



**Auditor of State  
Betty Montgomery**



**TIFFIN TOWNSHIP  
DEFIANCE COUNTY**

TABLE OF CONTENTS

| TITLE  | PAGE |
|--|------|
| Independent Accountants' Report.....   | 1    |
| Combined Statement of Cash Receipts, Cash Disbursements, and Changes in<br>Fund Cash Balances - All Governmental and Fiduciary Fund Types -<br>For the Year Ended December 31, 2003..... | 3    |
| Combined Statement of Cash Receipts, Cash Disbursements, and Changes in<br>Fund Cash Balances - All Governmental and Fiduciary Fund Types -<br>For the Year Ended December 31, 2002..... | 4    |
| Notes to the Financial Statements.....   | 5    |
| Independent Accountants' Report on Compliance and on Internal<br>Control Required by <i>Government Auditing Standards</i> .....  | 13   |

**This page intentionally left blank.**



**Auditor of State  
Betty Montgomery**

**INDEPENDENT ACCOUNTANTS' REPORT**

Tiffin Township  
Defiance County  
21907 Rethmel Road  
Defiance, Ohio 43512-9636

To the Board of Trustees:

We have audited the accompanying financial statements of Tiffin Township, Defiance County, (the Township) as of and for the years ended December 31, 2003 and 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 audits 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 combined fund cash balances of the Township as of December 31, 2003 and 2002, 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 July 8, 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 the audit committee, management, the Board, and other officials authorized to receive this report under § 117.26, Ohio Revised Code, and is not intended to be and should not be used by anyone other than these specified parties.



**Betty Montgomery**  
Auditor of State

July 8, 2004

**TIFFIN TOWNSHIP  
DEFIANCE COUNTY**

**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 |                    |                     |                    | Totals<br>(Memorandum<br>Only) |
|--|-------------------------|--------------------|---------------------|--------------------|--------------------------------|
|  | General                 | Special<br>Revenue | Capital<br>Projects | Fiduciary<br>Funds |                                |
| <b>Cash Receipts:</b>                          |                         |                    |                     |                    |                                |
| Local Taxes                                    | \$ 2,904                | \$ 141,697         |                     |                    | \$ 144,601                     |
| Intergovernmental                              | 62,798                  | 87,276             |                     |                    | 150,074                        |
| Special Assessments                            |                         | 3,168              |                     |                    | 3,168                          |
| Licenses, Permits, and Fees                    | 4,670                   | 4,500              |                     |                    | 9,170                          |
| Earnings on Investments                        | 1,766                   | 452                | \$ 242              | \$ 873             | 3,333                          |
| Other Revenue                                  | 9,292                   | 4,402              |                     | 150                | 13,844                         |
|  | 81,430                  | 241,495            | 242                 | 1,023              | 324,190                        |
| <b>Total Cash Receipts</b>                     |                         |                    |                     |                    |                                |
| <b>Cash Disbursements:</b>                     |                         |                    |                     |                    |                                |
| Current:                                       |                         |                    |                     |                    |                                |
| General Government                             | 65,254                  |                    |                     |                    | 65,254                         |
| Public Safety                                  |                         | 24,072             |                     |                    | 24,072                         |
| Public Works                                   |                         | 163,885            |                     |                    | 163,885                        |
| Health   | 6,468                   | 3,048              |                     |                    | 9,516                          |
| Human Services                                 | 779                     |                    |                     |                    | 779                            |
| Capital Outlay                                 | 3,200                   | 37,490             |                     |                    | 40,690                         |
|  | 75,701                  | 228,495            |                     |                    | 304,196                        |
| <b>Total Cash Disbursements</b>                |                         |                    |                     |                    |                                |
| Total Cash Receipts Over<br>Cash Disbursements | 5,729                   | 13,000             | 242                 | 1,023              | 19,994                         |
| Fund Cash Balances, January 1                  | 74,045                  | 164,514            | 21,745              | 80,995             | 341,299                        |
| <b>Fund Cash Balances, December 31</b>         | <b>\$ 79,774</b>        | <b>\$ 177,514</b>  | <b>\$ 21,987</b>    | <b>\$ 82,018</b>   | <b>\$ 361,293</b>              |

