounting Policies

Description of the Entity

Salem Township, Wyandot County, Ohio (the Township) is a body corporate and politic established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The Township is directed by a publicly-elected three-member Board of Trustees. The Township provides road and bridge maintenance. The Township contracts with Richland Township, Wyandot County Ohio and the City of Upper Sandusky, Ohio for fire services.

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

Basis of Accounting

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

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

Cash and Investments

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

Fund Accounting

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

General Fund

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

Salem Township
Wyandot County, Ohio
Notes to the Financial Statements, continued
December 31, 2008 and 2007

(1) Summary of Significant Accounting Policies, continued

Special Revenue Funds

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

Motor Vehicle License Tax Fund – This fund receives vehicle registration tax money.

Gasoline Tax Fund – This fund receives gasoline tax money to pay for constructing, maintaining and repairing Township roads.

Road and Bridge Fund – This fund receives local real estate property tax and other revenues collected to construct, maintain and repair township roads.

Capital Projects Fund

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

Issue I Fund – The Township received a grant from the State of Ohio to repair Township roads.

Budgetary Process

The Ohio Revised Code (ORC) requires each fund to be budgeted annually.

Appropriations

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

Estimated Resources

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

Salem Township
Wyandot County, Ohio
Notes to the Financial Statements, continued
December 31, 2008 and 2007

(1) Summary of Significant Accounting Policies, continued

Budgetary Process, continued

Encumbrances

The ORC requires the Township to reserve (encumber) appropriations when individual commitments are made. Encumbrances outstanding at year end are carried over, and need not be re-appropriated.

A summary of 2008 and 2007 budgetary activity appears in Note 3.

Property, Plant and Equipment

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

(2) Equity in Pooled Cash and Investments

The Township maintains a cash pool used by all funds. The ORC prescribes allowable deposits and investments. The carrying amount of cash and investments at December 31 was as follows:

	<u>2008</u>	<u>2007</u>
Demand deposits	\$ <u>58,537</u>	<u>61,885</u>

Deposits are either insured by the Federal Deposit Insurance Corporation, or collateralized by the financial institution's public entity deposit pool.

(3) Budgetary Activity

Budgetary activity for the years ended December 31, 2008 and 2007 follows:

Salem Township
Wyandot County, Ohio
Notes to the Financial Statements, continued
December 31, 2008 and 2007

(3) Budgetary Activity, continued

<u>2008 Budgeted vs. Actual Receipts</u>			
<u>Fund Type</u>	<u>Budgeted Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
General	\$ 35,637	58,799	23,162
Special Revenue	<u>109,862</u>	<u>117,592</u>	<u>7,730</u>
Total	\$ <u>145,499</u>	<u>176,391</u>	<u>30,892</u>

<u>2008 Budgeted vs. Actual Budgetary Basis Expenditures</u>			
<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General	\$ 45,877	47,041	(1,164)
Special Revenue	<u>161,504</u>	<u>132,698</u>	<u>28,806</u>
Total	\$ <u>207,381</u>	<u>179,739</u>	<u>27,642</u>

<u>2007 Budgeted vs. Actual Receipts</u>			
<u>Fund Type</u>	<u>Budgeted Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
General	\$ 38,790	41,235	2,445
Special Revenue	107,941	131,004	23,063
Capital Projects	<u>-</u>	<u>13,089</u>	<u>13,089</u>
Total	\$ <u>146,731</u>	<u>185,328</u>	<u>38,597</u>

<u>2007 Budgeted vs. Actual Budgetary Basis Expenditures</u>			
<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General	\$ 53,304	48,841	4,463
Special Revenue	155,547	136,420	19,127
Capital Projects	<u>-</u>	<u>13,089</u>	<u>(13,089)</u>
Total	\$ <u>208,851</u>	<u>198,350</u>	<u>10,501</u>

Salem Township
Wyandot County, Ohio
Notes to the Financial Statements, continued
December 31, 2008 and 2007

(4) Property Tax

Real property taxes become a lien on January 1 preceding the October 1 date for which rates are adopted by Board of Trustees. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. Homestead and rollback amounts are then paid by the State of Ohio, and are reflected in the accompanying financial statements as Intergovernmental Receipts. Payments are due to the County by December 31. If the property owner elects to make semiannual payments, the first half is due December 31. The second half payment is due the following June 20.

Tangible personal property 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.

(5) Retirement Systems

The Township's employees belong to the Ohio Public Employees Retirement System (OPERS) of Ohio. OPERS is a cost-sharing, multiple-employer plan. These plans provide retirement benefits, including postretirement healthcare, and survivor and disability benefits to participants as prescribed by the ORC.

