



**COLUMBIA TOWNSHIP  
HAMILTON COUNTY**

**REGULAR AUDIT**

**FOR THE YEARS ENDED DECEMBER 31, 2001 AND 2000**



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

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**STATE OF OHIO**



**COLUMBIA TOWNSHIP  
HAMILTON COUNTY**

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STATE OF OHIO  
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

250 West Court Street  
Suite 150 E  
Cincinnati, Ohio 45202  
Telephone 513-361-8550  
800-368-7419  
Facsimile 513-361-8577  
www.auditor.state.oh.us

## REPORT OF INDEPENDENT ACCOUNTANTS

Columbia Township  
Hamilton County  
5686 Kenwood Road  
Cincinnati, Ohio 45227

To the Board of Trustees:

We have audited the accompanying financial statements of Columbia Township, Hamilton County, Ohio (the Township), as of and for the years ended December 31, 2001 and 2000. 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 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 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, 2001 and 2000, 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 September 26, 2002 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 Section 117.26, Ohio Revised Code, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink, appearing to read "Jim Petro". The signature is fluid and cursive, with a large loop at the end.

**Jim Petro**  
Auditor of State

September 26, 2002

**COLUMBIA TOWNSHIP  
HAMILTON COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES  
ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 2001**

	<b>General</b>	<b>Special Revenue</b>	<b>Totals (Memorandum Only)</b>
<b>Cash Receipts:</b>			
Local Taxes	\$58,815	\$1,317,121	\$1,375,936
Fines, Forfeitures, and Penalties	916	0	916
Intergovernmental	152,193	194,479	346,672
Interest	42,674	2,180	44,854
Other Revenue	70,732	58,333	129,065
Total Cash Receipts	325,330	1,572,113	1,897,443
<b>Cash Disbursements:</b>			
Current:			
General Government	429,717	406,127	835,844
Public Safety	0	444,342	444,342
Public Works	0	1,084,994	1,084,994
Health	8,417	0	8,417
Capital Outlay	16,550	3,769	20,319
Total Cash Disbursements	454,684	1,939,232	2,393,916
Total Receipts Over/(Under) Disbursements	(129,354)	(367,119)	(496,473)
<b>Other Financing Receipts:</b>			
Proceeds from Sale of Public Debt:			
Sale of Notes	300,000	300,000	600,000
Total Other Financing Receipts	300,000	300,000	600,000
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements	170,646	(67,119)	103,527
Fund Cash Balances, January 1, 2001	286,618	1,440,690	1,727,308
<b>Fund Cash Balances, December 31, 2001</b>	<b>\$457,264</b>	<b>\$1,373,571</b>	<b>\$1,830,835</b>
Reserve for Encumbrances, December 31, 2001	\$63,746	\$330,185	\$393,931

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

**COLUMBIA TOWNSHIP  
HAMILTON COUNTY**

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

	<u>General</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Totals (Memorandum Only)</u>
<b>Cash Receipts:</b>				
Local Taxes	\$57,336	\$1,246,660	\$0	\$1,303,996
Fines, Forfeitures, and Penalties	726	0	0	726
Intergovernmental	187,867	200,818	0	388,685
Interest	58,668	10,968	0	69,636
Other Revenue	163,986	18,983	0	182,969
	<u>468,583</u>	<u>1,477,429</u>	<u>0</u>	<u>1,946,012</u>
<b>Total Cash Receipts</b>				
<b>Cash Disbursements:</b>				
Current:				
General Government	563,824	390,150	0	953,974
Public Safety	0	402,511	0	402,511
Public Works	0	948,865	0	948,865
Health	7,461	0	0	7,461
Capital Outlay	10,379	5,909	7,459	23,747
	<u>581,664</u>	<u>1,747,435</u>	<u>7,459</u>	<u>2,336,558</u>
<b>Total Cash Disbursements</b>				
Total Receipts Over/(Under) Disbursements	(113,081)	(270,006)	(7,459)	(390,546)
Fund Cash Balances, January 1, 2000	399,699	1,710,696	7,459	2,117,854
<b>Fund Cash Balances, December 31, 2000</b>	<u><b>\$286,618</b></u>	<u><b>\$1,440,690</b></u>	<u><b>\$0</b></u>	<u><b>\$1,727,308</b></u>
Reserve for Encumbrances, December 31, 2000	<u>\$35,148</u>	<u>\$294,178</u>	<u>\$0</u>	<u>\$329,326</u>

