Financial Statements (Audited)

For The Years Ended December 31, 2001 and 2000

ARLENE A. SNIDER, CLERK



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Board of Trustees Springcreek Township, Miami County 7739 North Union Shelby Road Piqua, OH 45356

We have reviewed the Independent Auditor's Report of Springcreek Township, Miami County, prepared by Trimble, Julian & Grube, Inc., for the audit period January 1, 2000 through December 31, 2001. 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. Springcreek Township is responsible for compliance with these laws and regulations.

JIM PETRO Auditor of State

May 23, 2002



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### TRIMBLE, JULIAN & GRUBE, INC.

"SERVING OHIO LOCAL GOVERNMENTS"

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#### **Independent Auditor's Report**

Board of Trustees Springcreek Township, Miami County 7739 N. Union Shelby Rd. Piqua, OH 45356

We have audited the accompanying financial statements of Springcreek Township, Miami County, as of and for the years ended December 31, 2001 and 2000. These financial statements are the responsibility of Springcreek 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 2, Springcreek Township prepares its financial statements on the basis of accounting prescribed or permitted by Auditor of State, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the combined cash balances and fund balances of Springcreek Township, as of December 31, 2001 and 2000, and its combined cash receipts and disbursements, combined budgeted and actual receipts and budgeted and actual disbursements for the years then ended on the basis of accounting described in Note 2.

In accordance with *Government Auditing Standards*, we have also issued a report dated March 15, 2002, on our consideration of Springcreek Township's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations and contracts. 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 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.

Trimble, Julian & Grube, Inc. March 15, 2002

#### COMBINED STATEMENT OF FUND BALANCES -ALL FUND TYPES - CASH BASIS -DECEMBER 31, 2001 AND 2000

	2001	2000
Cash and Cash Equivalents		
Cash and Cash Equivalents	\$ 286,247	\$ 282,416
Total Cash and Cash Equivalents	\$ 286,247	\$ 282,416
Fund Balances		
Governmental Fund Types:		
General Fund	\$ 154,396	\$ 60,493
Special Revenue Funds	131,851	221,923
Total Governmental Fund Types	286,247	282,416
Total Fund Balances	\$ 286,247	\$ 282,416

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

	Government	al Fund Types	
	General	Special Revenue	Total (Memorandum Only)
Cash receipts:			
Taxes	\$ 20,424	\$ 55,135	\$ 75,559
Charges for services	-	23,146	23,146
Intergovernmental	175,841	62,527	238,368
Interest	3,280	3,850	7,130
Miscellaneous	673		673
Total cash receipts	200,218	144,658	344,876
Cash disbursements:			
Current:			
General government	96,741	-	96,741
Public safety	2,315	69,391	71,706
Public works	-	165,339	165,339
Health	7,259		7,259
Total cash disbursements	106,315	234,730	341,045
Total cash receipts over/(under) cash disbursements	93,903	(90,072)	3,831
Cash fund balances, January 1, 2001	60,493	221,923	282,416
Cash fund balances, December 31, 2001	\$ 154,396	\$ 131,851	\$ 286,247

COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS,
AND ENCUMBRANCES COMPARED WITH EXPENDITURE
AUTHORITY - BUDGET AND ACTUAL FOR THE YEAR ENDED DECEMBER 31, 2001

			Receipts							Disbursements			
	County Certified Unencumbered		Total Estimated		Variance Favorable	Prior Year Carryover		_		Actual 2001	Encumbrances Outstanding		Variance Favorable
Fund Types	Cash	Budget	Resources	Receipts	(Unfavorable)	Appropriations	Appropriations	ations	Total	Disbursements	at 12/31/01	Total	(Unfavorable)
Governmental: General Special Descense	\$ 59,795 \$	\$ 199,132	\$ 258,927	\$ 200,218	\$ 1,086	· · · · · · · · · · · · · · · · · · ·	\$ 258,924	8,924	\$ 258,924	\$ 106,315	€	\$ 106,315	\$ 152,609
Special Revenue Total (Memorandum Only)	\$ 282,415	\$ 344,878	\$ 627,293	\$ 344,876	(1,000)	· · · · · · · · · · · · · · · · · · ·	\$ 627,290	27,290	\$627,290	\$ 341,045	· · ·	\$ 341,045	\$ 286,245

