

**WINDHAM TOWNSHIP  
PORTAGE COUNTY  
Regular Audit  
December 31, 2007 and 2006**

***Perry & Associates***  
Certified Public Accountants, A.C.





# Mary Taylor, CPA

Auditor of State

Board of Trustees  
Windham Township  
9708 Parkman Rd.  
Windham, OH 44288

We have reviewed the *Independent Accountants' Report* of Windham Township, Portage County, prepared by Perry & Associates, Certified Public Accountants, A.C., for the audit period January 1, 2006 to December 31, 2007. 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 *Independent Accountants' Report* 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 *Independent Accountants' Report* 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. Windham Township is responsible for compliance with these laws and regulations.

A handwritten signature in cursive script that reads "Mary Taylor".

Mary Taylor, CPA  
Auditor of State

December 9, 2008

**This Page is Intentionally Left Blank.**

**WINDHAM TOWNSHIP  
PORTAGE COUNTY**

**TABLE OF CONTENTS**

<b><u>TITLE</u></b>	<b><u>PAGE</u></b>
Independent Accountants' Report .....	1
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances - All Governmental Fund Types - For the Year Ended December 31, 2007 .....	3
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances - All Governmental Fund Types - For the Year Ended December 31, 2006 .....	4
Notes to the Financial Statements .....	5
Independent Accountants' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by <i>Government Auditing Standards</i> .....	14
Schedule of Findings .....	16

***Perry & Associates***  
Certified Public Accountants, A.C.

PARKERSBURG  
1035 Murdoch Avenue  
Parkersburg, WV 26101  
(304) 422-2203

MARIETTA  
428 Second Street  
Marietta, OH 45750  
(740) 373-0056

**INDEPENDENT ACCOUNTANTS' REPORT**

November 21, 2008

Windham Township  
Portage County  
9708 Windham-Parkman Rd  
Windham, OH 44288

To the Fiscal Officer and Board of Trustees:

We have audited the accompanying financial statements of **Windham Township, Portage County, Ohio**, (the Township) as of and for the years ended December 31, 2007 and 2006. 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 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.

Instead of the combined funds the accompanying financial statements present, GAAP require presenting entity wide statements and also presenting the Township's larger (i.e. major) funds separately. 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 GAAP presentation. The Auditor of State permits, but does not require Townships to reformat their statements. The Township has elected not to follow GAAP statement formatting requirements. 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, 2007 and 2006 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, 2007 and 2006 or their 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 of Windham Township, Portage County, as of December 31, 2007 and 2006, 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, 2007 and 2006. 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 November 21, 2008, 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.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Perry & Associates CPAs A.C.".

**Perry and Associates**  
Certified Public Accountants, A.C.

**WINDHAM TOWNSHIP  
PORTAGE COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES  
ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 2007**

	<u>Governmental Fund Types</u>				<b>Totals (Memorandum Only)</b>
	<u>General</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Permanent</u>	
<b>Cash Receipts:</b>					
Local Taxes	\$ 42,279	\$ 150,677	\$ -	\$ -	\$ 192,956
Intergovernmental	62,450	116,285	45,390	-	224,125
Charges for Services	-	59,742	-	-	59,742
Licenses, Permits, and Fees	3,403	16,989	-	-	20,392
Earnings on Investments	28,938	3,932	-	150	33,020
Miscellaneous	4,626	14,411	-	-	19,037
<b>Total Cash Receipts</b>	<u>141,696</u>	<u>362,036</u>	<u>45,390</u>	<u>150</u>	<u>549,272</u>
<b>Cash Disbursements:</b>					
Current:					
General Government	101,130	1,954	-	113	103,197
Public Safety	4,685	132,235	-	-	136,920
Public Works	-	143,323	-	-	143,323
Health	29,788	11,455	-	-	41,243
Capital Outlay	-	46,814	45,390	-	92,204
<b>Total Cash Disbursements</b>	<u>135,603</u>	<u>335,781</u>	<u>45,390</u>	<u>113</u>	<u>516,887</u>
Total Cash Receipts Over/(Under) Cash Disbursements	<u>6,093</u>	<u>26,255</u>	<u>-</u>	<u>37</u>	<u>32,385</u>
<b>Other Financing Receipts/(Disbursements):</b>					
Sale of Fixed Assets	-	6,300	-	-	6,300
Transfers-In	-	20,723	-	-	20,723
Transfers-Out	(20,723)	-	-	-	(20,723)
Other Sources	6,056	-	-	-	6,056
<b>Total Other Financing Receipts/(Disbursements)</b>	<u>(14,667)</u>	<u>27,023</u>	<u>-</u>	<u>-</u>	<u>12,356</u>
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	<u>(8,574)</u>	<u>53,278</u>	<u>-</u>	<u>37</u>	<u>44,741</u>
Fund Cash Balances, January 1	<u>181,033</u>	<u>612,382</u>	<u>-</u>	<u>10,101</u>	<u>803,516</u>
<b>Fund Cash Balances, December 31</b>	<u><b>\$ 172,459</b></u>	<u><b>\$ 665,660</b></u>	<u><b>\$ -</b></u>	<u><b>\$ 10,138</b></u>	<u><b>\$ 848,257</b></u>