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



**COLUMBIA TOWNSHIP  
HAMILTON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2001 AND 2000**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Description of the Entity**

Columbia Township, Hamilton County, Ohio (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 road and bridge maintenance, fire protection and emergency medical services. The Township contracts with Kenwood Fire District, Little Miami Fire District, and Fairfax/Madison Place Joint Fire District to provide fire services and ambulance services. The Township contracts with the Hamilton County Sheriff's Department to provide security of persons and property.

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**

The Township pools all money into one general checking account.

**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:

**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 District Fund

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

**COLUMBIA TOWNSHIP  
HAMILTON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2001 AND 2000  
(Continued)**

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

Police District Fund

This fund receives property tax money to pay for the Township's expenses for police protection contracted with the Hamilton County Sheriff's Department.

Garbage and Waste District Fund

This fund receives property tax money and intergovernmental funds for garbage and waste pickup services.

**3. Capital Project Funds**

These funds are used to account for receipts that are restricted for the acquisition or construction of major capital projects.

**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. 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.

**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 2001 and 2000 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. Accumulated Leave**

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. Unpaid leave is not reflected as a liability under the Township's basis of accounting.

**COLUMBIA TOWNSHIP  
HAMILTON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2001 AND 2000  
(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:

	2001	2000
Demand deposits	\$ 1,830,835	\$ 1,727,308
Total deposits	\$ 1,830,835	\$ 1,727,308

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

**3. BUDGETARY ACTIVITY**

Budgetary activity for the years ending 2001 and 2000 follows:

**2001 Budgeted vs. Actual Receipts**

	Budgeted Receipts	Actual Receipts	Variance
General	\$481,547	\$625,330	\$143,783
Special Revenue	1,625,018	1,872,113	247,095
Total	\$2,106,565	\$2,497,443	\$390,878

**2001 Budgeted vs. Actual Budgetary Basis Expenditures**

	Appropriation Authority	Budgetary Expenditures	Variance
General	\$781,855	\$518,430	\$263,425
Special Revenue	2,602,119	2,269,417	332,702
Total	\$3,383,974	\$2,787,847	\$596,127

**2000 Budgeted vs. Actual Receipts**

	Budgeted Receipts	Actual Receipts	Variance
General	\$456,473	\$468,583	\$12,110
Special Revenue	1,565,585	1,477,429	(88,156)
Capital Projects	0	0	0
Total	\$2,022,058	\$1,946,012	(\$76,046)

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

	Appropriation Authority	Budgetary Expenditures	Variance
General	\$874,464	\$616,812	\$257,652
Special Revenue	2,567,686	2,041,613	526,073
Capital Projects	7,459	7,459	0
Total	\$3,449,609	\$2,665,884	\$783,725

**COLUMBIA TOWNSHIP  
HAMILTON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2001 AND 2000  
(Continued)**

**3. BUDGETARY ACTIVITY (Continued)**

Contrary to Ohio Law, the Township did not receive proper certification prior to expenditures being made in 30% of the transactions tested. Contrary to Ohio law, the Township did not pass an appropriation measure by the required date in 2001 and 2000. The Township had expenditures in excess of appropriation amounts in all the Fire District funds in the 2001 and 2000 fiscal years and expenditures were in excess of appropriation by \$6,400 in the Permissive Motor Vehicle Fund in 2000.

**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.

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. DEBT**

Debt outstanding at December 31, 2001 was as follows:

	Principal	Interest Rate
General Obligation Notes	\$ 600,000	3.7%
Total	\$ 600,000	

The general obligation notes were issued to finance the construction of a new Township maintenance garage. The notes are collateralized solely by the Township's taxing authority.