Contribution rates are also prescribed by the ORC. For 2008 and 2007, OPERS members contributed 10% and 9.5%, respectively of their gross salaries. The Township contributed an amount equal to 14% and 13.85%, respectively of participants' gross salaries. The Township has paid all contributions required through December 31, 2008.

(6) 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 Workers' 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. APEEP provides supplemental risk coverage for claims exceeding OTARMA claims coverage.

**Salem Township
Wyandot County, Ohio
Notes to the Financial Statements, continued
December 31, 2008 and 2007**

(6) Risk Management, continued

Casualty Coverage

For an occurrence prior to January 1, 2006, OTARMA retains casualty risks up to \$250,000 per occurrence, including claim adjustment expenses. OTARMA pays a percentage of its contributions to APEEP. APEEP reinsures claims exceeding \$250,000, up to \$1,750,000 per claim and \$10,000,000 in the aggregate per year. For an occurrence on or subsequent to January 1, 2006, the OTARMA Pool retains casualty risk up to \$350,000 per occurrence. Claims exceeding \$350,000 are reinsured with APEEP in an amount not to exceed \$2,650,000 for each claim and \$10,000,000 in the aggregate per year. Governments can elect up to \$10,000,000 in additional coverage with the General Reinsurance Corporation, through contracts with OTARMA.

If losses exhaust APEEP's retained earnings, APEEP provides "excess of funds available" coverage up to \$5,000,000 per year, subject to a per-claim limit of \$2,000,000 (prior to January 1, 2006), or \$3,000,000 (on or subsequent to January 1, 2006).

Property Coverage

Through 2004, OTARMA retained property risks, including automobile physical damage, up to \$100,000 on any specific loss in any one occurrence. The Travelers Indemnity Company reinsured losses exceeding \$100,000 up to \$500 million per occurrence.

Beginning in 2005, Travelers reinsures specific losses exceeding \$250,000 up to \$600 million per occurrence. This amount increased to \$300,000 in 2007. For 2007, APEEP reinsures members for specific losses exceeding \$100,000 up to \$300,000 per occurrence, subject to an annual aggregate loss payment. Travelers provides aggregate stop-loss coverage based upon the combined members' total insurable values. If the stop loss is reached by payment of losses between \$100,000 and \$250,000 in 2006, or \$100,000 and \$300,000 in 2007, Travelers will reinsure specific losses exceeding \$100,000 up to their \$600 million per occurrence limit. The aggregate stop-loss limit for 2007 was \$2,014,548.

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 government.

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

**Salem Township
Wyandot County, Ohio
Notes to the Financial Statements, continued
December 31, 2008 and 2007**

(6) 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, 2007 and 2006 (the latest information available):

	<u>2007</u>	<u>2006</u>
Assets	\$ 43,210,703	42,042,275
Liabilities	<u>(13,357,837)</u>	<u>(12,120,661)</u>
Net Assets	\$ <u>29,852,866</u>	<u>29,921,614</u>

At December 31, 2007 and 2006, respectively, liabilities above include approximately \$12.5 million and \$11.3 million of estimated incurred claims payable. The assets and retained earnings above also include approximately \$11.6 million and \$10.8 million of unpaid claims to be billed to approximately 950 member governments in the future, as of December 31, 2007 and 2006, respectively. These amounts will be included in future contributions from members when the related claims are due for payment.

This payable includes the subsequent year's contribution due if the Township terminates participation, as described in the last paragraph below.

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

Contributions to OTARMA

2006	\$ 4,114
2007	3,435
2008	3,364

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.

Salem Township
Wyandot County, Ohio
Notes to the Financial Statements, continued
December 31, 2008 and 2007

(7) Commitments

The Township contracts with Richland Township, Wyandot County, Ohio for fire protection services pursuant to a three year contract that commenced on April 1, 2008. Terms of the contract requires annual payments of \$6,800.

The Township also contracts with the City of Upper Sandusky, Ohio for fire protection services pursuant to a three year contract that commenced on July 2, 2007. Terms of the contract require annual payments of \$7,139.

(8) Lease Agreement

In 2008, the Township entered into a tractor lease/purchase agreement which expires April 2011. Terms of the lease require annual lease payments of \$3,911 including principal and interest at 5.25% beginning April 2009. Lease payments made shall be credited toward the purchase price.

