



OHIO AUDITOR OF STATE
KEITH FABER



COLERAIN TOWNSHIP
HAMILTON COUNTY
DECEMBER 31, 2020

TABLE OF CONTENTS

TITLE	PAGE
Independent Auditor's Report	1
Prepared by Management:	
Combined Statement of Receipts, Disbursements, and Changes in Fund Cash Balances (Regulatory Cash Basis) – All Governmental Fund Types For the Fiscal Year Ended December 31, 2020	5
Notes to the Financial Statements for the Fiscal Year Ended December 31, 2020.....	7
Schedule of Expenditures of Federal Awards For the Fiscal Year Ended December 31, 2020.....	19
Notes to the Schedule of Expenditures of Federal Awards For the Fiscal Year Ended December 31, 2020.....	20
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by <i>Government Auditing Standards</i>	21
Independent Auditor's Report on Compliance with Requirements Applicable to the Federal Program and on Internal Control Over Compliance Required by the Uniform Guidance.....	23
Schedule of Findings.....	25
Prepared by Management:	
Summary Schedule of Prior Audit Findings.....	29
Corrective Action Plan for the Fiscal Year Ended December 31, 2020	31

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OHIO AUDITOR OF STATE KEITH FABER



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INDEPENDENT AUDITOR'S REPORT

Colerain Township
Hamilton County
4200 Springdale Road
Cincinnati, Ohio 45251

To the Board of Trustees:

Report on the Financial Statements

We have audited the accompanying financial statements of the cash balances, receipts and disbursements for each governmental fund type combined total as of and for the year ended December 31, 2020 and related notes of Colerain Township, Hamilton County, Ohio (the Township).

Management's Responsibility for the Financial Statements

Management is responsible for preparing and fairly presenting these financial statements in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit; this responsibility includes designing, implementing and maintaining internal control relevant to preparing and fairly presenting financial statements free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to opine on these financial statements based on our audit. We audited in accordance with auditing standards generally accepted in the United States of America and the financial audit standards in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require us to plan and perform the audit to reasonably assure the financial statements are free from material misstatement.

An audit requires obtaining evidence about financial statement amounts and disclosures. The procedures selected depend on our judgment, including assessing the risks of material financial statement misstatement, whether due to fraud or error. In assessing those risks, we consider internal control relevant to the Township's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not to the extent needed to opine on the effectiveness of the Township's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of management's accounting policies and the reasonableness of their significant accounting estimates, as well as our evaluation of the overall financial statement presentation.

We believe the audit evidence we obtained is sufficient and appropriate to support our audit opinions.

Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in Note 2 of the financial statements, the Township prepared these financial statements using the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D), which is an accounting basis other than accounting principles generally accepted in the United States of America (GAAP), to satisfy these requirements.

Although the effects on the financial statements of the variances between the regulatory accounting basis and GAAP are not reasonably determinable, we presume they are material.

Though the Township does not intend these statements to conform to GAAP, auditing standards generally accepted in the United States of America require us to include an adverse opinion on GAAP. However, the adverse opinion does not imply the amounts reported are materially misstated under the accounting basis Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit. Our opinion on this accounting basis is in the *Opinion on Regulatory Basis of Accounting* paragraph below.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the *Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles* paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Township, as of December 31, 2020, and the respective changes in financial position thereof for the year then ended.

Opinion on Regulatory Basis of Accounting

In our opinion, the financial statements referred to above present fairly, in all material respects, the cash balances, receipts and disbursements for each governmental fund type combined total as of and for the year ended December 31, 2020 and related notes of the Township, in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit, described in Note 2.

Emphasis of Matter

As discussed in Note 17 to the financial statements for 2020, the financial impact of COVID-19 and the continuing emergency measures may impact subsequent periods of the Township. We did not modify our opinion regarding this matter.

Other Matters

Our audit was conducted to opine on the financial statements taken as a whole.

The Schedule of Expenditures of Federal Awards presents additional analysis as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and is not a required part of the financial statements.

The schedule is management's responsibility, and derives from and relates directly to the underlying accounting and other records used to prepare the financial statements. We subjected this schedule to the auditing procedures we applied to the financial statements. We also applied certain additional procedures, including comparing and reconciling the schedule directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, in accordance with auditing standards generally accepted in the United States of America. In our opinion, this schedule is fairly stated in all material respects in relation to the financial statements taken as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated August 17, 2021, 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. That report describes the scope of our internal control testing over financial reporting and compliance, and the results of that testing, and does not opine on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Township's internal control over financial reporting and compliance.



Keith Faber
Auditor of State
Columbus, Ohio
August 17, 2021

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Colerain Township
Hamilton County, Ohio
Combined Statement of Receipts, Disbursements and Changes in Fund Cash Balances (Regulatory Cash Basis)
All Governmental Fund Types
For the Fiscal Year Ended December 31, 2020

