



**JACKSON TOWNSHIP  
UNION COUNTY**

**REGULAR AUDIT**

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



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

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**STATE OF OHIO**



JACKSON TOWNSHIP  
UNION COUNTY

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STATE OF OHIO  
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## REPORT OF INDEPENDENT ACCOUNTANTS

Jackson Township  
Union County  
14055 Patterson Road  
Richwood, Ohio 43344

To the Board of Trustees:

We have audited the accompanying financial statements of Jackson Township, Union 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 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 of the Township 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 February 22, 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 our audit.

This report is intended solely for the information and use of management, the Board 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

February 22, 2001

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**JACKSON TOWNSHIP  
UNION COUNTY**

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

	<b>Governmental Fund Types</b>		<b>Totals (Memorandum Only)</b>
	<b>General</b>	<b>Special Revenue</b>	
<b>Cash Receipts:</b>			
Local Taxes	\$15,011	\$0	\$15,011
Intergovernmental	32,331	52,086	84,417
Licenses, Permits, and Fees	0	5,644	5,644
Earnings on Investments	1,714	3,041	4,755
Other Revenue	216	126	342
	<u>49,272</u>	<u>60,897</u>	<u>110,169</u>
<b>Cash Disbursements:</b>			
Current:			
General Government	13,608	0	13,608
Public Safety	0	35,924	35,924
Public Works	220	16,094	16,314
Health	6,058	9,320	15,378
Miscellaneous	0	2,302	2,302
Debt Service:			
Redemption of Principal	9,709	0	9,709
Interest and Fiscal Charges	2,086	0	2,086
	<u>31,681</u>	<u>63,640</u>	<u>95,321</u>
	<u>17,591</u>	<u>(2,743)</u>	<u>14,848</u>
<b>Other Financing Receipts/(Disbursements):</b>			
Other Financing Sources	0	1,770	1,770
	<u>0</u>	<u>1,770</u>	<u>1,770</u>
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	17,591	(973)	16,618
Fund Cash Balances, January 1, 2000	42,322	117,260	159,582
Fund Cash Balances, December 31, 2000	<u>\$59,913</u>	<u>\$116,287</u>	<u>\$176,200</u>

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

**JACKSON TOWNSHIP  
UNION COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS  
AND CHANGE IN CASH BALANCE  
NON-EXPENDABLE TRUST FUND  
DECEMBER 31, 2000**

	<u>Non-Expendable Trust</u>
<b>Operating Cash Receipts:</b>	
Earnings on Investments	<u>\$30</u>
Total Operating Cash Receipts	30
<b>Operating Cash Disbursements:</b>	
Personal Services	<u>30</u>
Total Operating Cash Disbursements	<u>30</u>
Operating Income/(Loss)	0
Fund Cash Balances, January 1, 2000	<u>500</u>
<b>Fund Cash Balances, December 31, 2000</b>	<b><u><u>\$500</u></u></b>

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

**JACKSON TOWNSHIP  
UNION COUNTY**

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

	<u>Governmental Fund Types</u>		<u>Totals (Memorandum Only)</u>
	<u>General</u>	<u>Special Revenue</u>	
<b>Cash Receipts:</b>			
Local Taxes	\$15,075	\$24,796	\$39,871
Intergovernmental	20,252	54,740	74,992
Licenses, Permits, and Fees	0	5,146	5,146
Earnings on Investments	1,675	3,367	5,042
Other Revenue	215	748	963
	<u>37,217</u>	<u>88,797</u>	<u>126,014</u>
<b>Total Cash Receipts</b>			
<b>Cash Disbursements:</b>			
Current:			
General Government	16,456	0	16,456
Public Safety	0	24,015	24,015
Public Works	216	16,409	16,625
Health	8,878	10,441	19,319
Human Services	0	0	0
Debt Service:			
Redemption of Principal	9,925	0	9,925
Interest and Fiscal Charges	1,870	0	1,870
Capital Outlay	500	55,034	55,534
	<u>37,845</u>	<u>105,899</u>	<u>143,744</u>
<b>Total Cash Disbursements</b>			
Total Receipts Over/(Under) Disbursements	<u>(628)</u>	<u>(17,102)</u>	<u>(17,730)</u>
<b>Other Financing Receipts/(Disbursements):</b>			
Other Sources	<u>0</u>	<u>2,850</u>	<u>2,850</u>
Total Other Financing Receipts/(Disbursements)	<u>0</u>	<u>2,850</u>	<u>2,850</u>
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	(628)	(14,252)	(14,880)
Fund Cash Balances, January 1, 1999	<u>42,950</u>	<u>131,512</u>	<u>174,462</u>
Fund Cash Balances, December 31, 1999	<u>\$42,322</u>	<u>\$117,260</u>	<u>\$159,582</u>

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

**JACKSON TOWNSHIP  
UNION COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS  
AND CHANGE IN CASH BALANCE  
NON-EXPENDABLE TRUST FUND  
DECEMBER 31, 1999**

