

***PLYMOUTH TOWNSHIP***

**RICHLAND COUNTY, OHIO**

**AUDIT REPORT**

**For the Years Ended December 31, 2005 and 2004**

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





**Auditor of State  
Betty Montgomery**

Board of Trustees  
Plymouth Township  
7025 Kuhn Road  
Shelby, Ohio 44875

We have reviewed the *Report of Independent Accountants* of Plymouth Township, Richland County, prepared by Charles E. Harris & Associates, Inc. for the audit period January 1, 2004 through December 31, 2005. 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's Office (AOS). 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 AOS 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 AOS 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. Plymouth Township is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Betty Montgomery".

BETTY MONTGOMERY  
Auditor of State

December 11, 2006

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**PLYMOUTH TOWNSHIP**  
**RICHLAND COUNTY, OHIO**  
**Audit Report**  
**For the Years Ended December 31, 2005 and 2004**

**TABLE OF CONTENTS**

<b><u>TITLE</u></b>	<b><u>PAGE</u></b>
Report of Independent Accountants	1-2
Combined Statement of Cash Receipts, Cash Disbursements and Changes in Fund Cash Balances - All Governmental Fund Types - For the Year Ended December 31, 2005	3
Combined Statement of Cash Receipts, Cash Disbursements and Changes in Fund Cash Balances - All Governmental Fund Types - For the Year Ended December 31, 2004	4
Combined Statement of Cash Receipts, Cash Disbursements and Changes in Fund Cash Balances – Non-Expendable Trust Fund - For the Year Ended December 31, 2005 & 2004	5
Notes to the Financial Statements	6-11
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Required by <i>Government Auditing Standards</i>	12-13
Schedule of Findings	14-15
Status of Prior Years' Citations and Recommendations	16

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**REPORT OF INDEPENDENT ACCOUNTANTS**

Plymouth Township  
Richland County  
7025 Kuhn Road  
Shelby, Ohio 44875

To the Board of Trustees:

We have audited the accompanying financial statements of Plymouth Township, Richland County, Ohio as and for the years ended December 31, 2005 and 2004. 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 years ended December 31, 2005 and 2004. Instead of the combined funds the accompanying financial statements present for 2005 and 2004, the revision requires presenting entity wide statements and also to present larger (i.e. major) funds separately for 2005 and 2004. While the Township does not follow GAAP, generally accepted auditing standards require 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 its 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 years ended December 31, 2005 and 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, 2005 and 2004, or its changes in financial position for the years then ended.

Also, in our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of Plymouth Township, Richland County as of December 31, 2005 and 2004, 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 years ended December 31, 2005 and 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 October 12, 2006, 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, 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.***  
October 12, 2006

**PLYMOUTH TOWNSHIP  
 RICHLAND COUNTY, OHIO  
 COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN  
 FUND CASH BALANCES - ALL GOVERNMENTAL FUND TYPES  
 For the Year Ended December 31, 2005**

	Governmental Fund Types		Total (Memorandum Only)
	General	Special Revenue	
<b>Cash Receipts:</b>			
Property and Other Local Taxes	\$ 28,841	\$ 73,604	\$ 102,445
Licenses, Permits and Fees	1,900	-	1,900
Intergovernmental	33,268	198,729	231,997
Earnings on Investments	2,569	4,168	6,737
Other	-	36,911	36,911
<b>Total Cash Receipts</b>	<b>66,578</b>	<b>313,412</b>	<b>379,990</b>
<b>Cash Disbursements:</b>			
General Government	60,253	76,801	137,054
Public Safety	-	16,035	16,035
Public Works	-	131,189	131,189
Health	1,450	-	1,450
Capital Outlay	-	74,423	74,423
<b>Total Cash Disbursements</b>	<b>61,703</b>	<b>298,448</b>	<b>360,151</b>
<b>Cash Receipts Over/(Under) Cash Disbursements</b>	<b>4,875</b>	<b>14,964</b>	<b>19,839</b>
<b>Fund Balance, January 1, 2005</b>	<b>127,410</b>	<b>284,558</b>	<b>411,968</b>
<b>Fund Balance, December 31, 2005</b>	<b>\$ 132,285</b>	<b>\$ 299,522</b>	<b>\$ 431,807</b>

See accompanying Notes to the Financial Statements.

