MONROE TOWNSHIP COSHOCTON COUNTY Regular Audit December 31, 2009 and 2008

Perry & AssociatesCertified Public Accountants, A.C.



Mary Taylor, CPA Auditor of State

Board of Trustees Monroe Township 29120 County Road 49 Warsaw, Ohio 43844

We have reviewed the *Independent Accountants' Report* of Monroe Township, Coshocton County, prepared by Perry & Associates, Certified Public Accountants, A.C., 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 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. Monroe Township is responsible for compliance with these laws and regulations.

Mary Taylor, CPA Auditor of State

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July 8, 2010



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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

April 30, 2010

Monroe Township Coshocton County 29120 County Road 49 Warsaw, OH 43844

To the Board of Trustees:

We have audited the accompanying financial statements of **Monroe Township**, **Coshocton County**, **Ohio**, (the Township) 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 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 requirements. The Auditor of the 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.

Monroe Township Coshocton County Independent Accountants' Report Page 2

During the prior audit covering 2007 and 2006, the Township paid Trustee wages totaling \$15,229 and \$14,407, respectively, from the Gas Tax Fund without supporting documentation as required by Ohio Rev. Code Section 505.24(C) and 2004 Op. Att'y Gen. No. 2004-036. The Township declined to make these adjustments during the prior audit period and has declined to make the adjustments during this audit period. Had the Township agreed to these adjustments, the effect would have resulted in negative General Fund cash balances at December 31, 2009 and 2008 totaling \$16,524 and \$20,582, respectively. In addition, the Gas Tax Fund balances at December 31, 2009 and 2008 would have been \$46,152 and \$41,011, respectively.

In our opinion, because of the effects of the matter discussed in the preceding three 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 their changes in financial position for the years then ended.

Also, in our opinion, because of the effects of the matter discussed in the second preceding paragraph, the financial statements referred to above do not present 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 1 describes.

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 April 30, 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 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,

Perry and Associates

Certified Public Accountants, A.C.

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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 Type								
	General		Special Revenue				Special (Memo		Totals morandum Only)
Cash Receipts:									
Local Taxes	\$	27,620	\$	1,829	\$	29,449			
Intergovernmental		15,712		101,282		116,994			
Earnings on Investments		83		126		209			
Miscellaneous		512				512			
Total Cash Receipts		43,927		103,237		147,164			
Cash Disbursements:									
Current:									
General Government		29,303		48,405		77,708			
Public Works		375		41,375		41,750			
Health		5,952		-		5,952			
Debt Service:									
Redemption of Principal		3,637		4,573		8,210			
Interest and Fiscal Charges		363		378		741			
Capital Outlay		239				239			
Total Cash Disbursements		39,869		94,731		134,600			
Total Cash Receipts Over Cash Disbursements		4,058		8,506		12,564			
Fund Cash Balances, January 1		9,054		16,264		25,318			
Fund Cash Balances, December 31	\$	13,112	\$	24,770	\$	37,882			

COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2008

	Governmental Fund Type					
	<u></u> G	General		Special Revenue		Totals morandum Only)
Cash Receipts:						
Local Taxes	\$	26,324	\$	1,940	\$	28,264
Intergovernmental		20,809		105,382		126,191
Earnings on Investments		220		196		416
Miscellaneous		720				720
Total Cash Receipts		48,073		107,518		155,591
Cash Disbursements:						
Current:						
General Government		31,887		42,629		74,516
Public Works		6,163		50,477		56,640
Health		5,808		-		5,808
Debt Service:						
Redemption of Principal		-		8,210		8,210
Interest and Fiscal Charges		-		1,127		1,127
Capital Outlay		6,466				6,466
Total Cash Disbursements		50,324		102,443		152,767
Total Cash Receipts Over/(Under) Cash Disbursements		(2,251)		5,075		2,824
Fund Cash Balances, January 1		11,305		11,189		22,494
Fund Cash Balances, December 31	\$	9,054	\$	16,264	\$	25,318

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2009 AND 2008

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

Monroe Township, Coshocton 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 Fiscal Officer direct the Township. The Township provides general governmental services, including road and bridge maintenance and cemetery maintenance.