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

	General Obligation Notes
Year ending December 31: 2001	\$ 622,508
Total	\$ 622,508

The Township did not deposit the note proceeds into a Capital Project Fund as required by the debt agreement with Fifth Third Bank.

**COLUMBIA TOWNSHIP  
HAMILTON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2001 AND 2000  
(Continued)**

**6. RETIREMENT SYSTEMS**

The Township's full-time and part-time 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 2001 and 2000, PERS members contributed 8.5% of their gross salaries. The Township contributed an amount equal to 13.55% of participants' gross salaries for 2001 and from January 1, 2000 through June 30, 2000. PERS temporarily reduced the employer contribution rate to 8.13%, effective July 1, 2000 through December 31, 2000. The Township has paid all contributions required through December 31, 2001.

**7. RISK MANAGEMENT**

**Commercial Insurance**

The Township has obtained commercial insurance for the following risks:

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

**Risk Pool Membership**

The Township is a member of the Ohio Government Risk Management Plan (the Plan). The Plan assumes the risk of loss up to the limits of the Township's policy. The Plan covers the following risks:

- General liability and casualty;
- Wrongful Acts;
- Law Enforcement;
- Public official's liability;
- Vehicles; and
- EDP equipment.

The Plan reported the following summary of assets and actuarially-measured liabilities available to pay those liabilities as of December 31, 2000 and 1999. The Plan's 2001 report was not available at the time of our audit.

**COLUMBIA TOWNSHIP  
HAMILTON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2001 AND 2000  
(Continued)**

**7. RISK MANAGEMENT (Continued)**

	<u>2001</u>	<u>2000</u>
Cash and investments	\$ 5,392,435	\$ 4,047,870
Actuarial liabilities	\$ 1,391,039	\$ 1,739,584

The township also provides health insurance and dental vision coverage to full-time employees through a private carrier.



**STATE OF OHIO  
OFFICE OF THE AUDITOR**

JIM PETRO, AUDITOR OF STATE

250 West Court Street  
Suite 150  
Cincinnati, Ohio 45202  
Telephone 513-361-8550  
800-368-7419  
Facsimile 513-361-8577  
www.auditor.state.oh.us

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

Columbia Township  
Hamilton County  
5686 Kenwood Road  
Cincinnati, Ohio 45227

To the Board of Trustees:

We have audited the accompanying financial statements of Columbia Township, Hamilton County, Ohio (the Township), as of and for the years ended December 31, 2001 and 2000, and have issued our report thereon dated September 26, 2002. We conducted our audit 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 the 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 2001-40431-001 to 2001-40431-007.

We also noted certain immaterial instances of noncompliance that we have reported to management of the Township in a separate letter dated September 26, 2002.

**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. However, we noted certain matter involving the internal control over financial reporting and its operation that we consider to be a reportable condition. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting, that, in our judgment, could adversely affect the Township's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. The reportable condition is described in the accompanying schedule of findings as item 2001-40431-008.

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. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we do not believe the reportable condition described above is a material weakness.

We also noted other matters involving the internal control over financial reporting that do not require inclusion in this report, that we have reported to management of the Township in a separate letter dated September 26, 2002.

This report is intended solely 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.

A handwritten signature in black ink, appearing to read "Jim Petro", with a large, stylized flourish at the end.

**Jim Petro**  
Auditor of State

September 26, 2002



**COLUMBIA TOWNSHIP  
HAMILTON COUNTY**

**SCHEDULE OF FINDINGS  
DECEMBER 31, 2001 AND 2000**

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

**FINDING NUMBER 2001-40431-001**

**Finding for Recovery**

State ex rel. McClure v. Hageman, 155 Ohio St. 320 (1951), provides that expenditures made by a public entity should serve a proper public purpose. Ohio Rev. Code, Section 9.39, states in part all public officials are liable for all public money received or collected by them or by their subordinates under color of office.