The notes to the financial statements are an integral part of the financial statements

**WINDHAM TOWNSHIP  
PORTAGE COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES  
ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 2006**

	<u>Governmental Fund Types</u>			<b>Totals (Memorandum Only)</b>
	<u>General</u>	<u>Special Revenue</u>	<u>Permanent</u>	
<b>Cash Receipts:</b>				
Local Taxes	\$ 36,629	\$ 141,419	\$ -	\$ 178,048
Intergovernmental	61,889	128,795	-	190,684
Charges for Services	-	50,806	-	50,806
Licenses, Permits, and Fees	3,687	10,524	-	14,211
Earnings on Investments	27,621	1,755	150	29,526
Miscellaneous	1,940	12,794	-	14,734
	<u>131,766</u>	<u>346,093</u>	<u>150</u>	<u>478,009</u>
<b>Total Cash Receipts</b>				
	<u>131,766</u>	<u>346,093</u>	<u>150</u>	<u>478,009</u>
<b>Cash Disbursements:</b>				
General Government	89,896	1,679	86	91,661
Public Safety	4,632	121,079	-	125,711
Public Works	-	92,932	-	92,932
Health	28,930	10,874	-	39,804
Capital Outlay	-	86,977	-	86,977
	<u>123,458</u>	<u>313,541</u>	<u>86</u>	<u>437,085</u>
<b>Total Cash Disbursements</b>				
	<u>123,458</u>	<u>313,541</u>	<u>86</u>	<u>437,085</u>
<b>Total Cash Receipts Over/(Under) Cash Disbursements</b>	<u>8,308</u>	<u>32,552</u>	<u>64</u>	<u>40,924</u>
<b>Other Financing Receipts/(Disbursements):</b>				
Transfers-In	-	18,958	-	18,958
Transfers-Out	(18,958)	-	-	(18,958)
Other Sources	1,169	-	-	1,169
	<u>(17,789)</u>	<u>18,958</u>	<u>-</u>	<u>1,169</u>
<b>Total Other Financing Receipts/(Disbursements)</b>				
	<u>(17,789)</u>	<u>18,958</u>	<u>-</u>	<u>1,169</u>
<b>Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements</b>	<u>(9,481)</u>	<u>51,510</u>	<u>64</u>	<u>42,093</u>
<b>Fund Cash Balances, January 1</b>	<u>190,514</u>	<u>560,872</u>	<u>10,037</u>	<u>761,423</u>
<b>Fund Cash Balances, December 31</b>	<u><u>\$ 181,033</u></u>	<u><u>\$ 612,382</u></u>	<u><u>\$ 10,101</u></u>	<u><u>\$ 803,516</u></u>

The notes to the financial statements are an integral part of the financial statements

**WINDHAM TOWNSHIP  
PORTAGE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2007 AND 2006**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Description of the Entity**

Windham Township, Portage 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. A publicly elected three-member Board of Trustees and a publicly elected Clerk direct the Township. The Township provides general governmental services, including road and bridge maintenance, cemetery maintenance, fire protection and emergency medical services. The Township contracts with Community Ambulance to provide fire services and Emergency Medical Services, Inc., to provide ambulance services. Note 8 describes the Township's fire protection 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 included in the fund cash balance. 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 Township's investments are limited to STAR Ohio, which is recorded at share values in the mutual fund 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 is the general operating fund. It is used to account for all financial resources except those required to be accounted for in another fund.

