

TOD TOWNSHIP
CRAWFORD COUNTY
REPORT ON FINANCIAL STATEMENTS
DECEMBER 31, 2009 AND 2008



Mary Taylor, CPA

Auditor of State

Board of Trustees
Tod Township
2666 Marion-Melmore Road
Bucyrus, Ohio 44820

We have reviewed the *Independent Auditors' Report* of Tod Township, Crawford County, prepared by Holbrook & Manter, for the audit period January 1, 2008 through December 31, 2009. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

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

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

Mary Taylor

Mary Taylor, CPA
Auditor of State

July 26, 2010

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INDEPENDENT AUDITORS' REPORT

Board of Trustees
Tod Township
Crawford County

We have audited the accompanying financial statements of Tod Township, Crawford County, Ohio, (the Township) as of and for the years ended December 31, 2009 and 2008. 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 has prepared these financial statements using accounting practices the Auditor of State of Ohio prescribes or permits. These practices differ from accounting principles generally accepted in the United States of America (GAAP). Although we cannot reasonably determine the effects on the financial statements of the variances between these regulatory accounting practices and GAAP, we presume they are material.

Instead of the combined funds the accompanying financial statements present for 2009 and 2008, GAAP requires presenting entity wide statements and also presenting the Township's larger (i.e. major) funds separately. While the Township does not follow GAAP, generally accepted auditing standards requires us to include the following paragraph if the statements do not substantially conform to the GAAP presentation requirements. The Auditor of State of Ohio permits, but does not require, governments to reformat their statements. The Township has elected not to reformat its statements. Since this Township does not use GAAP to measure financial statement amounts, the following paragraph does not imply the amounts reported are materially misstated under the accounting basis the Auditor of State of Ohio permits. Our opinion on the fair presentation of the amounts reported pursuant to its non-GAAP basis is in the second following paragraph.

In our opinion, because of the effects of the matter discussed in the preceding two paragraphs, the financial statements referred to above for the years ended December 31, 2009 and 2008 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, 2009 and 2008, or its changes in financial position for the years then ended.

Also, in our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of Tod Township, Crawford County, as of December 31, 2009 and 2008, and its combined cash receipts and disbursements for the years then ended on the basis of accounting described in Note 1.

As described in Note 6, for the years ended December 31, 2009 and 2008, the Township changed its financial presentation comparable to the requirements of Governmental Accounting Standard No.34, *Basic Financial Statements- and Management's Discussion and Analysis –for State and Local Governments* to the accounting practices the Auditor of State prescribes or permits.

The Government has not presented Management's Discussion and Analysis, which accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not required to be part of, the financial statements.

In accordance with *Government Auditing Standards*, we have also issued our report dated June 20, 2010 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. While we did not opine on the internal control over financial reporting or on compliance, that report describes the scope of our testing of internal control over financial reporting and compliance, and the results of that testing. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*. You should read it in conjunction with this report in assessing the results of our audit.



Certified Public Accountants

June 20, 2010

TOD TOWNSHIP
CRAWFORD COUNTY
COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND
CASH BALANCES-ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2009

| | <u>Governmental Fund Types</u> | | <u>Total Memorandum Only</u> |
|---|--------------------------------|----------------------------|--------------------------------------|
| | <u>General</u> | <u>Special Revenue</u> | |
| CASH RECEIPTS:- | | | |
| Property tax and other local taxes | \$ 12,759 | \$ 8,404 | \$ 21,163 |
| Licenses, permits and fees | 1,460 | 0 | 1,460 |
| Intergovernmental receipts | 15,577 | 91,794 | 107,371 |
| Earnings on investments | 164 | 766 | 930 |
| Miscellaneous | <u>0</u> | <u>1,000</u> | <u>1,000</u> |
| Total cash receipts | 29,960 | 101,964 | 131,924 |
| CASH DISBURSEMENTS:- | | | |
| Current:- | | | |
| General government | 28,019 | 0 | 28,019 |
| Public works | 0 | 79,555 | 79,555 |
| Health | 7,007 | 0 | 7,007 |
| Capital outlay | <u>1,167</u> | <u>7,875</u> | <u>9,042</u> |
| Total cash disbursements | <u>36,193</u> | <u>87,430</u> | <u>123,623</u> |
| Total receipts over (under) cash disbursements | (6,233) | 14,534 | 8,301 |
| Fund cash balances, January 1, 2009 | <u>34,010</u> | <u>184,743</u> | <u>218,753</u> |
| Fund cash balances, December 31, 2009 | <u>\$ 27,777</u> | <u>\$ 199,277</u> | <u>\$ 227,054</u> |

