# LIBERTY TOWNSHIP, ROSS COUNTY

**Regular Audit** 

For the Years Ended December 31, 2009 and 2008



CERTIFIED PUBLIC ACCOUNTANT AND MANAGEMENT CONSULTANTS





Mary Taylor, CPA Auditor of State

Board of Trustees Liberty Township P.O. Box 151 Londonderry, Ohio 45647

We have reviewed the *Independent Auditor's Report* of Liberty Township, Ross County, prepared by J. L. Uhrig and Associates, Inc., for the audit period January 1, 2008 through December 31, 2009. 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 Auditor's 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 Auditor's 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. Liberty Township is responsible for compliance with these laws and regulations.

Mary Jaylor

Mary Taylor, CPA Auditor of State

October 22, 2010

88 E. Broad St. / Fifth Floor / Columbus, OH 43215-3506 Telephone: (614) 466-4514 (800) 282-0370 Fax: (614) 466-4490 www.auditor.state.oh.us This Page is Intentionally Left Blank.

## *LIBERTY TOWNSHIP, ROSS COUNTY* Table of Contents For the Years Ended December 31, 2009 and 2008

Independent Auditor's Report 1
GENERAL PURPOSE FINANCIAL STATEMENTS:
Combined Statement of Cash Receipts, Cash Disbursements and Changes in Fund Cash Balances - All Governmental Fund Types For the Year Ended December 31, 2009
Combined Statement of Cash Receipts, Cash Disbursements and Changes in Fund Cash Balances - All Governmental Fund Types For the Year Ended December 31, 2008
Notes to the Financial Statements
Report on Internal Control over Financial Reporting and on Compliance and Other Matters Required by Government Auditing Standards
Schedule of Prior Audit Findings



CERTIFIED PUBLIC ACCOUNTANT AND MANAGEMENT CONSULTANTS

#### **Independent Auditor's Report**

Board of Trustees Liberty Township, Ross County P.O. Box 151 Londonderry, OH 45647

We have audited the accompanying financial statements of Liberty Township (the Township), Ross County as of and for the years ended December 31, 2009 and 2008. These financial statements are the responsibility of the Township's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statements presentation. We believe that our audit provides a reasonable basis for our opinion.

As described more fully in Note 2, the Township 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, 2009 and 2008. Instead of the combined funds the accompanying financial statements presents for 2009 and 2008, the revisions require presenting entity wide statements and also to present its larger (i.e. major) funds separately for 2009 and 2008. While the Township does not follow GAAP, generally accepted auditing standards requires us to include the following paragraph if the statement does 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 this Township does not use GAAP to measure financial statement amounts, the following paragraph does not imply the amounts reported are materially misstated under the accounting basis the Auditor of State permits. Our opinion on the fair presentation of the amounts reported pursuant to its non-GAAP basis is in the second following paragraph.

In our opinion, because of the effects of the matter discussed in the preceding two paragraphs, the financial statements referred to above for the years ended December 31, 2009 and 2008 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, 2009 and 2008, or its changes in financial position for the years then ended.





Board of Trustees Liberty Township, Ross County Independent Auditor's Report

Also, in our opinion, the financial statements referred to in the first paragraph above presents fairly, in all material respects, the combined fund cash balances of the Township, as of December 31, 2009 and 2008, and its combined cash receipts and disbursements for the years then ended on the accounting basis Note 2 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, 2009 and 2008. 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 a report dated August 20, 2010 on our consideration of the Township's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. While we do 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* and should be read in conjunction with this report when considering the results of our audit.

J.L. Uhrig and Associates, Inc.