**WINDHAM TOWNSHIP  
PORTAGE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2007 AND 2006  
(Continued)**

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

**2. Special Revenue Funds**

These funds are used to account for proceeds from specific sources that are restricted to expenditure for specific purposes. The Township has the following significant Special Revenue Funds:

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

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

Special Levy Fire District – This fund receives property tax money for general operations to maintain fire protection for citizens of Windham Township and the Village of Windham.

Fire District – The Township receives property tax money for large equipment purchases to maintain fire protection for citizens of Windham Township and the Village of Windham.

**3. Capital Projects Funds**

These funds account for receipts that are restricted for the acquisition or construction of major capital projects. The Township had the following significant Capital Projects fund:

Issue II Fund - This fund receives grant funding from the state for various Township capital projects.

**4. Permanent Funds**

These funds account for assets held under a trust agreement that are legally restricted to the extent that only earnings, not principal, are available to support the Township's programs. The Township had the following significant Permanent Fund:

Cemetery Bequest Fund – This fund utilizes interest revenue for the general maintenance and upkeep of the Township's cemetery. The principal must remain intact.

**WINDHAM TOWNSHIP  
PORTAGE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2007 AND 2006  
(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, and 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 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 2007 and 2006 budgetary activity appears in Note 4.

**F. Property, Plant and Equipment**

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

**G. Accumulated Leave**

In certain circumstances, such as 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.

**WINDHAM TOWNSHIP  
PORTAGE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2007 AND 2006  
(Continued)**

**2. EQUITY IN POOLED CASH (Continued)**

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

	2007	2006
Demand deposits	\$ 183,474	\$ 191,837
Savings Account-Cemetery	10,139	10,102
Total Deposits	193,613	201,939
Star Ohio	654,644	601,577
Total deposits and investments	\$ 848,257	\$ 803,516

**Deposits:** are either (1) insured by the Federal Deposit Insurance Corporation or (2) 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. RETIREMENT SYSTEMS**

The Township's elected officials and employees belong to the Public Employees Retirement System (PERS) of Ohio. PERS is a cost-sharing, multi-employer plan. This plan provides retirement benefits, including post retirement healthcare, and survivor and disability benefits to participants as prescribed by the Ohio Revised Code.

The Ohio Revised Code also prescribes contribution rates. For 2007 and 2006, members of PERS contributed 9.5% (2007) and 9% (2006) of their gross salaries. The Township contributed an amount equal to 13.85% (2007) and 13.7% (2006) of participants' gross salaries. The Township has paid all contributions required through December 31, 2007.

**4. BUDGETARY ACTIVITY**

Budgetary activity for the years ended December 31, 2007 and 2006 follows:

2007 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 305,701	\$ 147,752	\$ (157,949)
Special Revenue	930,622	389,059	(541,563)
Capital Projects	48,900	45,390	(3,510)
Permanent Fund	4,101	150	(3,951)
Total	\$ 1,289,324	\$ 582,351	\$ (706,973)

**WINDHAM TOWNSHIP  
PORTAGE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2007 AND 2006  
(Continued)**

**4. BUDGETARY ACTIVITY (Continued)**

2007 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 305,701	\$ 156,326	\$ 149,375
Special Revenue	927,849	335,781	592,068
Capital Projects	48,900	45,390	3,510
Permanent Fund	4,101	113	3,988
Total	\$ 1,286,551	\$ 537,610	\$ 748,941

2006 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 313,003	\$ 132,935	\$ (180,068)
Special Revenue	870,015	365,051	(504,964)
Permanent	4,037	150	(3,887)
Total	\$ 1,187,055	\$ 498,136	\$ (688,919)

2006 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 313,178	\$ 142,416	\$ 170,762
Special Revenue	860,895	313,541	547,354
Permanent	2,000	86	1,914
Total	\$ 1,176,073	\$ 456,043	\$ 720,030

Contrary to Ohio Rev. Code Section 5705.41 (D)(1), the certification of availability of unencumbered appropriations for expenditure was not obtained for 39% of expenditures tested during 2007 and 30% of expenditures testing during 2006.