	General	Special Revenue	Debt Service	Capital Projects	Totals
Receipts:					
Property and Other Local Taxes	\$514,463	\$17,265,165	\$0	\$0	\$17,779,628
Charges for Services	0	1,560,716	0	0	1,560,716
Licenses, Permits and Fees	3,580,920	345,928	0	0	3,926,848
Fines and Forfeitures	0	37,159	0	0	37,159
Intergovernmental	662,176	6,668,601	0	0	7,330,777
Special Assessments	0	155,776	0	0	155,776
Earnings on Investments	383,943	38,689	0	0	422,632
Miscellaneous	272,520	1,621,140	0	0	1,893,660
Total Receipts	5,414,022	27,693,174	0	0	33,107,196
Disbursements:					
Current:					
General Government	1,782,174	556,153	0	0	2,338,327
Public Safety	0	21,418,854	0	0	21,418,854
Public Works	1,015,933	1,876,396	0	0	2,892,329
Conservation - Recreation	0	1,120,560	0	0	1,120,560
Human Services	0	7,698	0	0	7,698
Capital Outlay	20,732	2,587,435	0	0	2,608,167
Debt Service:					
Principal Retirement	0	0	870,000	0	870,000
Interest and Fiscal Charges	0	432,558	71,000	0	503,558
Total Disbursements	2,818,839	27,999,654	941,000	0	31,759,493
Excess of Receipts Over (Under) Disbursements	2,595,183	(306,480)	(941,000)	0	1,347,703
Other Financing Receipts (Disbursements):					
Other Financing Sources	0	263,964	0	0	263,964
Other Financing (Uses)	(18,083)	0	0	0	(18,083)
Advances In	7,698	7,698	0	0	15,396
Advances (Out)	(7,698)	(7,698)	0	0	(15,396)
Transfers In	0	2,835,390	941,000	0	3,776,390
Transfers (Out)	(3,538,190)	(238,200)	0	0	(3,776,390)
Total Other Financing Receipts (Disbursements)	(3,556,273)	2,861,154	941,000	0	245,881
Net Change in Fund Cash Balance	(961,090)	2,554,674	0	0	1,593,584
Fund Cash Balance Beginning of Year, Restated	7,172,347	15,946,181	0	124,096	23,242,624
Fund Cash Balance End of Year	\$6,211,257	\$18,500,855	\$0	\$124,096	\$24,836,208

See accompanying notes to the financial statements.

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Colerain Township, Hamilton County
Notes to the Financial Statements
For the Fiscal Year Ended December 31, 2020

Note 1 - Reporting Entity

Colerain Township, Hamilton County, Ohio (Township), is a body politic and corporate established in 1794 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 also has an elected Township 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. The primary government consists of all funds, departments, boards and agencies that are not legally separate from the Township. The Township provides general government services, police, fire and emergency medical services, zoning, maintenance of Township roads and bridges, a Senior and Community Center, and historical cemetery maintenance. Component units are legally separate organizations for which the Township is financially accountable. The Township has no component units.

The Township participates in the Ohio Plan Risk Management, Inc. (OPRM) public entity risk pool, see Note 7 to the financial statements for additional information.

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

Note 2 – Summary of Significant Accounting Policies

Basis of Presentation

The Township's financial statements consist of a combined statement of receipts, disbursements and changes in fund cash balances (regulatory cash basis) for all governmental fund types.

Fund Accounting

The Township uses funds 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. The funds of the Township are presented below:

General Fund - The General Fund accounts for and reports all financial resources not accounted for and reported in another fund.

Special Revenue Funds - These funds account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The Township had the following *significant* Special Revenue Funds:

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 property tax money for constructing, maintaining, and repairing Township roads and bridges.

Colerain Township, Hamilton County
Notes to the Financial Statements
For the Fiscal Year Ended December 31, 2020

Police District - This fund receives levy tax money to pay for staff and equipment in the police department.

Fire District - This fund receives levy tax money to pay for staff and equipment in the fire and EMS department.

Permissive Motor Vehicle License - This fund receives levied permissive motor vehicle license tax from county auditor.

Ambulance and Emergency Medical Services (EMS) – This fund receives monies from billed EMS services performed by the Fire and EMS Department, and is used to fund such activities.

Lighting Districts - This fund received funds from property tax assessments and pays for artificially lighting residential streets in the Township.

TIF-Colerain Towne Center/Rumpke (Rumpke) - This fund receives monies from property taxes as a result of tax increment financing.

Parks and Services - This fund receives funds from the general fund, shelter rentals and permit fees to pay for staff and services in Township parks.

Coronavirus Relief Funds – These funds (Coronavirus Relief Fund - State and Coronavirus Relief Fund - Hamilton County) are to provide direct payments to the township to cover necessary expenditures incurred due to the public health emergency with respect to Coronavirus Disease 2019 (COVID-19), costs that were not accounted for in the government's most recently approved budget as of March 27, 2020, and costs that were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020, per section 601(d) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act).

Debt Service Funds - These funds account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest. The Township had the following *significant* Debt Service Funds:

Parks - Debt transactions related to the construction of Township Parks.

Public Works Building - Debt transactions related to the construction of this building.

Streetscape - Debt transactions related to the construction and improvements of the Colerain Avenue corridor.

Fire - Debt transactions related to the construction of a fire station.

Capital Project Funds - These funds account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. The Township had the following *significant* Capital Projects Funds:

Colerain Township, Hamilton County
Notes to the Financial Statements
For the Fiscal Year Ended December 31, 2020

Ohio Public Works Commission (OPWC) - transactions related to the financing for local public infrastructure improvements through both the State Capital Improvement Program (SCIP) and the Local Transportation Improvement Program (LTIP). SCIP is a grant/loan program for roads, bridges, water supply, wastewater treatment, storm water collection, and solid waste disposal. LTIP is a grant program for roads and bridges only.

