

UNION TOWNSHIP

MADISON COUNTY

REGULAR AUDIT

JANUARY 1, 1999 - DECEMBER 31, 2000

Whited Seigneur Sams & Rabe

CERTIFIED PUBLIC ACCOUNTANTS

213 South Paint Street

Chillicothe, Ohio 45601-3828

(740) 702-2600 – Voice (740) 702-2610 – Fax



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

35 North Fourth Street, 1st Floor
Columbus, Ohio 43215
Telephone 614-466-4514
800-282-0370
Facsimile 614-728-7398

Board of Trustees
Union Township
Madison County
4090 Glade Run Road SE
London, Ohio 43140

We have reviewed the Independent Auditor's Report of Union Township, Madison County, prepared by Whited Seigneur Sams & Rahe, CPAs, for the audit period January 1, 1999 to 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. Union Township is responsible for compliance with these laws and regulations.

JIM PETRO
Auditor of State

May 25, 2001

This Page is Intentionally Left Blank.

**UNION TOWNSHIP
MADISON COUNTY, OHIO
JANUARY 1, 1999 THROUGH DECEMBER 31, 2000**

TABLE OF CONTENTS

	PAGES
Report of Independent Auditor	
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances - All Governmental Fund Types - Cash Basis - For the Year Ended December 31, 2000	1
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances - All Governmental Fund Types - Cash Basis - For the Year Ended December 31, 1999	2
Notes to the Financial Statements	3-6
Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	7-8

This Page is Intentionally Left Blank.

Whited Seigneur Sams & Rahe

CERTIFIED PUBLIC ACCOUNTANTS

Jerry B. Whited, CPA
Donald R. Seigneur, CPA



John R. Sams, CPA
Barry L. Rahe, CPA

213 South Paint Street
Chillicothe, Ohio 45601

(740) 702-2600 – Voice (740) 702-2610 – Fax

May 14, 2001

Board of Trustees
Union Township
Madison County
4090 Glade Run Road SE
London, Ohio 43140

Report of Independent Auditor

We have audited the accompanying financial statements of Union Township, Madison 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 audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America 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 Union Township, Madison County, Ohio, 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 a report dated May 14, 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 audits performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audits.

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.

Respectfully submitted,

WHITED SEIGNEUR SAMS & RAHE, CPAs

**UNION TOWNSHIP
MADISON COUNTY, OHIO
COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND
CASH BALANCES - ALL GOVERNMENTAL FUND TYPES - CASH BASIS -
FOR THE YEAR ENDED DECEMBER 31, 2000**

	<u>General</u>	<u>Special Revenue</u>	Memorandum <u>Only</u> <u>Total</u>
<u>CASH RECEIPTS:</u>			
Taxes	\$ 31,638	\$ 19,044	\$ 50,682
Intergovernmental Receipts	43,022	65,423	108,445
Interest	3,880	1,912	5,792
Other Revenue	<u>0</u>	<u>3,156</u>	<u>3,156</u>
TOTAL CASH RECEIPTS	78,540	89,535	168,075
<u>CASH DISBURSEMENTS:</u>			
Current:			
General Government	45,625	0	45,625
Public Safety	0	20,304	20,304
Public Works	0	53,082	53,082
Health	<u>7,030</u>	<u>0</u>	<u>7,030</u>
TOTAL CASH DISBURSEMENTS	<u>52,655</u>	<u>73,386</u>	<u>126,041</u>
TOTAL CASH RECEIPTS OVER / (UNDER) CASH DISBURSEMENTS	25,885	16,149	42,034
Fund cash balances, January 1, 2000	<u>81,120</u>	<u>64,658</u>	<u>145,778</u>
Fund cash balances, December 31, 2000	<u>\$ 107,005</u>	<u>\$ 80,807</u>	<u>\$ 187,812</u>

**UNION TOWNSHIP
MADISON COUNTY, OHIO
COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND
CASH BALANCES - ALL GOVERNMENTAL FUND TYPES - CASH BASIS -
FOR THE YEAR ENDED DECEMBER 31, 1999**

	<u>General</u>	<u>Special Revenue</u>	<u>Memorandum Only Total</u>
<u>CASH RECEIPTS:</u>			
Taxes	\$ 25,502	\$ 18,216	\$ 43,718
Intergovernmental Receipts	21,888	70,777	92,665
Interest	5,902	930	6,832
Other Revenue	<u>13</u>	<u>3,879</u>	<u>3,892</u>
TOTAL CASH RECEIPTS	53,305	93,802	147,107
<u>CASH DISBURSEMENTS:</u>			
Current:			
General Government	66,995	0	66,995
Public Safety	0	16,757	16,757
Public Works	0	41,660	41,660
Health	6,551	0	6,551
Capital Outlay	0	17,132	17,132
Debt Service:			
Principal Payment	0	14,245	14,245
Interest	<u>0</u>	<u>695</u>	<u>695</u>
TOTAL CASH DISBURSEMENTS	<u>73,546</u>	<u>90,489</u>	<u>164,035</u>
TOTAL CASH RECEIPTS OVER / (UNDER) CASH DISBURSEMENTS	(20,241)	3,313	(16,928)
Fund cash balances, January 1, 1999	<u>101,361</u>	<u>61,345</u>	<u>162,706</u>
Fund cash balances, December 31, 1999	<u>\$ 81,120</u>	<u>\$ 64,658</u>	<u>\$145,778</u>