J. L. UHRIG AND ASSOCIATES, INC.

August 20, 2010

#### LIBERTY TOWNSHIP, ROSS COUNTY Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances All Governmental Fund Types For the Year Ended December 31, 2009

	Governmental Fund Types				
	General	Special Revenue	Capital Projects	Debt Service	Totals
Cash Receipts:					
Local Taxes	\$28,532	\$101,414	\$0	\$45,864	\$175,810
Intergovernmental	66,663	138,494	18,750	0	223,907
Licenses, Permits, and Fees	480	21,050	0	0	21,530
Earnings on Investments	2,963	156	0	0	3,119
Other Revenue	3,258	9,968	0	0	13,226
Total Cash Receipts	101,896	271,082	18,750	45,864	437,592
Cash Disbursements:					
Current:					
General Government	91,228	1,996	0	0	93,224
Public Safety	0	48,545	0	0	48,545
Public Works	0	145,590	0	0	145,590
Health	0	40,142	0	0	40,142
Capital Outlay	0	37,668	18,750	0	56,418
Debt Service:					
Redemption of Principal	0	0	0	24,000	24,000
Interest and Fiscal Charges	0	0	0	22,060	22,060
Total Cash Disbursements	91,228	273,941	18,750	46,060	429,979
Total Cash Receipts Over/(Under) Cash Disbursements	10,668	(2,859)	0	(196)	7,613
Fund Cash Balances, January 1	97,534	493,170	0	4,497	595,201
Fund Cash Balances, December 31	\$108,202	\$490,311	\$0	\$4,301	\$602,814

See accompanying notes to the financial statements.

#### LIBERTY TOWNSHIP, ROSS COUNTY Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances All Governmental Fund Types For the Year Ended December 31, 2008

	Gov			
	General	Special Revenue	Debt Service	Totals
<u>Cash Receipts:</u>	¢ <b>2</b> 0.1 <i>c</i> 0	¢102.01.0	¢ 4 < 00 4	¢100.0c0
Local Taxes	\$29,169	\$103,916	\$46,984	\$180,069
Intergovernmental	62,307	142,436	0	204,743
Licenses, Permits, and Fees	540	16,550	0	17,090
Earnings on Investments	11,756	1,125	0	12,881
Other Revenue	3,071	13,092	0	16,163
Total Cash Receipts	106,843	277,119	46,984	430,946
Cash Disbursements:				
Current:				
General Government	99,039	1,952	0	100,991
Public Safety	0	44,751	0	44,751
Public Works	645	99,672	0	100,317
Health	0	53,940	0	53,940
Capital Outlay	0	34,599	0	34,599
Debt Service:				
Redemption of Principal	0	0	24,000	24,000
Interest and Fiscal Charges	0	0	23,158	23,158
Total Cash Disbursements	99,684	234,914	47,158	381,756
Total Cash Receipts Over/(Under) Cash Disbursements	7,159	42,205	(174)	49,190
Other Financing Receipts (Disbursements):				
Advances In	6,000	6,000	0	12,000
Advances Out	(6,000)	(6,000)	0	(12,000)
Total Other Financing Receipts	0	0	0	0
Excess of Receipts and Other Financing Receipts				
Over (Under) Expenditures and Other Uses	7,159	42,205	(174)	49,190
Fund Cash Balances, January 1	90,375	450,965	4,671	546,011
Fund Cash Balances, December 31	\$97,534	\$493,170	\$4,497	\$595,201

See accompanying notes to the financial statements.

### <u>Note 1 – Reporting Entity</u>

Liberty Township, Ross County, Ohio (the Township), is a body politic and corporate established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The Township is directed by a publicly elected three-member Board of Trustees. The Township also has an elected Township Fiscal Officer.

The Township provides general government services, maintenance of Township roads and bridges, cemetery maintenance, fire protection and emergency medical services.

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

#### Note 2 – Summary of Significant Accounting Policies

#### Basis of Accounting

The Township's 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. This method differs from generally accepted accounting principles because receipts are recognized when received in cash rather than when earned, and disbursements are recognized when a payment is made rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

#### 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:

<u>General Fund</u>: The General Fund is the general operating fund. It is used to account for all financial resources, except those required by law or contracted to be restricted.