Basis of Accounting

These financial statements follow the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 (D). This basis is similar to the cash receipts and disbursements accounting basis. The Board recognizes receipts when received in cash rather than when earned, and recognizes disbursements 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 the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 (D) permit.

Budgetary Process

The Ohio Revised Code requires that each fund (except certain custodial funds) 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. Appropriations lapse at year end.

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

Encumbrances - The Ohio Revised Code 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 2020 budgetary activity appears in Note 3.

Deposits and Investments

The Township's accounting basis includes investments as assets. This basis does not record disbursements for investment purchases or receipts for investment sales. This basis records gains or losses at the time of sale as receipts or disbursements, respectively.

The Township values U.S. Government Agency Notes, U.S. Government Agency Discount Notes, Commercial Paper and Negotiable Certificates of Deposits at cost. Money market mutual funds are recorded at share values the mutual funds report.

Colerain Township, Hamilton County
Notes to the Financial Statements
For the Fiscal Year Ended December 31, 2020

Capital Assets

The Township records disbursements for acquisitions of property, plant, and equipment when paid. The accompanying financial statements do not report these items as assets.

Accumulated Leave

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. The financial statements do not include a liability for unpaid leave.

Fund Balance

Fund balance is divided into five classifications based primarily on the extent to which the Township must observe constraints imposed upon the use of its governmental-fund resources. The classifications are as follows:

Nonspendable – The Township classifies assets as nonspendable when legally or contractually required to maintain the amounts intact. For regulatory purposes, nonspendable fund balance includes unclaimed monies that are required to be held for five years before they may be utilized by the Township and the nonspendable portion of the corpus in permanent funds.

Restricted – Fund balance is restricted when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or is imposed by law through constitutional provisions.

Committed – Trustees can commit amounts via formal action (resolution). The Township must adhere to these commitments unless the Trustees amend the resolution. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed to satisfy contractual requirements.

Assigned – Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as restricted or committed. For regulatory purposes, assigned fund balance in the general fund is limited to encumbrances outstanding at year end.

Unassigned – Unassigned fund balance is the residual classification for the general fund and includes amounts not included in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance.

The Township applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

For regulatory purposes, limited disclosure related to fund balance is included in Note 14.

Colerain Township, Hamilton County
Notes to the Financial Statements
For the Fiscal Year Ended December 31, 2020

Note 3 - Budgetary Activity

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

Budgeted vs. Actual Receipts:

<u>Fund Type</u>	<u>Budgeted Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
General	\$5,110,510	\$5,414,022	\$303,512
Special Revenue	30,187,877	30,792,530	604,653
Debt Service	941,000	941,000	0
Total	<u>\$36,239,387</u>	<u>\$37,147,552</u>	<u>\$908,165</u>

Budgeted vs. Actual Budgetary Basis Expenditures:

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General	\$7,183,441	\$6,468,102	\$715,339
Special Revenue	34,364,935	29,596,339	4,768,596
Debt Service	941,000	941,000	0
Total	<u>\$42,489,376</u>	<u>\$37,005,441</u>	<u>\$5,483,935</u>

Note 4 – Deposits and Investments

The Township maintains a deposit and investments pool all funds use. The Ohio Revised Code prescribes allowable deposits and investments.

A summary of the Township’s deposit and investment accounts are as follows:

Cash Management Pool:

Demand Deposits \$5,991,855

Investments:

Negotiable Certificates of Deposit \$10,882,899

U.S. Government Agency Notes 6,115,234

U.S. Government Agency Discount Notes 1,647,181

Money Market 199,041

Total Investments \$18,844,355

Total carrying amount of deposits and investments held in the Pool \$24,836,210

The Township does not use a separate payroll clearing account. The expenditures included in the accompanying financial statements reflect net payroll plus all remitted payroll withholdings. At December 31, 2020, the Township is holding \$127,345 in unremitted employee payroll withholdings.

Deposits - Deposits are insured by the Federal Deposit Insurance Corporation or collateralized through the Ohio Pooled Collateral System (OPCS), a collateral pool of eligible securities deposited with a qualified trustee and pledged to the Treasurer of State to secure the repayment of all public monies deposited in the financial institution.

Colerain Township, Hamilton County
Notes to the Financial Statements
For the Fiscal Year Ended December 31, 2020

Investments - U.S. government securities are held in book-entry form by the Federal Reserve in the name of the Township's financial institution. The financial institution maintains records identifying the Township as owner of these securities. The Township's financial institution transfers securities to the Township's agent to collateralize repurchase agreements. The securities are not in the Township's name. Investments in money market funds are not evidenced by securities that exist in physical or book- entry form.

Note 5 – Property Taxes

Real property taxes become a lien on January 1 preceding the October 1 date for which the Trustees adopted tax rates. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable non-business, owner occupancy, and homestead exemption credits and/or homestead and rollback deductions. The financial statements include these credits and/or deduction amounts the State pays as Intergovernmental Receipts. Payments are due to the County by December 31. If the property owner elects to pay semiannually, the first half is due December 31. The second half payment is due the following June 20.

