#### **AUDIT REPORT**

FOR THE YEARS ENDED DECEMBER 31, 2004 & 2003

Charles E. Harris and Associates, Inc.
Certified Public Accountants and Government Consultants



Board of Trustees Jackson Township 15241 TR 10 Dexter City, Ohio 45727

We have reviewed the *Report of Independent Accountants* of Jackson Township, Noble County, prepared by Charles E. Harris & Associates, Inc., for the audit period January 1, 2003 through December 31, 2004. 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.

The financial statements in the attached report are presented in accordance with a regulatory basis of accounting prescribed or permitted by the Auditor of State. Due to a February 2, 2005 interpretation from the American Institute of Certified Public Accountants (AICPA), modifications were required to the *Report of Independent Accountants* on your financial statements. While the Auditor of State does not legally require your government 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. The attached report includes an opinion relating to GAAP presentation and measurement requirements, but does not imply the statements are misstated under the non-GAAP regulatory basis. The *Report of Independent Accountants* also includes an opinion on the financial statements using the regulatory format the Auditor of State permits.

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. Jackson Township is responsible for compliance with these laws and regulations.

BETTY MONTGOMERY

Betty Montgomeny

Auditor of State

December 20, 2005



## NOBLE COUNTY For the Years Ending December 31, 2004 and 2003

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 $614~\mathrm{W}$  Superior Ave Ste1242

Cleveland OH 44113-1306

Phone - (216) 575-1630 Fax - (216) 436-2411

#### Charles E. Harris & Associates, Inc. Certified Public Accountants

#### REPORT OF INDEPENDENT ACCOUNTANTS

To the Board of Trustees Jackson Township Dexter City, Ohio

We have audited the accompanying financial statements of Jackson Township, Noble County, Ohio as and for the years ended December 31, 2004 and 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. We believe that 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. The Township has elected not to reformat its statements. Since the 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.

Jackson Township Noble County, Ohio Report of Independent Accountants Page 2

Also, in our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of Jackson Township, Noble County, as of December 31, 2004 and 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 1, 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 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.

*Charles E. Harris & Associates, Inc.* September 1, 2005

### JACKSON TOWNSHIP

#### NOBLE COUNTY

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

		Gove Fun	Fiduciary Fund Types	(Memorandum		
	General	Special Revenue	Debt Service	Capital Projects	Expendable Trust	Only) Total
Receipts:						
Property Taxes and Other Local Taxes Charges for Services	\$ 5,991 -	\$ 15,451 234	\$	\$	\$	\$ 21,442 234
Intergovernmental	7,587	98,986	-	-	-	106,573
Interest	105	174	-	-	16	295
Other	17	32	-	-	-	49
Total Receipts	13,700	114,877	-	-	16	128,593
Disbursements:						
General Government	12,632	21,271	-	-	-	33,903
Public Health Services	1,291	3,324	-	-	-	4,615
Public Works	-	77,367	-	-	-	77,367
Capital Outlay	-	15,788	-	-	-	15,788
Total Disbursements	13,923	117,750				131,673
Receipts Over/(Under) Disbursements	(223)	(2,873)	-	-	16	(3,080)
Other Financing Sources (Uses)						
Sale of Capital Assets	-	-	-	4,500	-	4,500
Total Other Financing Sources (Uses)			-	4,500	-	4,500
Total Receipts and Other Financing Sources Over (Under) Disbursements						
and Other Financing Uses	(223)	(2,873)	-	4,500	16	1,420
Fund Balance 1/1/2004	2,462	82,176	132		4,558	89,328
Fund Balance 12/31/2004	\$ 2,239	\$ 79,303	\$ 132	\$ 4,500	\$ 4,574	\$ 90,748

See accompanying Notes to the Financial Statements.