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

TOD TOWNSHIP
CRAWFORD COUNTY
COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND
CASH BALANCES-ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2008

| | <u>Governmental Fund Types</u> | | <u>Total Memorandum Only</u> |
|--|--------------------------------|----------------------------|--------------------------------------|
| | <u>General</u> | <u>Special Revenue</u> | |
| CASH RECEIPTS:- | | | |
| Property tax and other local taxes | \$ 12,902 | \$ 8,704 | \$ 21,606 |
| Licenses, permits and fees | 3,001 | 0 | 3,001 |
| Intergovernmental receipts | 17,415 | 99,794 | 117,209 |
| Earnings on investments | 1,043 | 3,152 | 4,195 |
| Miscellaneous | 17 | 1,541 | 1,558 |
| | <u>34,378</u> | <u>113,191</u> | <u>147,569</u> |
| Total cash receipts | | | |
| CASH DISBURSEMENTS:- | | | |
| Current;- | | | |
| General government | 30,253 | 0 | 30,253 |
| Public works | 0 | 49,621 | 49,621 |
| Health | 7,271 | 0 | 7,271 |
| Capital outlay | 2,500 | 47,001 | 49,501 |
| | <u>40,024</u> | <u>96,622</u> | <u>136,646</u> |
| Total cash disbursements | | | |
| Total receipts over (under) cash disbursements | (5,646) | 16,569 | 10,923 |
| OTHER FINANCING RECEIPTS (DISBURSEMENTS):- | | | |
| Sale of fixed assets | 130 | 3,500 | 3,630 |
| | <u>130</u> | <u>3,500</u> | <u>3,630</u> |
| Total other financing receipts (disbursements) | | | |
| Excess of cash receipts and other financing receipts over (under) cash disbursements and other financing disbursements | (5,516) | 20,069 | 14,553 |
| Fund cash balances, January 1, 2008 | <u>39,526</u> | <u>164,674</u> | <u>204,200</u> |
| Fund cash balances, December 31, 2008 | <u>\$ 34,010</u> | <u>\$ 184,743</u> | <u>\$ 218,753</u> |

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

TOD TOWNSHIP
CRAWFORD COUNTY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2009 AND 2008

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:-

Description of the Entity - Tod Township, Crawford County, (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 three publicly - elected Trustees. The Township provides general government services including road and bridge maintenance and cemetery maintenance. The Township contracts with Central Joint Ambulance Service to provide ambulance services and Wyandot East Fire District 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 of Ohio, which is similar to the cash receipts and disbursements basis of accounting. Receipts are recognized when received in cash rather than when earned, and disbursements are recognized when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

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

Cash and Investments - Investments are included in fund cash balances. Investments are assets. Accordingly, purchases of investments are not recorded as disbursements, and sales of investments are not recorded as receipts. Gains or losses at the time of sale are recorded as receipts or disbursements, respectively.

The investment in STAR Ohio (The State Treasurer's investment pool) is recorded at share values reported by the State Treasurer.

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 by law or contract to be restricted.

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 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.

**TOD TOWNSHIP
CRAWFORD COUNTY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2009 AND 2008**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:- (continued)

Accumulated Leave - In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. Unpaid leave is not reflected as a liability under the Township's basis of accounting.

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 fund, function or object level of control, and appropriations may not exceed estimated resources. The Board of Trustees must annually approve appropriation measures and subsequent amendments. The Crawford County Budget Commission must also approve the annual appropriation measure. Appropriations lapse at year-end.

Estimated Resources

Estimated resources include estimates of cash to be received (budgeted receipts) plus cash as of January 1. The Crawford County Budget Commission must also 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 canceled, and reappropriated in the subsequent year.

