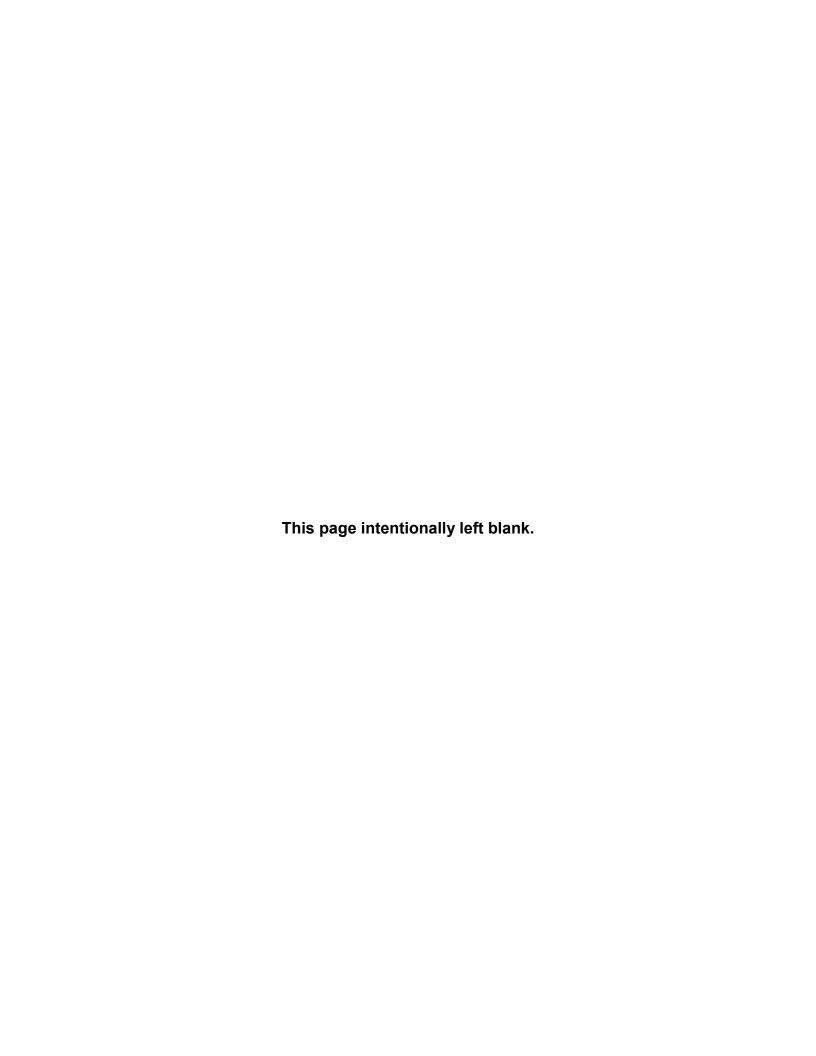




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#### **INDEPENDENT ACCOUNTANTS' REPORT**

Camden Township Lorain County 15374 Baird Road Oberlin, Ohio 44074

To the Board of Trustees:

We have audited the accompanying financial statements of Camden Township, Lorain County, Ohio (the Township) as of and for the years ended December 31, 2003 and December 31, 2002. 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.

The Township's financial transactions were processed using the Auditor of State's Uniform Accounting Network (UAN). *Government Auditing Standards* considers this service to impair the independence of the Auditor of State to conduct the audit of the Township because the Auditor of State designed, developed, implemented, and, as requested, operates UAN. However, *Government Auditing Standards* permits the Auditor of State to audit and opine on this entity, because Ohio Revised Code § 117.101 requires the Auditor of State to provide UAN services, and Ohio Revised Code § 117.11(B) and 115.56 mandate the Auditor of State to audit Ohio governments.

We believe that our audit 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 fund cash balances of Camden Township, Lorain County, Ohio, as of December 31, 2003 and December 31, 2002, and its combined cash receipts and disbursements for the year then ended on the basis of accounting described in Note 1.

Camden Township Lorain County Independent Accountants' Report Page 2

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In accordance with *Government Auditing Standards*, we have also issued our report dated April 26, 2004 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 of Trustees 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.