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

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

	Governmenta	l Fund Types	
	General	Special Revenue	Total (Memorandum Only)
Cash receipts:			
Taxes	\$ 22,658	\$ 36,276	\$ 58,934
Charges for services	-	26,099	26,099
Intergovernmental	83,532	68,286	151,818
Interest	3,055	5,674	8,729
Miscellaneous	663		663
Total cash receipts	109,908	136,335	246,243
Cash disbursements:			
Current:			
General government	96,601	-	96,601
Public safety	12,576	50,502	63,078
Public works	12	46,015	46,027
Health	8,596	-	8,596
Capital outlay	155		155
Total cash disbursements	117,940	96,517	214,457
Total cash receipts over/(under) cash disbursements	(8,032)	39,818	31,786
Other financing receipts (disbursements):			
Transfer in	-	14,700	14,700
Transfer out	(14,700)	<del>-</del>	(14,700)
Total other financing receipts (disbursements)	(14,700)	14,700	
Excess of cash receipts and other financing receipts over/(under) cash disbursements and			
other financing disbursements	(22,732)	54,518	31,786
Cash fund balances, January 1, 2000	83,225	167,405	250,630
Cash fund balances, December 31, 2000	\$ 60,493	\$ 221,923	\$ 282,416

COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS,
AND ENCUMBRANCES COMPARED WITH EXPENDITURE
AUTHORITY - BUDGET AND ACTUAL.
FOR THE YEAR ENDED DECEMBER 31, 2000

	Variance Favorable	(Unfavorable)	020 730	97,77	205,063	\$ 259,342
		Total	\$ 133,640	3 132,040	96,517	\$ 229,157
	Encumbrances Outstanding	at 12/31/00	€	-	1	-
Disbursements	Actual 2000	Disbursements	133 640	050,040	716,917	\$ 229,157
		Total	0109010	000,919	301,580	\$ 488,499
	2000	Appropriations	010 981	00,919	301,580	\$ 488,499
	Prior Year Carryover	Appropriations	64	·		-
	Variance Favorable	(Unfavorable)	809	060 6	(969)	\$ 2
	Actual 2000		800 001	3 109,906	151,035	\$ 260,943
Keceipts	Total Estimated	Kesources	100 435	5 109,210 \$ 192,453	319,136	\$ 511,571
	-	Budget	0100010	017,501	151,731	\$ 260,941
	County Certified Unencumbered	Cash	83 33	6 62,223	167,405	\$ 250,630
	<u>:</u>	Fund Types	Governmental:	General	Special Revenue	Total (Memorandum Only)

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2001 AND 2000

#### NOTE 1 - DESCRIPTION OF THE ENTITY

Springcreek Township ("the Township") is a body politic and corporate established for the purpose of exercising 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 maintenance, emergency medical services, fire protection and cemetery maintenance.

Management believes the financial statements included in this report represent all of the funds of the Township over which the Township officials have direct operating control.

#### NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The most significant of the Township's accounting policies are described below.

#### A. BASIS OF PRESENTATION - FUND ACCOUNTING

The accounts of the Township are maintained on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts. The following fund types are used by the Township.

#### GOVERNMENTAL FUNDS

#### General Fund

The general fund is used to account for all activities of the Township not required to be included in another fund. The general fund balance is available to the Township for any purpose provided it is expended or transferred according to the general laws of Ohio.

#### Special Revenue Funds

These funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes.

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2001 AND 2000

#### NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)

The Township had the following significant Special Revenue Funds:

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

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

*Motor Vehicle Licence Tax Fund* - This fund receives gasoline tax and motor vehicle tax money for constructing, maintaining and repairing Township roads.