A summary of 2009 and 2008 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.

NOTE 2 - EQUITY IN POOLED CASH:-

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

| | <u>2009</u> | <u>2008</u> |
|-----------------------|--------------------------|--------------------------|
| Demand deposits | \$ 79,810 | \$ 71,914 |
| Star Ohio | <u>147,244</u> | <u>146,839</u> |
| Total deposits | <u>\$ 227,054</u> | <u>\$ 218,753</u> |

Demand Deposits - The Township's deposits are either (1) insured by the Federal Deposit Insurance Corporation or (2) collateralized by securities specifically pledged by the financial institution to the Township, or (3) collateralized by the financial institution's public entity deposit pool.

Investments - Investments in STAR Ohio are not evidenced by securities that exist in physical or book-entry form.

TOD TOWNSHIP
CRAWFORD COUNTY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2009 AND 2008

NOTE 3 - BUDGETARY ACTIVITY:-

Budgetary activity for the year ending December 31, 2009 was as follows:

2009 Budgeted vs. Actual Receipts

| <u>Fund Type</u> | <u>Budgeted Receipts</u> | <u>Actual Receipts</u> | <u>Variance</u> |
|------------------|---------------------------------|---------------------------------|-----------------------------------|
| General | \$ 35,398 | \$ 29,960 | \$ (5,438) |
| Special revenue | 147,608 | 101,964 | (45,644) |
| Permanent | <u>0</u> | <u>0</u> | <u>0</u> |
| Total | \$ <u><u>183,006</u></u> | \$ <u><u>131,924</u></u> | \$ <u><u>(51,082)</u></u> |

2009 Budgeted vs. Actual Budgetary Basis Expenditures

| <u>Fund Type</u> | <u>Appropriation Authority</u> | <u>Budgetary Expenditures</u> | <u>Variance</u> |
|------------------|---------------------------------|---------------------------------|---------------------------------|
| General | \$ 51,763 | \$ 36,193 | \$ 15,570 |
| Special revenue | 197,514 | 87,430 | 110,084 |
| Permanent | <u>0</u> | <u>0</u> | <u>0</u> |
| Total | \$ <u><u>249,277</u></u> | \$ <u><u>123,623</u></u> | \$ <u><u>125,654</u></u> |

Contrary to Ohio law, actual receipts were less than estimated resources during 2009 in the General Fund and Special Revenue Funds by \$5,438 and \$45,644, respectively.

TOD TOWNSHIP
CRAWFORD COUNTY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2009 AND 2008

NOTE 3 - BUDGETARY ACTIVITY:- (continued)

Budgetary activity for the year ending December 31, 2008 was as follows:

2008 Budgeted vs. Actual Receipts

| <u>Fund Type</u> | <u>Budgeted Receipts</u> | <u>Actual Receipts</u> | <u>Variance</u> |
|------------------|--------------------------|--------------------------|------------------------|
| General | \$ 33,883 | \$ 34,508 | \$ 625 |
| Special revenue | 114,601 | 116,691 | 2,090 |
| Permanent | <u>0</u> | <u>0</u> | <u>0</u> |
| Total | \$ <u>148,484</u> | \$ <u>151,199</u> | \$ <u>2,715</u> |

2008 Budgeted vs. Actual Budgetary Basis Expenditures

| <u>Fund Type</u> | <u>Appropriation Authority</u> | <u>Budgetary Expenditures</u> | <u>Variance</u> |
|------------------|--------------------------------|-------------------------------|--------------------------|
| General | \$ 73,215 | \$ 40,024 | \$ 33,191 |
| Special revenue | 176,746 | 96,622 | 80,124 |
| Permanent | <u>0</u> | <u>0</u> | <u>0</u> |
| Total | \$ <u>249,961</u> | \$ <u>136,646</u> | \$ <u>113,315</u> |

**TOD TOWNSHIP
CRAWFORD COUNTY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2009 AND 2008**

NOTE 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 Crawford County by December 31. If the property owner elects to make semiannual payment, 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.

Tangible personal property tax is assessed by the property owners, who must file a list of such property to Crawford 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.

Tangible personal property has been phased out.