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

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

Note 6 – Interfund Transfers

Transfer activity for the year ending December 31:

Fund	Transfer In	Transfer (Out)
General Fund	\$0	\$3,538,190
Special Revenue:		
Fire District	0	238,200
Zoning	318,625	0
Parks and Services	2,216,661	0
Community Center	300,104	0
Debt Service:		
Bond Retirement - Parks	308,200	0
Bond Retirement - Public Works Building	216,200	0
Bond Retirement - Streetscape	178,400	0
Bond Retirement - Fire	238,200	0
	\$3,776,390	\$3,776,390

Transfers represent the allocation of unrestricted receipts collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations. During 2020, transfers out of the General Fund and the Fire District Fund were for the purposes of making debt payments.

During 2020, the General Fund advanced \$7,698 to the CDBG Com Dev Block Grant Fund to provide working capital for operations or projects. The advance was paid back before the year ended.

Colerain Township, Hamilton County
Notes to the Financial Statements
For the Fiscal Year Ended December 31, 2020

Note 7 – Risk Management

The Township belongs to the Ohio Plan Risk Management, Inc. (OPRM) (the "Plan"), a non-assessable, unincorporated non-profit association providing a formalized, jointly administered self-insurance risk management program and other administrative services to Ohio governments ("Members"). The Plan is legally separate from its member governments.

Pursuant to Section 2744.081 of the Ohio Revised Code, the plan provides property, liability, errors and omissions, law enforcement, automobile, excess liability, crime, surety and bond, inland marine and other coverages to its members sold through fourteen appointed independent agents in the State of Ohio.

OPRM coverage programs are developed specific to each member's risk management needs and the related premiums for coverage are determined through the application of uniform underwriting criteria addressing the member's exposure to loss. Effective November 1, 2017, the OPRM retained 47% of the premium and losses on the first \$250,000 casualty treaty and 30% of the first \$1,000,000 property treaty. The OPRM is also participated in a property primary excess of loss treaty. This treaty reimbursed the OPRM 30% for losses between \$200,000 and \$1,000,000. The reimbursement is based on the amount of loss between \$200,000 and \$1,000,000. Effective November 1, 2018, the OPRM the property retention remained unchanged, however, the Plan assumed 100% of the first \$250,000 casualty treaty. Members are only responsible for their self-retention (deductible) amounts, which vary from member to member. Effective November 1, 2019, the OPRM's property retention increased from 30% to 33%, while the casualty treaty remains unchanged and still assumes 100% of the first \$250,000 casualty treaty. OPRM had 776 members as of December 31, 2019.

The Pool's audited financial statements conform with generally accepted accounting principles, and reported the following assets, liabilities and equity at December 31, 2019 (most recent information available).

Assets	\$15,920,504
Liabilities	<u>(11,329,011)</u>
Members Equity	<u>\$4,591,493</u>

The complete audited financial statements for OPRM are available at the Plan's website, www.ohioplan.org.

Workers' Compensation

Workers' Compensation coverage is provided by the State of Ohio. 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, if material.

Colerain Township, Hamilton County
Notes to the Financial Statements
For the Fiscal Year Ended December 31, 2020

Note 8 – Defined Benefit Pension Plans

Ohio Public Employees Retirement System (OPERS)

Township employees belong to the Ohio Public Employees Retirement System (OPERS). OPERS is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes this plan's benefits, which include postretirement healthcare and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. OPERS members contributed 10 percent of their gross salaries, and the Township contributed an amount equaling 14 percent of participants' gross salaries. Police personnel contribute to OPERS at the rate of 13 percent of their gross salaries. The Township contributes at the rate of 18.1 percent of the participants' gross salaries. The Township has paid all contributions required through December 31, 2020.

Ohio Police and Fire Retirement System (OP&F)

Township's certified Full-Time Firefighters belong to the Police and Fire Pension Fund (OP&F). OP&F is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes this plan's benefits, which include postretirement healthcare and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. OP&F participants contributed 12.25 percent of their wages. The Township contributed to OP&F an amount equal to 24 percent of full-time fire fighters' wages, respectively. The Township has paid all contributions required through December 31, 2020.

Social Security

Several Township employees contributed to Social Security. This plan provides retirement benefits, including survivor and disability benefits to participants. Employees contributed 6.2 percent of their gross salaries. The Township contributed an amount equal to 6.2 percent of participants' gross salaries. The Township has paid all contributions required through December 31, 2020.

Note 9 – Post Employment Benefits

Both OPERS and OP&F offer cost-sharing, multiple-employer defined benefit postemployment plans, which include multiple health care plans including medical coverage, prescription drug coverage, deposits to a Health Reimbursement Arrangement, and Medicare Part B premium reimbursements, to qualifying benefit recipients. The portion of employer contributions allocated to health care for OPERS members in the traditional pension plan and combined plan was 0 percent during calendar year 2020. The portion of employer contributions allocated to health care for OPERS members in the member-directed plan was 4.0 percent during calendar year 2020. OP&F contributes 0.5 percent to fund these benefits.

Beginning January 1, 2019, OP&F changed its retiree health care model to a stipend-based health care model. A stipend funded by OP&F was placed in individual Health Reimbursement Accounts that retirees use to be reimbursed for health care expenses.