In 2000 and 2001, 16 instances were noted where purchases were made on various Township credit cards and there were no itemized invoices to support the charges on the monthly statements. Without itemized statements it was impossible to determine if the expenditures were for proper public purposes. Additionally, the township was not able to explain what the charges were for and whether or not the township actually received the items or services purchased. Additionally, it was not possible to tell from the statements who authorized the expenditures and thus, it was impossible to determine if that person or persons had proper legal authority to make commitments on behalf of the township. Despite this lack of proper documentation, the trustees approved payment and the clerk issued checks to pay these bills.

In accordance with the foregoing facts, and pursuant to Ohio Rev. Code, Section 117.28, a finding for recovery is made in favor of the Columbia Township General Fund and against Trustees Carl Fernandez, Susan Hughes, Paul Davis and Clerk Stephen Langenkamp, and the Western Insurance Company and the Ohio Casualty Insurance Company jointly and severally in the amount of one thousand one hundred sixteen dollars and thirty two cents for the illegal expenditure of public monies.

**FINDING NUMBER 2001-40431-002**

**Finding for Recovery**

State ex rel. McClure v. Hageman, 155 Ohio St. 320 (1951), provides that expenditures made by a public entity should serve a proper public purpose. Ohio Rev. Code, Section 9.39, states in part all public officials are liable for all public money received or collected by them or by their subordinates under color of office.

In 2000 and 2001, 11 instances were noted where purchases were made on various Township credit cards by Township Clerk Stephen Langenkamp. There were no itemized invoices to support the charges on the monthly statements. Further, the items and services purchased were all delivered or provided to the Clerk's personal residence. Without itemized statements it was impossible to determine if the expenditures were for proper public purposes. The township was not able to explain what the charges were for and whether or not the township actually received the items or the benefit of the services purchased. Finally, no resolution was passed by the township trustees which granted to the township clerk legal authority to make commitments on behalf of the township.

In accordance with the foregoing facts, and pursuant to Ohio Rev. Code, Section 117.28, a finding for recovery is made in favor of the Columbia Township General Fund and against Township Clerk Stephen Langenkamp, and the Western Insurance Company jointly and severally in the amount of nine hundred and nineteen dollars and twenty five cents for the illegal expenditure of public monies.

**FINDING NUMBER 2001-40431-003**

**Finding for Recovery**

Township Administrator, James Akins, was paid out the gross amount of \$12,424.40 for accumulated leave when he separated from the services of the Township in January 2001. However, upon examination by the Auditor of State, it was determined that the calculation used to come up with this payout figure was in error and Mr. Atkins should have been paid a gross amount of \$12,157.02. Therefore, Mr. Atkins was overpaid \$267.38 when he left the employment of the Township.

In accordance with the foregoing facts, and pursuant to Ohio Rev. Code, Section 117.28, a finding for recovery is made in favor of the Columbia Township General Fund and against James Atkins and the Ohio Casualty Insurance Company jointly and severally in the amount of two hundred and sixty seven dollars and thirty eight cents for an illegal expenditure.

**FINDING NUMBER 2001-40431-004**

**Noncompliance Citation**

Ohio Rev. Code, Section 5705.41(D), requires that no subdivision or taxing unit shall make any contract or give any order involving the expenditure of money unless there is attached thereto a certificate of the fiscal officer of the subdivision that the amount required to meet the obligation has been lawfully appropriated for such purpose and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances. This certificate need be signed only by the subdivision's fiscal officer. Every contract made without such a certificate shall be void, and no warrant shall be issued in payment of any amount due thereon.

This Section also provides for two exceptions to the above requirements:

- A. Then and Now Certificates - 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 Board of Trustees 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.
- B. If the amount involved is less than \$1,000 dollars, the Clerk may authorize payment through a Then and Now Certificate without affirmation of the Trustees, if such expenditure is otherwise valid.

Thirty percent (30%) of the transactions tested did not have certification prior to the obligation date and neither of the two exceptions provided above were utilized.

**FINDING NUMBER 2001-40431-005**

**Noncompliance Citation**

Ohio Rev. Code, Section 5705.38, requires that on or about the first day of each fiscal year, an appropriation measure is to be passed. For fiscal years 2001 and 2000, the Board did not approve the appropriation measures until January 11, 2001 and April 11, 2000, respectively.