<u>Special Revenue Funds</u>: These funds are used to account for proceeds from specific sources (other than trusts or for capital projects) that are restricted to expenditure for specific purposes. The Township had the following significant Special Revenue Funds:

*Gasoline Tax Fund* – This fund is comprised of taxes on the sale of gasoline which is distributed to the Township based upon road mileage determined by the state, and used for the repair and maintenance of Township roads.

*Road and Bridge Fund* – This fund receives personal property tax money for maintaining and repairing Township roads and bridges.

*Cemetery Fund* – This fund receives tax monies used for maintaining the cemetery.

Fire Fund – This fund receives property tax monies and grants to provide fire services to the Township.

*Special Levy Fund* – This fund receives property tax monies for maintaining the fire station and paying off the related debt.

<u>Debt Service Fund:</u> The debt service fund is used to accumulate resources for the payment of bond and note indebtedness. This fund is used to pay the debt issued to construct the fire station.

#### Note 2 – Summary of Significant Accounting Policies - (continued)

<u>Capital Project Fund:</u> This fund is used to account for receipts that are restricted for the acquisition or construction of major capital projects (except those financed through enterprise or trust funds). The Township uses this fund to account for Issue II monies and Community Block Grant Development monies received and expended by the Ross County Engineer on behalf of the Township for road and bridge maintenance.

#### Budgetary Process

The Ohio Revised Code requires that each Township fund be budgeted annually.

<u>Appropriations</u>: Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function or object level of control, and appropriations may not exceed estimated resources. The Board of Trustees must annually approve appropriation measures and subsequent amendments. The Ross County Budget Commission must also approve the annual appropriation measure. Appropriations lapse at year-end.

<u>Estimated Resources</u>: Estimated resources include estimates of cash to be received (budgeted receipts) plus cash as of January 1. The Ross County Budget Commission must also certify estimated resources.

<u>Encumbrances</u>: The Ohio Revised Code requires the Township to reserve (encumber) appropriations when commitments are made. Encumbrances outstanding at year end are cancelled and reappropriated in the subsequent year.

A summary of 2009 and 2008 budgetary activity appears in Note 4.

#### 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.

#### 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.

#### Note 3 – Cash and Investments

The Township maintains a cash pool used by all funds. The Ohio Revised Code prescribes allowable deposits and investments. The Township had no investments at year end. The carrying amount of cash at year end was as follows:

	December 31, 2009	December 31, 2008
Demand Deposits	\$292,263	\$363,326
Certificate of Deposit	81,680	0
STAROhio	228,871	231,875
	\$602,814	\$595,201

*Deposits:* Deposits are insured by the Federal Depository Insurance Corporation and collateralized by the financial institution's public entity deposit pool.

Investments in STAROhio are not evidenced by securities that exist in physical or book-entry form.

#### Note 4 – Budgetary Basis of Accounting

The Township's budgetary activity for the years ending December 31, 2009 and December 31, 2008 was as follows:

2009 Budgeted vs. Actual Receipts						
	Receipts					
Fund Type	Type Budgeted Actual					
General	\$87,208	\$101,896	\$14,688			
Special Revenue	235,587	271,082	35,495			
Debt Service	45,864	45,864	0			
Capital Project	18,750	18,750	0			
Total	\$387,409	\$437,592	\$50,183			

# Note 4 – Budgetary Basis of Accounting - (continued)

Total

2009 Budgeted vs. Actual Budgetary Expenditures						
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance			
General	\$183,782	\$91,228	\$92,554			
Special Revenue	727,389	273,941	453,448			
Debt Service	50,361	46,060	4,301			
Capital Project	18,750	18,750	0			
Total	\$980,282	\$429,979	\$550,303			

	2008 Budgeted vs. Actual H	Receipts				
Receipts						
Fund Type	Budgeted	Actual	Variance			
General	\$96,533	\$112,843	\$16,310			
Special Revenue	260,307	283,119	22,812			
Debt Service	46,984	46,984	(			

\$403,824

\$442,946

\$39,122

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$183,666	\$105,684	\$77,982
Special Revenue	735,814	240,914	494,900
Debt Service	51,655	47,158	4,497
Total	\$971,135	\$393,756	\$577,379