#### 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. BUDGETARY PROCESS

The budgetary process is prescribed by provisions of the Ohio Revised Code and entails the preparation of budgetary documents within an established timetable. The major documents prepared are the tax budget, the certificate of estimated resources, and the appropriation resolution, all of which are prepared on the budgetary basis of accounting. The certificate of estimated resources and the appropriations resolution are subject to amendment throughout the year with the legal restriction that appropriations cannot exceed estimated resources, as certified. All funds are legally required to be budgeted and appropriated. The primary level of budgetary control is at the item level within each fund. Any budgetary modifications at this level may only be made by resolution of the Township Trustees.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2001 AND 2000

#### **NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)**

#### Tax Budget:

A budget of estimated cash receipts and disbursements is submitted to the County Auditor, as secretary of the County Budget Commission, by July 20 of each year, for the period January 1 to December 31 of the following year. The expressed purpose of the tax budget is to reflect the need for existing (or increased) tax rates.

#### Estimated Resources:

The County Budget Commission determines if the budget substantiates a need to levy the full amount of authorized property tax rates and reviews receipt estimates. The County Budget Commission certifies its actions to the Township by September 1. As part of this certification, the Township receives the official certificate of estimated resources, which states the projected receipts of each fund. On or about January 1, the certificate is amended to include unencumbered fund balances at December 31 of the preceding year. Further amendments may be made during the year if the Township determines that receipts collected will be greater than or less than the prior estimates, and the Budget Commission finds the revised estimates to be reasonable. Prior to December 31, the Township must revise its budget so that the total contemplated expenditures from a fund during the ensuing fiscal year will not exceed the amount stated in the certificate of estimated resources. The revised budget then serves as the basis for the annual appropriation measure.

#### Appropriations:

A temporary appropriation measure to control cash disbursements may be passed on or about January 1 of each year for the period January to March 31. An annual appropriation measure must be passed by April 1 of each year for the period January 1 to December 31. The appropriations measure may be amended or supplemented during the year as new information becomes available. Appropriations may not exceed estimated resources. The Township legally adopted supplemental appropriations during 2001 and 2000.

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2001 AND 2000

#### **NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)**

#### **Encumbrances:**

As part of the formal budgetary control, purchase orders, contracts, and other commitments for the expenditure of funds are recorded in order to reserve the portion of the applicable appropriation.

At the close of each fiscal year, the unencumbered balance of each appropriation reverts to the respective fund from which it was appropriated and becomes subject to future appropriations. The encumbered appropriation balance is carried forward to the succeeding fiscal year and need not be reappropriated. There were no outstanding encumbrances at December 31, 2001 or 2000.

#### D. CASH AND CASH EQUIVALENTS

For reporting purposes, the Township considers "Cash and Cash Equivalents" to be cash on hand, demand deposits, and all investments held by the Township with a maturity date less than or equal to three months from the date of purchase. Interest earned on investments held by the treasurer is credited to its respective funds. Interest income earned and received by the Township totaled \$7,130 and \$8,729 for the years ended December 31, 2001 and 2000, respectively.

#### E. PROPERTY, PLANT AND EQUIPMENT

Fixed assets are not capitalized in any of the Township's funds. Instead, capital acquisition and construction costs are reflected as expenditures in the fund in the year expended. The costs of normal maintenance and repairs are also expended, along with improvements. Depreciation is not recorded.

#### F. <u>INTERGOVERNMENTAL REVENUES</u>

Intergovernmental revenues, such as entitlements and grants awarded on a non-reimbursable basis are recorded when received in accordance with the Township's cash basis method of accounting.

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2001 AND 2000

#### **NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)**

#### G. INTERFUND TRANSACTIONS

During the course of normal operations, the Township had transactions between funds. The most significant include transfers of resources from one fund to another fund. The resources transferred are to be expended for operations by the receiving fund and are recorded as operating transfers.

#### H. TOTAL COLUMNS ON FINANCIAL STATEMENTS

Total columns on the financial statements are captioned "Total (Memorandum Only)" to indicate that they are presented only to facilitate financial analysis. Interfund-type eliminations have not been made in the aggregation of this data.

#### NOTE 3 - EQUITY IN POOLED CASH AND CASH EQUIVALENTS

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

	2001	2000
Demand deposits	<u>\$286,247</u>	\$282,416

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

#### **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 County. 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. Real property taxes are payable annually or semiannually to the County. If paid annually, payment is due December 31; if paid semiannually, the first payment is due December 31 with the remainder payable by June 20 of the following year. Under certain circumstances, state statute permits later payment dates to be established.