#### JACKSON TOWNSHIP

NOBLE COUNTY

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

	Governmental Fund Types					duciary Funds	(Memorandum Only)		
	Gei	neral		Special evenue		Debt ervice	pendable Trust		Total
Receipts:									
Property Taxes and Other Local Taxes	\$	5,726	\$	14,647	\$	-	\$ -	\$	20,373
Intergovernmental		6,924		117,205		2,129	-		126,258
Interest		211		203		-	112		526
Other		-		877		-	-		877
Total Receipts		12,861		132,932		2,129	 112		148,034
Disbursements:									
General Government		11,030		-		-	12,399		23,429
Public Health Services		1,291		2,209		_	· -		3,500
Public Works		-		90,096		-	-		90,096
Debt Service									
Principal		-		-		3,294	-		3,294
Interest		-		-		121	-		121
Total Disbursements		12,321		92,305		3,415	 12,399	_	120,440
Receipts over(under) disbursements		540		40,627		(1,286)	(12,287)		27,594
Other Financing Sources (Uses)									
Other Financing Sources		100		-		-	-		100
Total Other Financing Sources (Uses)		100		-		-	 -		100
Total Receipts and Other Financing Sources Over (Under) Disbursements									
and Other Financing Uses		640		40,627		(1,286)	(12,287)		27,694
Fund Balance 1/1/2003		1,822		41,549		1,418	 16,845		61,634
Fund Balance 12/31/2003	\$	2,462	\$	82,176	\$	132	\$ 4,558	\$	89,328

See accompanying Notes to the Financial Statements.

## Notes to the Financial Statements For the Years Ended December 31, 2004 and 2003

#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### A. <u>DESCRIPTION OF THE ENTITY</u>

Jackson Township, (the Township) is a body corporate and politic 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 three publicly-elected, Trustees. The Township provides road and bridge maintenance, cemetery maintenance, fire protection and emergency medical services. The Township contracts with the Villages of Beverly and Caldwell to provide fire and ambulance services.

The Township's management believes these financial statements included in this report represent all of the funds of the Township over which the Township has the ability to exercise direct operating control.

#### B. BASIS OF ACCOUNTING

The Township prepares its financial statements following the basis of accounting prescribed or permitted by the Auditor of State, which is similar to the cash receipts and disbursements basis 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.)

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

#### C. CASH

Investments are included in the fund cash balances. Accordingly, purchase of investments, are not recorded as disbursement, and sales of investments are not recorded as receipts. Gains or losses at the time of sale are recorded as receipt or disbursements, respectively.

#### D. <u>FUND ACCOUNTING</u>

The Township maintains its accounting records in accordance with the principles of "Fund" accounting. Fund accounting is a concept developed to meet the needs of governmental entities in which legal or other restraints require the recording of specific receipts and disbursements. The transactions of each fund are reflected in a self-balancing group of accounts, and accounting entity which stands separate from the activities reported in other funds. The restrictions associated with each class of funds are as follows:

#### Notes to the Financial Statements For the Years Ended December 31, 2004 and 2003

#### 1. <u>SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES</u> – (Continued)

<u>Fund Types:</u> - (Continued)

<u>General Fund</u>: The general operating fund of the Township. It is used to account for all financial resources except those required by law or contract to be accounted for in another fund.

<u>Special Revenue Funds</u>: These funds are used to account for proceeds from special sources (other than from trusts or for capital projects) that are restricted to expenditures for specific purposes. 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 roads and bridges.

<u>Debt Service Fund</u>: The debt service fund is used to account for proceeds restricted to debt service, principal and interest. The Township had the following significant Debt Service Fund:

• General Note Retirement Fund – This fund was established to service the debt incurred from the purchase of a road grader.

<u>Capital Projects Fund</u>: This fund is used to account for resources to be used for the acquisition or construction of capital assets.

 Public Works Commission Projects – This fund receives money for road building projects.

<u>Fiduciary Fund</u>: This, an expendable trust fund, is used to account for the monies held by the Township in a trustee capacity. The expendable trust fund is used to account for resources restricted by legally binding trust agreements.

• Strata Oil Expendable Trust – This fund receives money through road bonds to pay for repairs to roads.

#### Notes to the Financial Statements For the Years Ended December 31, 2004 and 2003

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

#### E. BUDGETARY PROCESS

A budget of estimated cash receipts and disbursements is prepared by the Clerk, approved by the Board of Trustees, and 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.

#### 1. Estimated Resources

The county auditor calculates the estimated revenues available to the Township. He prepares a certificate of estimated resources based upon this calculation and upon the other financial information supplied in the budget sent by the Township. The certificate is approved by the county budget commission and sent to the Township Clerk by September 1.