## Note 5- Debt

Debt outstanding at December 31, 2009 was as follows:

Description of Issue	Issue Date	Interest Rate	Principal Balance 12-31-08	Issued in 2009	Retired In 2009	Principal Balance 12-31-09
Fire Station Bonds	2001	4.60%	\$405,000	\$0	\$20,000	\$385,000
Backhoe Excavator Note	2007	4.91%	12,000	0	4,000	4,000
			\$413,000	\$0	\$24,000	\$389,000

Debt outstanding at December 31, 2008 was as follows:

Description of Issue	Issue Date	Interest Rate	Principal Balance 12-31-07	Issued in 2008	Retired In 2008	Principal Balance 12-31-08
Fire Station Bonds	2001	4.60%	\$425,000	\$0	\$20,000	\$405,000
Backhoe Excavator Note	2007	4.91%	12,000	0	4,000	8,000
			\$437,000	\$0	\$24,000	\$413,000

The general obligation bonds were issued to pay the note issued in 2001 for the construction of a new fire station. The bonds are collateralized solely by the Township's taxing authority.

The Backhoe Excavator Loan was for the purchase of a new backhoe excavator in 2007. The loan will be repaid in annual installments of \$4,000 plus interest. The interest rate on the loan is 4.91%.

The general obligation note is supported by the full faith and credit of the Township and is payable from unvoted property tax receipts to the extent that other resources are not available to meet annual principal and interest payments.

Year Ended December 31:	1110 8	tation ond	24011100	Backhoe Excavator Note		otal
	Principal	Interest	Principal	Interest	Principal	Interest
2010	\$25,000	\$20,725	\$4,000	\$199	\$29,000	\$20,924
2011	25,000	19,525	0	0	25,000	19,525
2012	25,000	18,300	0	0	25,000	18,300
2013	25,000	17,050	0	0	25,000	17,050
2014	30,000	15,675	0	0	30,000	15,675
2015-2019	175,000	51,975	0	0	175,000	51,975
2020-2021	80,000	6,600	0	0	80,000	6,600
Total	\$385,000	\$149,850	\$4,000	\$199	\$389,000	\$150,049

#### <u>Note 6 – Property Taxes</u>

Real property taxes become a lien on January 1 proceeding 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 semi-annual payments, the first half is due December 31, and 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 April 30.

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

The full tax rate for all Township operations for the years ended December 31, 2009 and 2008 was \$7.90 per \$1,000 of assessed value. The assessed values of real property, public utility property, and tangible personal property upon which 2009 and 2008 property tax receipts were based are as follows:

	2009	2008
Real Property		
Residential & Agricultural	\$29,185,290	\$28,835,640
Commercial/Industrial/Mineral	1,138,370	1,133,780
Tangible Personal Property	432,640	695,940
Public Utility	2,412,650	2.434.390
Total Assessed Value	\$33,168,950	\$33,099,750

#### Note 7 – Risk Management

The Township belongs to the Ohio Government Risk Management Plan (the "Plan"), a non-assessable, unincorporated non-profit association providing a formalized, jointly administered self-insurance risk management program and other administrative services to Ohio governments ("Members"). The Plan is legally separate from its member governments.

#### Note 7 – Risk Management- (continued)

Pursuant to Section 2744.081 of the Ohio Revised Code, the plan provides property, liability, errors and omissions, law enforcement, automobile, excess liability, crime, surety and bond, inland marine and other coverages to its members sold through fourteen appointed independent agents in the State of Ohio. These coverage programs, referred to as Ohio Plan Risk management ("OPRM"), are developed specific to each member's risk management needs and the related premiums for coverage are determined through the application of uniform underwriting criteria addressing the member's exposure to loss, except OPRM retain 15% of the premium and losses on the first \$250,000 casualty treaty and 10% of the first \$1,000,000 property treaty. Members are only responsible for their self-retention (deductible) amounts, which vary from member to member. OPRM had over 650 members as of December 31, 2008 (the latest information available). The Township participates in this coverage.

