

Clark Township
Coshocton County
Regular and Gagas Audit

for the Period
January 1, 1998 through December 31, 1999



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

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Columbus, Ohio 43215

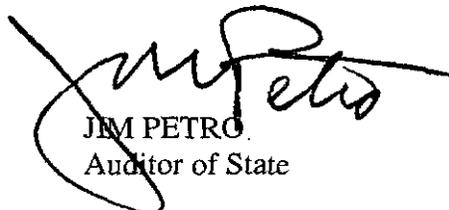
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Board of Trustees
Clark Township
Clark, Oh 43812

We have reviewed the Independent Auditor's Report of Clark Township, Coshocton County, prepared by Mike Lynch, CPA, for the audit period January 1, 1998 to 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. Clark Township is responsible for compliance with these laws and regulations.



JIM PETRO
Auditor of State

August 2, 2000

Clark Township
Coshocton County
January 1, 1998- December 31, 1999

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Bethlehem Township
Coshocton County
Elected Officials
as of December 31, 1999

Name	Title	Term of Office	Surety	Amount and Period
Robert Myers	President Trustee	1/1/98 - 1/1/2002	(A)	5,000. (B)
Gerald Williamson	Vice - President Trustee	1/1/98 - 1/1/2002	(A)	5,000. (B)
William Mohler	Trustee	1/1/96 - 1/1/2000 (C)	(A)	5,000. (B)
Helen Mullet	Clerk	4/1/96 - 4/1/2000 (D)	(A)	10,000. (B)
John Siegel	Trustee	1/1/2000 - 1/1/2004	(A)	5,000. (B)

(A) Ohio Government Risk Management Plan.

(B) Concurrent with Term.

(C) Not re-elected.

(D) Re-elected for period 4/1/2000 - 4/1/2004.

Report of Independent Accountant

Board of Trustees
Clark Township
Coshocton County

I have audited the accompanying Financial Statements of Clark Township, Coshocton 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. My responsibility is to express an opinion on these Financial Statements based on my audit.

I conducted my audits in accordance with Generally Accepted Auditing Standards and standards applicable to Financial Audits contained in Government Auditing Standards issued by the Comptroller General of the United States. Those standards require that I 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. I believe that my audits provided a reasonable basis for my opinion.

As described 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 Generally Accepted Accounting Principles.

In my opinion, the Financial Statements referred to above present fairly, in all material respects, the Cash and Cash Fund balances of Clark Township, Coshocton County, Ohio, as of December 31, 1999 and 1998, and its cash receipts and disbursements for the years ended on basis of accounting described in Note 1.

In accordance with Government Auditing Standards, we have also issued a report dated June 28, 2000 on my consideration of the Township's internal control structure and on its compliance with laws and regulations.

This report is intended solely for the information and use of the State Auditor's Office, Board of Trustees, Clerk and Management of the Township and should not be used by anyone other than these specified parties.

Respectfully Submitted:



Mike Lynch CPA
Zanesville, Ohio
June 28, 2000

Clark Township
Coshocton County

Combined Statement of Cash Receipts, Cash Disbursements and Changes in Fund Cash Balances- All Governmental and Fiduciary Fund Types for the Year Ended December 31, 1999

	General Fund	Special Revenue Fund	Non- Expendable Fund
Cash Receipts:			
Taxes	\$ 14,509.37	\$.00	\$.00
Charges for Services	.00	2,580.00	.00
Licenses,Permits and Fees	.00	4.00	.00
Intergovernmental Receipts	15,967.57	63,010.79	.00
Interest	438.26	245.15	.00
All Other Revenue	<u>2,982.15</u>	<u>.00</u>	<u>.00</u>
Total Cash Receipts	<u>\$ 33,897.35</u>	<u>\$ 65,839.94</u>	<u>\$.00</u>
Cash Disbursements:			
General Government	\$ 25,225.74	\$.00	\$.00
Public Works	1,748.16	65,562.05	.00
Health	7,823.78	2,270.00	.00
Capital Outlay	<u>.00</u>	<u>390.00</u>	<u>.00</u>
Total Cash Disbursements	<u>\$ 34,797.68</u>	<u>\$ 68,222.05</u>	<u>\$.00</u>
Total Receipts Over/(Under) Program Disbursements	\$ (900.33)	\$ (2,382.11)	\$.00
Fund Cash Balances- January 1,1999	<u>11,439.83</u>	<u>26,931.87</u>	<u>4,366.47</u>
Fund Cash Balances-December 31,1999	<u>\$ 10,539.50</u>	<u>\$ 24,549.76</u>	<u>\$ 4,366.47</u>

The Notes to the Financial Statements are an Integral Part of These Financial Statements.