Colerain Township, Hamilton County
Notes to the Financial Statements
For the Fiscal Year Ended December 31, 2020

Note 10 – Debt

The Township’s debt for the year ended December 31, were as follows:

	<u>Principal</u>	<u>Interest Rate</u>
<i>General Obligation Bonds:</i>		
2011 Various Purpose Bonds	\$905,000	4.00%
<i>TIF Bonds:</i>		
2015 Kroger TIF Bonds	3,765,000	4.50%
2018 Rumpke TIF Bonds	1,980,000	4.65%
<i>OPWC Loans:</i>		
CB07U Royal Heights Subdivision	1,580,092	0.00%
CB09U Acre and Gardenia Reconstruction	344,582	0.00%
CB17U Byrneside Drive Reconstruction	413,986	0.00%
<i>Total Debt</i>	<u><u>\$8,988,660</u></u>	

2011 Various Purpose Bonds - were issued for the purpose of refunding a portion of the Township’s outstanding Building Improvement bonds, Fire Department bonds and Park bonds as well as fully refunding the Government Complex Building Improvement bonds and 2009 TIF Revenue bonds. The issuance also included new money for the purpose of paying the cost of constructing streetscape improvements to be paid from the General Fund.

2015 Kroger TIF Bonds - were issued for land acquisition associated with a tax increment financing project. The bonds are subject to repayment based on the tax revenues generated from the project and were not issued as general obligation bonds. The interest rate is 4.50% and the bonds mature on December 1, 2047.

2018 Rumpke TIF Bonds - were issued for road improvements along Struble Road associated with a tax increment financing project. The interest rate is 4.65% and the bonds mature on December 1, 2034.

Ohio Public Works Commission (OPWC) Loans - were issued for the maintenance and reconstruction of various roadways within the Township (Royal Heights Subdivision, Acre and Gardenia, and Byrneside Drive). The OPWC loans are interest free and will be paid over a 20 year period. The maturity date of all OPWC Loans are July 2040.

Leases

The Township has entered into several leases for a ladder fire truck, police vehicles, and other equipment under leases. The Township disbursed \$340,490 to pay lease costs for the year ended December 31, 2020.

Colerain Township, Hamilton County
Notes to the Financial Statements
For the Fiscal Year Ended December 31, 2020

Amortization

Amortization of the above debt, including interest, is scheduled as follows:

Years	Bonds and OPWC Loans		Capital Leases		Total
	Principal	Interest	Principal	Interest	
2021	\$1,196,933	\$294,545	\$312,128	\$28,361	\$1,831,967
2022	296,933	253,463	235,582	20,317	806,295
2023	301,933	245,198	191,607	13,964	752,702
2024	316,933	236,708	151,068	8,886	713,595
2025	326,933	227,528	99,511	5,127	659,099
2026-2030	1,769,665	985,942	102,042	2,596	2,860,245
2031-2035	1,884,665	686,932	0	0	2,571,597
2036-2040	1,319,665	456,524	0	0	1,776,189
2041-2045	915,000	275,850	0	0	1,190,850
2046-2048	660,000	60,300	0	0	720,300
	<u>\$8,988,660</u>	<u>\$3,722,990</u>	<u>\$1,091,938</u>	<u>\$79,251</u>	<u>\$13,882,839</u>

Note 11 – Contingent Liabilities

The Township is defendant in several lawsuits. Although management cannot presently determine the outcome of these suits, management believes that the resolution of these matters will not materially adversely affect the Township’s financial condition.

Amounts grantor agencies pay to the Township are subject to audit and adjustment by the grantor. The grantor may require refunding of any disallowed costs. Management cannot presently determine amounts grantors may disallow. However, based on prior experience, management believes any refunds would be immaterial.

Note 12 – Related Organizations

The Colerain Township, Hamilton County, Community Improvement Corporation, Inc. is an organization related to the Township. It acts as the Township’s agent for economic development.

Note 13 – Joint Venture

Neighboring townships of Colerain, Springfield and Ross have a joint venture for residential solid waste and recycling. The contract is April 1, 2016 to March 31, 2021 and was awarded to Rumpke, after competitive bidding.

Note 14 – Fund Balances

Included in fund balance are amounts the Township cannot spend, including the balance of unclaimed monies, which cannot be spent for five years and the unexpendable corpus of the permanent funds. Encumbrances are commitments related to unperformed contracts for goods or services. Encumbrance accounting is utilized to the extent necessary to assure effective budgetary control and accountability and to facilities effective cash planning and control. At year end the balances of these amounts were as follows:

Colerain Township, Hamilton County
Notes to the Financial Statements
For the Fiscal Year Ended December 31, 2020

Fund Balances	General	Special Revenue	Total
Outstanding Encumbrances	\$85,293	\$1,350,788	\$1,436,081

The fund balance of special revenue funds is either restricted or committed. The fund balance of debt service funds and capital projects funds are restricted, committed, or assigned. These restricted, committed, and assigned amounts in the special revenue, debt service, and capital projects would include the outstanding encumbrances. In the general fund, outstanding encumbrances are considered assigned.

Note 15 – Prior Period Adjustment

The Township had unexpended proceeds from capital leases from prior years that were not included in the prior financial statements. This resulted in a restatement of the prior period cash balance.

Fund Cash Balance	Special Revenue
December 31, 2019	\$15,730,835
Capital Leases	215,346
December 31, 2019, Restated	<u>\$15,946,181</u>

Note 16 – Change in Accounting Principle

For 2020, the Township has made changes to their cash basis reporting model. These changes include removing the fund balance classifications from the combined statement of receipts, disbursements, and changes in fund balances (regulatory cash basis) – all governmental fund types.

The above change in accounting principle had no effect on the beginning cash balance in the special revenue fund type(s).