**PLYMOUTH TOWNSHIP  
 RICHLAND COUNTY, OHIO  
 COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN  
 FUND CASH BALANCES - ALL GOVERNMENTAL FUND TYPES  
 For the Year Ended December 31, 2004**

	<u>Governmental Fund Types</u>		<u>Total (Memorandum Only)</u>
	<u>General</u>	<u>Special Revenue</u>	
<b>Cash Receipts:</b>			
Property and Other Local Taxes	\$ 28,403	\$ 72,572	\$ 100,975
Licenses, Permits and Fees	1,800	-	1,800
Intergovernmental	119,941	186,492	306,433
Earnings on Investments	920	2,083	3,003
Other	-	21,088	21,088
<b>Total Cash Receipts</b>	<b>151,064</b>	<b>282,235</b>	<b>433,299</b>
<b>Cash Disbursements:</b>			
General Government	53,448	72,276	125,724
Public Safety	-	16,035	16,035
Public Works	-	166,553	166,553
Health	1,750	-	1,750
Capital Outlay	-	26,625	26,625
<b>Total Cash Disbursements</b>	<b>55,198</b>	<b>281,489</b>	<b>336,687</b>
<b>Cash Receipts Over/(Under) Cash Disbursements</b>	<b>95,866</b>	<b>746</b>	<b>96,612</b>
<b>Fund Balance, January 1, 2004</b>	<b>31,544</b>	<b>283,812</b>	<b>315,356</b>
<b>Fund Balance, December 31, 2004</b>	<b>\$ 127,410</b>	<b>\$ 284,558</b>	<b>\$ 411,968</b>

See accompanying Notes to the Financial Statements.

**PLYMOUTH TOWNSHIP  
 RICHLAND COUNTY, OHIO  
 COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES  
 CHANGES IN FUND CASH BALANCES - NON-EXPENDABLE TRUST FUND  
 For the Years Ended December 31, 2005 & 2004**

	2005 Non-Expendable Trust Funds	2004 Non-Expendable Trust Funds
<b>Cash Receipts:</b>		
<b>Earnings on Investments</b>	\$ 6	\$ 8
<b>Total Cash Receipts</b>	6	8
<b>Cash Receipts Over/(Under) Cash Disbursements</b>	6	8
<b>Fund Balance, January 1</b>	989	981
<b>Fund Balance, December 31</b>	\$ 995	\$ 989

See accompanying Notes to the Financial Statements.

**PLYMOUTH TOWNSHIP  
RICHLAND COUNTY, OHIO  
Notes To The Financial Statements  
For The Years Ended December 31, 2005 and 2004**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. DESCRIPTION OF THE ENTITY**

Plymouth Township, Richland County, (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 Board of Trustees is composed of three members who are elected by the public. The Township provides general government services, including road and bridge maintenance, cemetery maintenance, fire protection and EMS. The Township contracts with the Village of Plymouth for fire protection services and EMS.

Management believes the 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 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.)

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

**C. INVESTMENTS AND INACTIVE FUNDS**

The Township maintains cash in an interest-bearing checking account. Also, the Township invests in STAR-Ohio.

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

**D. FUND ACCOUNTING**

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, an accounting entity that stands separate from the activities reported in other funds. The restrictions associated with each class of funds are as follows:

PLYMOUTH TOWNSHIP  
RICHLAND COUNTY, OHIO  
Notes To The Financial Statements  
For The Years Ended December 31, 2005 and 2004

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (continued)

Governmental Fund Types:

General Fund: 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.

Special Revenue Funds: To account for the proceeds of specific revenue sources that is restricted to expenditures for specific purposes. The Township had the following significant Special Revenue Funds:

- *Road & Bridge Fund:* This fund receives property tax money levied for the funding of the repair of the Township's roads.
- *Gasoline Tax Fund:* This fund receives gasoline tax money to pay for constructing, maintaining and repairing Township roads.

Fiduciary Funds:

Fiduciary Funds are used to account resources restricted by legally binding trust agreements. If the agreement requires the Township to maintain the corpus of the trust, the fund is classified as Non-Expendable Trust Fund.

Non-Expendable Trust Fund:

- *Cemetery Bequest Fund:* This fund is used to record interest income received on donated monies. Interest only may be used to pay for the general maintenance of Trauger Cemetery.