(9) Compliance

Contrary to Ohio law:

- Funds were not encumbered for all disbursements.
- The Township did not encumber \$8,784 for contracts that extended beyond the end of 2007. ORC Section 5705.44 requires such encumbrances. The Township financial statements were adjusted to reflect the encumbrances.
- Material reclassifications to the financial statements were necessary in order for them to be fairly stated.
- As required by ORC Section 5705.36 a reduced amended certificate was not obtained from the budget commission when actual receipts to be collected fell short of estimates for 2008 and 2007. Available resources were below the current level of appropriation.
- The Township does not have a method to notify the public regarding the schedule of their meetings.
- Expenditures exceeded appropriations in the Capital Projects Fund in 2007 and the General Fund in 2008.
- Appropriations exceeded available resources by \$3,331 in the General Fund in 2008.
- The Township did not establish a self insurance program in accordance with ORC Section 9.833.

Wolf, Rogers, Dickey & Co.

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**Independent Auditors' 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***

Salem Township
Wyandot County, Ohio

To the Board of Trustees:

We have audited the financial statements of Salem Township, Wyandot County, Ohio (the Township), as of and for the years ended December 31, 2008 and 2007, and have issued our report thereon dated September 23, 2009, wherein we noted the Township followed accounting practices the Auditor of State of Ohio prescribes rather than accounting principles generally accepted in the United States of America. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

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

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. However, as discussed below, we identified certain deficiencies in internal control over financial reporting that we consider to be significant deficiencies.

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

than a remote likelihood that the Township's internal control will not prevent or detect a more-than-inconsequential financial statement misstatement.

We considered Findings 2008-01 and 2008-06 to be significant deficiencies in internal control over financial reporting as described in the accompanying schedule of findings.

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 organization's internal control.

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

In a separate letter to Township's management dated September 23, 2009, we reported other matters involving internal controls over financial reporting we did not deem significant deficiencies.

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 such an opinion. The results of our tests disclosed certain instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings as Findings 2008-01 through 2008-07.

We noted certain noncompliance or other matters not requiring inclusion in this report that we reported to management of the Township in a separate letter dated September 23, 2009.

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

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

Wolf, Rogers, Dickey & Co.

Certified Public Accountants

September 23, 2009

**Salem Township
Wyandot County, Ohio
Schedule of Findings
December 31, 2008 and 2007**

**Findings Related to the Financial Statements
Required to be Reported in Accordance with GAGAS**

Finding Number 2008-01
Significant deficiency/noncompliance

Effective October 19, 2004, Ohio Attorney General Opinion 2004-36 (the opinion) requires trustees to establish administrative procedures to document the proportionate amount of salaries chargeable to funds other than the General Fund based on the kinds of services rendered. The opinion is clear that arbitrary allocation percentages are not permissible, and also requires that once the government has been informed of this requirement, future findings of this nature will be findings in the *GAGAS* report and material amounts will be subject to reclassification to the General Fund.

In 2007 and 2008, the Township allocated 100% of Trustees salaries to the Gasoline Tax Fund. The Trustees maintained monthly logs of time spent working on road-related issues for the Township. However, the logs did not document time spent on other matters related to the administration of the Township. Therefore, it is clear that the Trustees devote time to road-related issues and it is reasonable that a portion of their salaries are charged to the Gasoline Tax Fund. After discussion with Township officials it was determined that 87% of the Trustees salaries and related expenses can be appropriately allocated to the Gasoline Tax Fund. Adjustments of \$3,579 and \$3,332 for 2008 and 2007, respectively, have been made to charge a portion of the Trustee salaries to the General Fund.

Response by Township

No response received.

Finding Number 2008-02
Noncompliance

Ohio Revised Code (ORC) Section 5705.41(D) states that no subdivision shall make any contract or order any expenditure of money unless the certificate of the fiscal officer is attached. The fiscal officer must certify that the amount required to meet such a commitment has been lawfully appropriated and is in the Treasury when such contract or order is made.

ORC Section 5705.41 also provides that if no certificate was furnished at the time that the contract was entered into, the fiscal officer may prepare a Then and Now Certificate stating (1) that there was at the time of the making of the contract and (2) at the time of the execution of this certificate a sufficient sum appropriated for the purpose of the contract in question in the treasury or in process of collection to the credit of the appropriate fund, free from previous encumbrances. During our testing of disbursements, we noted that funds were not encumbered prior to expenditure for three of the thirty-four disbursements tested.

Response by Township

No response received.

