



**CONCORD TOWNSHIP  
DELAWARE COUNTY**

**REGULAR AUDIT**

**FOR THE YEARS ENDED DECEMBER 31, 2000-1999**



**JIM PETRO**  
**AUDITOR OF STATE**  

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**STATE OF OHIO**



CONCORD TOWNSHIP  
DELAWARE COUNTY

TABLE OF CONTENTS

<u>TITLE</u>	<u>PAGE</u>
Report of Independent Accountants .....	1
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances – All Governmental Fund Types For the Year Ended December 31, 2000 .....	3
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances – All Governmental Fund Types For the Year Ended December 31, 1999 .....	4
Notes to the Financial Statements .....	5
Report on Compliance and on Internal Control Required by <i>Government Auditing Standards</i> .....	11

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STATE OF OHIO  
OFFICE OF THE AUDITOR  
JIM PETRO, AUDITOR OF STATE

35 North Fourth Street  
Columbus, Ohio 43215  
Telephone 614-466-3402  
800-443-9275  
Facsimile 614-728-7199  
www.auditor.state.oh.us

## REPORT OF INDEPENDENT ACCOUNTANTS

Concord Township  
Delaware County  
7250 Dublin Road  
Delaware, Ohio 43015

To the Board of Trustees:

We have audited the accompanying financial statements of Concord Township, Delaware County, Ohio, (the Township) as of and for the years ended December 31, 2000 and 1999. 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 discussed 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 our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances and reserve for encumbrances of the Township as of December 31, 2000 and 1999, 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 May 4, 2001 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. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of that audit.

This report is intended solely for the information and use of management, the Board of Trustees, and other officials authorized to receive this report under § 117.26, Ohio Revised Code, and is not intended to be and should not be used by anyone other than these specified parties.

**JIM PETRO**  
Auditor of State

May 4, 2001

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**CONCORD TOWNSHIP  
DELAWARE COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES  
ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 2000**

	<u>Governmental Fund Types</u>				<b>Totals (Memorandum Only)</b>
	<u>General</u>	<u>Special Revenue</u>	<u>Debt Service</u>	<u>Capital Projects</u>	
<b>Cash Receipts:</b>					
Local Taxes	\$192,676	\$858,627	\$47,008	\$0	\$1,098,311
Intergovernmental	189,454	176,445	0	0	365,899
Sale of Lots	0	23,000	0	0	23,000
Charges for Services	0	53,400	0	0	53,400
Licenses, Permits, and Fees	88,796	0	0	0	88,796
Earnings on Investments	46,249	1,235	0	0	47,484
Other Receipts	17,564	5,447	0	0	23,011
	<u>534,739</u>	<u>1,118,154</u>	<u>47,008</u>	<u>0</u>	<u>1,699,901</u>
<b>Total Cash Receipts</b>					
<b>Cash Disbursements:</b>					
Current:					
General Government	289,215	0	0	0	289,215
Public Safety	0	835,955	0	0	835,955
Public Works	72,878	432,382	0	0	505,260
Health	1,521	8,566	0	0	10,087
Conservation - Recreation	5,434	0	0	0	5,434
Debt Service:					
Redemption of Principal	0	0	31,784	0	31,784
Interest and Fiscal Charges	0	0	15,224	0	15,224
Capital Outlay	300	1,495	0	0	1,795
	<u>369,348</u>	<u>1,278,398</u>	<u>47,008</u>	<u>0</u>	<u>1,694,754</u>
<b>Total Cash Disbursements</b>					
Total Receipts Over/(Under) Disbursements	<u>165,391</u>	<u>(160,244)</u>	<u>0</u>	<u>0</u>	<u>5,147</u>
<b>Other Financing Receipts/(Disbursements):</b>					
Other Sources	<u>7,892</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,892</u>
<b>Total Other Financing Receipts/(Disbursements)</b>	<u>7,892</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,892</u>
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	173,283	(160,244)	0	0	13,039
Fund Cash Balances, January 1	<u>317,897</u>	<u>445,458</u>	<u>817</u>	<u>489</u>	<u>764,661</u>
<b>Fund Cash Balances, December 31</b>	<u><u>\$491,180</u></u>	<u><u>\$285,214</u></u>	<u><u>\$817</u></u>	<u><u>\$489</u></u>	<u><u>\$777,700</u></u>
Reserve for Encumbrances, December 31	<u><u>\$86,005</u></u>	<u><u>\$148,419</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$234,424</u></u>