NOTE 5 - RETIREMENT SYSTEMS:-

The Township's employees belong to the Public Employees Retirement System (PERS) of Ohio. PERS is a cost-sharing, multiple-employee 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 2009 and 2008, PERS members contributed 10% of their gross salaries. The Township contributed an amount equal to 14% of participants' gross salaries for 2009 and 2008. The Township has paid all contributions required through December 31, 2009.

NOTE 6 - CHANGE IN BASIS OF ACCOUNTING:-

For the years ended December 31, 2009 and 2008, the Township changed its financial presentation comparable to the requirements of Governmental Accounting Standard No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments* to the accounting practices the Auditor of State prescribes or permits. This change did not result in a restatement of the fund balances.

**TOD TOWNSHIP
CRAWFORD COUNTY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2009 AND 2008**

NOTE 7 - RISK POOL MANAGEMENT:-

The Township is exposed to various risks of property and casualty losses, and injuries to employees.

The Township insures against injuries to employees through the Ohio Bureau of Worker's Compensation.

The Township belongs to the Ohio Township Association Risk Management Authority (OTARMA), a risk-sharing pool available to Ohio townships. OTARMA provides property and casualty coverage for its members. OTARMA is a member of the American Public Entity Excess Pool (APEEP). Member governments pay annual contributions to fund OTARMA. OTARMA pays judgments, settlements and other expenses resulting from covered claims that exceed the members' deductibles.

Casualty Coverage and Property Coverage –

APEEP provides OTARMA with an excess risk-sharing program. Under this arrangement, OTARMA retains insured risks up to an amount specified in the contracts. At December 31, 2008, OTARMA retained \$350,000 for casualty claims and \$100,000 for property claims.

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 township.

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

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, 2008 and 2007 (the latest information available):

| | <u>2008</u> | <u>2007</u> | |
|-------------|----------------------|----------------------|--|
| Assets | \$ 40,737,740 | \$ 43,210,703 | |
| Liabilities | <u>(12,981,818)</u> | <u>(13,357,837)</u> | |
| Net assets | <u>\$ 27,755,922</u> | <u>\$ 29,852,866</u> | |

At December 31, 2008 and 2007, respectively, liabilities above include approximately \$12.1 million and \$12.5 million of estimated incurred claims payable. The assets and retained earnings above also include approximately \$10.9 million and \$11.6 million of unpaid claims to be filled to approximately 950 member governments in the future as of December 31, 2008 and 2007, respectively. These amounts will be included in future contributions from members when the related claims are due for payment. The Township's share of these unpaid claims collectible in future years is approximately \$2,447.

**TOD TOWNSHIP
CRAWFORD COUNTY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2009 AND 2008**

NOTE 7 - RISK POOL MANAGEMENT:- (continued)

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

| <u>Contributions to OTARMA</u> | | |
|---------------------------------------|----|-------|
| 2007 | \$ | 2,857 |
| 2008 | \$ | 2,941 |
| 2009 | \$ | 2,603 |

After completing one year of membership, members may withdraw on each anniversary of the date they joined OTARMA provided they give written notice to OTARMA 60 days in advance of the anniversary date. Upon withdrawal, members are eligible for a full or partial refund of their capital contributions, minus the subsequent year's budgetary contribution. Withdrawing members have no other future obligation to the pool. Also upon withdrawal, payments for all casualty claims and claim expenses become the sole responsibility of the withdrawing member, regardless of whether a claim occurred or was reported prior to the withdrawal.



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

Board of Trustees
Tod Township
Crawford County

We have audited the financial statements of the Tod Township, Crawford County, (the Township) as of and for the years ended December 31, 2009 and 2008, and have issued our report thereon dated June 20, 2010, 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 audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

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

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 deficiencies in internal control such that there is a reasonable possibility that a material financial statement misstatement will not be prevented, or detected and timely corrected.

We consider the following deficiency described in the accompanying schedule of findings as item 2009-001 to be a significant deficiency in internal control over financial reporting.

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

We also noted certain internal control matters that we reported to the Township's management in a separate letter dated June 20, 2010.

Compliance and Other Matters

As part of reasonably assuring whether Tod 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 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 audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance or other matter that is required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings as item 2009-002.