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

**TIFFIN TOWNSHIP  
DEFIANCE COUNTY**

**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**

|  | Governmental Fund Types |                    |                     |                    | Totals<br>(Memorandum<br>Only) |
|--|-------------------------|--------------------|---------------------|--------------------|--------------------------------|
|  | General                 | Special<br>Revenue | Capital<br>Projects | Fiduciary<br>Funds |                                |
| <b>Cash Receipts:</b>                              |                         |                    |                     |                    |                                |
| Local Taxes  | \$ 2,902                | \$ 143,780         |                     |                    | \$ 146,682                     |
| Intergovernmental                                  | 45,347                  | 82,737             |                     |                    | 128,084                        |
| Special Assessments                                |                         | 2,590              |                     |                    | 2,590                          |
| Licenses, Permits, and Fees                        | 3,260                   | 4,000              |                     |                    | 7,260                          |
| Earnings on Investments                            | 3,652                   | 756                | \$ 386              | \$ 7,254           | 12,048                         |
| Other Revenue                                      | 10,970                  | 15,589             |                     | 225                | 26,784                         |
|  | 66,131                  | 249,452            | 386                 | 7,479              | 323,448                        |
| <b>Total Cash Receipts</b>                         |                         |                    |                     |                    |                                |
| <b>Cash Disbursements:</b>                         |                         |                    |                     |                    |                                |
| Current:   |                         |                    |                     |                    |                                |
| General Government                                 | 61,294                  |                    |                     |                    | 61,294                         |
| Public Safety                                      |                         | 21,783             |                     |                    | 21,783                         |
| Public Works                                       |                         | 161,755            |                     |                    | 161,755                        |
| Health   | 8,865                   | 3,096              |                     |                    | 11,961                         |
| Conservation - Recreation                          | 1,324                   |                    |                     |                    | 1,324                          |
| Capital Outlay                                     | 5,615                   | 24,489             |                     |                    | 30,104                         |
|  | 77,098                  | 211,123            |                     |                    | 288,221                        |
| <b>Total Cash Disbursements</b>                    |                         |                    |                     |                    |                                |
| Total Receipts Over/<br>(Under) Cash Disbursements | (10,967)                | 38,329             | 386                 | 7,479              | 35,227                         |
| Fund Cash Balances, January 1                      | 85,012                  | 126,185            | 21,359              | 73,516             | 306,072                        |
| <b>Fund Cash Balances, December 31</b>             | <b>\$ 74,045</b>        | <b>\$ 164,514</b>  | <b>\$ 21,745</b>    | <b>\$ 80,995</b>   | <b>\$ 341,299</b>              |

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

**TIFFIN TOWNSHIP  
DEFIANCE COUNTY**

NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2003 AND 2002

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Description of the Entity**

Tiffin Township, Defiance 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 road and bridge maintenance, cemetery maintenance, fire protection and emergency medical services. The Township contracts with the City of Defiance to provide to provide ambulance services.

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

**B. Basis of Accounting**

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

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

**C. Cash and Investments**

Investments are reported as assets. Accordingly, purchases of investments are not recorded as disbursements, and sales of investments are not recorded as receipts. Gains or losses at the time of sale are recorded as receipts or disbursements, respectively.

The investment in STAR Ohio (the State Treasurer's investment pool) is valued at amounts reported by the State Treasurer.

**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:

**TIFFIN TOWNSHIP  
DEFIANCE COUNTY**

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

**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 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 District Fund – This fund receives property tax money from the maintenance and repair of Township roads.

**3. Capital Project Funds**

These funds are used to account for receipts that are restricted for the acquisition or construction of major capital projects (except those financed through enterprise or trust funds). The Township had the following significant capital project funds:

Permanent Improvement Fund – This fund is for major road projects of the Township.

**4. Fiduciary Funds (Trust and Agency Funds)**

These funds are used to account for resources restricted by legally binding trust agreements and funds for which the Township is acting in an agency capacity. The Township had the following significant fiduciary funds:

Brace Estate Fund – This fund is an expendable trust fund used to account for interest revenue and expenditures made out of the Brace Estate bequest.

Cemetery Bequests Fund – This fund is a nonexpendable trust fund used to account for expenditures made on behalf of the Township cemetery.

**TIFFIN TOWNSHIP  
DEFIANCE COUNTY**

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

**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 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 canceled, and reappropriated in the subsequent year.

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.

**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:

**TIFFIN TOWNSHIP  
DEFIANCE COUNTY**

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

|                                | 2003       | 2002       |
|--------------------------------|------------|------------|
| Demand deposits                | \$ 259,993 | \$ 243,331 |
| STAR Ohio                      | 101,300    | 97,968     |
| Total deposits and investments | \$ 361,293 | \$ 341,299 |

**Deposits:** Deposits are either (1) insured by the Federal Depository Insurance Corporation, (2) collateralized by securities specifically pledged by the financial institution to the Township, or (3) collateralized by the financial institution's public entity deposit pool.

**Investments:** Investments in STAR Ohio are not evidenced by securities that exist in physical or book-entry form.

**3. BUDGETARY ACTIVITY**

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

| 2003 Budgeted vs. Actual Receipts |                      |                    |           |
|-----------------------------------|----------------------|--------------------|-----------|
| Fund Type                         | Budgeted<br>Receipts | Actual<br>Receipts | Variance  |
| General                           | \$ 49,500            | \$ 81,430          | \$ 31,930 |
| Special Revenue                   | 230,501              | 241,495            | 10,994    |
| Capital Projects                  | 300                  | 242                | (58)      |
| Fiduciary                         | 6,200                | 1,023              | (5,177)   |
| Total                             | \$ 286,501           | \$ 324,190         | \$ 37,689 |

| 2003 Budgeted vs. Actual Budgetary Basis Expenditures |                            |                           |            |
|---|----------------------------|---------------------------|------------|
| Fund Type   | Appropriation<br>Authority | Budgetary<br>Expenditures | Variance   |
| General   | \$ 120,920                 | \$ 75,701                 | \$ 45,219  |
| Special Revenue                                       | 348,400                    | 228,495                   | 119,905    |
| Capital Projects                                      | 15,000                     |                           | 15,000     |
| Fiduciary   | 3,000                      |                           | 3,000      |
| Total   | \$ 487,320                 | \$ 304,196                | \$ 183,124 |

