



# Mary Taylor, CPA

Auditor of State

## MANAGEMENT LETTER

Liberty Township  
Seneca County  
7717 North State Route 635  
P.O. Box 215  
Kansas, Ohio 44841-0215

To the Board of Trustees:

We have audited the financial statements of Liberty Township, Seneca County, (the Township) in accordance with *Government Auditing Standards*, as of and for the years ended December 31, 2008 and 2007, and have issued our report thereon dated April 28, 2009.

*Government Auditing Standards* require us to report significant internal control deficiencies, fraud, and illegal acts (including noncompliance with laws and regulations), and also abuse and noncompliance with contracts and grant agreements that could directly and materially affect the determination of financial statement amounts. We have issued the required report dated April 28, 2009, for the years ended December 31, 2008 and 2007.

We are also submitting the following comments for your consideration regarding the Township's compliance with applicable laws and internal control. These comments reflect matters that do not require inclusion in the report *Government Auditing Standards* require. Nevertheless, these comments represent matters for which we believe improvements in compliance or internal controls or operational efficiencies might be achieved. Due to the limited nature of our audit, we have not fully assessed the cost-benefit relationship of implementing these recommendations. However, these comments reflect our continuing desire to assist your Township. If you have questions or concerns regarding these comments please contact your regional Auditor of State office.

### Noncompliance Finding

**Ohio Revised Code § 5705.36 and 5705.39** state total appropriations made during the fiscal year from any fund shall not exceed estimated resources. Appropriations were in excess of estimated resources, in the Capital Projects Fund, from the months of November and December 2007 in the amount of \$6,626.

We recommend the Township obtain an amended certificate of estimated resources prior to appropriations exceeding estimated resources or amend appropriations accordingly.

## Recommendation

### Financial Report Reviews

Monthly financial reports were not submitted to the Trustees for review and approval during Board meetings. This weakness reduces controls over the monitoring of financial activity and could allow errors to go undetected. We recommend monthly financial reports (revenues, expenses, fund balances, reconciliations, etc.) be given to the Trustees at monthly Board meetings. Any reports reviewed should be either signed or initialed to indicate review and approval. The minutes should also reflect approval of monthly reports submitted by the Fiscal Officer.

We intend this report for the information and use of the audit committee, management and the Board of Trustees.

A handwritten signature in black ink that reads "Mary Taylor". The signature is written in a cursive, flowing style.

**Mary Taylor, CPA**  
Auditor of State

April 28, 2009