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

The Township Fiscal Officer invests all available funds of the Township in an interest-bearing checking account.

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.

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:

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2009 AND 2008 (Continued)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Fund Accounting (Continued)

2. Special Revenue Funds (Continued)

<u>Motor Vehicle License Tax Fund</u> - This fund receives motor vehicle tax money for constructing, maintaining and repairing Township roads.

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

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. 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 canceled, and reappropriated in the subsequent year.

A summary of 2009 and 2008 budgetary activity appears in Note 3.

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.

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2009 AND 2008 (Continued)

2. EQUITY IN POOLED CASH

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:

	2009	2008	
Demand deposits	\$ 37,882	\$	25,318

Deposits are insured by the Federal Deposit Insurance Corporation or collateralized by the financial institution's public entity deposit pool.

3. BUDGETARY ACTIVITY

Budgetary activity for the years ended December 31, 2009 and 2008 follows:

2009 Budgeted vs. Actual Receipts

	Budgeted		Actual			
Fund Type	Receipts		Receipts		Variance	
General	\$	42,637	\$	43,927	\$	1,290
Special Revenue		112,202		103,237		(8,965)
Total	\$	154,839	\$	147,164	\$	(7,675)

2009 Budgeted vs. Actual Budgetary Basis Expenditures

	Appropriation		Budgetary			
Fund Type	Authority		Expenditures		S Variance	
General	\$	52,741	\$	39,869	\$	12,872
Special Revenue		128,466		94,731		33,735
Total	\$	181,207	\$	134,600	\$	46,607

2008 Budgeted vs. Actual Receipts

	В	udgeted	Actual					
Fund Type	Receipts		Receipt		Receipts		V	ariance
General	\$	44,002	\$	48,073	\$	4,071		
Special Revenue		108,901		107,518		(1,383)		
Total	\$	152,903	\$	155,591	\$	2,688		

2008 Budgeted vs. Actual Budgetary Basis Expenditures

2000 Badgeted visit	Appropriation Budge			udgetary		
Fund Type	Authority		Expenditures		Variance	
General	\$	55,307	\$	50,324	\$	4,983
Special Revenue		120,089		102,443		17,646
Total	\$	175,396	\$	152,767	\$	22,629

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2009 AND 2008 (Continued)

4. 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.

5. DEBT

Debt outstanding at December 31, 2009 was as follows:

	<u>Principal</u>		Interest Rate
Promissory Note-Backhoe	\$	8,311	4.50%

The Township entered into a note in 2005 for \$41,051 for the purchase of a backhoe. Annual payments are due in August. The prior audit reflected an inaccurate balance due at December 31, 2007 of \$24,631 at an interest rate of 5%. The principal outstanding at December 31, 2007 was \$24,731 at an interest rate of 4.5%.

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

Year Ending	Promissory Note
December 31:	Backhoe
2010	8,685
Total	\$8,685

6. RETIREMENT SYSTEMS

The Township's officials 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.

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2009 AND 2008 (Continued)

6. RETIREMENT SYSTEMS (Continued)

Contribution rates are also prescribed by the Ohio Revised Code. For 2009 and 2008, members of PERS 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.

7. RISK MANAGEMENT

Commercial Insurance

Risk Pool Membership

The Government 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 over 550 Ohio governments ("Members")

Pursuant to Section 2744.081 of the Ohio Revised Code, the Plan is 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 coverage's, 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 issues its own policies and reinsures the Plan with A- VII or better rated carriers, except for the 15% casualty and the 10% property portions the Plan retains. The Plan retains the lesser of 15% or \$37,500 of casualty losses and the lesser of 10% or \$100,000 of property losses.

Individual Members are only responsible for their self-retention (deductible) amounts, which vary from member to member.