Note 17 – COVID-19

The United States and the State of Ohio declared a state of emergency in March of 2020 due to the COVID-19 pandemic. The financial impact of COVID-19 and the continuing emergency measures will impact subsequent periods of the Township. The Township’s investment portfolio fluctuates with market conditions, and due to market volatility, the amount of gains or losses that will be realized in subsequent periods, if any, cannot be determined. In addition, the impact on the Township’s future operating costs, revenues, and additional recovery from emergency funding, either federal or state, cannot be estimated.

During 2020, the Township received \$3,097,989 as grants from the State of Ohio and Hamilton County. These amounts are recorded in the Coronavirus Relief Special Revenue Funds.

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**COLERAIN TOWNSHIP
HAMILTON COUNTY
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2020**

FEDERAL GRANTOR <i>Pass Through Grantor</i> Program / Cluster Title	Federal CFDA Number	Pass Through Entity Identifying Number	Total Federal Expenditures
U.S. DEPARTMENT OF THE TREASURY			
<i>Passed Through Hamilton County, Ohio</i>			
Coronavirus Relief Fund	21.019	HB481-CRF-Local	<u>\$3,767,285</u>
Total U.S. Department of the Treasury			<u>3,767,285</u>
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT			
<i>Passed Through Hamilton County, Ohio</i>			
CDBG - Entitlement Grants Cluster			
Community Development Block Grants/Entitlement Grants	14.218	CDBG20	<u>7,698</u>
Total CDBG - Entitlement Grants Cluster			<u>7,698</u>
Total U.S. Department of Housing and Urban Development			<u>7,698</u>
Total Expenditures of Federal Awards			<u><u>\$3,774,983</u></u>

See accompanying notes to the Schedule of Expenditures of Federal Awards

**COLERAIN TOWNSHIP
HAMILTON COUNTY
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2020**

NOTE A – BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) includes the federal award activity of Colerain Township (the Township's) under programs of the federal Township for the year ended December 31, 2020. The information on this Schedule is prepared in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Township, it is not intended to and does not present the financial position or changes in net position.

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the cash basis of accounting. Such expenditures are recognized following the cost principles contained in Uniform Guidance wherein certain types of expenditures may or may not be allowable or may be limited as to reimbursement.

NOTE C – INDIRECT COST RATE

The Township has elected not to use the 10-percent de minimis indirect cost rate as allowed under the Uniform Guidance.

OHIO AUDITOR OF STATE KEITH FABER



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

Colerain Township
Hamilton County
4200 Springdale Road
Cincinnati, Ohio 45251

To the Board of Trustees:

We have audited, in accordance with auditing standards generally accepted in the United States and the Comptroller General of the United States' *Government Auditing Standards*, the financial statements of the cash balances, receipts, and disbursements for each governmental fund type combined total as of and for the year ended December 31, 2020 and related notes of the Colerain Township, Hamilton County, (the Township) and have issued our report thereon dated August 17, 2021 wherein we noted the Township followed financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit. We also noted the financial impact of COVID-19 and the continuing emergency measures may impact subsequent periods of the Township.

Internal Control Over Financial Reporting

As part of our financial statement audit, we considered the Township's internal control over financial reporting (internal control) as a basis for designing audit procedures appropriate in the circumstances to the extent necessary to support our opinion on the financial statements, but not to the extent necessary to opine on the effectiveness of the Township's internal control. Accordingly, we have not opined on it.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Therefore, unidentified material weaknesses or significant deficiencies may exist. However, as described in the accompanying schedule of findings we identified certain deficiencies in internal control over financial reporting, that we consider a material weakness and a significant deficiency.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements. A *material weakness* is a deficiency, or a combination of internal control deficiencies resulting in a reasonable possibility that internal control will not prevent or detect and timely correct a material misstatement of the Township's financial statements. We consider finding 2020-002 described in the accompanying schedule of findings to be a material weakness.

A *significant deficiency* is a deficiency, or a combination of internal control deficiencies less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider finding 2020-001 described in the accompanying schedule of findings to be a significant deficiency.

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 financial statements. However, opining 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 no instances of noncompliance or other matters we must report under *Government Auditing Standards*.

Township's Response to Findings

The Township's responses to the findings identified in our audit is described in the accompanying schedule of findings and corrective action plan. We did not subject the Township's responses to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of this Report

This report only describes the scope of our internal control and compliance testing and our testing results, and does not opine on the effectiveness of the Township's internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the Township's internal control and compliance. Accordingly, this report is not suitable for any other purpose.



Keith Faber
Auditor of State
Columbus, Ohio
August 17, 2021

OHIO AUDITOR OF STATE KEITH FABER



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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO THE MAJOR FEDERAL PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Colerain Township
Hamilton County
4200 Springdale Road
Cincinnati, Ohio 45251

To the Board of Trustees:

Report on Compliance for the Major Federal Program

We have audited Colerain Township's (the Township) compliance with the applicable requirements described in the U.S. Office of Management and Budget (OMB) *Compliance Supplement* that could directly and materially affect Colerain Township's major federal program for the year ended December 31, 2020. The *Summary of Auditor's Results* in the accompanying schedule of findings identifies the Township's major federal program.

Management's Responsibility

The Township's Management is responsible for complying with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal program.