**Betty Montgomery** Auditor of State

April 26, 2004

# COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES ALL GOVERNMENTAL AND FIDUCIARY FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2003

	Governmental Fund Types		Fiduciary Fund		
	General	Special Revenue	Capital Projects	Non-Expendable Trust	Totals (Memorandum Only)
Cash Receipts:					
Local Taxes	\$54,903	\$140,213	\$0	\$0	\$195,116
Intergovernmental	49,255	89,837	27,375	0	166,467
Charges for Services	0	6,000	0	0	6,000
Licenses, Permits, and Fees	9,988	2,400	0	0	12,388
Earnings on Investments	147	12	0	0	159
Other Revenue	21,998	1,466	0	0	23,464
Total Cash Receipts	136,291	239,928	27,375	0	403,594
Cash Disbursements:					
Current:					
General Government	86,375	1,619	0	0	87,994
Public Safety	0	26,223	0	0	26,223
Public Works	0	96,860	0	0	96,860
Health	0	10,650	0	0	10,650
Debt Service:					
Redemption of Principal	1,777	0	0	0	1,777
Interest and Fiscal Charges	668	0	0	0	668
Capital Outlay	1,528	18,887	27,375	0	47,790
Total Cash Disbursements	90,348	154,239	27,375	0	271,962
Total Receipts Over/(Under) Disbursements	45,943	85,689	0	0	131,632
Other Financing Receipts and (Disbursements): Proceeds from Sale of Public Debt:					
Transfers-In	0	1,500	0	0	1,500
Transfers-Out	(1,500)	0	0	0	(1,500)
Total Other Financing Receipts/(Disbursements)	(1,500)	1,500	0	0	0
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements					
and Other Financing Disbursements	44,443	87,189	0	0	131,632
Fund Cash Balances, January 1, 2003	38,783	72,228	0	4,000	115,011
Fund Cash Balances, December 31, 2003	\$83,226	\$159,417	\$0	\$4,000	\$246,643

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

# COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES ALL GOVERNMENTAL AND FIDUCIARY FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2002

	Gove	Governmental Fund Types		Fiduciary Fund		
	General	Special Revenue	Capital Projects	Non-Expendable Trust	Totals (Memorandum Only)	
Cash Receipts:						
Local Taxes	\$52,560	\$135,440	\$0	\$0	\$188,000	
Intergovernmental	52,754	78,241	43,248	0	174,243	
Charges for Services	0	6,000	0	0	6,000	
Licenses, Permits, and Fees	4,378	8,150	0	0	12,528	
Earnings on Investments	282	17	0	0	299	
Other Revenue	154	3,108	0	0	3,262	
Total Cash Receipts	110,128	230,956	43,248	0	384,332	
Cash Disbursements:						
Current:						
General Government	76,585	1,544	0	0	78,129	
Public Safety	0	25,880	0	0	25,880	
Public Works	0	127,401	0	0	127,401	
Health	0	7,760	0	0	7,760	
Debt Service:						
Redemption of Principal	1,667	0	0	0	1,667	
Interest and Fiscal Charges	778	0	0	0	778	
Capital Outlay	0	25,409	43,248	0	68,657	
Total Cash Disbursements	79,030	187,994	43,248	0	310,272	
Total Receipts Over/(Under) Disbursements	31,098	42,962	0	0	74,060	
Fund Cash Balances, January 1, 2002	7,685	29,266	0	4,000	40,951	
Fund Cash Balances, December 31, 2002	\$38,783	\$72,228	\$0	\$4,000	\$115,011	

#### NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2003 AND DECEMBER 31, 2002

#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### A. Description of the Entity

Camden Township, Lorain 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 general governmental services including road and bridge maintenance, cemetery maintenance, fire protection, and emergency medical services. The Townships police protection is provided by the Lorain County Sheriff and emergency medical services are provided by the Central Lorain County Joint Ambulance District.

The Township's management believes these financial statements present all activities for which the Township is financially accountable.

#### B. Basis of Accounting

These financial statements follow the basis of accounting prescribed or permitted by the Auditor of State, which is similar to the cash receipts and disbursements basis of accounting. Receipts are recognized when received in cash rather than when earned, and disbursements are recognized when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as prescribed or permitted by the Auditor of State.

#### C. Cash and Investments

Certificates of deposit are valued at cost

#### 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:

#### NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2003 AND DECEMBER 31, 2002 (Continued)

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

#### D. Fund Accounting (Continued)

#### 2. Special Revenue Funds (Continued)

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

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

Road Special Levy Fund – This fund receives property tax money for constructing maintaining and repairing Township Roads.

#### 3. Capital Project Fund

This fund is used to account for receipts that are restricted for the acquisition or construction of major capital projects. The Township had the following significant Capital Project Fund:

*Public Works Projects Fund* – This fund accounts for Issue II grants received from the State of Ohio for repairs to Gifford Road in 2003 and 2002.