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 Plan'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):

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2009 AND 2008 (Continued)

7. RISK MANAGEMENT (Continued)

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

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

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

April 30, 2010

Monroe Township Coshocton County 29120 County Road 49 Warsaw, OH 43844

To the Board of Trustees:

We have audited the financial statements of **Monroe Township**, **Coshocton County**, **Ohio** (the Township) as of and for the years ended December 31, 2009 and 2008, and have issued our report thereon dated April 30, 2010, 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 and where the Trustee wages were paid from the Gas Fund without supporting documentation in 2007 and 2006 and have not been adjusted accordingly by the Township. 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 internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. Therefore, we cannot assure that we have identified all deficiencies, significant deficiencies or material weaknesses. However, as described in the accompanying schedule of findings we identified a certain deficiency in internal control over financial reporting, that we consider a material weakness and another deficiency we consider to be a significant deficiency.

Monroe Township Coshocton County Independent Accountants' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by *Government Auditing Standards* Page 2

Internal Control over Financial Reporting (Continued)

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 a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and timely corrected. We consider finding 2009-001 to be a material weakness.

A significant deficiency is a deficiency or a combination of deficiencies in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider finding 2009-002 described in the accompanying schedule of findings to be a significant deficiency.

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 no instances of noncompliance or other matters we must report under *Government Auditing Standards*.

We did note certain matters not requiring inclusion in this report that we reported to the Township's management is a separate letter dated April 30, 2010.

We intend this report solely for the information and use of management and the Board of Trustees. We intend it for no one other than these specified parties.

Respectfully Submitted,

Perry and Associates

Certified Public Accountants, A.C.

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SCHEDULE OF FINDINGS DECEMBER 31, 2009 AND 2008

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

FINDING NUMBER 2009-001

Material Weakness

Prior Audit Proposed Finding for Adjustment

A proposed finding for adjustment was made during the prior audit for the years ending 2007 and 2006 for incomplete documentation to support Trustees wages paid from the Gas Fund. As documentation was not maintained, the finding for adjustment was issued against the General Fund and in favor of the Gas Fund.

During the current audit for the years ended 2009 and 2008, it was determined the Township had yet to make the proposed adjustment, therefore resulting in an adverse opinion again. The Township's actions reflect a lack of oversight pertaining to financial reporting and internal control.

We recommend the Township make the prior audit proposed finding for adjustment to the accounting system.

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

FINDING NUMBER 2009-002

Significant Deficiency

Financial Reporting/Posting Receipts and Expenditures

As a result of the audit procedures performed, errors were noted in the Township's financial statements that required audit reclassifications as follows:

During 2009, Monroe Township misclassified \$8,210 in debt principal payments as Interest and Other Fiscal Charges rather than Redemption of Principal.

During 2008, Monroe Township misclassified \$1,210 in debt principal payments as Interest and Other Fiscal Charges and \$3,000 as Public Works rather than Redemption of Principal. Also, during 2008, the Township misclassified \$1,781 in Intergovernmental revenue as General Property Tax.

Sound financial reporting is the responsibility of the Township and is essential to ensure the information provided to the readers of the financial statements is complete and accurate. To help ensure the Township's financial statements and notes to the financial statements are complete and accurate, the Township should adopt policies and procedures to identify and correct errors and omissions. In addition, the Township should review the financial statements and notes prior to submission for audit.

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

SCHEDULE OF PRIOR AUDIT FINDINGS DECEMBER 31, 2009 AND 2008

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <i>Explain</i>
2007-001	Financial Reporting	No	Repeated as 2009-002
2007-002	ORC § 505.24 (C) – Trustee compensation allocation	Yes	N/A
2007-003	ORC § 511.13 – Conflict of interest	Yes	N/A
2007-004	ORC § 5705.41(B) – Appropriations exceeding expenditures	Yes	N/A



Mary Taylor, CPA Auditor of State

MONROE TOWNSHIP

COSHOCTON COUNTY

CLERK'S CERTIFICATION

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

CLERK OF THE BUREAU

Susan Babbitt

CERTIFIED JULY 20, 2010