	<u>Non-Expendable Trust</u>
<b>Operating Cash Receipts:</b>	
Earnings on Investments	<u>\$30</u>
Total Operating Cash Receipts	30
<b>Operating Cash Disbursements:</b>	
Personal Services	<u>30</u>
Total Operating Cash Disbursements	<u>30</u>
Operating Income/(Loss)	0
Fund Cash Balances, January 1, 1999	<u>500</u>
<b>Fund Cash Balances, December 31, 1999</b>	<b><u><u>\$500</u></u></b>

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

**JACKSON TOWNSHIP  
UNION COUNTY**

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

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Description of the Entity**

Jackson Township, Union 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 and bridge maintenance, cemetery maintenance, fire protection and emergency medical services. The Township contracts with the Village of Richwood to provide fire services and emergency medical services to provide ambulance 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 and Investments**

Certificates of deposit are valued at cost.

Investments are reported as assets. Accordingly, purchases of investments are not recorded as disbursements, and sales of investments are not recorded as receipts. Gain or losses at the time of sale are recorded as receipts or disbursements, respectively.

**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:

Gasoline Tax Fund - This fund receives gasoline tax money to pay for constructing, maintaining and repairing Township roads.

**JACKSON TOWNSHIP  
UNION COUNTY**

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

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

**D. Fund Accounting (Continued)**

**2. Special Revenue Funds (Continued)**

Fire Fund - This fund receives tax money from a specific fire levy to help cover the cost of fire protection.

**3. Fiduciary Funds (Trust and Agency Funds)**

These funds are used to account for resources restricted by legally binding trust agreements and funds for which the Township is acting in an agency capacity. The Township had the following significant fiduciary funds:

Parish Trust - This fund consists of a US Treasury Bond given to the Township by a former resident. The fund was established as a non-expendable trust. The revenue from the bond is used to pay for upkeep of the Township cemetery.

**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, function and 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.

**2. 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.

**3. 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 2000 and 1999 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.

**JACKSON TOWNSHIP  
UNION COUNTY**

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

**2. EQUITY IN POOLED CASH AND INVESTMENTS**

The Township maintains a cash and investments pool used by all funds except the non-expendable trust fund. 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>
Demand deposits	\$126,200	\$109,582
Certificates of deposit	50,000	50,000
US Treasury Bond	500	500
Total deposits and investments	\$176,700	\$160,082

**Deposits:** Deposits are insured by the Federal Depository Insurance Corporation.

**3. BUDGETARY ACTIVITY**

Budgetary activity for the years ending December 31 follows:

**2000 Budgeted vs. Actual Receipts**

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$35,100	\$49,272	\$14,172
Special Revenue	56,800	62,667	5,867
Fiduciary	30	30	0
Total	\$91,930	\$111,969	\$20,039

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

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$77,421	\$31,681	\$45,740
Special Revenue	174,059	63,640	110,419
Fiduciary	30	30	0
Total	\$251,510	\$95,351	\$156,159

**JACKSON TOWNSHIP  
UNION COUNTY**

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

**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	\$36,669	\$37,217	\$548
Special Revenue	80,650	91,647	10,997
Fiduciary	30	30	0
Total	<u>\$117,349</u>	<u>\$128,894</u>	<u>\$11,545</u>

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

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General	\$79,619	\$37,845	\$41,774
Special Revenue	212,160	105,899	106,261
Fiduciary	30	30	0
Total	<u>\$291,809</u>	<u>\$143,774</u>	<u>\$148,035</u>

**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 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 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.

**JACKSON TOWNSHIP  
UNION COUNTY**

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

**5. DEBT**

Debt outstanding at December 31, 2000 was as follows:

<u>Principal</u>	<u>Interest Rate</u>
\$24,341	6.5%

The General Obligation Note relates to a loan from Richwood Banking Company to help with the cost of constructing a new Township building. The note was to be repaid in semi-annual installments of \$5,898, including interest over 10 years.

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

<u>Year ending December 31:</u>	<u>General Obligation Notes</u>
2001	\$11,795
2001	11,795
2003	<u>3,025</u>
Total	<u><u>\$26,615</u></u>

**6. RETIREMENT SYSTEMS**

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 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 PERS members contributed 8.5% of their gross salaries. The Township contributed an amount equal to 13.55% of participants' gross salaries. The Township has paid all contributions required through December 31, 2000.

**7. 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 insurance and dental and vision coverage to full-time employees through a private carrier.

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

Jackson Township  
Union County  
14055 Patterson Road  
Richwood, Ohio 43344

To the Board of Trustees:

We have audited the accompanying financial statements of Jackson Township, Union 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 February 22, 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 February 22, 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 another 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 February 22, 2001.

Jackson Township  
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

February 22, 2001



STATE OF OHIO  
OFFICE OF THE AUDITOR  

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JIM PETRO, AUDITOR OF STATE

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**JACKSON TOWNSHIP**

**UNION 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  
MARCH 15, 2001**