Prior to December 31, the Township must revise its budget so that the total budgeted expenditures for a fund will not exceed the amount of stated in the certificate of estimated resources. The revised budget serves as the basis for the annual appropriation measure.

On or about January 1, the Clerk sends the county auditor a certificate to which includes the actual unencumbered balances from the preceding year. The county auditor prepares an amended certificate, submits it to the county budget commission for approval. This amended certificate may be further amended during the year if projected increases or the Clerk identifies decreases in revenue. The amounts reported in the budgetary footnote reflect the amounts in the final amended certificates issued during 2003 and 2004.

Budget receipts, as shown in Note 4, do not include the unencumbered fund balances as of January 1, 2003 and 2004. However, those fund balances are available for appropriation.

#### 2. Appropriations

A temporary appropriation measure to control cash expenditures may be passed on or about January 1 of each year for the period January 1 to March 31. An annual appropriation measure must be passed by March 31 of each year for the period January 1 to December 31. The appropriation measure may be amended or supplemented during the year as new information becomes available. Appropriations may not exceed estimated resources.

#### Notes to the Financial Statements For the Years Ended December 31, 2004 and 2003

#### 1. <u>SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES</u> – (Continued)

#### E. <u>BUDGETARY PROCESS</u> – (Continued)

#### 3. <u>Encumbrances</u>

The Township is required to use the encumbrance method of accounting by virtue of Ohio law. Under this system, purchase orders, contracts and other commitments for the expenditure of funds are recorded in order to reserve that portion of the applicable appropriation and to determine and maintain legal compliance. The sum of expenditures and encumbrances may not exceed appropriated totals at any level of budgetary control. The legal level of control is the fund level.

Unencumbered appropriations lapse at year-end. Encumbered appropriations are carried forward to the succeeding fiscal year without being re-appropriated.

A summary of budgetary activity appears in Note 4.

#### E. PROPERTY, PLANT AND EQUIPMENT

Acquisitions of property, plant and equipment are recorded as capital outlay disbursements when paid. These items are not reflected as assets on the accompanying financial statements.

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

The Township maintains a cash and investment 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:

	<u>2004</u>	<u>2003</u>
Demand Deposits	<u>\$ 90,748</u>	\$ 89,328

Deposits: Deposits are insured by the Federal Deposit Insurance Corporation.

#### 3. PROPERTY TAX

Real property taxes are levied on assessed values, which equal 35% of appraised value. The county auditor reappraises all real property every six years with a triennial update. The last update was completed for tax year 2001.

## Notes to the Financial Statements For the Years Ended December 31, 2004 and 2003

#### 3. PROPERTY TAX – (Continued)

Real property taxes become a lien on all non-exempt real property located in the county on January 1. Real property taxes are payable annually or semiannually. 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.

The State Board of Tax Equalization adjusts the tax rates for inflation. Real property owners' tax bills are further reduced by homestead and rollback deductions when applicable. The amount of these homestead and rollback reductions is reimbursed to the Township by the State of Ohio. The amounts reimbursed by the State of Ohio are reflected in the accompanying financial statements as Intergovernmental Receipts.

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

The property owners, who must file a list of such property to the County by each April 30, assess tangible personal property tax.

The Noble County Treasurer collects property tax on behalf of all taxing Townships within the county. The Noble County Auditor periodically remits to the taxing Township their portions of the taxes collected.

#### 4. BUDGETARY

Budgetary activity for the years ended December 31, 2004 and 2003 follows:

	2004 Budgeted v		
	Budgeted	Actual	
Fund	Receipts	Receipts	Variance
General Fund	\$ 11,950	\$ 13,700	\$ 1,750
Special Revenue Fund	102,553	114,877	12,324
Capital Projects Fund	-0-	4,500	4,500
Expendable Trust	-0-	16	16

### 2004 Budgeted vs Actual Budgetary Basis Expenditures

	Appropriation	Budgetary	1	
Fund	Authority	Expenditur	es V	<sup>7</sup> ariance
General Fund	\$ 14,259	\$ 13,923	\$	336
Special Revenue	186,192	117,750		68,442
Debt Service	132	-0-		132

