

Green Camp Township

Marion County, Ohio

Regular Audit

For the Years Ended December 31, 2003 and 2002

**BALESTRA, HARR & SCHERER, CPAs, INC.**

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**Auditor of State  
Betty Montgomery**

Board of Trustees  
Green Camp Township  
5021 LaRue-Green Camp Road  
New Bloomington, Ohio 43341

We have reviewed the Independent Auditor's Report of Green Camp Township, Marion County, prepared by Balestra, Harr & Scherer, CPAs, Inc., for the audit period January 1, 2002 through December 31, 2003. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

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

*Betty Montgomery*

BETTY MONTGOMERY  
Auditor of State

September 15, 2004

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Green Camp Township  
Marion County, Ohio  
For the Years Ended December 31, 2003 and 2002  
Table of Contents

Title	Page
Independent Auditors' Report .....	1
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances – All Governmental Fund Types – For the Year Ended December 31, 2003 .....	2
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances – All Governmental Fund Types – For the Year Ended December 31, 2002 .....	3
Notes to the Financial Statements .....	4-7
Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements in Accordance With <i>Government Auditing Standards</i> .....	8-9

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Member American Institute of Certified Public Accountants

Ohio Society of Certified Public Accountants

## Independent Auditors' Report

Board of Trustees  
Green Camp Township  
Marion County, Ohio  
5021 LaRue-Green Camp Road  
New Bloomington, Ohio 43341

We have audited the accompanying financial statements of Green Camp Township, Marion County, Ohio, (the Township) as of and for the years ended December 31, 2003 and 2002. These financial statements are the responsibility of the Township's management. Our responsibility is to express an opinion on these financial statements based on our audits.

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

As discussed in Note 1, the Township prepares its financial statements on the basis of accounting prescribed or permitted by the Auditor of State, which is a comprehensive basis of accounting other than accounting principles generally accepted with the United States of America.

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 Green Camp Township, Marion County, Ohio as of December 31, 2003 and 2002, and its combined cash receipts and disbursements for the years then ended on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated July 30, 2004, 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 grants. 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 the audits.

This report is intended solely for the information and use of management, Board of Trustees and other officials authorized to receive this report under § 117.26, Ohio Revised Code, and is not intended to be and should not be used by anyone other than these specified parties.

Balestra, Harr & Scherer, CPAs, Inc.  
Balestra, Harr & Scherer, CPAs, Inc.

July 30, 2004

Green Camp Township  
Marion 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, 2003

	Governmental Fund Types			Totals (Memorandum Only)
	General	Special Revenue	Capital Projects	
Cash Receipts:				
Local Taxes	\$36,901	\$44,040	\$0	\$80,941
Intergovernmental	22,256	70,580	0	92,836
Licenses, Permits, and Fees	0	2,850	0	2,850
Earnings on Investments	1,869	2,756	0	4,625
Other Revenue	2,001	4,115	0	6,116
<b>Total Cash Receipts</b>	<b>63,027</b>	<b>124,341</b>	<b>0</b>	<b>187,368</b>
Cash Disbursements:				
Current:				
General Government	59,491	14,787	0	74,278
Public Safety	1,742	36,865	0	38,607
Public Works	0	21,073	0	21,073
Health	7,756	12,341	0	20,097
Conservation/Recreation	1,983	0	0	1,983
Capital Outlay	13,692	2,491	2,071	18,254
<b>Total Cash Disbursements</b>	<b>84,664</b>	<b>87,557</b>	<b>2,071</b>	<b>174,292</b>
<b>Total Receipts Over/(Under) Disbursements</b>	<b>(21,637)</b>	<b>36,784</b>	<b>(2,071)</b>	<b>13,076</b>
Other Financing Receipts/(Disbursements):				
Proceeds from Sale of Fixed Assets	0	3,700	0	3,700
<b>Total Financing Receipts/(Disbursements)</b>	<b>0</b>	<b>3,700</b>	<b>0</b>	<b>3,700</b>
<b>Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements</b>	<b>(21,637)</b>	<b>40,484</b>	<b>(2,071)</b>	<b>16,776</b>
Fund Cash Balances, January 1	113,605	173,806	9,653	297,064
Fund Cash Balances, December 31	\$91,968	\$214,290	\$7,582	\$313,840

