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**FAIRFIELD TOWNSHIP  
MADISON COUNTY**

**REGULAR AUDIT**

**YEARS ENDED DECEMBER 31, 2004 & 2003**

*Whited Seigneur Sams & Rabe, LLP*

CERTIFIED PUBLIC ACCOUNTANTS

*\*\* WSSR \*\**

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**Auditor of State  
Betty Montgomery**

Board of Trustees  
Fairfield Township  
9100 Big Plain-Circleville Rd London, Ohio 43140

We have reviewed the *Report of Independent Auditor* of Fairfield Township, Madison County, prepared by Whited Seigneur Sams & Rahe, LLP, for the audit period January 1, 2003 through December 31, 2004. 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 *Report of Independent Auditor* 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 *Report of Independent Auditor* 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. Fairfield Township is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Betty Montgomery".

BETTY MONTGOMERY  
Auditor of State

September 15, 2005

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**FAIRFIELD TOWNSHIP  
MADISON COUNTY, OHIO**

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# *Whited Seigneur Sams & Rahe LLP*

CERTIFIED PUBLIC ACCOUNTANTS

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July 7, 2005

Board of Trustees  
Fairfield Township  
Madison County  
9100 Big Plain-Circleville Rd  
London, OH 43140

## **Report of Independent Auditor**

We have audited the accompanying financial statements of Fairfield Township, Madison County, Ohio (the Township) as of and for the years ended December 31, 2004 and 2003. 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 described more fully in Note 1, the Township has prepared these financial statements using accounting practices the Auditor of State prescribes or permits. These practices differ from accounting principles generally accepted in the United States of America. Although we cannot reasonably determine the effects on the financial statements of the variances between these regulatory accounting practices and accounting principles generally accepted in the United States of America, we presume they are material.

In our opinion, because of the effects of the matter discussed in the preceding paragraph, the financial statements referred to above 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, 2004 and 2003, or its changes in financial position for the year then ended.

Also, in our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of Fairfield Township, Madison County as of December 31, 2004 and 2003 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 a report dated July 7, 2005, 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 testing of internal controls over financial reporting and compliance and the results of that testing. It does not opine on the internal control over financial reporting or on compliance. That report is an integral part of audits performed in accordance with *Government Auditing Standards*. You should read it in conjunction with this report in assessing the results of our audits.

Respectfully submitted,

WHITED SEIGNEUR SAMS & RAHE CPAs, LLP

**FAIRFIELD TOWNSHIP  
MADISON 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, 2004**

	<u>General</u>	<u>Special Revenue</u>	<u>Memorandum Only Total</u>
<b>CASH RECEIPTS</b>			
Local Taxes	\$ 34,251	\$ 72,724	\$ 106,975
Intergovernmental Receipts	35,071	73,132	108,203
Licenses, Permits, and Fees	0	2,100	2,100
Earnings on Investments	2,994	412	3,406
Other Revenue	<u>2,101</u>	<u>4,615</u>	<u>6,716</u>
<b>TOTAL CASH RECEIPTS</b>	74,417	152,983	227,400
<b>CASH DISBURSEMENTS</b>			
General Government	55,115	1,397	56,512
Public Safety	0	99,364	99,364
Public Works	371	61,926	62,297
Health	882	6,172	7,054
Capital Outlay	<u>864</u>	<u>0</u>	<u>864</u>
<b>TOTAL CASH DISBURSEMENTS</b>	<u>57,232</u>	<u>168,859</u>	<u>226,091</u>
<b>TOTAL CASH RECEIPTS OVER/ (UNDER) CASH DISBURSEMENTS</b>	17,185	(15,876)	1,309
<b>OTHER FINANCING RECEIPTS/(DISBURSEMENTS)</b>			
Transfers – In	0	422	422
Transfers – Out	(422)	0	(422)
Other Financing Receipts	<u>1,834</u>	<u>0</u>	<u>1,834</u>
<b>TOTAL OTHER FINANCING RECEIPTS/(DISBURSEMENTS)</b>	<u>1,412</u>	<u>422</u>	<u>1,834</u>
<b>EXCESS OF CASH RECEIPTS AND OTHER FINANCING RECEIPTS OVER/ (UNDER) CASH DISBURSEMENTS AND OTHER FINANCING DISBURSEMENTS</b>	18,597	(15,454)	3,143
Fund Cash Balances, January 1, 2004	<u>185,456</u>	<u>158,410</u>	<u>343,866</u>
Fund Cash Balances, December 31, 2004	<u>\$ 204,053</u>	<u>\$ 142,956</u>	<u>\$ 347,009</u>