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

PLYMOUTH TOWNSHIP  
 RICHLAND COUNTY, OHIO  
 Notes To The Financial Statements  
 For The Years Ended December 31, 2005 and 2004

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 commitments are made. The Township did not encumber all transactions tested during the period.

A summary of 2005 and 2004 budgetary activity appears in Note 3.

F. **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.

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:

	<u>2005</u>	<u>2004</u>
Demand Deposits	\$ 224,769	\$ 210,843
STAR-Ohio	208,033	202,114
Total	<u>\$ 432,802</u>	<u>\$ 412,957</u>

**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.

PLYMOUTH TOWNSHIP  
 RICHLAND COUNTY, OHIO  
 Notes To The Financial Statements  
 For The Years Ended December 31, 2005 and 2004

3. **BUDGETARY ACTIVITY**

Budgetary activity for the years ending December 31, 2005 and 2004 is as follows:

2005 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 61,400	\$ 66,578	\$ 5,178
Special Revenue	225,865	313,412	87,547
Non-Expendable Trust Fund	10	6	(4)
<b>Total</b>	<b>\$ 287,275</b>	<b>\$ 379,996</b>	<b>\$ 92,721</b>

2005 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 188,808	\$ 61,703	\$ 127,105
Special Revenue	510,418	298,448	211,970
Non-Expendable trust Fund	999	0	999
<b>Total</b>	<b>\$ 700,225</b>	<b>\$ 360,151</b>	<b>\$ 340,074</b>

2004 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 61,400	\$ 151,064	\$ 89,664
Special Revenue	223,565	282,235	58,670
Non-Expendable Trust Fund	20	8	(12)
<b>Total</b>	<b>\$ 284,985</b>	<b>\$ 433,307</b>	<b>\$ 148,322</b>

2004 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 92,942	\$ 55,198	\$ 37,744
Special Revenue	507,376	281,489	225,887
Non-Expendable Trust Fund	1,001	0	1,001
<b>Total</b>	<b>\$ 601,319</b>	<b>\$ 336,687</b>	<b>\$ 264,632</b>

**PLYMOUTH TOWNSHIP  
RICHLAND COUNTY, OHIO  
Notes To The Financial Statements  
For The Years Ended December 31, 2005 and 2004**

**4. PROPERTY TAXES**

Real property becomes a lien on January 1 preceding the October 1 date for which the Township Board of Trustees adopts rates. The State Board of Tax Equalization adjusts the 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.

Tangible personal property tax is assessed on the property owners, who must file a list of such property to the County by each April 30.

The Richland County Auditor is responsible for assessing property, and for billing, collecting and distributing all property taxes on behalf of the Township.

**5. RETIREMENT SYSTEM**

Full-time employees belong to the Ohio Public Employees 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 also prescribes contribution rates. For 2005, OPERS members contributed 8.5% of their wages. The Township contributed an amount equal to 13.55% of participants' gross salaries during both years. The Township has paid all contributions required through December 31, 2005.

**6. RISK MANAGEMENT**

The Village belongs to the Ohio Government Risk Management Plan, an unincorporated non-profit association over 600 government entity members providing a formalized, jointly administered self-insurance risk management program and other administrative services.

Pursuant to Section 2744.081 of the Ohio Revised Code, the Plan is deemed a separate legal entity. The Plan provides property, liability, errors and omissions, law enforcement, automobile, excess liability, crime, surety and bond, inland marine, and other coverages, modified for each member's needs. The Plan pays judgments, settlements and other expenses resulting from covered claims that exceed the member's deductible.

The Plan uses conventional insurance coverage and reinsures these coverage's 100% rather than using a risk pool of member funds to pay individual and collective losses. Therefore, the individual members are only responsible for their self-retention (deductible) amounts that vary from member to member.

The Village also provides health insurance coverage to full-time employees through a private carrier.

PLYMOUTH TOWNSHIP  
RICHLAND COUNTY, OHIO  
Notes To The Financial Statements  
For The Years Ended December 31, 2005 and 2004

7. CONTINGENT LIABILITIES/SUBSEQUENT EVENTS

Management believes there are no pending claims or lawsuits.

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

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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*

Plymouth Township  
Richland County  
7025 Kuhn Road  
Shelby, Ohio 44875

We have audited the accompanying financial statements of Plymouth Township, Richland County, Ohio (the "Township") as of and for the years ended December 31, 2005 and 2004, and have issued our report thereon dated October 12, 2006, 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 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 an opinion 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 2005-PTRC-01.

