# **REGULAR AUDIT**

# FOR THE YEARS ENDED DECEMBER 31, 2004-2003



Auditor of State Betty Montgomery

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Bloom Township Fairfield County 36 E. South Street P.O. Box 7 Lithopolis, Ohio 43136-0007

To the Board of Trustees:

As you are aware, the Auditor of State's Office (AOS) must modify the *Independent Accountants' Report* we provide on your financial statements due to a February 2, 2005 interpretation from the American Institute of Certified Public Accountants (AICPA). While AOS does not legally require your Township to prepare financial statements pursuant to Generally Accepted Accounting Principles (GAAP), the AICPA interpretation requires auditors to formally acknowledge that you did not prepare your financial statements in accordance with GAAP. Our Report includes an opinion relating to GAAP presentation and measurement requirements, but does not imply the amounts the statements present are misstated under the non-GAAP basis you follow. The AOS report also includes an opinion on the financial statements you prepared using the cash basis and financial statement format the AOS permits.

Betty Montgomery

Betty Montgomery Auditor of State

September 15, 2005

35 N. Fourth St. / Second Floor / Columbus, OH 43215 Telephone: (614) 466-3402 (800) 443-9275 Fax: (614) 728-7199 www.auditor.state.oh.us This page intentionally left blank.



## INDEPENDENT ACCOUNTANTS' REPORT

Bloom Township Fairfield County 36 E. South Street P.O. Box 7 Lithopolis, Ohio 43136-0007

To the Board of Trustees:

We have audited the accompanying financial statements of Bloom Township, Fairfield County, Ohio, (the Township) as of and for the years ended December 31, 2004 and December 31, 2003. 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 the Comptroller General of the United States' *Government Auditing Standards*. Those standards require that we plan and perform the audit to reasonably assure 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 processes its financial transactions with 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 audit 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 our audit provides a reasonable basis for our opinion.

As described more fully in Note 1, the Township has prepared these financial statements using accounting practices the Auditor of State prescribes or permits. These practices differ from accounting principles generally accepted in the United States of America (GAAP). Although we cannot reasonably determine the effects on the financial statements of the variances between these regulatory accounting practices and GAAP, we presume they are material.

Revisions to GAAP would require the Township to reformat its financial statement presentation and make other changes effective for the year ended December 31, 2004. Instead of the combined funds the accompanying financial statements present for 2004 (and 2003), the revisions require presenting entity wide statements and also to present its larger (i.e. major) funds separately for 2004. While the Township does not follow GAAP, generally accepted auditing standards requires us to include the following paragraph if the statements do not substantially conform to the new GAAP presentation requirements. The Auditor of State permits, but does not require governments to reformat their statements.

35 N. Fourth St. / Second Floor / Columbus, OH 43215 Telephone: (614) 466-3402 (800) 443-9275 Fax: (614) 728-7199 www.auditor.state.oh.us Bloom Township Fairfield County Independent Accountants' Report Page 2

The Township has elected not to reformat its statements. Since this Township does not use GAAP to measure financial statement amounts, the following paragraph does not imply the amounts reported are materially misstated under the accounting basis the Auditor of State permits. Our opinion on the fair presentation of the amounts reported pursuant to its non-GAAP basis is in the second following paragraph.

In our opinion, because of the effects of the matter discussed in the preceding two paragraphs, the financial statements referred to above for the year ended December 31, 2004 do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Township as of December 31, 2004, or its changes in financial position for the year then ended.

Also, 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 Bloom Township, Fairfield County, Ohio, as of December 31, 2004 and December 31, 2003, and its combined cash receipts and disbursements for the years then ended on the accounting basis Note 1 describes.

The aforementioned revision to generally accepted accounting principles also requires the Township to include Management's Discussion and Analysis for the year ended December 31, 2004. The Township has not presented Management's Discussion and Analysis, which accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not required to be part of, the financial statements.

In accordance with *Government Auditing Standards*, we have also issued our report dated September 15, 2005, 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 grant agreements and other matters. While we did not opine on the internal control over financial reporting or on compliance, that report describes the scope of our testing of internal control over financial reporting and compliance, and the results of that testing. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*. You should read it in conjunction with this report in assessing the results of our audit.