We also noted certain noncompliance or other matters that we reported to the Government's management in a separate letter dated June 20, 2010.

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

We intend this report solely for the information and use of management, Board of Trustees, and the Auditor of State of Ohio and it is not intended to be and should not be used by anyone other than these specified parties.

Shullbrook & Master

Certified Public Accountants

June 20, 2010

**TOD TOWNSHIP
CRAWFORD COUNTY
SCHEDULE OF FINDINGS
DECEMBER 31, 2009 AND 2008**

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

| | |
|-----------------------|-----------------|
| Finding Number | 2009-001 |
|-----------------------|-----------------|

Significant Deficiency – Internal Control and Review Procedures

Although the Trustees receive and review a select number of reports from the Fiscal Officer of the Township for approval on a monthly basis, the Township has not established formal procedures to reasonably assure completeness, and accuracy of the monthly reporting. During our testing and analysis, we noted that the Township is not reviewing the numerical check sequence prior to signing the checks. In addition, they are not reviewing the bank statement for proper inclusion of authorized expenditures within the cancelled checks or electronic fund withdraws.

The Township should carefully review this information and make appropriate inquires to help determine the integrity of the financial information. When performing such review, the trustees' signatures or initials and the date should be affixed to the documents examined and it should be noted in the monthly minutes that the trustees' thoroughly reviewed and approved those documents. In addition, we also recommend that the numerical check sequence be noted in the minutes and signed off of by the Trustees each month.

Officials' Response

The Fiscal Officer will continue to provide the bank reconciliations and bank statements to the Trustees for their review and approval at each months meeting. The Township will also document and approve the review of those reports and the numerical sequence of the checks within the monthly minutes.

| | |
|-----------------------|-----------------|
| Finding Number | 2009-002 |
|-----------------------|-----------------|

Noncompliance Citations - Amending Estimated Resources

Ohio Revised Code, Section 5705.36, allows all subdivisions to request increased amended certificates of estimated resources and reduced amended certificates upon determination by the Clerk that revenue to be collected will be greater or less than the amount in the official certificate of estimated resources. An increased amended certificate must be obtained from the budget commission if the legislative authority intends to appropriate and expend the excess revenue. A reduced amended certificate must be obtained if the amount of the deficiency will reduce available resources below the current level of appropriation. The total appropriations made during a fiscal year from any fund must not exceed the amount contained in the certificate of estimated resources or the amended certificate of estimated resources which was certified prior to making the appropriation or supplemental appropriation.

During our compliance testing, we noted that the Township did increase estimated resources throughout the year when the Township anticipated the revenue would be greater than the amount in the official certificate however the Township did not decrease estimated resources throughout the year in areas where the amount collected was less than anticipated on the original certificate. We recommend that the Clerk monitor estimated resources throughout the year and obtain amendments from the county budget commission as necessary (See Note 3 of the December 31, 2009 financial statements).

**TOD TOWNSHIP
CRAWFORD COUNTY
SCHEDULE OF FINDINGS
DECEMBER 31, 2009 AND 2008**

| | |
|-----------------------|-----------------|
| Finding Number | 2009-002 |
|-----------------------|-----------------|

Noncompliance Citations - Amending Estimated Resources (continued)

Officials' Response

The current Township Fiscal Officer is reviewing the Township's current policies and procedures regarding the monitoring of the estimated resources to prevent this condition from occurring in the future. The Fiscal Officer will also implement a procedure to obtain approval by submitting the amended estimated resources with the County as required.

**TOD TOWNSHIP
CRAWFORD COUNTY
SCHEDULE OF PRIOR YEAR FINDINGS
DECEMBER 31, 2009 AND 2008**

| Finding Number | Finding Summary | Fully Corrected? | Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; Explain: |
|-----------------------|---|-------------------------|--|
| 2007-001 | Significant Deficiency - Internal Control and Review Procedures | No | Repeated in the Schedule of Findings in the 2009 and 2008 audit report as Finding # 2009-001. |



Mary Taylor, CPA
Auditor of State

TOD TOWNSHIP
CRAWFORD 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
AUGUST 5, 2010