



**UNION TOWNSHIP
CHAMPAIGN COUNTY**

REGULAR AUDIT

FOR THE YEARS ENDED DECEMBER 31, 2000 AND 1999



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

**UNION TOWNSHIP
CHAMPAIGN COUNTY**

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REPORT OF INDEPENDENT ACCOUNTANTS

Union Township
Champaign County
2347 Talbott Road
Mechanicsburg, OH 43044-9783

To the Board of Trustees:

We have audited the accompanying financial statements of Union Township, Champaign County, (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 of Union Township, Champaign County, 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 April 26, 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 the 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

April 26, 2001

**UNION TOWNSHIP
CHAMPAIGN COUNTY**

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

| | <u>Governmental Fund Types</u> | | | | Totals (Memorandum Only) |
|---|--------------------------------|----------------------------|-----------------------------|---------------------------|---|
| | <u>General</u> | <u>Special Revenue</u> | <u>Capital Projects</u> | <u>Fiduciary Fund</u> | |
| Cash Receipts: | | | | | |
| Local Taxes | \$33,872 | \$74,594 | | | \$108,466 |
| Intergovernmental | 72,748 | 67,252 | 304,521 | | 444,521 |
| Licenses, Permits, and Fees | 5,557 | 5,915 | | | 11,472 |
| Earnings on Investments | 10,397 | 4,066 | | 48 | 14,511 |
| Other Revenue | | 5,676 | | | 5,676 |
| | <u>122,574</u> | <u>157,503</u> | <u>304,521</u> | <u>48</u> | <u>584,646</u> |
| Total Cash Receipts | | | | | |
| Cash Disbursements: | | | | | |
| Current: | | | | | |
| General Government | 48,362 | | | | 48,362 |
| Public Safety | | 42,424 | | | 42,424 |
| Public Works | 159,704 | 99,301 | | | 259,005 |
| Health | 7,765 | 4,981 | | | 12,746 |
| Capital Outlay | 368 | 4,879 | 304,521 | | 309,768 |
| | <u>216,199</u> | <u>151,585</u> | <u>304,521</u> | | <u>672,305</u> |
| Total Cash Disbursements | | | | | |
| Total Receipts Over/(Under) Disbursements | (93,625) | 5,918 | 0 | 48 | (87,659) |
| Fund Cash Balances, January 1 | <u>360,088</u> | <u>146,898</u> | <u>0</u> | <u>634</u> | <u>507,620</u> |
| Fund Cash Balances, December 31 | <u>\$266,463</u> | <u>\$152,816</u> | <u>\$0</u> | <u>\$682</u> | <u>\$419,961</u> |

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

**UNION TOWNSHIP
CHAMPAIGN COUNTY**

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

| | <u>Governmental Fund Types</u> | | | Totals (Memorandum Only) |
|--|------------------------------------|----------------------------|---------------------------|---|
| | <u>General</u> | <u>Special Revenue</u> | <u>Fiduciary Fund</u> | |
| Cash Receipts: | | | | |
| Local Taxes | \$32,971 | \$72,342 | \$13 | \$105,326 |
| Intergovernmental | 42,912 | 69,018 | | 111,930 |
| Licenses, Permits, and Fees | 6,121 | 5,570 | | 11,691 |
| Earnings on Investments | 20,455 | 8,046 | | 28,501 |
| Other Revenue | 2,892 | 1,926 | | 4,818 |
| Total Cash Receipts | <u>105,351</u> | <u>156,902</u> | <u>13</u> | <u>262,266</u> |
| Cash Disbursements: | | | | |
| Current: | | | | |
| General Government | 47,509 | | | 47,509 |
| Public Safety | | 41,689 | | 41,689 |
| Public Works | | 68,160 | | 68,160 |
| Health | 7,512 | 4,677 | | 12,189 |
| Capital Outlay | 13,650 | 80,308 | | 93,958 |
| Total Cash Disbursements | <u>68,671</u> | <u>194,834</u> | | <u>263,505</u> |
| Total Receipts Over/(Under) Disbursements | 36,680 | (37,932) | 13 | (1,239) |
| Fund Cash Balances, January 1 | <u>323,408</u> | <u>184,830</u> | <u>621</u> | <u>508,859</u> |
| Fund Cash Balances, December 31 | <u>\$360,088</u> | <u>\$146,898</u> | <u>\$634</u> | <u>\$507,620</u> |

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

**UNION TOWNSHIP
CHAMPAIGN COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

Union Township, Champaign 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 Mechanicsburg and City of Urbana to provide fire 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 deposits 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 District Fund - This fund receives tax levy money used to maintain fire services.

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

**UNION TOWNSHIP
CHAMPAIGN COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

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 fund:

Mollie Cage Bequest - This a non-expendable trust fund. The principal balance remains on the Township books.

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 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 County Budget Commission must also approve the annual appropriation measure.

2. Estimated Resources

Estimated resources include estimates of cash to be received (budgeted receipts) 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 cancelled, and are reappropriated in the subsequent year.

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.

**UNION TOWNSHIP
CHAMPAIGN 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. 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 | \$209,961 | \$197,620 |
| Certificates of deposit | <u>210,000</u> | <u>310,000</u> |
| Total deposits | <u>\$419,961</u> | <u>\$507,620</u> |

Deposits: Deposits are either (1) insured by the Federal Depository Insurance Corporation, or (2) collateralized by securities specifically pledged by the financial institution to the Township.