**TIFFIN TOWNSHIP  
DEFIANCE COUNTY**

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

2002 Budgeted vs. Actual Receipts

| Fund Type        | Budgeted<br>Receipts | Actual<br>Receipts | Variance         |
|------------------|----------------------|--------------------|------------------|
| General          | \$ 61,293            | \$ 66,131          | \$ 4,838         |
| Special Revenue  | 203,874              | 249,452            | 45,578           |
| Capital Projects |                      | 386                | 386              |
| Fiduciary        | 1,980                | 7,479              | 5,499            |
| Total            | <u>\$ 267,147</u>    | <u>\$ 323,448</u>  | <u>\$ 56,301</u> |

2002 Budgeted vs. Actual Budgetary Basis Expenditures

| Fund Type        | Appropriation<br>Authority | Budgetary<br>Expenditures | Variance          |
|------------------|----------------------------|---------------------------|-------------------|
| General          | \$ 143,968                 | \$ 77,098                 | \$ 66,870         |
| Special Revenue  | 331,997                    | 211,123                   | 120,874           |
| Capital Projects | 21,359                     |                           | 21,359            |
| Fiduciary        | 58,008                     |                           | 58,008            |
| Total            | <u>\$ 555,332</u>          | <u>\$ 288,221</u>         | <u>\$ 267,111</u> |

**4. PROPERTY TAX**

Real property taxes become a lien on January 1 preceding the October 1 date for which rates are adopted by Board of Trustees. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. Homestead and rollback amounts are then paid by the State, and are reflected in the accompanying financial statements as Intergovernmental Receipts. Payments are due to the County by December 31. If the property owner elects to make semiannual payments, 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.

**TIFFIN TOWNSHIP  
DEFIANCE COUNTY**

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

**5. RETIREMENT SYSTEMS**

The Township's employee belongs to the Ohio Public Employees Retirement System (OPERS). OP&F and OPERS are cost-sharing, multiple-employer plans. These plans provide 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, OPERS members contributed 8.5 percent of their gross salaries. The Township contributed an amount equal to 13.55 percent of participants' gross salaries for 2003 and 2002. The Township has paid all contributions required through December 31, 2003.

**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 local governments. 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. OTARMA pays a percentage of its contributions to APEEP. APEEP reinsures claims exceeding \$250,000, 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 \$1,250,000 for 2002. There is no aggregate for 2003 and future accident years. Beginning in 2003, OTARMA retains property risks, including automobile physical damage, up to \$100,000 on any specific loss in any one

**TIFFIN TOWNSHIP  
DEFIANCE COUNTY**

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

occurrence. The Travelers Indemnity Company reinsures losses exceeding \$100,000. APEEP's Guarantee Fund pays losses and loss adjustment expenses exceeding 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 township.

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:

|                   | 2003          | 2002          |
|-------------------|---------------|---------------|
| Casualty Coverage |               |               |
| Assets            | \$ 27,792,223 | \$ 23,757,036 |
| Liabilities       | (11,791,300)  | (9,197,512)   |
| Retained Earnings | \$ 16,000,923 | \$ 14,559,524 |
| <br>              |               |               |
| Property Coverage |               |               |
| Assets            | \$ 6,791,060  | \$ 6,596,996  |
| Liabilities       | (750,956)     | (1,204,326)   |
| Retained Earnings | \$ 6,040,104  | \$ 5,392,670  |

**This page intentionally left blank.**



**Auditor of State  
Betty Montgomery**

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

Tiffin Township  
Defiance County  
21907 Rethmel Road  
Defiance, Ohio 43512-9636

To the Board of Trustees:

We have audited the financial statements of Tiffin Township, Defiance County, as of and for the years ended December 31, 2003 and 2002, and have issued our report thereon dated July 8, 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, implemented, and, as requested, operates UAN. 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 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*. However, we other matters of noncompliance that we have reported to management of the Township in a separate letter dated July 8, 2004.

### **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. 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 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 July 8, 2004.

This report is intended solely for the information and use of the audit committee, 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

July 8, 2004



**Auditor of State  
Betty Montgomery**

88 East Broad Street  
P.O. Box 1140  
Columbus, Ohio 43216-1140

Telephone 614-466-4514  
800-282-0370

Facsimile 614-466-4490

**TIFFIN TOWNSHIP**

**DEFIANCE 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  
AUGUST 5, 2004**