(2)

(Continued)

Clark Township
Coshocton County

Combined Statement of Cash Receipts, Cash Disbursements and Changes in Fund Cash Balances- All Governmental and Fiduciary Fund Types for the Year Ended December 31, 1999

(Continued From Page 2)

	Total- Memorandum Only
Cash Receipts:	
Taxes	\$ 14,509.37
Charge for Services	2,580.00
Licenses, Permits and Fees	4.00
Intergovernmental Receipts	78,978.36
Interest	683.41
All Other Revenue	<u>2,982.15</u>
Total Cash Receipts	\$ <u>99,737.29</u>
Cash Disbursements:	
General Government	\$ 25,225.74
Public Works	67,310.21
Health	10,093.78
Capital Outlay	<u>390.00</u>
Total Cash Disbursements	\$ <u>103,019.73</u>
Total Receipts Over/(Under) Program Disbursements	\$ (3,282.44)
Fund cash Balances- January 1, 1999	<u>42,738.17</u>
Fund Cash Balance- December 31, 1999	\$ <u>39,455.73</u>

The Notes to the Financial Statements are an Integral Part of These Financial Statements.

Clark Township
Coshocton County

Combined Statement of Cash Receipts, Cash Disbursements and Changes in Fund Cash Balances- All Governmental and Fiduciary Fund Types for the Year Ended December 31, 1998

	General Fund	Special Revenue Fund	Non- Expendable Fund
Cash Receipts:			
Taxes	\$ 14,789.99	\$.00	\$.00
Charges for Services	.00	3,500.00	.00
Fees	.00	2.00	.00
Intergovernmental Receipts	14,912.94	59,814.27	.00
Interest	348.15	196.88	.00
All Other Revenue	<u>4,536.60</u>	<u>.00</u>	<u>.00</u>
Total Cash Receipts	<u>\$ 34,587.68</u>	<u>\$63,513.15</u>	<u>\$.00</u>
Cash Disbursements:			
General Government	\$ 20,343.74	\$.00	\$.00
Public Works	1,789.06	44,444.90	.00
Health	<u>4,856.26</u>	<u>4,050.00</u>	<u>.00</u>
Total Cash Disbursements	<u>\$ 26,989.06</u>	<u>\$ 48,494.90</u>	<u>\$.00</u>
Total Receipts Over/(Under) Program Disbursements	\$ 7,598.62	\$ 15,018.25	\$.00
Fund Cash Balances- January 1, 1998	<u>3,841.21</u>	<u>11,913.62</u>	<u>4,366.47</u>
Fund Cash Balances- December 31, 1998	<u>\$ 11,439.83</u>	<u>\$ 26,931.87</u>	<u>\$ 4,366.47</u>

The Notes to the Financial Statements are an Integral Part of These Financial Statements.

(4)

(Continued)

Clark Township
Coshocton County

Combined Statement of Cash Receipts, Cash Disbursements and Changes in Fund Cash Balances- All Governmental and Fiduciary Fund Types for the Year Ended December 31, 1998

(Continued From Page 4)

	Total Memorandum Only
Cash Receipts:	
Taxes	\$ 14,789.99
Charges for Services	3,500.00
Fees	2.00
Intergovernmental Receipts	74,727.21
Interest	545.03
All Other Revenue	<u>4,536.60</u>
Total Cash Receipts	<u>\$ 98,100.83</u>
Cash Disbursements:	
General Government	\$ 20,343.74
Public Works	46,233.96
Health	<u>8,906.26</u>
Total Cash Disbursements	<u>\$ 75,483.96</u>
Total Receipts Over/(Under) Program Disbursements	\$ 22,616.87
Fund Cash Balances- January 1,1998	<u>20,121.30</u>
Fund Cash Balances- January 31,1998	<u>\$ 42,738.17</u>

The Notes to the Financial Statements are an Integral Part of These Financial Statements.

Clark Township
Coshocton County
Notes to the Financial Statements
January 1, 1998- December 31, 1999

1. Summary of Significant Accounting Policies

A. Description of the Entity

Clark Township (the Township) is a body 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. The Township provides general governmental services, including road and ditch maintenance, and cemetery maintenance, lot sales and opening and closing of graves.

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 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. Fund Accounting

The Township uses fund accounting to segregate cash that is restricted as to use. the Township classifies its funds into the following types:

1. General Fund
2. Special Revenue Fund
3. Non-Expendable Fund

1. 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.

2. Special Revenue Fund:

This is a governmental fund to account for proceeds of revenue sources legally restricted to expenditure for specified purposes and includes the following funds:

Clark Township
Coshocton County
Notes to the Financial Statements- Page 2

2a. Motor Vehicle License Fund:

This fund accounts for the receipt of motor vehicle license fees and their expenditure on public works.

