



**JEROME TOWNSHIP
UNION COUNTY**

REGULAR AUDIT

FOR THE YEARS ENDED DECEMBER 31, 2000 AND 1999



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

**JEROME TOWNSHIP
UNION COUNTY**

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REPORT OF INDEPENDENT ACCOUNTANTS

Jerome Township
Union County
11111 Jerome Road
Plain City, Ohio 43064

To the Board of Trustees:

We have audited the accompanying financial statements of Jerome 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 and reserves for encumbrances 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 January 31, 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

January 31, 2001

**JEROME TOWNSHIP
UNION COUNTY**

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

	<u>Governmental Fund Types</u>			Totals (Memorandum Only)
	<u>General</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	
Cash Receipts:				
Local Taxes	\$36,957	\$879,154	\$0	\$916,111
Intergovernmental	125,651	138,060	190,035	453,746
Charges for Services	0	67,200	0	67,200
Licenses, Permits, and Fees	5,581	43,891	0	49,472
Earnings on Investments	74,560	4,923	0	79,483
Other Revenue	15,284	9,773	0	25,057
Total Cash Receipts	<u>258,032</u>	<u>1,143,002</u>	<u>190,035</u>	<u>1,591,069</u>
Cash Disbursements:				
Current:				
General Government	85,591	36,186	0	121,777
Public Safety	15,785	710,213	0	725,998
Public Works	3,028	105,964	0	108,993
Health	10,712	2,468	0	13,180
Conservation - Recreation	21,960	0	0	21,960
Capital Outlay	11,650	173,459	190,035	375,144
Total Cash Disbursements	<u>148,726</u>	<u>1,028,291</u>	<u>190,035</u>	<u>1,367,051</u>
Total Receipts Over/(Under) Disbursements	<u>109,307</u>	<u>114,711</u>	<u>0</u>	<u>224,018</u>
Other Financing Receipts/(Disbursements):				
Other Sources	335	1,200	0	1,535
Total Other Financing Receipts/(Disbursements)	<u>335</u>	<u>1,200</u>	<u>0</u>	<u>1,535</u>
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	109,642	115,911	0	225,553
Fund Cash Balances, January 1, 2000	478,815	636,590	0	1,115,405
Fund Cash Balances, December 31, 2000	<u><u>\$588,456</u></u>	<u><u>\$752,501</u></u>	<u><u>\$0</u></u>	<u><u>\$1,340,957</u></u>
Reserve for Encumbrances, December 31, 2000	<u><u>\$2,622</u></u>	<u><u>\$30,819</u></u>	<u><u>\$0</u></u>	<u><u>\$33,441</u></u>

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

**JEROME TOWNSHIP
UNION COUNTY**

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

	<u>Non-Expendable Trust</u>
Operating Cash Receipts:	
Earnings on Investments	\$0
Total Operating Cash Receipts	<u>0</u>
Operating Cash Disbursements:	
Personal Services	<u>0</u>
Total Operating Cash Disbursements	<u>0</u>
Operating Income/(Loss)	<u>0</u>
Cash Balance, January 1, 2000	<u>2,326</u>
Cash Balance , December 31, 2000	<u><u>\$2,326</u></u>