Auditor's Responsibility

Our responsibility is to opine on the Township's compliance for the Township's major federal program based on our audit of the applicable compliance requirements referred to above. Our compliance audit followed auditing standards generally accepted in the United States of America; the standards for financial audits included in the Comptroller General of the United States' *Government Auditing Standards*; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). These standards and the Uniform Guidance require us to plan and perform the audit to reasonably assure whether noncompliance with the applicable compliance requirements referred to above that could directly and materially affect a major federal program occurred. An audit includes examining, on a test basis, evidence about the Township's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe our audit provides a reasonable basis for our compliance opinion on the Township's major program. However, our audit does not provide a legal determination of the Township's compliance.

Opinion on the Major Federal Program

In our opinion, Colerain Township complied, in all material respects with the compliance requirements referred to above that could directly and materially affect its major federal program for the year ended December 31, 2020.

Report on Internal Control Over Compliance

The Township's management is responsible for establishing and maintaining effective internal control over compliance with the applicable compliance requirements referred to above. In planning and performing our compliance audit, we considered the Township's internal control over compliance with the applicable requirements that could directly and materially affect a major federal program, to determine our auditing procedures appropriate for opining on each major federal program's compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not to the extent needed to opine on the effectiveness of internal control over compliance. Accordingly, we have not opined on the effectiveness of the Township's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, when performing their assigned functions, to prevent, or to timely detect and correct, noncompliance with a federal program's applicable compliance requirement. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a federal program compliance requirement will not be prevented, or timely detected and corrected. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with federal program's applicable compliance requirement that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This report only describes the scope of our internal control over compliance tests and the results of this testing based on Uniform Guidance requirements. Accordingly, this report is not suitable for any other purpose.



Keith Faber
Auditor of State
Columbus, Ohio
August 17, 2021

**COLERAIN TOWNSHIP
HAMILTON COUNTY**

**SCHEDULE OF FINDINGS
2 CFR § 200.515
DECEMBER 31, 2020**

1. SUMMARY OF AUDITOR'S RESULTS

(d)(1)(i)	Type of Financial Statement Opinion	Adverse under GAAP, unmodified under the regulatory basis
(d)(1)(ii)	Were there any material weaknesses in internal control reported at the financial statement level (GAGAS)?	Yes
(d)(1)(ii)	Were there any significant deficiencies in internal control reported at the financial statement level (GAGAS)?	Yes
(d)(1)(iii)	Was there any reported material noncompliance at the financial statement level (GAGAS)?	No
(d)(1)(iv)	Were there any material weaknesses in internal control reported for major federal programs?	No
(d)(1)(iv)	Were there any significant deficiencies in internal control reported for major federal programs?	No
(d)(1)(v)	Type of Major Programs' Compliance Opinion	Unmodified
(d)(1)(vi)	Are there any reportable findings under 2 CFR § 200.516(a)?	No
(d)(1)(vii)	Major Programs (list):	COVID-19 Coronavirus Relief Fund: 21.019
(d)(1)(viii)	Dollar Threshold: Type A/B Programs	Type A: > \$ 750,000 Type B: all others
(d)(1)(ix)	Low Risk Auditee under 2 CFR § 200.520?	No

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

FINDING 2020-001

Significant Deficiency – Financial Reporting

In our audit engagement letter, as required by AU-C Section 210, *Terms of Engagement*, paragraph .06, management acknowledged its responsibility for the preparation and fair presentation of their financial statements; this responsibility includes designing, implementing and maintaining internal control relevant to preparing and fairly presenting financial statements free from material misstatement, whether due to fraud or error as discussed in AU-C Section 210 paragraphs .A14 & .A16.

**FINDING 2020-001
(Continued)**

Furthermore, all public officials are responsible for the design and operation of a system of internal controls that is adequate to provide reasonable assurance regarding the achievement of objectives for their respective public offices in certain categories. "Internal control" includes a process effected by those charged with governance, management, and other personnel, designed to provide reasonable assurance regarding the achievement of objectives in the reliability of financial reporting, and should consist of monitoring, which is a process that assesses the quality of internal control performance over time.

Due to deficiencies in the Township's internal controls over financial reporting, the following condition related to the Township's financial statements was identified:

- Charges for Services receipts totaling \$1,485,716 in the Special Revenue Funds were incorrectly classified as Licenses Permits and Fees receipts.

The financial statements have been adjusted for this error.

The Township did not have procedures in place for effective monitoring of the Township's financial activity, and the accuracy of accounting and financial reporting. It is important that the Trustees take an active role in monitoring the posting and reporting of such activity. Failure to accurately post and monitor financial activity increases the risk that errors, theft, and fraud could occur and not be detected in a timely manner.

Due care should be exercised when posting entries to the financial records and annual financial statements to prevent errors and to assist in accurately reflecting the Township's financial activity in the underlying accounting records and the annual financial statements. The Township should adopt procedures for ongoing review of the activity recorded in the underlying accounting records to ensure all activity is recorded in the accounting system and reported on the financial statements so errors can be detected and corrected in a timely manner.

Officials' Response:

Upon learning that it would be proper to receipt certain revenues as "charges for services" rather than "fees," staff reallocated many, but not all, receipts in Year 2020. We were unable to reallocate all the receipts due to Year End closing deadlines. As you note, we did reflect that adjustment on our financial statements. Perhaps most importantly, we have updated our pay-in sheets to ensure that the revenue is booked to the correct account code going forward.