SEE ACCOMPANYING NOTES TO THE FINANCIAL STATEMENTS

**FAIRFIELD TOWNSHIP  
MADISON 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**

	<u>General</u>	<u>Special Revenue</u>	<u>Memorandum Only Total</u>
<b>CASH RECEIPTS</b>			
Local Taxes	\$ 34,691	\$ 73,533	\$ 108,224
Intergovernmental Receipts	58,644	74,032	132,676
Licenses, Permits, and Fees	0	1,200	1,200
Earnings on Investments	4,368	872	5,240
Other Revenue	<u>1,666</u>	<u>537</u>	<u>2,203</u>
<b>TOTAL CASH RECEIPTS</b>	99,369	150,174	249,543
<b>CASH DISBURSEMENTS</b>			
General Government	53,160	1,543	54,703
Public Safety	0	101,888	101,888
Public Works	131	55,328	55,459
Health	372	3,787	4,159
Capital Outlay	<u>9,332</u>	<u>0</u>	<u>9,332</u>
<b>TOTAL CASH DISBURSEMENTS</b>	<u>62,995</u>	<u>162,546</u>	<u>225,541</u>
<b>TOTAL CASH RECEIPTS OVER/ (UNDER) CASH DISBURSEMENTS</b>	36,374	(12,372)	24,002
<b>OTHER FINANCING RECEIPTS/(DISBURSEMENTS)</b>			
Other Financing Receipts	<u>1,834</u>	<u>121</u>	<u>1,955</u>
<b>TOTAL OTHER FINANCING RECEIPTS/(DISBURSEMENTS)</b>	<u>1,834</u>	<u>121</u>	<u>1,955</u>
<b>EXCESS OF CASH RECEIPTS AND OTHER FINANCING RECEIPTS OVER/ (UNDER) CASH DISBURSEMENTS AND OTHER FINANCING DISBURSEMENTS</b>	38,208	(12,251)	25,957
Fund Cash Balances, January 1, 2003	<u>147,248</u>	<u>170,661</u>	<u>317,909</u>
Fund Cash Balances, December 31, 2003	<u>\$ 185,456</u>	<u>\$ 158,410</u>	<u>\$ 343,866</u>

SEE ACCOMPANYING NOTES TO THE FINANCIAL STATEMENTS

**FAIRFIELD TOWNSHIP  
MADISON COUNTY, OHIO  
NOTES TO THE FINANCIAL STATEMENTS**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

- **Description of the Entity**

Fairfield Township, Madison 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 and cemetery maintenance. The Township contracts with Jefferson Township to provide fire protection 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, 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.

- **Cash and Investments**

Certificates of deposit are valued at cost.

- **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.
- **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.

Fire District Fund - This fund receives property taxes for providing emergency fire services.

**FAIRFIELD TOWNSHIP  
MADISON COUNTY, OHIO  
NOTES TO THE FINANCIAL STATEMENTS**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

- **Budgetary Process**

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

- **Appropriations** - Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the 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 unencumbered cash as of January 1. The County Budget Commission must also approve estimated resources.
- **Encumbrances** - The Ohio Revised Code requires the Township to reserve (encumber) appropriations when commitments are made. Encumbrances outstanding at year-end are cancelled and re-appropriated in the subsequent year.

A summary of 2004 and 2003 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 Ohio Revised Code prescribes allowable deposits. The carrying amount of cash at December 31 was as follows:

	2004	2003
Demand deposits	\$ 347,009	\$ 343,866

- **Deposits**

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

**FAIRFIELD TOWNSHIP  
MADISON COUNTY, OHIO  
NOTES TO THE FINANCIAL STATEMENTS**

**3. BUDGETARY ACTIVITY**

Budgetary activity for the years ending December 31, 2004 and December 31, 2003, were as follows:

2004 Budgeted vs. Actual Receipts

<u>Fund Type</u>	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
General	\$ 69,153	\$ 76,251	\$ 7,098
Special Revenue	<u>142,591</u>	<u>153,405</u>	<u>10,814</u>
Total	<u>\$ 211,744</u>	<u>\$ 229,656</u>	<u>\$ 17,912</u>

2004 Budgeted vs. Actual Budgetary Basis Expenditures

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General	\$ 133,994	\$ 57,654	\$ 76,340
Special Revenue	<u>265,500</u>	<u>168,859</u>	<u>96,641</u>
Total	<u>\$ 399,494</u>	<u>\$ 226,513</u>	<u>\$ 172,981</u>