**WINDHAM TOWNSHIP  
PORTAGE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2007 AND 2006  
(Continued)**

**5. PROPERTY TAX**

Real property taxes become a lien on January 1 preceding the October 1 date for which rates are adopted by Board of Trustees. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. Homestead and rollback amounts are then paid by the State, and are reflected in the accompanying financial statements as Intergovernmental Receipts. Payments are due to the County by December 31. If the property owner elects to make semiannual payment, the first half is due December 31. The second half payment is due the following June 20.

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

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

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

**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 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**

For an occurrence prior to January 1, 2006, OTARMA retains casualty risks up to \$250,000 per occurrence, including claim 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 \$10,000,000 in the aggregate per year. For an occurrence on or subsequent to January 1, 2006, the Pool retains casualty risk up to \$350,000 per occurrence, including loss adjustment expenses. Claims exceeding \$350,000 are reinsured with APEEP in an amount not to exceed \$2,695,000 for each claim and \$10,000,000 in the aggregate per year. Townships can elect up to \$10,000,000 in additional coverage with the General Reinsurance Corporation, through contracts with OTARMA.

If losses exhaust OTARMA's retained earnings, APEEP provides *excess of funds available* coverage up to \$5,000,000 per year, subject to a per-claim limit of \$2,000,000 (for claims prior to January 1, 2006) or \$3,000,000 (for claims on or after January 1, 2006) as noted above.

**WINDHAM TOWNSHIP  
PORTAGE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2007 AND 2006  
(Continued)**

**6. RISK MANAGEMENT**

**Property Coverage**

Through 2004, OTARMA retained property risks, including automobile physical damage, up to \$100,000 on any specific loss in any one occurrence. The Travelers Indemnity Company reinsured losses exceeding \$100,000 up to \$500 million per occurrence. Beginning in 2005, Travelers reinsures specific losses exceeding \$250,000 up to \$600 million per occurrence. APEEP reinsures members for specific losses exceeding \$100,000 up to \$250,000 per occurrence, subject to an annual aggregate loss payment. It provides aggregate stop-loss coverage based upon the combined members' total insurable value. If the stop-loss is reached by payment of WINDHAM TOWNSHIP losses between \$100,000 and \$250,000, Travelers will reinsure specific losses exceeding \$100,000 up to their \$600 million per occurrence limit. The aggregate stop-loss limit for 2006 was \$2,014,548.

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.

Property and casualty settlements did not exceed insurance coverage for the past three fiscal years.

**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, 2007 and 2006. (Latest information available)

	2007	2006
Assets	\$ 43,210,706	\$ 42,042,275
Liabilities	(13,357,837)	(12,120,661)
Retained Earnings	\$ 29,852,869	\$ 29,921,614

At December 31, 2007 and 2006, respectively, casualty coverage liabilities noted above include approximately \$12.5 million and \$11.3 million of estimated incurred claims payable. The Casualty Coverage assets and retained earnings above also include approximately \$11.6 million and \$10.8 million of unpaid claims to be billed to approximately 950 member townships in the future, as of December 31, 2007 and 2006, respectively.

**WINDHAM TOWNSHIP  
PORTAGE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2007 AND 2006  
(Continued)**

**7. LEASE PURCHASE AGREEMENT**

Lease outstanding at December 31, 2007 was as follows:

	Balance Due	Interest Rate
Lease Purchase- F-350 Super Duty Fire Truck	\$ 14,460	6.80%

The Township signed a lease purchase agreement on a 2007 F-350 Super Duty Fire Truck in 2006 in the amount of \$32,041. Upon completion of lease, the Township receives the title to the truck. The lease consists of three annual installment payments two of \$10,000 and one of \$14,460. The truck secures the lease.

