

CEDARVILLE TOWNSHIP

GREENE COUNTY, OHIO

BIENNIAL AUDIT

JANUARY 1, 1998 - DECEMBER 31, 1999

**S**teen & Co. LLC  
CERTIFIED PUBLIC ACCOUNTANTS  
BUSINESS AND GOVERNMENT  
CONSULTANTS

**CEDARVILLE TOWNSHIP**

**GREENE COUNTY, OHIO**

**BIENNIAL AUDIT**

**JANUARY 1, 1998 - DECEMBER 31, 1999**

**CEDARVILLE TOWNSHIP  
GREENE COUNTY, OHIO**

**January 1, 1998 to December 31, 1999**

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CEDARVILLE TOWNSHIP  
GREENE COUNTY, OHIO

ELECTED OFFICIALS  
AS OF DECEMBER 31, 1999

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
Fred Luttenberger	Trustee	12/31/1999
Kent Campbell	Trustee	12/31/2001
John Kyle	Trustee	12/31/2001
Robert Ankeney	Clerk	3/31/2000

**Legal Council:**

William F. Schenck  
Prosecuting Attorney  
45 N. Detroit St.  
Xenia, Ohio 45385

**CEDARVILLE TOWNSHIP  
GREENE COUNTY, OHIO**

**INDEX OF FUNDS**

GOVERNMENTAL FUND TYPES:

General Fund Class:

General Fund

Special Revenue Fund Class:

Motor Vehicle Licence Fund

Gasoline Tax Fund

Road and Bridge Fund

Cemetery Fund

Fire District Fund

Permissive Motor Vehicle License Tax Fund

Capital Project Fund

Fire Equipment Fund

FIDUCIARY FUND TYPES:

Non-Expendable Trust Fund:

Cemetery Bequest Fund



STATE OF OHIO  
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

35 North Fourth Street, 1<sup>st</sup> Floor  
Columbus, Ohio 43215

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Board of Trustees  
Cedarville Township  
Cedarville, Ohio 45314

We have reviewed the Independent Auditor's Report of Cedarville Township, Greene County, prepared by Steen & Co. LLC, for the audit period January 1, 1998 through December 31, 1999. 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. Cedarville Township is responsible for compliance with these laws and regulations.



JIM PETRO  
Auditor of State

June 8, 2000

**REPORT OF INDEPENDENT AUDITORS**

Board of Trustees  
Cedarville Township  
PO Box 13  
78 North Main Street  
Cedarville, Ohio 45314

We have audited the accompanying financial statements of Cedarville Township, Greene County, Ohio (the Township) as of and for the years ended December 31, 1999 and 1998. 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 audit.

We conducted our audit in accordance with generally accepted auditing standards 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 audit 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 audit provides a reasonable basis for our opinion.

As described Note 1, the Township prepares its financial statements on the basis of accounting prescribed or permitted by the Ohio Auditor of State, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of Cedarville Township, Greene County, as of December 31, 1999 and 1998, 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 April 25, 2000 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.

This report is intended solely for the information and use of the officials authorized to receive this report under Section 117.26, Ohio Revised Code. However, this report is a public record, and is available upon specific request.

Steen and Co. LLC  
April 25, 2000



**CEDARVILLE TOWNSHIP  
GREENE COUNTY**

COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES – ALL GOVERNMENTAL FUNDS –  
FOR THE YEAR ENDED DECEMBER 31, 1999

	General	Special Revenue	Capital Projects	Total Memorandum Only)
Cash receipts:				
Taxes	\$ 83,378	\$ 189,862	\$ 0	\$ 273,240
Charges for services	0	27,875	0	27,875
Permits and fees	18,406	0	0	18,406
Intergovernmental	46,096	83,198	0	129,294
Interest	6,753	795	3,998	11,546
Miscellaneous	<u>3,884</u>	<u>14,287</u>	<u>0</u>	<u>18,171</u>
Total cash receipts	<u>158,517</u>	<u>316,017</u>	<u>3,998</u>	<u>478,532</u>
Cash disbursements:				
General government	113,857	0	0	113,857
Public safety	0	147,724	0	147,724
Public works	0	72,045	0	72,045
Health	24,209	21,145	0	45,354
Capital outlay	<u>61,665</u>	<u>88,755</u>	<u>104,435</u>	<u>254,855</u>
Total cash disbursements	<u>199,731</u>	<u>329,669</u>	<u>104,435</u>	<u>633,835</u>
Total receipts over/(under) disbursements	<u>(41,214)</u>	<u>(13,652)</u>	<u>(100,437)</u>	<u>(155,303)</u>
Other financing sources/(uses)				
Transfers-in	0	0	0	0
Transfers-out	0	0	0	0
Other sources	<u>17</u>	<u>0</u>	<u>0</u>	<u>17</u>
Total other financing sources/(uses)	<u>17</u>	<u>0</u>	<u>0</u>	<u>17</u>
Excess of cash receipts and other financing sources over/(under) cash disbursements and other financing uses	(41,197)	(13,652)	(100,437)	(155,286)
Fund cash balances January 1, 1999	<u>190,628</u>	<u>228,996</u>	<u>100,437</u>	<u>520,061</u>
Fund cash balances December 31, 1999	<u>\$ 149,431</u>	<u>\$ 215,344</u>	<u>\$ 0</u>	<u>\$ 364,775</u>

