

CRANE TOWNSHIP
COLUMBUS REGION, WYANDOT COUNTY
REPORT ON FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

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Board of Trustees
Crane Township
Wyandot County
P.O. Box 331
Upper Sandusky, Ohio 43351

We have reviewed the Independent Auditor's Report of Crane Township, Wyandot County, prepared by Holbrook & Manter CPAs, for the audit period January 1, 1999 through December 31, 2000. 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. Crane Township is responsible for compliance with these laws and regulations.

JIM PETRO
Auditor of State

June 22, 2001

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INDEPENDENT AUDITORS' REPORT

Board of Trustees
Crane Township
Wyandot County
P.O. Box 331
Upper Sandusky, OH 43351

We have audited the accompanying financial statements of Crane Township, Wyandot County, Ohio, (the Township) as of and for the years ended December 31, 2000 and December 31, 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 audits.

We conducted our audits 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 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 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 of Crane Township, Wyandot County, as of December 31, 2000 and December 31, 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 March 1, 2001 on our consideration of the Government'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 our audit.

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, and is not intended to be and should not be used by anyone other than these specified parties.

Holbrook & Manter

Certified Public Accountants

March 1, 2001
Marion, Ohio

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MEMBERS
AMERICAN INSTITUTE OF
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OHIO SOCIETY OF
CERTIFIED PUBLIC ACCOUNTANTS

CRANE TOWNSHIP
WYANDOT COUNTY
COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENT, AND CHANGES IN FUNDS
CASH BALANCES-ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2000

	General	Special Revenue	(Memorandum Only) Total
Cash receipts:			
Local taxes	\$ 58,918	\$ 19,522	\$ 78,440
Intergovernmental	63,917	55,402	119,319
Interest	2,574	1,390	3,964
Fines, licenses, and permits	0	26,250	26,250
Miscellaneous	278	25,842	26,120
	125,687	128,406	254,093
Cash disbursements:			
Current:			
General government	71,750	0	71,750
Public safety	8,525	0	8,525
Public health services	0	79,887	79,887
Public works	0	77,633	77,633
Capital outlay	19,511	0	19,511
	99,786	157,520	257,306
Total cash disbursements	99,786	157,520	257,306
Total receipts over/(under) cash disbursements	25,901	(29,114)	(3,213)
Fund cash balances January 1, 2000	57,281	106,872	164,153
Fund cash balances, December 31, 2000	\$ 83,182	\$ 77,758	\$ 160,940

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

CRANE TOWNSHIP
WYANDOT COUNTY
COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENT, AND CHANGES IN FUND
CASH BALANCE - FIDUCIARY FUND TYPE
FOR THE YEAR ENDED DECEMBER 31, 2000

	<u>Non-Expendable Trust</u>
Operating cash receipts:	
Interest	\$ <u>30</u>
Operating cash disbursements:	
Total operating cash disbursements	<u>0</u>
Operating income	<u>30</u>
Fund cash balances, January 1, 2000	<u>717</u>
Fund cash balances, December 31, 2000	\$ <u><u>747</u></u>

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

CRANE TOWNSHIP
WYANDOT COUNTY
COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENT, AND CHANGES IN FUNDS
CASH BALANCES-ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 1999

	General	Special Revenue	(Memorandum Only) Total
Cash receipts:			
Local taxes	\$ 56,552	\$ 11,499	\$ 68,051
Intergovernmental	44,377	55,807	100,184
Interest	2,690	2,443	5,133
Fines, licenses, and permits	0	23,225	23,225
Miscellaneous	0	8,148	8,148
Total cash receipts	103,619	101,122	204,741
Cash disbursements:			
Current:			
General government	92,389	0	92,389
Public safety	4,263	0	4,263
Public health services	48,927	18,654	67,581
Public works	0	58,803	58,803
Capital outlay	39,366	33,125	72,491
Total cash disbursements	184,945	110,582	295,527
Total cash receipts over(under) cash disbursements	(81,326)	(9,460)	(90,786)
Other financing receipts:			
Other financing sources	803	11,000	11,803
Total cash receipts and other financing receipts over (under) cash disbursements	(80,523)	1,540	(78,983)
Fund cash balances January 1, 1999	137,804	105,332	243,136
Fund cash balances, December 31, 1999	\$ 57,281	\$ 106,872	\$ 164,153

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

CRANE TOWNSHIP
WYANDOT COUNTY
COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENT, AND CHANGES IN FUND
CASH BALANCE - FIDUCIARY FUND TYPE
FOR THE YEAR ENDED DECEMBER 31, 1999

	Non-Expendable Trust
Operating cash receipts:	
Interest	\$ <u>28</u>
Operating cash disbursements:	
Total operating cash disbursements	<u>0</u>
Operating income	<u>28</u>
Fund cash balances, January 1, 1999	<u>689</u>
Fund cash balances, December 31, 1999	\$ <u><u>717</u></u>

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

CRANE TOWNSHIP
WYANDOT COUNTY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 and 1999

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:-

Description of the Entity - Crane Township, Wyandot 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 governmental 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, 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.