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

Year Ending December 31:	F-350 Super Duty Fire Truck
2008	\$ 14,460

The Prior Audit omitted a Lease Purchase Agreement Note. The Township had an outstanding balance of \$37,390 at 12/31/05, which was paid off during the audit period.

**8. CONTINGENT LIABILITIES**

The Village of Windham filed a lawsuit against Windham Township. The case pertains to the Township Fire District and Taxing authority of Portage County, and alleged Village Fire Department. No depositions have been taken or made concerning the litigation, and the case is currently pending. The Township could realize a loss of revenue for its fire department depending upon the ruling of the Court.

**9. WINDHAM TOWNSHIP FIRE DISTRICT**

The Windham Township Board of Trustees has established the Windham Township Fire District, which provides fire protection services. The Fire District includes Windham Township and the Village of Windham.

A 1.0 mill current operating levy, and a 1.0 mill equipment levy funds the Windham Township Fire District. Additional expenses in excess of the current operating levy budget are split equally between the Township and the Village.

Levy activities for the years ended December 31, 2006 and 2007 follows:

**WINDHAM TOWNSHIP  
PORTAGE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2007 AND 2006  
(Continued)**

**8. WINDHAM TOWNSHIP FIRE DISTRICT (Continued)**

<b>2006 Activity</b>	<b>Operating Levy</b>	<b>Equipment Levy</b>
<b>Fund Balance as of January 1, 2006</b>	\$ 91,913	\$ 216,992
<b>Cash Receipts</b>		
Local Taxes	48,961	48,961
Charges for Services	50,806	-
Intergovernmental	11,698	4,699
Transfer from General Fund	2,539	10,131
Miscellaneous	4,027	1,375
<b>Total Cash Receipts</b>	<u>118,031</u>	<u>65,166</u>
<b>Cash Disbursements:</b>		
Public Safety	119,195	1,885
Capital Outlay	1,517	68,544
<b>Total Cash Disbursements</b>	<u>120,712</u>	<u>70,429</u>
<b>Fund Balance as of December 31, 2006</b>	<u><u>\$ 89,232</u></u>	<u><u>\$ 211,729</u></u>

<b>2007 Activity</b>	<b>Operating Levy</b>	<b>Equipment Levy</b>
<b>Fund Balance as of January 1, 2007</b>	\$ 89,289	\$ 211,729
<b>Cash Receipts</b>		
Local Taxes	50,411	50,059
Charges for Services	59,742	-
Intergovernmental	4,691	4,691
Transfer from General Fund	2,537	11,883
Sale of Fixed Assets	6,300	-
Miscellaneous	2,833	298
<b>Total Cash Receipts</b>	<u>126,514</u>	<u>66,931</u>
<b>Cash Disbursements:</b>		
Public Safety	130,073	2,222
Capital Outlay	-	45,087
<b>Total Cash Disbursements</b>	<u>130,073</u>	<u>47,309</u>
<b>Fund Balance as of December 31, 2007</b>	<u><u>\$ 85,730</u></u>	<u><u>\$ 231,351</u></u>

***Perry & Associates***  
Certified Public Accountants, A.C.

PARKERSBURG  
1035 Murdoch Avenue  
Parkersburg, WV 26101  
(304) 422-2203

MARIETTA  
428 Second Street  
Marietta, OH 45750  
(740) 373-0056

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

November 21, 2008

Windham Township  
Portage County  
9708 Windham-Parkman Rd  
Windham, OH 44288

To the Fiscal Officer and Board of Trustees:

We have audited the financial statements of **Windham Township, Portage County, Ohio** (the Township) as of and for the years ended December 31, 2007 and 2006, and have issued our report thereon dated November 21, 2008, 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 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 as a basis for designing our audit procedures for expressing our opinions on the financial statements, but not to opine on the effectiveness of the Township's internal control over financial reporting. Accordingly, we have not opined on the effectiveness of the Township's internal control over financial reporting.