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



**CEDARVILLE TOWNSHIP  
GREENE COUNTY**

STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS AND  
CHANGE IN FUND CASH BALANCE - NON-EXPENDABLE TRUST  
FUND FOR THE YEAR ENDED DECEMBER 31, 1999

	<u>Non-Expendable Trust</u>
Operating cash receipts	\$ 5,470
Operating cash disbursements	<u>0</u>
Operating income	5,470
Fund cash balances, January 1, 1999	<u>100,655</u>
Fund cash balances, December 31, 1999	<u>\$ 106,125</u>

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

**CEDARVILLE TOWNSHIP  
GREENE COUNTY**

COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES – ALL GOVERNMENTAL FUNDS –  
FOR THE YEAR ENDED DECEMBER 31, 1998

	<u>General</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Total (Memorandum Only)</u>
Cash receipts:				
Taxes	\$ 62,685	\$ 171,738	\$ 0	\$ 234,423
Charges for services	0	13,750	0	13,750
Permits and fees	14,970	0	0	14,970
Intergovernmental	89,939	76,640	0	166,579
Interest	12,915	1,102	4,259	18,276
Miscellaneous	<u>5,068</u>	<u>28,643</u>	<u>0</u>	<u>33,711</u>
Total cash receipts	<u>185,576</u>	<u>291,874</u>	<u>4,259</u>	<u>481,709</u>
Cash disbursements:				
General government	95,526	0	0	95,526
Public safety	0	127,429	0	127,429
Public works	40,000	104,749	0	144,749
Health	27,668	20,855	0	48,523
Capital outlay	<u>350</u>	<u>23,553</u>	<u>0</u>	<u>23,903</u>
Total cash disbursements	<u>163,544</u>	<u>276,586</u>	<u>0</u>	<u>440,130</u>
Total receipts over/(under) disbursements	<u>22,032</u>	<u>15,288</u>	<u>4,259</u>	<u>41,579</u>
Other financing sources/(uses):				
Transfers-in	0	0	20,000	20,000
Transfers-out	0	(20,000)	0	(20,000)
Other sources	<u>(1,783)</u>	<u>0</u>	<u>0</u>	<u>(1,783)</u>
Total other financing sources/ (uses)	<u>(1,783)</u>	<u>(20,000)</u>	<u>20,000</u>	<u>(1,783)</u>
Excess of cash receipts and other financing sources over/(under) cash disbursements and other financing uses	20,249	(4,712)	24,259	39,796
Fund cash balances January 1, 1998	<u>170,379</u>	<u>233,708</u>	<u>76,178</u>	<u>480,265</u>
Fund cash balances December 31, 1998	<u>\$ 190,628</u>	<u>\$ 228,996</u>	<u>\$ 100,437</u>	<u>\$ 520,061</u>

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

**CEDARVILLE TOWNSHIP  
GREENE COUNTY**

STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS AND  
CHANGE IN FUND CASH BALANCE – NON-EXPENDABLE TRUST  
FUND FOR THE YEAR ENDED DECEMBER 31, 1998

	<u>Non-Expendable Trust</u>
Operating cash receipts	\$ 1,675
Operating cash disbursements	<u>0</u>
Operating income	1,675
Fund cash balances, January 1, 1998	<u>98,980</u>
Fund cash balances, December 31, 1998	<u>\$ 100,655</u>

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

**CEDARVILLE TOWNSHIP  
GREENE COUNTY, OHIO**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEARS ENDED DECEMBER 31, 1999 AND 1998**

1. Summary of Significant Accounting Policies

A. Description of the Entity

Cedarville Township Greene 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 a publicly-elected three-member Board of Trustees. The Township provides general governmental services, including road maintenance, zoning, and fire 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 were prepared on the cash basis of accounting. Receipts are recognized when received in cash rather than when earned, and disbursements are recognized when a payment is made rather than when a liability is incurred.

C. Cash and Investments

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:

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 for constructing, maintaining and repairing Township roads.

Road and Bridge Fund - This fund receives taxes and state support for maintaining and repairing Township roads.

Fire District Fund- This fund receives property tax money to provide fire protection services.

**CEDARVILLE TOWNSHIP  
GREENE COUNTY, OHIO**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEARS ENDED DECEMBER 31, 1999 AND 1998**

D. Fund Accounting (continued)

Capital Project Fund

This fund is 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 had the following significant capital project fund:

*Fire Equipment Fund-* This fund receives transfers from the Fire District Fund to purchase equipment.

Fiduciary Fund

Trust funds are used to account for resources restricted by legally binding trust agreements. If the agreement requires the Township to maintain the corpus of the trust, the fund is classified as a non-expendable trust fund. The Township had the following significant fiduciary fund:

*Cemetery Bequest Fund-* This fund receives bequests.