**Salem Township
Wyandot County, Ohio
Schedule of Findings, continued
December 31, 2008 and 2007**

**Findings Related to the Financial Statements
Required to be Reported in Accordance with GAGAS**

Finding Number 2008-03
Noncompliance

ORC Section 5705.44 states that for contracts extending beyond the fiscal year end, the fiscal officer of the taxing authority shall make a certification for the amount required to meet the obligation of such contract maturing in a subsequent fiscal year. The amount of the unfilled obligation under such contract shall be included in the annual appropriation measure for the next year as a fixed charge. During our search for unrecorded liabilities we identified two payments totaling \$8,784 extending beyond 2007 that were not encumbered. These encumbrances are reflected in the audited financial statements.

Response by Township

No response received.

Finding Number 2008-04
Noncompliance

ORC Section 5705 sets forth a method that provides for a uniform budget and appropriation process in order to assure that the government entity expends no more than it expects to receive in revenue. In order to accomplish this, all appropriations must be accounted to and from each appropriation fund. While federal and state loans and grants are deemed appropriated and in the process of collection so as to be available for expenditure, they must still be recorded. Thus, a procedure is still required to account for receipt and expenditure. That method is an amendment of, or a supplement to, the entity's estimated resources, or its appropriation measure, which shall comply with all provisions of law governing the taxing authority in making an original appropriation. An original appropriation measure must be passed by the taxing authority, and any amendment of, or supplement to, that measure also requires legislative action. In 2007 the Township was the beneficiary of \$13,089 of Issue I money through the Wyandot County Auditor. This activity was not recorded on the ledgers of the Township. Since the County paid the invoices, the Township did not receive this cash.

However, Auditor of State Bulletin 2000-008 and 2002-004 prescribe recording these transactions as receipts and disbursements when the Township applies for a project and has administrative responsibilities. The accompanying financial statements were adjusted to reflect these amounts in a Capital Project Fund. These funds were not appropriated causing expenditures to exceed appropriations in the Capital Projects Fund by \$13,089 in 2007 contrary to ORC 5705.41(B) which requires all expenditures to be appropriated.

Additionally, due to the audit adjustments noted in Finding 2008-01, expenditures exceed appropriations in the General Fund by \$1,164 in 2008.

Response by Township

No response received.

**Salem Township
Wyandot County, Ohio
Schedule of Findings, continued
December 31, 2008 and 2007**

**Findings Related to the Financial Statements
Required to be Reported in Accordance with GAGAS**

Finding Number 2008-05
Noncompliance

ORC Section 121.22 states that all meetings of any public body are to be open to the public at all times. Every public body shall, by rule, establish a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings. The Township does not have a method to notify the public regarding the schedule of their meetings.

Response by Township

No response received.

Finding Number 2008-06
Significant deficiency/noncompliance

ORC Section 505.60 allows for the Township to procure and pay all or any part of the cost of health insurance policies that may provide benefits for Township officers and employees. ORC Section 9.833 allows a political subdivision to establish a self-insurance program for their officers and employees. Ohio Attorney General Opinion 2008-018 indicates a Township may procure and pay for all or a portion of the cost of a high-deductible health care insurance policy in accordance with ORC 505.60 and at the same time, establish and maintain a program of self insurance in accordance with ORC 9.833 to pay the copayments and deductible amounts not paid by the health care insurance policy for benefits listed in ORC 505.60.

In 2007, the Township paid \$1,000 directly to a hospital for the insurance deductible of a Township employee. However, the Township had not taken the necessary steps to properly establish a self insurance fund in accordance with ORC 9.833.

Response by Township

No response received.

**Salem Township
Wyandot County, Ohio
Schedule of Findings, continued
December 31, 2008 and 2007**

**Findings Related to the Financial Statements
Required to be Reported in Accordance with GAGAS**

Finding Number 2008-07
Noncompliance

ORC Section 5705.39, states that the total appropriations from each fund should not exceed the total of estimated resources available (cash available at the beginning of the year plus estimated receipts for the year). In 2008, appropriations exceeded available resources by \$3,331 in the General Fund.

ORC Section 5705.41(B) provides that no money is to be expended unless it has been appropriated. In 2007, the Township did not appropriate expenditures for the Issue I project mentioned in Finding 2008-04 of \$13,089.

Response by Township

No response received.

**Salem Township
Wyandot County, Ohio
Schedule of Prior Audit Findings
December 31, 2008 and 2007**

<u>Finding Number</u>	<u>Finding Summary</u>	<u>Fully Corrected?</u>	<u>Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid: Explain:</u>
2006-001	Budgetary	No	Reissued as Finding 2008-04



Mary Taylor, CPA
Auditor of State

SALEM TOWNSHIP

WYANDOT 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 8, 2010**