Our consideration of the internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control over financial reporting that might be considered significant deficiencies or material weaknesses. However, as discussed below, we identified certain deficiencies in internal control over financial reporting that we consider to be significant deficiencies.

A control deficiency exists when the design or operation of a control does not allow management or employees, in performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Township's ability to initiate, authorize, record, process, or report financial data reliably in accordance with its applicable accounting basis, such that there is more than a remote likelihood that the Township's internal control will not prevent or detect a more-than-inconsequential financial statement misstatement.

### **Internal Control Over Financial Reporting (Continued)**

We consider the following deficiency described in the accompanying schedule of findings to be a significant deficiency in internal control over financial reporting: 2007-001

A material weakness is a significant deficiency, or combination of significant deficiencies resulting in more than a remote likelihood that the Township's internal control will not prevent or detect a material financial statement misstatement.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in the internal control that might be significant deficiencies and accordingly, would not necessarily disclose all significant deficiencies that are also material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider material weaknesses, as defined above.

### **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. The results of our tests disclosed instances of noncompliance or other matters that we must report under *Government Auditing Standards*, which is described in the accompanying schedule of findings as item 2007-001.

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

Respectfully Submitted,



**Perry and Associates**  
Certified Public Accountants, A.C.

**WINDHAM TOWNSHIP  
PORTAGE COUNTY**

**SCHEDULE OF FINDINGS  
DECEMBER 31, 2007 AND 2006**

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

**FINDING NUMBER 2007-001**

**Noncompliance Citation/Significant Deficiency**

**Ohio Revised Code § 5705.41(D)(1)** prohibits a subdivision or taxing entity from making any contract or ordering any expenditure of money unless a certificate signed by the fiscal officer is attached thereto. The fiscal officer must certify that the amount required to meet any such contract or expenditure has been lawfully appropriated and is in the treasury, or is in the process of collection to the credit of an appropriate fund free from any previous encumbrance.

There are several exceptions to the standard requirement stated 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.

1. "Then and Now" certificate - If the fiscal officer (Clerk) can certify that both at the time that 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 taxing authority (Board of Township Trustees) can authorize the drawing of a warrant for the payment of the amount due. The taxing authority has thirty days from the receipt of the "then and now" certificate to approve payment by ordinance or resolution. Amounts of less than \$1,000 (which was increased to \$3,000 on April 7, 2003) may be paid by the fiscal officer without a resolution or ordinance 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 expenditures by the Township.
2. Blanket Certificate – Fiscal officers may prepare "blanket" certificates not exceeding \$5,000 against any specific line item account over a period not exceeding three months or running beyond the current 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. Effective September 26, 2003, certificates may not exceed an amount established by resolution or ordinance of the legislative authority, and cannot extend beyond the end of the fiscal year. Blanket certificates cannot be issued unless there has been an amount approved by the legislative authority for the blanket.

**WINDHAM TOWNSHIP  
PORTAGE COUNTY**

**SCHEDULE OF FINDINGS  
DECEMBER 31, 2007 AND 2006  
(Continued)**

**FINDINGS RELATED TO THE FINANCIAL STATEMENTS  
REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS (Continued)**

**FINDING NUMBER 2007-001 (Continued)**

**Noncompliance Citation/Significant Deficiency (Continued)**

3. 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 predictable 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.

The Township did not properly certify the availability of funds prior to purchase commitment for 39% of the expenditures tested during 2007 and 30% of the expenditures tested during 2006 and there was no evidence that the Township followed the aforementioned exceptions.

Unless the exceptions noted above are used, prior certification is not only required by statute but is a key control in the disbursement process to assure that purchase commitments receive prior approval. To improve controls over disbursements and to help reduce the possibility of the Township's funds exceeding budgetary spending limitations, we recommend that the Clerk certify that the funds are or will be available prior to an obligation being incurred by the Township. When prior certification is not possible, "then and now" certification should be used.

**Management's Response** – We did not receive a response from officials to this finding.



**Mary Taylor, CPA**  
Auditor of State

**WINDHAM TOWNSHIP**

**PORTAGE 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 24, 2008**