2b. Gas Tax Fund:

This fund accounts for the receipt of funds for sale of cemetery lots and opening and closing of graves and expenditures for cemetery maintenance.

2d. Permissive Motor Vehicle License Fund:

This fund accounts for the receipt of permissive motor vehicle license fees and their expenditure on public works.

3. Non-Expendable Fund:

This is a fiduciary fund and this fund accounts for the receipt of interest on a bequest for cemetery maintenance and the transfer of these funds to the cemetery fund.

D. Budgetary Process

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

Budgeted Receipts

Budgeted receipts include estimates of cash to be received by each fund during the upcoming year.

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 budgeted receipts. The board of trustees must annually approve appropriation measures and subsequent amendments. Unencumbered appropriations lapse at year end.

Clark Township
Coshocton County
Notes to the Financial Statements- Page 3

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 2.

E. Property, Plant and Equipment

Acquisition of property, plant and equipment are recorded as disbursements when paid. these items are not reflected as assets on the accompanying financial statements.

2. Budgetary Activity

Budgetary activity for the years ended December 31, 1999 and 1998 was as follows:

<u>1999 Budgeted vs. Actual Receipts</u>			
<u>Fund Type</u>	Budgeted Receipts	Actual Receipts	Variance
<u>General</u>	\$ 41,185.38	\$ 33,897.35	\$ (7,288.03)
<u>Special Revenue:</u>			
Motor Vehicle License	17,740.41	10,767.55	(6,972.86)
Gas Tax	65,257.78	50,247.86	(15,009.92)
Cemetery	5,168.85	2,580.00	(2,588.85)
Permissive Motor Vehicle License	3,314.83	1,999.38	(1,315.45)
Interest	.00	245.15	245.15
<u>Non-Expendable Fund</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
Total	<u>\$ 132,667.25</u>	<u>\$ 99,737.29</u>	<u>\$ (32,929.96)</u>

Clark Township
 Coshocton County
 Notes to Financial Statements- Page 4
 1999 Budgeted vs. Actual Budgetary Basis Expenditures

<u>Fund Type</u>	Appropriation Authority	Budgetary Expenditures	Variance
<u>General</u>	\$ 41,185.38	\$ 34,797.68	\$ 6,387.70
<u>Special Revenue:</u>			
Motor Vehicle License	17,740.41	12,262.91	5,477.50
Gas Tax	65,257.78	51,131.19	14,126.59
Cemetery	5,168.85	2,660.00	2,508.85
Permissive Motor Vehicle License	3,314.83	2,167.95	1,146.88
<u>Non-Expendable Fund</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
Total	<u>\$ 132,667.25</u>	<u>\$ 103,019.73</u>	<u>\$ 29,647.52</u>

1998 Budgeted vs. Actual Receipts

<u>Fund Type</u>	Budgeted Receipts	Actual Receipts	Variance
<u>General</u>	\$ 33,705.21	\$ 34,587.68	\$ 882.47
<u>Special Revenue Fund:</u>			
Motor Vehicle License	13,729.53	10,658.36	(3,071.17)
Gas Tax	52,671.15	47,275.79	(5,395.36)
Cemetery	6,021.97	3,500.00	(2,521.97)
Permissive Motor Vehicle License	2,840.97	1,882.12	(958.85)
Interest	.00	196.88	196.88
<u>Non-Expendable Fund</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
Total	<u>\$ 108,968.83</u>	<u>\$ 98,100.83</u>	<u>\$ (10,868.00)</u>

(9)
 (Continued)

Clark Township
Coshocton County
Notes to Financial Statements- Page 5
1998 Budgeted vs. Actual Budgetary Basis Expenditures

<u>Fund Type</u>	Appropriation Authority	Budgetary Expenditures	Variance
<u>General</u>	\$ 33,705.21	\$ 26,989.06	\$ 6,716.15
<u>Special Revenue Fund:</u>			
Motor Vehicle License	13,729.53	7,130.14	6,599.39
Gas Tax	52,671.15	35,706.50	16,964.65
Cemetery	6,021.97	4,050.00	1,971.97
Permissive Motor Vehicle License	2,840.97	1,608.26	1,232.71
<u>Non-Expendable Fund</u>	<u>4,366.47</u>	<u>.00</u>	<u>4,366.47</u>
Total	<u>\$ 113,335.30</u>	<u>\$ 75,483.96</u>	<u>\$ 37,851.34</u>

3. Equity in Pooled Cash and Investments

The Township maintains a cash pool used by the general and special revenue funds. The Ohio Revised Code prescribes allowable deposits and the Township is in compliance with these guidelines.