Betty Montgomeny

Betty Montgomery Auditor of State

September 15, 2005

## COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2004

	Governmenta	Governmental Fund Types	
	General	Special Revenue	Totals (Memorandum Only)
Cash Receipts:			
Local Taxes	\$58,366	\$1,854,821	\$1,913,187
Intergovernmental	181,107	323,977	505,084
Charges for Services	0	29,775	29,775
Licenses, Permits, and Fees	6,414	75,875	82,289
Earnings on Investments	20,181	1,746	21,927
Other Revenue	2,230	26,375	28,605
Total Cash Receipts	268,298	2,312,569	2,580,867
Cash Disbursements:			
Current:			
General Government	189,659	63,545	253,204
Public Safety	0	1,272,377	1,272,377
Public Works	1,609	645,269	646,878
Health	33,678	469	34,147
Debt Service:			
Redemption of Principal	0	9,039	9,039
Interest and Fiscal Charges	0	2,426	2,426
Capital Outlay	5,459	14,227	19,686
Total Cash Disbursements	230,405	2,007,352	2,237,757
Total Receipts Over/(Under) Disbursements	37,893	305,217	343,110
Other Financing Receipts:			
Sale of Fixed Assets	0	2,048	2,048
Total Other Financing Receipts	0	2,048	2,048
Excess of Cash Receipts and Other Financing			
Receipts Over/(Under) Cash Disbursements	37,893	307,265	345,158
Fund Cash Balances, January 1	281,065	809,478	1,090,543
Fund Cash Balances, December 31	\$318,958	\$1,116,743	\$1,435,701
Reserve for Encumbrances, December 31	\$5,867	\$23,744	\$29,611

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 FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2003

	Governmental Fund Types			
	General	Special Revenue	Totals (Memorandum Only)	
Cash Receipts:				
Local Taxes	\$55,544	\$1,522,924	\$1,578,468	
Intergovernmental	208,476	285,733	494,209	
Charges for Services	0	11,115	11,115	
Licenses, Permits, and Fees	6,779	65,289	72,068	
Earnings on Investments	10,166	508	10,674	
Other Revenue	12,200	16,329	28,529	
Total Cash Receipts	293,165	1,901,898	2,195,063	
Cash Disbursements:				
Current:				
General Government	178,940	58,145	237,085	
Public Safety	84,577	1,207,322	1,291,899	
Public Works	1,911	463,211	465,122	
Health	33,852	2,000	35,852	
Capital Outlay	130,751	72,962	203,713	
Total Cash Disbursements	430,031	1,803,640	2,233,671	
Total Receipts Over/(Under) Disbursements	(136,866)	98,258	(38,608)	
Other Financing Receipts and (Disbursements):				
Proceeds of Note	0	50,000	50,000	
Sale of Fixed Assets	248	70,000	70,248	
Transfers-In	0	10,000	10,000	
Transfers-Out	(10,000)	0	(10,000)	
Total Other Financing Receipts/(Disbursements)	(9,752)	130,000	120,248	
Excess of Cash Receipts and Other Financing				
Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	(146,618)	228,258	81,640	
Fund Cash Balances, January 1	427,683	581,220	1,008,903	
Fund Cash Balances, December 31	\$281,065	\$809,478	\$1,090,543	
Reserve for Encumbrances, December 31	\$1,811	\$2,082	\$3,893	

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

## NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2004 AND DECEMBER 31, 2003

## 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

## A. Description of the Entity

The constitution and laws of the State of Ohio establish the rights and privileges of the Bloom Township, Fairfield County, Ohio, (the Township) as a body corporate and politic. A publiclyelected three-member Board of Trustees directs the Township. The Township provides road and bridge maintenance, cemetery maintenance, fire protection and emergency medical 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 the Auditor of State prescribes or permits. This basis is similar to the cash receipts and disbursements accounting basis. The Township recognizes receipts when received in cash rather than when earned, and recognizes disbursements 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 the Auditor of State prescribes or permits.

## C. Cash and Investments

The Township's accounting basis includes investments as assets. This basis does not record disbursements for investment purchases or receipts for investment sales. This basis records gains or losses at the time of sale as receipts or disbursements, respectively.