3. BUDGETARY ACTIVITY

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

2000 Budgeted vs. Actual Receipts

| <u>Fund Type</u> | <u>Budgeted Receipts</u> | <u>Actual Receipts</u> | <u>Variance</u> |
|----------------------|------------------------------|----------------------------|------------------|
| General | \$79,212 | \$122,574 | \$43,362 |
| Special Revenue | 164,250 | 157,503 | (6,747) |
| Capital Projects | 0 | 304,521 | 304,521 |
| Non-Expendable Trust | <u>12</u> | <u>48</u> | <u>36</u> |
| Total | <u>\$243,474</u> | <u>\$584,646</u> | <u>\$341,172</u> |

2000 Budgeted vs. Actual Budgetary Basis Expenditures

| <u>Fund Type</u> | <u>Appropriation Authority</u> | <u>Budgetary Expenditures</u> | <u>Variance</u> |
|----------------------|------------------------------------|-----------------------------------|------------------|
| General | \$439,300 | \$216,199 | \$223,101 |
| Special Revenue | 311,148 | 151,585 | 159,563 |
| Capital Projects | 304,521 | 304,521 | 0 |
| Non-Expendable Trust | <u>646</u> | <u>0</u> | <u>646</u> |
| Total | <u>\$1,055,615</u> | <u>\$672,305</u> | <u>\$383,310</u> |

**UNION TOWNSHIP
CHAMPAIGN COUNTY**

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

3. BUDGETARY ACTIVITY (Continued)

| 1999 Budgeted vs. Actual Receipts | | | |
|-----------------------------------|----------------------|--------------------|--------------------|
| Fund Type | Budgeted Receipts | Actual Receipts | Variance |
| General | \$65,512 | \$105,351 | \$39,839 |
| Special Revenue | 154,600 | 156,902 | 2,302 |
| Capital Projects | 304,521 | 0 | (304,521) |
| Non-Expendable Trust | 13 | 13 | 0 |
| Total | <u>\$524,646</u> | <u>\$262,266</u> | <u>(\$262,380)</u> |

| 1999 Budgeted vs. Actual Budgetary Basis Expenditures | | | |
|---|----------------------------|---------------------------|------------------|
| Fund Type | Appropriation Authority | Budgetary Expenditures | Variance |
| General | \$388,920 | \$68,671 | \$320,249 |
| Special Revenue | 339,430 | 194,834 | 144,596 |
| Capital Projects | 304,521 | 0 | 304,521 |
| Non-Expendable | 634 | 0 | 634 |
| Total | <u>\$1,033,505</u> | <u>\$263,505</u> | <u>\$770,000</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 employees belong to the Public Employees Retirement System (PERS) of Ohio, 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.

**UNION TOWNSHIP
CHAMPAIGN COUNTY**

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

5. RETIREMENT SYSTEMS (Continued)

Contribution rates are also prescribed by the Ohio Revised Code. 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 through December 2000. The Township has paid all contributions required through December 31, 2000.

6. RISK MANAGEMENT

The Township has obtained commercial insurance for the following risks:

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

7. CONTINGENT LIABILITIES

A law suit is pending against the township. Although the outcome of this suit is not presently determinable, the maximum potential loss to the Township is \$6,900. Management believes that the resolution of this matter will not materially adversely affect the Township's financial condition.

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

Union Township
Champaign County
2347 Talbott Road
Mechanicsburg, OH 43044-9783

To the Board of Trustees:

We have audited the accompanying financial statements of Union Township, Champaign County, (the Township), as of and for the years ended December 31, 2000 and 1999, and have issued our report thereon dated April 26, 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 an instance of noncompliance that is required to be reported under *Government Auditing Standards* which is described in the accompanying schedule of findings as item 2000-40311-001. We also noted an immaterial instance of noncompliance that we have reported to management of the Township in a separate letter dated April 26, 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 April 26, 2001.

Union Township
Champaign County
Report of Independent Accountants on Compliance and on
Internal Control Required by *Government Auditing Standards*
Page 2

This report is intended for the information and use of the 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

April 26, 2001

**UNION TOWNSHIP
CHAMPAIGN 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 2000-40311-001

Ohio Rev. Code Section 5705.41(D) requires no orders or contracts involving the expenditure of money are to be made unless there is a certificate of the fiscal officer that the amount required for the order or contract 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 encumbrances.

This section also provides an exception to this requirement:

If no certificate is issued at the time the contract or order is entered into, the fiscal officer may later certify that these funds were properly appropriated and in the treasury or in the process of collection and such funds are free from previous encumbrance both at the time the contract or order was entered into and at the time of payment. After certifying this, the fiscal officer may proceed to pay for such order or contract. If the amount involved is over \$1,000, the taxing authority must approve of such payment within 30 days of the date of the fiscal officer's certification.

The Township did not comply with the certification requirements and did not fulfill the requirements of the exception listed above for 100% of the tested expenditures during the audit period.

The Township should implement policies and procedures to comply with the certification requirement.



STATE OF OHIO
OFFICE OF THE AUDITOR

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UNION TOWNSHIP
CHAMPAIGN 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
JUNE 12, 2001**