In August 2007, OGRMP formed the Ohio Plan Healthcare Consortium ("OPHC"), as authorized by Section 9.833 of the Ohio Revised Code. The OPHC was established to provide cost effective employee benefit programs for Ohio political sub-divisions and is a self-funded, group purchasing consortium that offers medical, dental, vision and prescription drug coverage as well as life insurance for its members. The OPHC is sold through seventeen appointed independent agents in the State of Ohio. Coverage programs are developed specific to each member's healthcare needs and the related premiums for coverage are determined through the application of uniform underwriting criteria. Variable plan options are available to members. These plans vary primarily by deductibles, coinsurance levels, office visit co-pays and out-of pocket maximums. OPHC had 40 members as of December 31, 2008 (the latest information available). The Township does not participate participates in this coverage.

Plan members are responsible to notify the Plan of their intent to renew coverage by their renewal date. If a member chooses not to renew with the Plan, they have no other financial obligation to the Plan, but still need to promptly notify the Plan of any potential claims occurring during their membership period. The former member's covered claims, which occurred during their membership period, remain the responsibility of the Plan.

Settlement amounts did not exceed insurance coverage for the past three fiscal years.

The Pool's audited financial statements conform with generally accepted accounting principles, and reported the following assets, liabilities and retained earnings at December 31 : 2008 and 2007 (the latest information available), and include amounts for both OPRRM and OPHC:

	2008	2007
Assets	\$10,471,114	\$11,136,455
Liabilities	(5,286,781)	(4,273,553)
Members' Equity	\$5,184,333	\$6,862,902

You can read the completed audited financial statements for The Ohio Government Risk Management Plan at the Plan's website, www.ohioplan.org.

#### Note 8 – Retirement Systems

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

Contribution rates are also prescribed by the Ohio Revised Code. For 2009 and 2008, members contributed 10% of their gross salaries. The Township contributed an amount equal to 14% of participants' gross salaries. The Township has paid all contributions required through December 31, 2009.



## Report on Internal Control over Financial Reporting and on Compliance and Other Matters Required by Government Auditing Standards

Board of Trustees Liberty Township, Ross County P.O. Box 151 Londonderry, OH 45647

We have audited the accompanying financial statements of Liberty Township, Ross County, Ohio (the Township), as of and for the years ended December 31, 2009 and 2008, and have issued our report thereon dated August 20, 2010, wherein we noted that 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 *Government Auditing Standards*, issued by the Comptroller General of the United States of America.

## **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 the purpose of expressing our opinion on the financial statements, but not for the purpose of opining 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.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent or detect and timely correct misstatements. A *material weakness* is a deficiency, or combination of internal control deficiencies resulting in more than a reasonable possibility that a material misstatement of the Township's financial statements will not be prevented, or detected and timely corrected.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or 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 such an opinion. The results of our tests disclosed no instances of noncompliance or other matters we must report under *Government Auditing Standards*.



Board of Trustees Liberty Township, Ross County Report on Internal Control over Financial Reporting and on Compliance and Other Matters Required by Government Auditing Standards

We did note certain matters not requiring inclusion in this report that we have reported to the Township's management in a separate letter dated August 20, 2010.

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

J.L. Uhrig and Associates, Inc.

J. L. UHRIG AND ASSOCIATES, INC.

August 20, 2010

# *LIBERTY TOWNSHIP, ROSS COUNTY* Schedule of Prior Audit Findings For the Year Ended December 31, 2009 and 2008

Description	Status	Comments
Government Auditing Standards:		
Improper Posting of Receipts	Partially Corrected	Reissued comment in Management letter.

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LIBERTY TOWNSHIP

**ROSS COUNTY** 

**CLERK'S CERTIFICATION** 

This is a true and correct copy of the report which is required to be filed in the Office of the Auditor of State pursuant to Section 117.26, Revised Code, and which is filed in Columbus, Ohio.

Susan Babbett

**CLERK OF THE BUREAU** 

CERTIFIED NOVEMBER 4, 2010

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