FINDING 2020-002

Material Weakness – Budgetary Amounts not recorded in accounting system

Sound accounting practices require accurately posting estimated receipts and appropriations to the ledgers to provide information for budget versus actual comparison and to allow the Township to make informed decisions regarding budgetary matters.

The Appropriation resolution and subsequent amendments establish the legal spending authority of the Township and the appropriation ledger provides the process by which the Township controls spending, it is therefore necessary the amounts appropriated by the Township are precisely stated and accurately posted to the appropriation ledger.

The original certificate and amendments establish the amounts available for expenditures for the Township and the receipts ledger provides the process by which the Township controls what is available, it is therefore necessary the amounts estimated by the County Budget Commission are posted accurately to the receipts ledger.

**FINDING 2020-002
(Continued)**

The Township did not have procedures in place to accurately post authorized budgetary measures to the accounting system. The appropriations (and/or amendments thereof) approved by the Board were not properly posted to the accounting system. Additionally, the approved Certificate of Estimated Resources (and/or amendments thereof) was not posted to the accounting system.

At December 31, 2020, the budgeted amounts posted to the Township's accounting ledgers varied from the appropriations approved by the Board as follows:

Fund	Per Appropriation Resolutions	Amount Posted to System	Variance
Gasoline Tax Fund (2021)	\$1,003,277	\$1,026,473	(\$23,196)
Police District Fund (2081)	8,290,262	8,977,082	(686,820)
Fire District Fund (2111)	14,150,609	14,255,247	(104,638)
State Coronavirus Relief Fund (2272)	2,496,018	3,099,331	(603,313)
Colerain Towne Center TIF Fund (2903)	43,240	155,310	(112,070)

At December 31, 2020, the budgeted amounts posted to the Township's accounting ledgers varied from the Certificate of Estimated Resources certified by the County Budget Commission as follows:

Fund	Per Certificate of Estimated Resources	Amount Posted to System	Variance
General Fund (1000)	\$5,110,510	\$6,340,205	\$1,229,695
Gasoline Tax Fund (2021)	678,219	735,658	57,439
Police District Fund (2081)	7,652,835	8,192,307	539,472
Fire District Fund (2111)	10,787,821	11,501,809	713,988
Law Enforcement Trust Fund (2261)	164,871	287,715	122,844
State Coronavirus Relief Fund (2272)	2,496,018	3,099,331	603,313
Ambulance and EMS Fund (2281)	1,400,429	1,475,000	74,571
Kroger TIF Fund (2901)	179,398	238,215	58,817
Community Center Fund (2912)	418,109	615,484	197,375

Failure to accurately post the appropriations and estimated resources to the ledgers could result in overspending and negative cash balances. In addition, this could lead to inaccurate reporting of the budgetary information in the financial statements.

To effectively control the budgetary cycle and to maintain accountability over receipts and expenditures, the Township should post to the ledgers, on a timely basis, estimated resources as certified by the budget commission and appropriations approved by the Board. The Township should then monitor budget versus actual report to help ensure amended certificates of resources and appropriations have been properly posted to the ledgers.

Officials' Response:

The discrepancy for Fund 2272 was the result of a miscommunication between staff and the county auditor. Upon consultation with AOS, our Board adopted Resolution 27-21 to restate the appropriation and staff reallocated the expenses to the appropriate fund.

3. FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS

None

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**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
2 CFR 200.511(b)
December 31, 2020**

Finding Number	Finding Summary	Status	Additional Information
2019-001	Material Weakness – Financial Reporting	Corrective Action Plan and Finding is not corrected	Repeated as a Significant Deficiency in 2020 audit
2019-002	Material Weakness - Budgetary Amounts not recorded in Accounting System	Corrective Action Plan and Finding is not corrected	Repeated as a Material Weakness in 2020 audit
2019-003	Finding for Recovery – Daniel Meloy	Repaid under audit	Repaid \$750 in full.

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Trustees: Raj Rajagopal, Daniel Unger, Matt Wahlert
Fiscal Officer: Jeffrey D. Baker
Administrator: Geoff Milz



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CORRECTIVE ACTION PLAN
2 CFR § 200.511(c)
DECEMBER 31, 2020

Finding Number: 2020-001
Planned Corrective Action: The Auditor of State determined that it was proper to receipt certain revenues in the Township’s special revenue funds as “Charges for Services” instead of as fees in the “Licenses, Permits and Fees” revenue code. The Township has updated its pay-in sheets to reflect the change and deactivated the relevant account codes in its accounting software.
Anticipated Completion Date: 2/28/2020
Responsible Contact Person: Jeff McElravy

Finding Number: 2020-002
Planned Corrective Action: The Auditor of State determined that the budgetary amounts posted to the accounting system exceeded appropriations. To ensure that these totals match, the Finance Director will post the appropriations to the accounting software and review those posts for consistency with temporary and permanent appropriations. Those postings will then be reviewed by the Assistant Administrator for accuracy.
Anticipated Completion Date: 12/31/2021
Responsible Contact Person: Jeff McElravy



OHIO AUDITOR OF STATE KEITH FABER



COLERAIN TOWNSHIP

HAMILTON COUNTY

AUDITOR OF STATE OF OHIO CERTIFICATION

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



Certified for Release 9/9/2021

88 East Broad Street, Columbus, Ohio 43215
Phone: 614-466-4514 or 800-282-0370

This report is a matter of public record and is available online at
www.ohioauditor.gov