#### 4. Fiduciary Fund (Non-Expendable Trust Fund)

This fund is 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:

Non-Expendable Trust Fund – A non-expendable trust fund for the Camden Township Fire Ladies Annual Memorial Day Parade.

#### 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 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 cash as of January 1. The County Budget Commission must also approve estimated resources.

## NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2003 AND DECEMBER 31, 2002 (Continued)

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

#### E. Budgetary Process (Continued)

#### 3. Encumbrances

The Ohio Revised Code requires the Township to reserve (encumber) appropriations when individual commitments are made. The Township did not have any encumbrances at the end of 2003 or 2002.

A summary of 2003 and 2002 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.

#### 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:

	2003	2002
Demand deposits	\$242,643	\$111,011
Certificates of deposit	4,000	4,000
Total deposits and investments	\$246,643	\$115,011

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

#### NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2003 AND DECEMBER 31, 2002 (Continued)

#### 3. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 2003 and December 31, 2002 follows:

2003 Budgeted vs. Actual Receipts

	Budgeted	Actual	
Fund Type	Receipts	Receipts	Variance
General	\$138,182	\$136,291	(\$1,891)
Special Revenue	247,498	241,428	(6,070)
Capital Projects	27,375	27,375	0
Total	\$413,055	\$405,094	(\$7,961)

2003 Budgeted vs. Actual Budgetary Basis Expenditures

	Appropriation	Budgetary	
Fund Type	Authority	Expenditures	Variance
General	\$166,097	\$91,848	\$74,249
Special Revenue	266,273	154,239	112,034
Capital Projects	27,375	27,375	0
Total	\$459,745	\$273,462	\$186,283

2002 Budgeted vs. Actual Receipts

	<u> </u>		
	Budgeted	Actual	
Fund Type	Receipts	Receipts	Variance
General	\$124,662	\$110,128	(\$14,534)
Special Revenue	240,283	230,956	(9,327)
Capital Projects	43,248	43,248	0
Total	\$408,193	\$384,332	(\$23,861)

2002 Budgeted vs. Actual Budgetary Basis Expenditures

	Appropriation	Budgetary	
Fund Type	Authority	Expenditures	Variance
General	\$129,849	\$79,030	\$50,819
Special Revenue	250,673	187,994	62,679
Capital Projects	43,248	43,248	0
Total	\$423,770	\$310,272	\$113,498

The Non-expendable trust fund is budgeted; however, during the audit period budgeted revenue and expenditures were \$0.

## NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2003 AND DECEMBER 31, 2002 (Continued)

#### 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. DEBT

In 1997, the Township purchased a parcel of land adjacent to the Township garage on Betts Road. The purchase was financed with a 10 year loan which commenced with a down payment of \$6,000 and is maintained with annual payments of \$2,445 with the final payment due in October 2007.

Debt outstanding at December 31, 2003 was as follows:

	Principal	Interest Rate
Land Purchase Note	\$8,358	6.50%
Total	\$8,358	

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

	Land Purchase Note
Year ending December 31:	
2004	2,445
2005	2,445
2006	2,444
2007	2,444
Total	\$9,778

## NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2003 AND DECEMBER 31, 2002 (Continued)

#### 6. RETIREMENT SYSTEMS

All Township employees belong to the Ohio Public Employees Retirement System (OPERS) of Ohio. OPERS 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 2003 and 2002, members of OPERS members contributed 8.5% of their gross salaries. The Township contributed an amount equal to 13.55% of participants' gross salaries for 2003 and 2002. The Township has paid all contributions required through December 31, 2003.

#### 7. RISK MANAGEMENT

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 coverage 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 judgments, settlements and other expenses resulting from covered claims that exceed the members' deductibles.

#### Casualty Coverage

OTARMA retains casualty risks up to \$250,000 per claim, including loss adjustment expenses. 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.

#### Property Coverage

OTARMA retains property risks, including automobile physical damage, up to \$10,000 on any specific loss with an annual aggregate of \$700,000 for 2001 and \$1,250,000 for 2002. The Travelers Indemnity Company reinsures losses exceeding \$10,000 if the annual aggregate is reached and all specific losses exceeding \$100,000. APEEP's Operating Fund and Guarantee Fund pay for losses and loss adjustment expenses should they exceed operating contributions.

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.

#### NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2003 AND DECEMBER 31, 2002 (Continued)

#### 7. RISK MANAGEMENT (Continued)

#### **Financial Position**

OTARMA's financial statements (audited by other accountants) conform with generally accepted accounting principles, and reported the following assets, liabilities and retained earnings at December 31, 2002 and 2001 (the latest information available):

Casualty Coverage	<u>2002</u>	<u>2001</u>
Assets	\$23,757,036	\$23,703,776
Liabilities	(9,197,512)	(9,379,003)
Retained earnings	<u>\$14,559,524</u>	<u>\$14,324,773</u>

Property Coverage	2002	<u>2001</u>
Assets	\$6,596,996	\$5,011,131
Liabilities	(1,204,326)	<u>(647,667)</u>
Retained earnings	<u>\$5,392,670</u>	<u>\$4,363,464</u>

#### 8. SUBSEQUENT EVENT

In January 2004, the Township completed the paperwork to purchase the old Baptist Church Hall. The purchase price was \$140,000, with a down payment of \$60,000 and a loan for \$80,000, to be paid over a period of 10 years.

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## INDEPENDENT ACCOUNTANTS' REPORT ON COMPLIANCE AND ON INTERNAL CONTROL REQUIRED BY GOVERNMENT AUDITING STANDARDS

Camden Township Lorain County 15374 Baird Road Oberlin, Ohio 44074

To the Board of Trustees:

We have audited the accompanying financial statements of Camden Township, Lorain County, Ohio, (the Township) as of and for the years ended December 31, 2003 and December 31, 2002, and have issued our report thereon dated April 26, 2004, wherein we noted that the Township's financial transactions were processed using the Auditor of State's Uniform Accounting Network (UAN). *Government Auditing Standards* considers this service to impair the independence of the Auditor of State to conduct the audit of the Township because the Auditor of State designed, developed, and implemented, and, as requested, operates UAN. 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 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 2003-001.

#### **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 matters involving the internal control over financial reporting and its operation that we consider to be reportable conditions. 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. A reportable condition is described in the accompanying schedule of findings as item 2003-002.

Lausche Building / 615 Superior Ave., NW / Twelfth Floor / Cleveland, OH 44113-1801 Telephone: (216) 787-3665 (800) 626-2297 Fax: (216) 787-3361 www.auditor.state.oh.us Camden Township
Lorain County
Independent Accountants' Report on Compliance and on Internal Control
Required by Government Auditing Standards
Page 2

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 manner 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 April 26, 2004.

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.

**Betty Montgomery** Auditor of State

Butty Montgomery

April 26, 2004

#### SCHEDULE OF FINDINGS DECEMBER 31, 2003 AND 2002

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

FINDING NUMBER 2003-001

#### **Material Citation**

#### **Trustee Salaries**

Per ORC 505.24 (C) state, "By unanimous vote, a board of township trustees may adopt a method of compensation consisting of an annual salary to be paid in equal monthly payments. ... The amount of the annual salary approved by the board ... shall be paid from the township General Fund or from other township funds in such proportions as the board may specify by resolution."

In 2003, the township charged one hundred percent of the trustees' compensation to the Gasoline Tax Fund, but did not pass a resolution allowing such payments. An adjustment, which was approved by the Township, was made to the financial statements to reflect the Trustee's salary in the General Fund.

The Township should charge the Trustees' salaries to the General Fund, unless the Board formally approves a resolution specifying other Township funds from which the salary is to be paid and the proportion to be paid from each fund.

FINDING NUMBER 2003-002

#### **Reportable Condition**

#### **Proper Posting of Receipts**

During our testing of receipts we noted the following receipts were misposted in both 2003 and 2002.

- Public Utility Reimbursement was posted to taxes (4 receipts);
- Exempt Personal Property Tax was posted to taxes (2 receipts);
- All Homestead and Rollback revenue was posted to the General Fund (4 receipts).

The amounts were material to the financial statements and the changes are reflected in the Township's financial statements.

We recommend the Township post receipts to the proper fund and line item in accordance with the revenue's purpose and have an individual who did not post receipts review receipt postings for accuracy.

#### SCHEDULE OF PRIOR AUDIT FINDINGS DECEMBER 31, 2003 AND DECEMBER 31, 2002

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <i>Explain</i> :
2001-40847-001	ORC 5705.36 Certification of Tax Revenue, included ambulance revenues and nonexpendable trust fund balances as available resources for budgetary purposes.	Fully Corrected	



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#### **CAMDEN TOWNSHIP**

#### **LORAIN 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 JULY 27, 2004