**UNION TOWNSHIP
MADISON COUNTY, OHIO
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- a) Description of the Entity - Union Township, Madison 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, road maintenance and repairs, and emergency 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 - Demand deposits are valued at cost.
- d) Fund Accounting - The Township uses fund accounting to segregate cash that is 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 - This fund receives gasoline tax money for constructing, maintaining and repairing Township roads.

Fire - This fund receives monies from property taxes for providing emergency fire services.

**UNION TOWNSHIP
MADISON COUNTY, OHIO
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

- e) 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 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.

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.

Encumbrances - The Ohio Revised Code requires the Township to reserve (encumber) appropriations when commitments are made. Union Township does not encumber when commitments are made but does provide certification at the time of payment through the use of then and now certificates.

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.

NOTE 2 - EQUITY IN POOLED CASH

The Township maintains a cash pool used by all funds. The Ohio Revised Code prescribes allowable deposits. The carrying amount of cash at December 31 was as follows:

	<u>2000</u>	<u>1999</u>
Demand deposits	\$187,812	\$145,778

Deposits - Deposits are either (1) insured by the Federal Depository Insurance Corporation, or (2) collateralized by the financial institution's public entity deposit pool.

**UNION TOWNSHIP
MADISON COUNTY, OHIO
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999**

NOTE 3 - BUDGETARY ACTIVITY

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

2000 Budgeted vs. Actual Receipts

<u>Fund Type</u>	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
General	\$ 53,384	\$ 78,540	\$ 25,156
Special Revenue	<u>93,723</u>	<u>89,535</u>	<u>(4,188)</u>
	<u>\$147,107</u>	<u>\$168,075</u>	<u>\$ 20,968</u>

2000 Budgeted vs. Actual Budgetary Basis Expenditures

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General	\$134,582	\$ 52,655	\$ 81,927
Special Revenue	<u>158,301</u>	<u>73,386</u>	<u>84,915</u>
	<u>\$292,883</u>	<u>\$126,041</u>	<u>\$166,842</u>

1999 Budgeted vs. Actual Receipts

<u>Fund Type</u>	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
General	\$ 72,242	\$ 53,305	\$ (18,937)
Special Revenue	<u>91,150</u>	<u>93,802</u>	<u>2,652</u>
	<u>\$163,392</u>	<u>\$147,107</u>	<u>\$ (16,285)</u>

1999 Budgeted vs. Actual Budgetary Basis Expenditures

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General	\$173,603	\$ 73,546	\$100,057
Special Revenue	<u>152,495</u>	<u>90,489</u>	<u>62,006</u>
	<u>\$326,098</u>	<u>\$164,035</u>	<u>\$162,063</u>

**UNION TOWNSHIP
MADISON COUNTY, OHIO
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 the County by December 31. If the property owner elects to make semiannual payments, 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.

NOTE 5 - 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 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, except for pay periods from July 1, 2000 through December 31, 2000 in which the Township contributed 8.13025% of the participants' gross salaries. The Township has paid all contributions required through December 31, 2000.

NOTE 6 - RISK MANAGEMENT

The Township is a member participant in the Ohio Government Risk Management Plan and has obtained insurance for the following risks:

- Comprehensive property and general liability
- Wrongful Acts
- Automobile
- Inland Marine

The Township also provides health insurance coverage to the elected officials and full-time employees through private carriers.

This Page is Intentionally Left Blank.

Whited Seigneur Sams & Rahe

CERTIFIED PUBLIC ACCOUNTANTS

Jerry B. Whited, CPA
Donald R. Seigneur, CPA



John R. Sams, CPA
Barry L. Rahe, CPA

213 South Paint Street
Chillicothe, Ohio 45601
(740) 702-2600 – Voice (740) 702-2610 – Fax

May 14, 2001

Board of Trustees
Union Township
Madison County
4090 Glade Run Road SE
London, Ohio 43140

Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

We have audited the accompanying financial statements of Union Township, Madison 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 May 14, 2001. We conducted our audits in accordance with auditing standards generally accepted in the United States of America 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 audits 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 one immaterial instance of noncompliance that we have reported to management of the Township in a separate letter dated May 14, 2001.

Internal Control Over Financial Reporting

In planning and performing our audits, 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 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 matters involving the internal control over financial reporting that we have reported to management of the Township in a separate letter dated May 14, 2001.

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

Respectfully submitted,

WHITED SEIGNEUR SAMS & RAHE, CPAs



STATE OF OHIO
OFFICE OF THE AUDITOR

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

UNION TOWNSHIP

MADISON 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 5, 2001**