Money market mutual funds (including STAR Ohio) are recorded at share values the mutual funds report.

## 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 reports all financial resources except those required to be accounted for in another fund.

#### 2. Special Revenue Funds

These funds 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 Fund:

<u>Fire District Fund</u> - This fund receives property tax money for providing security of persons and property for Township residents.

#### NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2004 AND DECEMBER 31, 2003 (Continued)

## 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (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. Unencumbered 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.

A summary of 2004 and 2003 budgetary activity appears in Note 3.

#### F. Property, Plant, and Equipment

The Township records disbursements for acquisitions of property, plant, and equipment when paid. The accompanying financial statements do not report these items as assets.

#### G. Accumulated Leave

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. The financial statements do not include a liability for unpaid leave.

#### 2. EQUITY IN POOLED CASH AND INVESTMENTS

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

	2004	 2003
Demand deposits	\$ 1,240,779	\$ 386,243
Total deposits	1,240,779	386,243
STAR Ohio Total investments Total deposits and investments	 <u>194,922</u> \$1,435,701	\$ 704,300

#### NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2004 AND DECEMBER 31, 2003 (Continued)

## 2. EQUITY IN POOLED CASH AND INVESTMENTS (Continued)

**Deposits:** Deposits are either (1) insured by the Federal Depository Insurance Corporation, or (2) collateralized by securities specifically pledged 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, 2004 and December 31, 2003 follows:

2004 Budgeted vs. Actual Receipts				
Budgeted Actual				
Fund Type	Receipts	Receipts	Variance	
General	\$201,768	\$268,298	\$66,530	
Special Revenue	2,061,740	2,314,617	252,877	
Total	\$2,263,508	\$2,582,915	\$319,407	

2004 Budgeted vs. Actual Budgetary Basis Expenditures			
Appropriation Budgetary			
Fund Type	Authority	Expenditures	Variance
General	\$371,032	\$236,272	\$134,760
Special Revenue	2,331,815	2,031,096	300,719
Total	\$2,702,848	\$2,267,368	\$435,480

2003 Budgeted vs. Actual Receipts				
Fund Type	Receipts	Receipts	Variance	
General	\$264,565	\$293,413	\$28,848	
Special Revenue	1,894,925	2,031,898	136,973	
Total	\$2,159,490	\$2,325,311	\$165,821	

2003 Budgeted vs. Actual Budgetary Basis Expenditures			
Appropriation Budgetary			
Fund Type	Authority	Expenditures	Variance
General	\$549,874	\$441,842	\$108,032
Special Revenue	1,866,568	1,805,722	60,846
Total	\$2,416,442	\$2,247,564	\$168,878

#### NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2004 AND DECEMBER 31, 2003 (Continued)

### 4. PROPERTY TAX

Real property taxes become a lien on January 1 preceding the October 1 date for which the Trustees adopt rates. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. The financial statements include homestead and rollback amounts the State pays as Intergovernmental Receipts. Payments are due to the County by December 31. If the property owner elects to pay semiannually, 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, 2004 was as follows:

	Principal	Interest Rate
Lease	\$40,961	4.65%

The Township entered into a lease agreement to finance the purchase of a new ambulance for Township fire department. The ambulance is the collateral for the lease.

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

Year ending December 31:	Principal	Interest	Total
2005	\$9,550	\$1,915	\$11,465
2006	9,996	1,469	11,465
2007	10,463	1,001	11,465
2008	10,953	512	11,465
Total	\$40,961	\$4,897	\$45,859

#### 6. RETIREMENT SYSTEMS

The Township's certified Fire Fighters belong to the Police and Fire Pension Fund (OP&F). Other full time employees belong to the Ohio Public Employees Retirement System (OPERS). OP&F and OPERS are cost-sharing, multiple-employer plans. The Ohio Revised Code prescribes these plans' benefits, which include postretirement healthcare and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. For 2004 and 2003, members of OP&F participants contributed 5% of their wages. The Township picks up the remaining 5% for full time firefighters and the entire 10% for the Fire Chief. The Township contributed an amount equal to 24% of their wages to OP&F. OPERS members contributed 8.5% of their gross salaries. The Township contributed an amount equaling 13.55% of participants' gross salaries. The Township has paid all contributions required through December 31, 2004.

#### NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2004 AND DECEMBER 31, 2003 (Continued)

## 7. SOCIAL SECURITY

The Township's part-time Fire Fighters belong to the Social Security Administration and pay FICA taxes.

FICA contribution rates are approved by the United States Congress. Members of FICA contributed 6.2% of their wages to FICA. The Township also contributed an amount equal to 6.2% of their wages. The Township has paid all contributes required through December 31, 2004.

#### 8. 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. 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. Townships 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 \$100,000 on any specific loss in any one occurrence. The Travelers Indemnity Company reinsures losses exceeding \$100,000 up to \$500,000,000 per occurrence. 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:

#### NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2004 AND DECEMBER 31, 2003 (Continued)

## 8. **RISK MANAGEMENT (Continued)**

Casualty Coverage	<u>2004</u>	<u>2003</u>
Assets	\$30,687,203	\$27,792,223
Liabilities	<u>(13,640,962)</u>	<u>(11,791,300)</u>
Retained earnings	<u>\$17,046,241</u>	<u>\$16,000,923</u>

Property Coverage	<u>2004</u>	<u>2003</u>
Assets	\$7,799,073	\$6,791,060
Liabilities	<u>(753,906)</u>	<u>(750,956)</u>
Retained earnings	<u>\$7,045,167</u>	<u>\$6,040,104</u>

## 9. JOINTLY GOVERNED ORGANIZATION

The Township appoints a person to represent the Township on the 48 member board of the Fairfield Regional Planning Commission. The Township pays a small membership fee annually. The fee is based on the per capita of the Township. There is no ongoing financial interest or responsibility by the Township.



## INDEPENDENT ACCOUNTANTS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS REQUIRED BY *GOVERNMENT AUDITING STANDARDS*

Bloom Township Fairfield County 36 E. South Street P.O. Box 7 Lithopolis, Ohio 43136-0007

To the Board of Trustees:

We have audited the financial statements of Bloom Township (the Township) as of and for the year ended December 31, 2004 and December 31, 2003, and have issued our report thereon dated September 15, 2005, wherein we noted the Township followed accounting practices the Auditor of State prescribes rather than accounting principles generally accepted in the United States of America. We also noted that the Township uses the Auditor of State's Uniform Accounting Network (UAN) to process its financial transactions. *Government Auditing Standards* considers this service to impair the Auditor of State's independence to audit the Township because the Auditor of State designed, developed, 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 the Comptroller General of the United States' *Government Auditing Standards*.

## Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Township's internal control over financial reporting to determine our auditing procedures to express our opinion on the financial statements and not to opine on the internal control over financial reporting. Our consideration of the internal control would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a reportable 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 caused by error or fraud in amounts material to the financial statements we audited may occur and not be timely detected by employees when performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider material weaknesses. In a separate letter to the Township's management dated September 15, 2005, we reported a matter involving internal control over financial reporting we did not deem a reportable condition.

## **Compliance and Other Matters**

As part of reasonably assuring whether the Township's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect 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 an opinion.

35 N. Fourth St. / Second Floor / Columbus, OH 43215 Telephone: (614) 466-3402 (800) 443-9275 Fax: (614) 728-7199 www.auditor.state.oh.us Bloom Township Fairfield County Independent Accountants' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Required by *Government Auditing Standards* Page 2

The results of our tests disclosed no instances of noncompliance or other matters we must report under *Government Auditing Standards*. In a separate letter to the Township's management dated September 15, 2005, we reported other matters related to noncompliance we deemed immaterial.

We intend this report solely for the information and use of the audit committee, management, and the Board of Trustees. It is not intended for anyone other than these specified parties.

Betty Montgomeny

Betty Montgomery Auditor of State

September 15, 2005



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Facsimile 614-466-4490

## **BLOOM TOWNSHIP**

## FAIRFIELD 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 Babbett

CLERK OF THE BUREAU

CERTIFIED NOVEMBER 10, 2005