Cash and Investments - Certificates of deposit are valued at cost.

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.

Cemetery Fund

This fund receives fees for cemetery services and sales of cemetery lots.

Motor Vehicle License Tax Fund

This fund receives motor vehicle tax money for constructing, maintaining and repairing township roads.

Road and Bridge Fund

This fund receives tax money for constructing, maintaining and repairing township roads and bridges.

CRANE TOWNSHIP
WYANDOT COUNTY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 and 1999

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

Fiduciary Funds (Trust 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 nonexpendable trust fund. Other trust funds are classified as expendable. The Township had the following significant fiduciary funds:

Expendable Trust Fund

This fund is used to account for resources restricted by legally binding trust agreements.

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 Wyandot 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 Marion 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 canceled, and reappropriated in the subsequent year.

A summary of 2000 and 1999 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.

Unpaid Vacation and Sick Leave - Employees are not entitled to cash payments for unused vacation and sick leave upon leaving employment. Unpaid vacation and sick leave are not reflected as liabilities under the cash basis of accounting used by the Township.

NOTE 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>2000</u>	<u>1999</u>	
Deposits	\$ 133,087	\$ 136,270	
Certificate of deposit	<u>28,600</u>	<u>28,600</u>	
Total Deposits	<u>\$ 161,687</u>	<u>\$ 164,870</u>	

Deposits - The Townships deposits are insured by the Federal Depository Insurance Corporation up to \$100,000. As of December 31, 1999 and 2000, deposits over \$100,000 were adequately collateralized by the financial institution's public entity deposit pool.

CRANE TOWNSHIP
WYANDOT COUNTY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999 AND 2000

NOTE 3 - BUDGETARY ACTIVITY:

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

2000 Budgeted VS. Actual Receipts

<u>Fund Type</u>	<u>Budgeted Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
General	\$ 111,531	\$ 125,687	\$ 14,156
Special Revenue	111,121	128,406	17,285
Non-Expendable Trust	<u>35</u>	<u>30</u>	<u>(5)</u>
Total	<u>\$ 222,687</u>	<u>\$ 254,123</u>	<u>\$ 31,436</u>

2000 Budgeted VS. Actual Budgetary Basis Expenditures

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General	\$ 168,813	\$ 99,786	\$ 69,027
Special Revenue	217,993	157,520	60,473
Non-Expendable Trust	<u>753</u>	<u>0</u>	<u>753</u>
Total	<u>\$ 387,559</u>	<u>\$ 257,306</u>	<u>\$ 130,253</u>

CRANE TOWNSHIP
WYANDOT COUNTY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999 AND 2000

NOTE 3 - BUDGETARY ACTIVITY: (continued)

1999 Budgeted VS. Actual Receipts

<u>Fund Type</u>	<u>Budgeted Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
General	\$ 126,525	\$ 104,422	\$ (22,103)
Special Revenue	114,850	112,122	(2,728)
Non-Expendable Trust	<u>34</u>	<u>28</u>	<u>(6)</u>
Total	\$ <u><u>241,409</u></u>	\$ <u><u>216,572</u></u>	\$ <u><u>(24,837)</u></u>

1999 Budgeted VS. Actual Budgetary Basis Expenditures

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General	\$ 264,329	\$ 184,945	\$ 79,384
Special Revenue	220,182	110,582	109,600
Non-Expendable Trust	<u>724</u>	<u>0</u>	<u>13,727</u>
Total	\$ <u><u>485,235</u></u>	\$ <u><u>295,527</u></u>	\$ <u><u>202,711</u></u>

CRANE TOWNSHIP
WYANDOT COUNTY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 and 1999

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 Wyandot 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 Wyandot 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.

NOTE 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 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, PERS members contributed 8.5% of their gross salaries. The Township contributed an amount equal to 13.55% of participants' gross salaries for January 1999 through June 2000 and an amount equal to 8.13% of participants' gross salaries for July 2000 through December 2000. The Township has paid all contributions required through December 31, 2000.

NOTE 6 – RISK MANAGEMENT:-

The Township is a member of the Ohio Township Association Risk Management Authority (the Pool). The Pool assumes the risk of loss up to the limits of the Township's policy. The pool may assess supplemental premiums. The following risks are covered by the Pool:

- General Liability and casualty
- Public officials' liability
- Vehicle



Report on Compliance and on Internal Control Required by *Government Auditing Standards*

Board of Trustees
Crane Township
Wyandot County
P.O. Box 331
Upper Sandusky, OH 43351

We have audited the accompanying financial statements of Crane Township, Wyandot County, Ohio (the Township), as of and for the years ended December 31, 2000 and December 31, 1999, and have issued our report thereon dated March 1, 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*.

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 matter 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 of 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.

We noted other matters involving compliance and internal control over financial reporting that we have reported to the Management of the Township in a separate letter dated March 1, 2001.

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

Holbrook & Manter

Certified Public Accountants

March 1, 2001
Marion, Ohio

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CRANE TOWNSHIP

WYANDOT 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
JULY 3, 2001**