The carrying amount of cash at December 31 was as follows:

	1999	1998
<u>General and Special Revenue Funds:</u>		
Demand Deposits	\$ 35,089.26	\$ 38,371.70
<u>Non-Expendable Trust Fund:</u>		
Certificate of Deposit	<u>4,366.47</u>	<u>4,366.47</u>
Total	<u>\$ 39,455.73</u>	<u>\$ 42,738.17</u>

4. Debt

There is no Debt outstanding at December 31, 1999.

Clark Township
Coshocton County
Notes to Financial Statements- Page 6

5. Risk Management

Covered by Ohio Government Risk Management Plan. This is a comprehensive plan which covers among other things: property, liability, wrongful acts, employee benefit liability, cemetery, professional liability, auto and inland marine.

6. Retirement

Clark Township participates as a member of the Public Employees Retirement System (PERS) of Ohio, a cost-sharing multiple-employer public employee retirement system operated by the State of Ohio. All employees are required to be members of PERS. Employees may retire at or after age 60 with 5 years of credited service. They are entitled to a retirement benefit, payable monthly for life, equal to 2.1% of their final average salary for each year of credited service. Final average salary is the employees' average salary over the highest 3 years of earnings. Benefits vest fully upon reaching 5 years of service. Employees may retire at any age with 30 years of service, at age 60 with a minimum of 5 years of service, and at age 55 with a minimum of 25 years of service. Those individuals retiring with less than 30 years of service or less than age 65 receive reduced retirement benefits. Benefits are established by state statute.

During 1998 Clark Township reported \$ 28,349.00 of wages to the Public Employees Retirement System of Ohio on twelve monthly and four quarterly reports. this represented 100% of the wages of six employees, including three trustees and the Township Clerk. \$ 2,409.67 of employee contributions were withheld from wages and submitted to PERS during 1998 with the monthly reports along with \$3,921.17 of Employer contributions.

During 1999 Clark Township reported \$ 31,794.00 of wages to the Public Employees Retirement System of Ohio on twelve monthly and four quarterly reports - this represented 100% of the wages of six employees, including three trustees and the Township Clerk. \$ 2,702.49 of employee contributions were withheld from wages and submitted to PERS during 1999 with the monthly reports along with \$ 4,263.44 of Employer contributions.

During 1998 and 1999 the Township contributed 100 percent of the retirement commitments required by PERS, consisting of the employees' share of 8.5 percent of their gross wages and the employer's share of 13.55 percent of the employees' gross wages. The difference between the total employer rate and the portion used to fund pension obligations is the amount used to fund health care programs for retirants. Historical trend information showing PERS's progress in accumulating sufficient assets to pay benefits when due is presented in PERS's December 31, 1998 and 1999 Comprehensive annual financial reports.

Clark Township
Coshocton County
Notes to the Financial Statements - Page 7

6. Retirement - Continued:

PERS provides post-retirement health care coverage to age and service retirants with 10 or more years of qualifying Ohio service credit. Health care coverage for disability recipients and primary survivor recipients is available. As noted above, the Ohio Revised Code provides statutory authority for employer contributions. A portion of each employer's contribution to PERS is set aside for the funding of post-retirement health care. The number of active contributing participants is over 350,000. Actuarial contribution requirements are determined for the retirement plan as a whole, not for the individual employers. Net asset and liability figures are available in the December 31, 1998 and 1999. Comprehensive annual financial statements.

Contributions to PERS are prescribed by the Ohio Revised Code. The Township has paid all contributions required and due through December 31, 1999.

Report on Compliance and on Internal Control over Financial Reporting
based on an Audit of Financial Statements performed in accordance with
Government Auditing Standards

Board of Trustees
Clark Township
Clark, Ohio 43812

I have audited the Financial Statements of Clark Township, Coshocton County, Ohio (The Township) as of and for the years ended December 31, 1999 and 1998, and have issued my report thereon dated June 28, 2000. I conducted my 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 Clark Township's financial statements are free of material misstatement, I performed tests of the Township's 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 my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of non-compliance that are required to be reported under Government Auditing Standards. I did note certain immaterial instances of non-compliance which I have reported to the management of Clark Township in a separate letter dated June 28, 2000.

Internal Control over Financial Reporting

In planning and performing my audit, I considered Clark Township's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control over financial reporting. My 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. I noted no matters involving the internal control over financial reporting and its operations that I consider to be a material weakness.

Clark Township
Coshocton County
Report on Compliance and Internal Control - Page 2

Internal Control over Financial Reporting - Continued:

However, I noted other matters involving the internal control over financial reporting that I have reported to the management of Clark Township in a separate letter dated June 28, 2000.

This report is intended for the information and use of the State Auditor's Office, Board of Trustees, Clerk and Management of the Township and should not be used by anyone other than these specified parties.



Mike Lynch CPA
Zanesville, Ohio
June 28, 2000



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

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800-282-0370

Facsimile 614-466-4490

CLARK TOWNSHIP

COSHOCTON 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 21, 2000