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

Green Camp Township  
Marion 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, 2002

	Governmental Fund Types			Totals (Memorandum Only)
	General	Special Revenue	Capital Projects	
Cash Receipts:				
Local Taxes	\$33,574	\$41,826	\$0	\$75,400
Intergovernmental	34,560	58,625	0	93,185
Licenses, Permits, and Fees	0	10,077	0	10,077
Earnings on Investments	3,427	4,833	0	8,260
Other Revenue	1,860	1,677	0	3,537
<b>Total Cash Receipts</b>	<b>73,421</b>	<b>117,038</b>	<b>0</b>	<b>190,459</b>
Cash Disbursements:				
Current:				
General Government	71,805	43,250	0	115,055
Public Safety	172	49,343	0	49,515
Public Works	0	77,481	0	77,481
Health	3,672	11,523	0	15,195
Capital Outlay	26,106	0	0	26,106
Debt Service:				
Principal	0	0	27,624	27,624
Interest	0	0	1,149	1,149
<b>Total Cash Disbursements</b>	<b>101,755</b>	<b>181,597</b>	<b>28,773</b>	<b>312,125</b>
<b>Total Receipts Over/(Under) Disbursements</b>	<b>(28,334)</b>	<b>(64,559)</b>	<b>(28,773)</b>	<b>(121,666)</b>
Fund Cash Balances, January 1	141,939	238,365	38,426	418,730
Fund Cash Balances, December 31	<u>\$113,605</u>	<u>\$173,806</u>	<u>\$9,653</u>	<u>\$297,064</u>
Reserved for Encumbrances, December 31	<u>\$25</u>	<u>\$0</u>	<u>\$0</u>	<u>\$25</u>

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

Green Camp Township  
Marion County, Ohio  
Notes to the Financial Statements  
For the Years Ended December 31, 2003 and 2002

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

Green Camp Township, Marion 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 general governmental services, including road and bridge maintenance, cemetery maintenance, and fire protection services.

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

B. Basis of Accounting

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

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

C. Cash and Investments

Investments are included in fund cash balances. Accordingly, purchases of investments are not recorded as disbursements, and sales of investments are not recorded as receipts.

Certificates of deposit are valued at cost.

D. 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:

1. 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.
2. 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:

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

*Special Levy Fund* – This fund receives tax levy money for fire protection and to provide ambulance or emergency medical services.

Green Camp Township  
Marion County, Ohio  
Notes to the Financial Statements  
For the Years Ended December 31, 2003 and 2002

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Fund Accounting (Continued)

3. Capital Projects Fund – This fund was used to account for receipts that are restricted for the acquisition or construction of major capital projects (except those financed through enterprise or trust funds). The Township has one capital projects fund that received taxes from a levy used for providing and maintaining fire apparatus, building, appliances, or sites. This tax levy expired before 2002 as the levy was passed to purchase fire equipment. The loan for this purpose was satisfied in 2002.

E. Budgetary Process

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

1. Appropriations

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function and 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. Unencumbered appropriations lapse at year end.

2. 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 also approve estimated resources.

3. 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 reappropriated.

A summary of 2003 and 2002 budgetary activity appears in Note 3.

F. 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 Ohio Revised Code prescribes allowable deposits. The carrying amount of cash at December 31 was as follows:

	2003	2002
Deposits	\$109,374	\$64,956
Certificates of deposit	204,466	232,108
Total deposits and investments	\$313,840	\$297,064

Green Camp Township  
Marion County, Ohio  
Notes to the Financial Statements  
For the Years Ended December 31, 2003 and 2002

2. EQUITY IN POOLED CASH AND INVESTMENTS (Continued)

Deposits: Deposits are either (1) insured by the Federal Depository Insurance Corporation or (2) collateralized by securities specifically pledged by the financial institution for its public deposits.

3. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 2003 and December 31, 2002 follows:

<u>2003 Budgeted vs. Actual Receipts</u>			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$57,090	\$63,027	\$5,937
Special Revenue	121,685	128,041	6,356
Capital Projects	0	0	0
Total	<u>\$178,775</u>	<u>\$191,068</u>	<u>\$12,293</u>

<u>2003 Budgeted vs. Actual Budgetary Basis Expenditures</u>			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$170,635	\$84,664	\$85,971
Special Revenue	295,492	87,557	207,935
Capital Projects	9,600	2,071	7,529
Total	<u>\$475,727</u>	<u>\$174,292</u>	<u>\$301,435</u>

<u>2002 Budgeted vs. Actual Receipts</u>			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$55,367	\$73,421	\$18,054
Special Revenue	128,055	117,038	(11,017)
Capital Projects	660	0	(660)
Total	<u>\$184,082</u>	<u>\$190,459</u>	<u>\$6,377</u>

<u>2002 Budgeted vs. Actual Budgetary Basis Expenditures</u>			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$197,307	\$101,780	\$95,527
Special Revenue	366,420	181,597	184,823
Capital Projects	35,973	28,773	7,200
Total	<u>\$599,700</u>	<u>\$312,150</u>	<u>\$287,550</u>

Green Camp Township  
Marion County, Ohio  
Notes to the Financial Statements  
For the Years Ended December 31, 2003 and 2002

4. PROPERTY TAX

Real property taxes become a lien on January 1 preceding the October 1 date for which rates are adopted by the Board of Trustees. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. Homestead and rollback amounts are then paid by the State, and are reflected in the accompanying financial statements as Intergovernmental Receipts. Payments are due to 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 tax is assessed by the property owners, who must file a list of such property to the County by each April 30.

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

5. RETIREMENT SYSTEMS

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

Contribution rates are also prescribed by the Ohio Revised Code. For 2003 and 2002, PERS members contributed 8.5% of their gross salaries. The Township contributed an amount equal to 13.55% of participants' gross salaries. The Township has paid all contributions required through December 31, 2003.

6. RISK MANAGEMENT

The Township has obtained commercial insurance for the following risks:

- General Liability Coverage
- Automobile Liability Coverage
- Crime Coverage
- Electronic Data Processing Coverage
- Property Coverage
- Inland Marine Coverage

Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three years.

The Township has not incurred significant reductions in insurance coverage from coverage in the prior year by major category or risk.

7. SUBSEQUENT EVENT

On May 5, 2004, the Township entered into a loan agreement with Farmers State Bank for the purchase of a building. The loan amount is for \$59,600 at a 4.26% interest rate with a maturity date of May 5, 2009.

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

Board of Trustees  
Green Camp Township  
Marion County, Ohio  
5021 LaRue-Green Camp Road  
New Bloomington, Ohio 43341

We have audited the accompanying financial statements of Green Camp Township, Marion County, Ohio (the Township), as of and for the years ended December 31, 2003 and 2002, and have issued our report thereon dated July 30, 2004. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

### **Compliance**

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

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

In planning and performing our audits, we considered the Township's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted other matters involving the internal over financial reporting, which we have reported to the management of the Township in a separate letter dated July 30, 2004.

Green Camp Township, Marion County, Ohio  
Report on Compliance and on Internal Control Over Financial  
Reporting Based on an Audit of Financial Statements  
Performed in Accordance with *Government Auditing Standards*  
Page 2

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

Balestra, Harr & Scherer, CPAs, Inc.

Balestra, Harr & Scherer, CPAs, Inc.

July 30, 2004



**Auditor of State  
Betty Montgomery**

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**GREEN CAMP TOWNSHIP**

**MARION 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  
SEPTEMBER 28, 2004**