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

**JEROME 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>			Totals (Memorandum Only)
	<u>General</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	
Cash Receipts:				
Local Taxes	\$31,780	\$717,711	\$0	\$749,491
Intergovernmental	116,414	128,409	20,810	265,633
Charges for Services	0	7,529	0	7,529
Licenses, Permits, and Fees	10,838	42,716	0	53,553
Earnings on Investments	52,135	4,302	0	56,436
Other Revenue	21,899	20,006	0	41,905
	<u>233,065</u>	<u>920,673</u>	<u>20,810</u>	<u>1,174,548</u>
Total Cash Receipts				
Cash Disbursements:				
Current:				
General Government	68,663	32,920	0	101,584
Public Safety	9,797	639,956	0	649,754
Public Works	2,503	105,265	0	107,768
Health	40,733	600	0	41,333
Conservation - Recreation	20,393	0	0	20,393
Capital Outlay	6,775	243,813	20,810	271,397
	<u>148,865</u>	<u>1,022,555</u>	<u>20,810</u>	<u>1,192,230</u>
Total Cash Disbursements				
Total Receipts Over/(Under) Disbursements	<u>84,200</u>	<u>(101,882)</u>	<u>0</u>	<u>(17,682)</u>
Other Financing Receipts/(Disbursements):				
Transfers-In	0	10,000	0	10,000
Transfers-Out	(10,000)	0	0	(10,000)
Other Sources	1,759	7,010	0	8,769
	<u>(8,241)</u>	<u>17,010</u>	<u>0</u>	<u>8,769</u>
Total Other Financing Receipts/(Disbursements)				
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	75,959	(84,872)	0	(8,913)
Fund Cash Balances, January 1, 1999	<u>402,856</u>	<u>721,462</u>	<u>0</u>	<u>1,124,318</u>
Fund Cash Balances, December 31, 1999	<u>\$478,815</u>	<u>\$636,590</u>	<u>\$0</u>	<u>\$1,115,405</u>
Reserve for Encumbrances, December 31, 1999	<u>\$142</u>	<u>\$52,564</u>	<u>\$0</u>	<u>\$52,706</u>

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

**JEROME TOWNSHIP
UNION COUNTY**

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

	<u>Non-Expendable Trust</u>
Operating Cash Receipts:	
Earnings on Investments	<u>\$53</u>
Total Operating Cash Receipts	<u>53</u>
Operating Cash Disbursements:	
Personal Services	<u>0</u>
Total Operating Cash Disbursements	<u>0</u>
Operating Income/(Loss)	<u>53</u>
Cash Balance, January 1, 1999	<u>2,273</u>
Cash Balance , December 31, 1999	<u><u>\$2,326</u></u>

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

**JEROME TOWNSHIP
UNION COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

Jerome 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'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. The investment in STAR Ohio (the State Treasurer's investment pool) is valued at amounts reported by the State Treasurer.

Investments are reported as assets. Accordingly, purchases of investments are not recorded as disbursements, and sales of investments are not recorded as receipts. Gains 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:

Road and Bridge Fund - This fund receives property tax money for constructing, maintaining and repairing Township roads and bridges.

**JEROME 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)

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

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

3. Capital Projects 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:

Issue II Fund - The Township received a grant from the State of Ohio for road construction.

4. Fiduciary Funds (Trust 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:

Cemetery Bequest Fund (Non-Expendable Trust) - This fund receives interest from investments to maintain grave sites.

E. Budgetary Process

The Ohio Revised Code requires that each fund (except certain agency funds) 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. 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.

**JEROME TOWNSHIP
UNION COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. Budgetary Process (Continued)

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 reappropriated. The Township did not encumber all commitments required by Ohio law.

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.

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. 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>
Demand deposits	\$19,376	\$16,843
Certificates of deposit	<u>1,000</u>	<u>1,000</u>
Total deposits	<u>20,376</u>	<u>17,843</u>
STAR Ohio	<u>1,322,907</u>	<u>1,099,888</u>
Total investments	<u>1,322,907</u>	<u>1,099,888</u>
Total deposits and investments	<u><u>\$1,343,283</u></u>	<u><u>\$1,117,731</u></u>

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

Investments: Investments in STAR Ohio are not evidenced by securities that exist in physical or book-entry form.