2003 Budgeted vs. Actual Receipts

<u>Fund Type</u>	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
General	\$ 98,748	\$ 101,203	\$ 2,455
Special Revenue	<u>139,812</u>	<u>150,295</u>	<u>10,483</u>
Total	<u>\$ 238,560</u>	<u>\$ 251,498</u>	<u>\$ 12,938</u>

2003 Budgeted vs. Actual Budgetary Basis Expenditures

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General	\$ 103,736	\$ 62,995	\$ 40,741
Special Revenue	<u>255,623</u>	<u>162,546</u>	<u>93,077</u>
Total	<u>\$ 359,359</u>	<u>\$ 225,541</u>	<u>\$ 133,818</u>

**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.

**FAIRFIELD TOWNSHIP  
MADISON COUNTY, OHIO  
NOTES TO THE FINANCIAL STATEMENTS**

**4. PROPERTY TAX (Continued)**

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 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. 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, 2004.

**6. RISK MANAGEMENT**

● **Risk Pool Membership**

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 insurance for its members. OTARMA is a member of the American Public Entity Excess Pool (APEEP). Member governments pay annual contributions to fund OTARMA. OTARMA pays judgments, settlements and other expenses resulting from covered claims that exceed the members' deductibles.

● **Casualty Insurance**

OTARMA retains casualty risks up to \$250,000 per claim. Claims exceeding \$250,000 are reinsured with APEEP up to \$1,750,000 per claim and \$5,000,000 in the aggregate per year. Governments can elect additional coverage, from \$2,000,000 to \$10,000,000, from the General Reinsurance Corporation.

If losses exhaust OTARMA's retained earnings, APEEP covers OTARMA losses up to \$5,000,000 per year, subject to a per-claim limit of \$2,000,000.

● **Property Insurance**

OTARMA retains property risks including automobile physical damage up to \$100,000 on any specific loss. The Travelers Indemnity Company reinsures specific losses exceeding \$100,000. The Travelers Indemnity Company also provides aggregate excess coverage for property including automobile physical damage subject to an annual stop loss. When the stop loss is reached in any year, the Travelers Indemnity Company provides coverage in excess of \$10,000.

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.

**FAIRFIELD TOWNSHIP  
MADISON COUNTY, OHIO  
NOTES TO THE FINANCIAL STATEMENTS**

**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, 2003 and 2002 (the latest information available):

<u>Casualty Coverage</u>	<u>2003</u>	<u>2002</u>
Assets	\$ 27,792,223	\$23,757,036
Liabilities	<u>(11,791,300)</u>	<u>(9,197,512)</u>
Retained Earnings	<u>\$ 16,000,923</u>	<u>\$14,559,524</u>
 <u>Property Coverage</u>		
Assets	\$ 6,791,060	\$ 6,596,996
Liabilities	<u>(750,956)</u>	<u>(1,204,326)</u>
Retained Earnings	<u>\$ 6,040,104</u>	<u>\$ 5,392,670</u>

# *Whited Seigneur Sams & Rahe LLP*

CERTIFIED PUBLIC ACCOUNTANTS

Jerry B. Whited, CPA  
Donald R. Seigneur, CPA  
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July 7, 2005

Board of Trustees  
Fairfield Township  
Madison County  
9100 Big Plain-Circleville Rd  
London, OH 43140

## **Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by *Government Auditing Standards***

We have audited the accompanying financial statements of Fairfield Township, Madison County, Ohio (the Township) as of and for the years ended December 31, 2004 and 2003, and have issued our report thereon dated July 7, 2005, wherein we noted the Township followed accounting practices the Auditor of State prescribes rather than accounting principles generally accepted in the United States of America. We conducted our 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.

### **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 control over financial reporting that do not require inclusion in this report, that we have reported to management of the Township in a separate letter dated July 7, 2005.

### **Compliance and Other Matters**

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 grant agreements, noncompliance with which could have a direct and material effect on determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*. We, however, noted certain immaterial instances of noncompliance that we have reported to management of the Township in a separate letter dated July 7, 2005.

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

Respectfully submitted,

WHITED SEIGNEUR SAMS & RAHE CPAs, LLP

**FAIRFIELD TOWNSHIP  
MADISON COUNTY, OHIO  
SCHEDULE OF FINDINGS  
DECEMBER 31, 2004 AND 2003**

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

There were no current audit findings.

**FAIRFIELD TOWNSHIP  
MADISON COUNTY, OHIO  
STATUS OF PRIOR AUDIT FINDINGS  
DECEMBER 31, 2004 AND 2003**

There were no prior audit findings.



**Auditor of State  
Betty Montgomery**

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Columbus, Ohio 43216-1140  
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800-282-0370  
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**FAIRFIELD TOWNSHIP  
MADISON 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 27, 2005**