**FINDING NUMBER 2001-40431-006**

**Noncompliance Citation**

Ohio Rev. Code, Section 5705.41(B), prohibits a subdivision from making an expenditure unless it has been properly appropriated.

At December 31, 2001, the township's disbursements exceeded appropriations in the following funds:

<b>Fund [Fund Number]</b>	<b>Appropriations</b>	<b>Actual Disbursements</b>	<b>Disbursements in Excess of Appropriations</b>
Little Miami Fire District (2191)	\$25,409	\$126,994	\$101,585
Madison Place Fire District (2192)	25,422	103,456	78,034
Ridge Fire District (2193)	31,500	126,000	94,500
Silverton Fire District (2194)	3,200	20,800	17,600
Kenwood Fire District (2195)	2,069	27,943	25,874

At December 31, 2000, the township's disbursements exceeded appropriations in the following funds:

<b>Fund [Fund Number]</b>	<b>Appropriations</b>	<b>Actual Disbursements plus Encumbrances</b>	<b>Disbursements plus Encumbrances in Excess of Appropriations</b>
Little Miami Fire District (2191)	\$0	\$105,198	\$105,198
Madison Place Fire District (2192)	0	75,589	75,589
Ridge Fire District (2193)	13,500	132,814	119,314
Silverton Fire District (2194)	0	19,200	19,200
Kenwood Fire District (2195)	645	57,350	56,705
Permissive Motor Vehicle (2231)	10,000	16,400	6,400

**FINDING NUMBER 2001-40431-007**

**Noncompliance Citation**

Section D of the agreement with Fifth Third Bank requires that all note proceeds are to be deposited into a Capital project fund. The Township posted \$300,000 of the note proceeds into the general fund and \$300,000 into a special revenue fund. The Township is not in compliance with its debt agreement with Fifth Third bank. The note proceeds were spent accordingly for the construction of a township maintenance garage.

**FINDING NUMBER 2001-40431-008**

**Material Weakness**

The Township has no written policies pertaining to the issuance and use of the Township's credit cards. Our review of expenditures revealed 26 instances where purchases were made on township credit cards and there were no itemized receipts to support the charges on the statements. There was no indication of who made the purchases and whether they had proper legal authority to make commitments on behalf of the township. All items were charged to blanket purchase orders regardless of the type of item purchased or the department making the purchase. The purchases charged to the credit cards could not be identified with sufficient specificity. Management is responsible for establishing and maintaining administrative policies. It is recommended that management develop and adopt policies and procedures for the distribution, use, and security of the charge cards. Failure to implement such a policy could result in the incurrence of expenditures for an improper public purpose, circumvention of the purchasing process, increased liability due to lost or stolen credit card(s), and purchases / expenditures with no prior approval.

**COLUMBIA TOWNSHIP  
HAMILTON COUNTY**

**SCHEDULE OF PRIOR AUDIT FINDINGS  
FISCAL YEAR END DECEMBER 31, 2001 AND 2000**

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid;
1999-40431-001	5705.38(A), the Township did not pass an appropriation resolution by the required date.	No	Not corrected, the same citation was issued for 2001-2000 audit period. See finding #2001-40431-005
1999-40431-002	5705.39, the Township had appropriations in excess of estimated resources.	No	Partially corrected, the Township did not certify appropriation amounts to the County Auditor for the 2001 and 2000 fiscal years. See Management Letter
1999-40431-003	5705.41(D), the Township had expenditures in excess of appropriations.	No	Not corrected, the same citation was issued for the 2001 and 2000 audit period. See Finding #2001-40431-006
1999-40431-004	The Township had numerous posting errors.	Yes	Fully corrected
1999-40431-005	The Clerk did not file all the necessary budgetary documentation with the County Auditor.	No	Citations were issued for the similar problem. See finding #2001-40431-005





STATE OF OHIO  
OFFICE OF THE AUDITOR  

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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

**COLUMBIA TOWNSHIP**

**HAMILTON 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  
OCTOBER 17, 2002**