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 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. 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 consider the reportable condition described above to be a material weakness.

We also noted other matters involving the internal control over financial reporting that we have reported to management of the Township in a separate letter dated October 12, 2006.

### 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 affect 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 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 2005-PTRC-01.

We also noted certain immaterial instances of noncompliance that do not require inclusion in this report, that we have reported to management of the Township in a separate letter dated October 12, 2006.

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

***Charles E. Harris and Associates, Inc.***  
October 12, 2006

**PLYMOUTH TOWNSHIP  
RICHLAND COUNTY**

**SCHEDULE OF FINDINGS  
DECEMBER 31, 2005 AND 2004**

<p><b>FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE GAGAS</b></p>
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**FINDING NUMBER 2005-PTRC-01**

**Noncompliance Citation/Material Weakness**

Ohio Revised Code Section 5705.41 (D), requires, in part, that no subdivision or taxing unit shall make any contract or order any expenditure unless there is attached thereto a certificate of the fiscal officer of the subdivision certifying that the amount required to meet the obligation has been lawfully appropriated for such purposes and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrance. Every contract made without such a certificate shall be void and no warrant shall be issued in payment of any amount due thereon.

There are several exceptions to the standard requirement state above that a fiscal officer's certificate must be obtained prior to a subdivision or taxing authority entering into a contract or order involving the expenditure of money. The main exceptions are: "then and now" certificates, blanket certificates, and super blanket certificates, which are provided for in sections 5705.41(D)(1) and 5705.41(D)(3), respectively, of the Ohio Revised Code.

"Then and Now" Certificate – If the fiscal officer can certify that both at the time the contract or order was made ("then"), and at the time that the fiscal officer is completing the certification ("now"), that sufficient funds were available or in the process of collection, to the credit of a proper fund, properly appropriated and free from any previous encumbrance, the Township can authorize the drawing of a warrant for the payment of the amount due. The Township has thirty days from the receipt of the "then and now" certificate to approve payment by resolution.

Amounts of less than \$3,000 may be paid by the fiscal officer without a resolution upon completion of the "then and now" certificate provided that the expenditure is otherwise lawful. This does not eliminate any otherwise applicable requirement for approval of expenditure by the Township.

Blanket Certificate – Fiscal officers may prepare "blanket" certificates for a certain sum of money not in excess of an amount established by resolution adopted by a majority of the members of the legislative authority against any specific line item account over a period not running beyond the end of the current fiscal year. The blanket certificates may, but need not be limited to a specific vendor. Only one blanket certificate may be outstanding at one particular time for any one particular line item appropriation.

**PLYMOUTH TOWNSHIP  
RICHLAND COUNTY**

**SCHEDULE OF FINDINGS – (Continued)  
DECEMBER 31, 2005 AND 2004**

<p><b>FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE GAGAS – (Continued)</b></p>
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**FINDING NUMBER 2005-PTRC-01  
(Continued)**

Super Blanket Certificate – The Township may also make expenditures and contracts for any amount from a specific line-item appropriation account in a specified fund upon certification of the fiscal officer for most professional services, fuel, oil, food items, and any other specific recurring and reasonably predicable operating expense. This certification is not to extend beyond the current year. More than one super blanket certificate may be outstanding at a particular time for any line item appropriation.

One hundred percent of transactions tested for 2005 and 2004 did not include prior certification of the availability of funds by the Clerk, nor was there evidence of a “Then and Now” certificate being used. Failure to properly certify the availability of funds can result in overspending funds and negative cash balances.

We recommend the Township’s management implement procedures to gain fiscal control over expenditures. Purchase orders containing the required certification should be utilized to certify the availability of funds prior to commitments being incurred. Appropriations should then be encumbered and balances maintained of unencumbered appropriations. Additional purchase orders should be issued only after the fiscal officer determines that sufficient unencumbered appropriations exist in the amount of the requested purchase.

The Fiscal Officer does not plan on using purchase orders.

**STATUS OF PRIOR YEARS' CITATIONS AND RECOMMENDATIONS**

The prior audit report, for the years ending December 31, 2003 and 2002, reported no material citations or recommendations.



**Auditor of State  
Betty Montgomery**

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**PLYMOUTH TOWNSHIP**

**RICHLAND 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  
DECEMBER 21, 2006**