E. 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 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 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 carried over, and need not be reappropriated. .  
A summary of 1999 and 1998 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.

G. Unpaid Vacation and Sick Leave

Employees are entitled to cash payments for unused vacation and sick leave in certain circumstances, such as upon leaving employment. Unpaid vacation and sick leave are not reflected as liabilities under the cash basis of accounting used by the Township.

**CEDARVILLE TOWNSHIP  
GREENE COUNTY, OHIO**

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEARS ENDED DECEMBER 31, 1999 AND 1998

2. Equity in Pooled Cash and Investments

The Township maintains a cash and investments 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>1999</u>	<u>1998</u>
Demand deposits	\$257,522	\$255,789
Certificates of deposit	<u>213,378</u>	<u>364,927</u>
<b>Total Cash and Investments</b>	<u>470,900</u>	<u>620,716</u>

Deposits:

Deposits are either (1) insured by the Federal Depository Insurance Corporation or (2) collateralized by the financial institution's public entity deposit pool

3. Budgetary Activity

Budgetary activity for the years ending December 31, 1999 and 1998 were as follows:

1999 Budgeted vs. Actual Receipts

<u>Fund Type</u>	<u>Budgeted Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
General	\$199,004	\$158,517	(\$40,487)
Special Revenue	284,087	316,017	31,930
Capital Projects	1,500	3,998	2,498
Fiduciary	<u>4,000</u>	<u>5,470</u>	<u>1,470</u>
<b>Total</b>	<u>\$488,591</u>	<u>\$484,002</u>	<u>(\$4,589)</u>

**CEDARVILLE TOWNSHIP  
GREENE COUNTY, OHIO**

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEARS ENDED DECEMBER 31, 1999 AND 1998

1999 Budgeted vs. Actual Budgetary Basis Expenditures

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General	\$389,631	\$199,731	\$189,900
Special Revenue	513,083	329,669	183,414
Capital Projects	104,435	104,435	0
Fiduciary	<u>30,000</u>	<u>0</u>	<u>30,000</u>
Total	<u>\$1,037,149</u>	<u>\$633,835</u>	<u>\$403,314</u>

1998 Budgeted vs. Actual Receipts

<u>Fund Type</u>	<u>Budgeted Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
General	\$135,915	\$185,576	\$49,661
Special Revenue	273,223	291,874	18,651
Capital Projects	25,000	24,259	(741)
Fiduciary	<u>0</u>	<u>1,675</u>	<u>1,675</u>
Total	<u>\$434,138</u>	<u>\$503,384</u>	<u>\$69,246</u>

1998 Budgeted vs. Actual Budgetary Basis Expenditures

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General	\$371,293	\$165,327	\$205,966
Special Revenue	505,409	296,586	208,823
Capital Projects	101,179	0	101,179
Fiduciary	<u>30,000</u>	<u>0</u>	<u>30,000</u>
Total	<u>\$1,007,881</u>	<u>\$461,913</u>	<u>\$545,968</u>

**CEDARVILLE TOWNSHIP  
GREENE COUNTY, OHIO**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEARS ENDED DECEMBER 31, 1999 AND 1998**

4. Property Tax

Real property taxes become a lien on January 1 preceding the October 1 date for which rates are adopted by 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 January 20. If the property owner elects to make semiannual payment, the first half is due January 20. 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 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 health care, 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 1999 and 1998, PERS members contributed 8.5% of their gross salaries. The Township contributed an amount equal to 13.59 of participants' gross salaries. The Township has paid all contributions required through December 31, 1999.

6. Risk Management

The Township has obtained commercial insurance for the following risks:

- Comprehensive property and general liability
- Vehicles
- Public Officials Bonds

The Township also provides health insurance to full-time employees through a private carrier.

7. Related Party Transactions

A Township Trustee is owner of a company from which the Township acquired supplies and equipment during 1999 and 1998. The Township paid \$1,416 in 1999 and \$2,325 in 1998 to the trustee's company.



**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL REQUIRED BY  
GOVERNMENT AUDITING STANDARDS**

Board of Trustees  
Cedarville Township  
PO Box 13  
78 North Main Street  
Cedarville, Ohio 45314

We have audited the financial statements of Cedarville Township, Greene County, Ohio (the Township) as of and for the years ended December 31, 1999 and 1998, and have issued our report thereon dated April 25, 2000. We conducted our audit in accordance with generally accepted auditing standards 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 and regulations, 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 no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

However, we noted other matters involving immaterial non-compliance that do not require inclusion in this report, that we have reported to management of the Township in a separate letter dated April 25, 2000.

**Internal Control Over Financial Reporting**

In planning and performing our audit, 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 April 25, 2000.

This report is intended for the information of the audit committee, management and Board of Trustees. However, this report is a matter of public record and its distribution is not limited.

Steen and Co. LLC  
April 25, 2000

*Steen & Co. LLC*



STATE OF OHIO  
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

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800-282-0370

Facsimile 614-466-4490

**CEDARVILLE TOWNSHIP**

**GREENE 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.**

By: *Susan Babbitt*

Date: JUNE 27, 2000