## Notes to the Financial Statements For the Years Ended December 31, 2004 and 2003

#### 4. <u>BUDGETARY</u> – (Continued)

2003 Budgeted vs Actual Receipt
---------------------------------

	Budgeted	Actual	
Fund	Receipts	Receipts	Variance
General Fund	\$ 21,203	\$ 12,961	\$ (8,242)
Special Revenue	122,894	132,932	10,038
Debt Service	2,852	2,129	(723)
Expendable Trust Fund	4,067	112	(3,955)

#### 2003 Budgeted vs Actual Budgetary Basis Expenditures

	Appropriation Budgetary				
Fund		Authority	Expenditures	V	/ariance
General Fund	\$	15,703	\$ 12,321	\$	3,382
Special Revenue		152,513	92,305		60,208
Debt Service		4,200	3,415		785
Expendable Trust Fund		16,000	12,399		3,601

#### 5. RETIREMENT SYSTEMS

The Township employees belong to the Ohio Public Employment Employers Retirement System (OPERS). OPERS is a cost-sharing, multiple-employer plans. This plan provides retirement benefits, including postretirement healthcare, and survivor and disability benefits to participants as prescribed by the Ohio Revised Code.

The Ohio Revised Code provides statutory authority for employee and employer contributions. OPERS participants contributed 8.5% of their wages. The Township contributed an amount equal to 13.55% of their wages. The Township has paid all contributions required through December 31, 2004.

#### 6. 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 occurrence. 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, which the General Reinsurance Corporation will reinsure.

#### Notes to the Financial Statements For the Years Ended December 31, 2004 and 2003

#### 6. RISK MANAGEMENT – (Continued)

If losses exhaust OTARMA's retained earnings, APEEP covers OTARMA's 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. 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.

#### **Financial Position**

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

Casualty Coverage	<u>2004</u>	<u>2003</u>
Assets	\$30,687,203	\$27,792,223
Liabilities	(13,640,962)	(11,791,300)
Retained Earnings	\$17,046,241	\$16,000,923
Property Coverage	<u>2004</u>	<u>2003</u>
Assets	\$ 7,799,073	\$ 6,791,060
Liabilities	(753,906)	(750,956)
Retained Earnings	\$ 7,045,167	\$ 6,040,104

#### 7. Contingent Liabilities/Subsequent Events

Management believes there are no pending claims or lawsuits.

Fax - (216) 436-2411

## Charles E. Harris & Associates, Inc. Certified Public Accountants

## INDEPENDENT ACCOUNTANTS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS REQUIRED BY GOVERNMENT AUDITING STANDARDS

To the Board of Trustees Jackson Township Dexter City, Ohio

We have audited the financial statements of Jackson Township, Noble County, Ohio (Township) as of and for the years ended December 31, 2004 and 2003, and have issued our report thereon dated September 1, 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 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.

#### **Internal Controls 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 an opinion on the internal control over financial reporting. Our consideration of 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 internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud 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 matter 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 September 1, 2005.

#### **Compliance and Other Matters**

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, grant agreements, and other matters 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 noted certain immaterial instances of noncompliance that we have reported to management of the Township in a separate letter dated September 1, 2005.

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

Charles E. Harris and Associates, Inc.

September 1, 2005

#### SCHEDULE OF PRIOR AUDIT FINDINGS DECEMBER 31, 2004 AND 2003

			N . C . 1 D .: 11
			Not Corrected. Partially
			Corrected; Significantly
			Different Corrective
FINDING	FUNDING	FULLY	Action Taken; or
NUMBER	SUMMARY	CORRECTED?	Finding No Longer
			Valid; Explain
	Ohio Rev. Code		Partially corrected.
2002-001	<b>Section 5705.39,</b> the	No	Included in management
	township had		letter.
	expenditures in excess		
	of appropriations for the		
	General Fund.		



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

Telephone 614-466-4514 800-282-0370

Facsimile 614-466-4490

# JACKSON TOWNSHIP NOBLE 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 Babbett

CERTIFIED DECEMBER 30, 2005