**JEROME TOWNSHIP
UNION COUNTY**

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

3. BUDGETARY ACTIVITY

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

2000 Budgeted vs. Actual Receipts

<u>Fund Type</u>	<u>Budgeted Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
General	\$204,602	\$258,367	\$53,765
Special Revenue	983,745	1,144,202	160,457
Capital Projects	200,000	190,035	(9,965)
Fiduciary	55	0	(55)
Total	<u>\$1,388,402</u>	<u>\$1,592,604</u>	<u>\$204,202</u>

2000 Budgeted vs. Actual Budgetary Basis Expenditures

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General	\$313,700	\$151,348	\$162,352
Special Revenue	1,126,000	1,059,110	66,890
Capital Projects	200,000	190,035	9,965
Fiduciary	500	0	500
Total	<u>\$1,640,200</u>	<u>\$1,400,493</u>	<u>\$239,707</u>

1999 Budgeted vs. Actual Receipts

<u>Fund Type</u>	<u>Budgeted Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
General	\$168,087	\$234,825	\$66,738
Special Revenue	892,521	937,683	45,162
Capital Projects	270,000	20,810	(249,190)
Fiduciary	50	53	3
Total	<u>\$1,330,658</u>	<u>\$1,193,371</u>	<u>(\$137,287)</u>

**JEROME TOWNSHIP
UNION COUNTY**

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

3. BUDGETARY ACTIVITY (Continued)

1999 Budgeted vs. Actual Budgetary Basis Expenditures

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General	\$357,200	\$159,007	\$198,193
Special Revenue	1,282,980	1,075,119	207,861
Capital Projects	270,000	20,810	249,190
Fiduciary	500	0	500
Total	<u>\$1,910,680</u>	<u>\$1,254,936</u>	<u>\$655,744</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.

5. 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. The Township has paid all contributions required through December 31, 2000.

**JEROME TOWNSHIP
UNION COUNTY**

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

6. 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

Jerome Township
Union County
11111 Jerome Road
Plain City, Ohio 43064

To the Board of Trustees:

We have audited the accompanying financial statements of Jerome 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 January 31, 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 instances of noncompliance that are required to be reported under *Government Auditing Standards* which are described in the accompanying schedule of findings as items 2000-40680-001 and 2000-40680-002.

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 January 31, 2001.

Jerome Township
Union 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

January 31, 2001

**JEROME TOWNSHIP
UNION COUNTY**

**SCHEDULE OF FINDINGS
DECEMBER 31, 2000 AND 1999**

**FINDINGS RELATED TO THE FINANCIAL STATEMENTS
REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS**

FINDING NUMBER 2000-40680-001

Ohio Rev. Code Section 731.14 requires the Board of Trustees to bid all purchases of fire and emergency safety equipment of \$15,000 or more.

The Township purchased fire and emergency safety equipment without properly following the bidding procedures of the Ohio Revised Code. The price of the equipment exceeded \$15,000 and the competitive bidding process was not followed. We recommend that future purchases of this nature are handled in accordance with the aforementioned code section.

FINDING NUMBER 2000-40680-002

Ohio Rev. Code Section 5705.41(D) states no subdivision shall make any contract or order any expenditure of money unless the certificate of the fiscal officer is attached. The fiscal officer must certify that the amount required to meet such a commitment has been lawfully appropriated and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrance. The amount so certified shall be recorded against the applicable appropriation account.

This section also provides an exception to the above requirement:

Then and Now Certificate - If no certificate is furnished as required, upon receipt of the fiscal officer's certificate that a sufficient sum was, both at the time of the contract or order and at the time of the certificate, appropriated and free of any previous encumbrances, the Township may authorize the issuance of a warrant in payment of the amount due upon such contract or order by resolution within 30 days from the receipt of such certificate, if such expenditure is otherwise valid.

If the amount involved is less than one thousand dollars, the fiscal officer may authorize it to be paid without the affirmation of the Board of Trustees.

For fifty percent of the transactions tested, the purchase order date did not match or precede the invoice date. Therefore, the disbursements were not certified by the fiscal officer until the time of payment. The fiscal officer did not issue "Then and Now Certificates" for these payments.



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

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JEROME 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 6, 2001**