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

**CONCORD TOWNSHIP  
DELAWARE COUNTY**

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

	<u>Governmental Fund Types</u>				<b>Totals (Memorandum Only)</b>
	<u>General</u>	<u>Special Revenue</u>	<u>Debt Service</u>	<u>Capital Projects</u>	
<b>Cash Receipts:</b>					
Local Taxes	\$194,194	\$835,758	\$0	\$0	\$1,029,952
Intergovernmental	112,630	170,192	0	0	282,822
Sale of Lots	0	17,100	0	0	17,100
Charges for Services	0	53,950	0	0	53,950
Licenses, Permits, and Fees	43,754	0	0	0	43,754
Earnings on Investments	31,961	876	0	0	32,837
Other Receipts	11,782	5,682	0	0	17,464
<b>Total Cash Receipts</b>	<u>394,321</u>	<u>1,083,558</u>	<u>0</u>	<u>0</u>	<u>1,477,879</u>
<b>Cash Disbursements:</b>					
Current:					
General Government	228,481	0	0	0	228,481
Public Safety	0	867,734	0	0	867,734
Public Works	36,641	68,288	0	0	104,929
Health	8,460	1,440	0	0	9,900
Conservation - Recreation	2,407	0	0	0	2,407
Capital Outlay	367	125	0	346,313	346,805
<b>Total Cash Disbursements</b>	<u>276,356</u>	<u>937,587</u>	<u>0</u>	<u>346,313</u>	<u>1,560,256</u>
<b>Total Receipts Over/(Under) Disbursements</b>	<u>117,965</u>	<u>145,971</u>	<u>0</u>	<u>(346,313)</u>	<u>(82,377)</u>
<b>Other Financing Receipts/(Disbursements):</b>					
Proceeds of Notes	0	0	0	286,000	286,000
Transfers-In	0	0	0	60,313	60,313
Transfers-Out	(60,313)	0	0	0	(60,313)
Other Sources	170	0	0	0	170
<b>Total Other Financing Receipts/(Disbursements)</b>	<u>(60,143)</u>	<u>0</u>	<u>0</u>	<u>346,313</u>	<u>286,170</u>
<b>Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements</b>	<u>57,822</u>	<u>145,971</u>	<u>0</u>	<u>0</u>	<u>203,793</u>
<b>Adjusted Fund Cash Balances, January 1</b>	<u>260,075</u>	<u>299,487</u>	<u>817</u>	<u>489</u>	<u>560,868</u>
<b>Fund Cash Balances, December 31</b>	<u><u>\$317,897</u></u>	<u><u>\$445,458</u></u>	<u><u>\$817</u></u>	<u><u>\$489</u></u>	<u><u>\$764,661</u></u>
<b>Reserve for Encumbrances, December 31</b>	<u><u>\$1,911</u></u>	<u><u>\$137,915</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$139,826</u></u>

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

**CONCORD TOWNSHIP  
DELAWARE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2000 AND 1999**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Description of the Entity**

Concord Township, Delaware 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, cemetery maintenance, fire protection and emergency medical 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 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.

**C. Cash**

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:

**1. 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.

**2. 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:

Fire and Emergency Medical Service Fund - Receives taxes levied to provide fire protection and emergency medical service to the Township.

**CONCORD TOWNSHIP  
DELAWARE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2000 AND 1999  
(Continued)**

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

**D. Fund Accounting (Continued)**

**3. Debt Service Fund**

The debt service fund is used to accumulate resources for the payment of and note indebtedness. The Township had the following significant Debt Service Fund:

Debt Service Fund - This fund is used to set aside amounts necessary to make required payments on promissory note.

**4. Capital Projects Fund**

These funds are 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 projects fund:

Maintenance Facility Fund - This fund was used to account for the construction of the Townships Maintenance Facility Building in 1999.

Capital Equipment Fund - This fund is used to accumulate resources for the purchase of capital equipment.

**E. Budgetary Process**

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

**1. Appropriations**

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund 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. Unencumbered appropriations lapse at year end.

**2. 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.

**3. Encumbrances**

The Ohio Revised Code requires the Township to reserve (encumber) appropriations when individual commitments are made. Encumbrances outstanding at year end are carried over, and need not be re-appropriated.

A summary of 2000 and 1999 budgetary activity appears in Note 4.