Public utilities are also taxed on personal and real property located within the Township.

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2001 AND 2000

#### **NOTE 4 - PROPERTY TAX - (Continued)**

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 SYSTEM**

The Township's 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 2001 and 2000, PERS members contribute 8.5% of their gross salaries. The Township contributes an amount equal to 13.55% of participants' gross salaries. 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 and 2000.

#### **NOTE 6 - RISK MANAGEMENT**

#### **Risk Pool Membership**

The Township belongs to the Ohio Township Association Risk Management Authority (OTARMA), a risk-sharing pool available to Ohio townships. OTARMA provides property and casualty insurance for its members. OTARMA is a member of the American Public Entity Excess Pool (APEEP). Member governments pay annual contributions to fund OTARMA. OTARMA pays judgements, settlements and other expenses resulting from covered claims that exceed the members' deductibles.

#### Casualty Insurance

OTARMA retains casualty risks up to \$250,000 per claim. Claims exceeding \$250,000 are reinsured with APEEP up to \$1,750,000 per claim and \$5,000,000 in the aggregate per year. Governments can elect additional coverage, from \$2,000,000 to \$10,000,000, from the General Reinsurance Corporation.

If losses exhaust OTARMA's retained earnings, APEEP covers OTARMA losses up to \$5,000,000 per year, subject to a per-claim limit of \$2,000,000.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2001 AND 2000

#### **NOTE 6 - RISK MANAGEMENT - (Continued)**

#### **Property Insurance**

OTARMA retains property risks including automobile physical damage up to \$100,000 on any specific loss. The Travelers Indemnity Company reinsures specific losses exceeding \$100,000. The Travelers Indemnity Company also provides aggregate excess coverage for property including automobile physical damage subject to an annual stop loss. When the stop loss is reached in any year, The Travelers Indemnity Company provides coverage in excess of \$10,000.

The aforementioned casualty and property reinsurance agreements do not discharge OTARMA's primary liability for claims payments on covered losses. Claims exceeding coverage limits are the obligation of the respective government.

#### **Financial Position**

OTARMA's financial statements (audited by other accountants) conform with accounting principles generally accepted in the United States of America, and reported the following assets, liabilities and retained earnings at December 31, 2000 which is the latest available data:

Casualty Coverage	2000
Assets	\$22,684,383
Liabilities	8,924,977
Retained earnings	<u>\$13,759,406</u>
Property Coverage	2000
Assets	\$ 4,156,784
	1 9 9
Liabilities	497,831

#### **NOTE 7 - CONTINGENT LIABILITY**

#### **LITIGATION**

The Township is currently not involved in litigation that the Township's management anticipates a loss.

## TRIMBLE, JULIAN & GRUBE, INC.

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

Board of Trustees Springcreek Township, Miami County 7739 N. Union Shelby Rd. Piqua, OH 45356

We have audited the financial statements of Springcreek Township, Miami County, as of and for the years ended December 31, 2001 and 2000, and have issued our report thereon dated March 15, 2002. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and 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 Springcreek Township's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations and contracts, 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 no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Board of Trustees Springcreek Township

#### Internal Control Over Financial Reporting

In planning and performing our audit, we considered Springcreek Township's, Miami County, 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 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 operations that we consider to be material weaknesses. However, we noted other matters involving the internal control over financial reporting that do not require inclusion in this report that we have reported to the management of Springcreek Township in a separate letter dated March 15, 2002.

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

Trimble, Julian & Grube, Inc. March 15, 2002

#### **DECEMBER 31, 2001 AND 2000**

#### STATUS OF PRIOR AUDIT FINDINGS

Finding <u>Number</u>	Finding <u>Summary</u>	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; Explain:
1999-001	Ohio Revised Code Section 5705.39	Yes	Finding no longer valid



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#### SPRINGCREEK TOWNSHIP

#### **MIAMI 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.

**CLERK OF THE BUREAU** 

Susan Babbitt

**CERTIFIED JUNE 6, 2002**