**CONCORD TOWNSHIP  
DELAWARE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2000 AND 1999  
(Continued)**

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

**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 basis of accounting used by the Township.

**2. PRIOR PERIOD ADJUSTMENT**

The Road and Bridge Fund was improperly presented as a Capital Projects Fund in the prior year. This fund has been reclassified to the Special Revenue Fund type. This reclassification caused the following prior period adjustment:

Fund Type	Fund Balance December 31, 1998	Adjusted Fund Balance January 1, 1999
Special Revenue	\$290,906	\$299,487
Capital Projects	9,070	489

**3. 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:

	<b>2000</b>	<b>1999</b>
Demand deposits	\$577,700	\$564,661
Certificates of deposit	200,000	200,000
Total deposits	\$777,700	\$764,661

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

**CONCORD TOWNSHIP  
DELAWARE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2000 AND 1999  
(Continued)**

**4. BUDGETARY ACTIVITY**

Budgetary activity for the years ending December 31, 2000 and 1999 follows:

**2000 Budgeted vs. Actual Receipts**

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$394,998	\$542,631	\$147,633
Special Revenue	1,096,232	1,118,154	21,922
Debt Service	47,008	47,008	0
Total	<u>\$1,538,238</u>	<u>\$1,707,793</u>	<u>\$169,555</u>

**2000 Budgeted vs. Actual Budgetary Basis Expenditures**

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$668,172	\$455,353	\$212,819
Special Revenue	1,523,075	1,426,817	96,258
Debt Service	47,008	47,008	0
Total	\$2,238,255	\$1,929,178	\$309,077

**1999 Budgeted vs. Actual Receipts**

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$318,275	\$394,491	\$76,216
Special Revenue	1,020,967	1,083,558	62,591
Capital Projects	346,000	346,313	313
Total	<u>\$1,685,242</u>	<u>\$1,824,362</u>	<u>\$139,120</u>

**1999 Budgeted vs. Actual Budgetary Basis Expenditures**

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$547,808	\$338,580	\$209,228
Special Revenue	1,278,972	1,075,502	203,470
Debt Service	816	0	816
Capital Projects	346,319	346,313	6
Total	<u>\$2,173,915</u>	<u>\$1,760,395</u>	<u>\$413,520</u>

**CONCORD TOWNSHIP  
DELAWARE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2000 AND 1999  
(Continued)**

**5. 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 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.

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.

**6. DEBT**

Debt outstanding at December 31, 2000 was as follows:

	Principal	Interest Rate
General Obligation Note	\$254,216	5%

The general obligation note was issued to finance the construction of a maintenance facility building used by the Township road department. The note is collateralized solely by the Township's taxing authority.

Amortization of the above debt, including interest, is scheduled as follows:

Year ending December 31:	General Obligation Notes
2001	\$45,309
2002	43,617
2003	41,926
2004	40,257
2005	38,543
Subsequent	105,484
Total	\$315,136

**CONCORD TOWNSHIP  
DELAWARE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2000 AND 1999  
(Continued)**

**7. RETIREMENT SYSTEMS**

The Township's certified Fire Fighters belong to the Police and Firemen's Disability and Pension Funds (PFDPF). Other employees belong to the Public Employees Retirement System (PERS) of Ohio. PFDPF and PERS are cost-sharing, multiple-employer plans. These plans provide retirement benefits, including postretirement 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 2000 and 1999, members of PFDPF contributed 10% of their wages to the PFDPF. The Township contributed an amount equal to 19.5% of their wages. PERS members contributed 8.5% of their gross salaries. The Township contributed an amount equal to 13.55% of participants' gross salaries in 1999 and 10.84% in 2000. The Township has paid all contributions required through December 31, 2000.

**8. RISK MANAGEMENT**

The Township has obtained commercial insurance for the following risks:

- Comprehensive property and general liability
- Vehicles
- Errors and omissions

The Township also provides health, dental, cancer, and vision coverage to full-time employees through a private carrier.



STATE OF OHIO  
OFFICE OF THE AUDITOR

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Columbus, Ohio 43215  
Telephone 614-466-3402  
800-443-9275  
Facsimile 614-728-7199  
www.auditor.state.oh.us

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

Board of Trustees  
Concord Township  
Delaware County  
7250 Dublin Road  
Delaware, Ohio 43015

To the Board of Trustees:

We have audited the accompanying financial statements of Concord Township, Delaware County, Ohio (the Township), as of and for the years ended December 31, 2000 and 1999, and have issued our report thereon dated May 4, 2001. 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, regulations, contracts and grants, 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*. However, we noted certain immaterial instances of noncompliance that we have reported to management of the Township in a separate letter dated May 4, 2001.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered 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 a matter involving the internal control over financial reporting that does not require inclusion in this report, that we have reported to management of the Township in a separate letter dated May 4, 2001.

Concord Township  
Delaware County  
Report on Compliance and on  
Internal Control Required by *Government Auditing Standards*  
Page 2

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

**JIM PETRO**  
Auditor of State

May 4, 2001



STATE OF OHIO  
OFFICE OF THE AUDITOR  

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JIM PETRO, AUDITOR OF STATE

88 East Broad Street  
P.O. Box 1140  
Columbus, Ohio 43216-1140  
Telephone 614-466-4514  
800-282-0370  
Facsimile 614-466-4490

**CONCORD TOWNSHIP**

**DELAWARE 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  
MAY 29, 2001**