LEE TOWNSHIP CARROLL COUNTY Regular Audit For the Years Ended December 31, 2010 and 2009

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



# Dave Yost • Auditor of State

Board of Trustees Lee Township 4006 Peace Road SE Carrollton, Ohio 44615

We have reviewed the *Independent Accountants' Report* of Lee Township, Carroll County, prepared by Perry & Associates, Certified Public Accountants, A.C., for the audit period January 1, 2009 through December 31, 2010. 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. Lee Township is responsible for compliance with these laws and regulations.

Jare Yort

Dave Yost Auditor of State

May 5, 2011

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#### INDEPENDENT ACCOUNTANTS' REPORT

April 8, 2011

Lee Township Carroll County 4006 Peace Road SE Carrollton, Ohio 44615

To the Board of Trustees:

We have audited the accompanying financial statements of **Lee Township**, **Carroll County**, **Ohio**, (the Township) as of and for the years ended December 31, 2010 and 2009. 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.

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, 2010 and 2009 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, 2010 and 2009 or its changes in financial position for the years then ended.

Lee Township Carroll County Independent Accountants' Report Page 2

Also, in our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of Lee Township, Carroll County, as of December 31, 2010 and 2009, 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 8, 2011, 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,

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

# COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2010

	Governmental Fund Types							
	G	eneral		Special Revenue	Pe	rmanent	(Me	Totals morandum Only)
Cash Receipts: Property and Other Local Taxes Intergovernmental Licenses, Permits, and Fees Earnings on Investments	\$	55,826 14,584 -	\$	7,122 106,186 7,841 3,632	\$	537	\$	62,948 120,770 7,841 4,169
Miscellaneous				900				900
Total Cash Receipts		70,410		125,681		537		196,628
Cash Disbursements: Current:								
General Government Public Safety		47,206		24,414 2,806		-		71,620 2,806
Public Works		6,638		88,550		-		95,188
Health Capital Outlay		-		8,255 8,217		1,900		10,155 8,217
Debt Service: Redemption of Principal Interest and Fiscal Charges		10,796 466		-		-		10,796 466
Total Cash Disbursements		65,106		132,242		1,900		199,248
Excess of Cash Receipts Over/(Under) Disbursements		5,304		(6,561)		(1,363)		(2,620)
Fund Cash Balances, January 1		10,255		145,607		30,652		186,514
Fund Cash Balances, December 31	\$	15,559	\$	139,046	\$	29,289	\$	183,894

The notes to the financial statements are an integral part of this statement.

# COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2009

	G			
	General	Special Revenue	Permanent	Totals (Memorandum Only)
Cash Receipts: Property and Other Local Taxes Intergovernmental Licenses, Permits, and Fees Earnings on Investments Miscellaneous	\$ 31,835 23,076	\$ 32,024 105,538 8,156 3,114 700	\$ 	\$ 63,859 128,614 8,156 3,781 700
Total Cash Receipts	54,911	149,532	667	205,110
Cash Disbursements: Current: General Government Public Works Health Debt Service: Redemption of Principal	40,023	24,952 121,237 9,613 1,625	3,100	64,975 121,237 12,713 6,660
Interest and Fiscal Charges	640	266	-	906
Total Cash Disbursements	45,698	157,693	3,100	206,491
Excess of Cash Receipts Over/(Under) Disbursements	9,213	(8,161)	(2,433)	(1,381)
Fund Cash Balances, January 1	1,042	153,768	33,085	187,895
Fund Cash Balances, December 31	\$ 10,255	\$ 145,607	\$ 30,652	\$ 186,514

The notes to the financial statements are an integral part of this statement.

#### NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2010 AND 2009

#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### A. Description of the Entity

Lee Township, Carroll 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. The Township is directed by a publicly elected three-member Board of Trustees. The Township provides general governmental services, including road and bridge maintenance, cemetery maintenance, and fire protection services. The Township contracts with the Carrollton Village Fire Department, Volunteer Fire Department of Loudon Township, and the Amsterdam Volunteer Fire and Rescue Company to provide fire and rescue services.

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

#### **B.** Accounting Basis

These financial statements follow the accounting basis the Auditor of State prescribes or permits. This basis is similar to the cash receipts and disbursements accounting basis. The Township recognizes receipts when received in cash rather than when earned, and recognizes disbursements 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 the Auditor of State prescribes or permits.

#### C. Deposits

The Township Fiscal Officer invests funds of the Township in an interest-bearing checking account. The Township also maintains several Certificates of Deposit.

#### **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 reports all financial resources except those required to be accounted for in another fund.

#### 2. Special Revenue Funds

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

#### NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2010 AND 2009 (Continued)

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

#### **D.** Fund Accounting (Continued)

#### 2. Special Revenue Funds (Continued)

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

<u>Road and Bridge Fund</u> – This fund receives property tax money for constructing, maintaining, and repairing Township roads and bridges.

#### 3. 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:

 $\frac{\text{Cemetery Bequest Fund}}{\text{Cemetery Bequest Fund}} - \text{This fund receives interest earned on the nonexpendable corpus from a trust agreement.}$  These earnings are used for the general maintenance and up keep of the Township's cemeteries.

#### E. Budgetary Process

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

#### 1. Appropriations

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function, or object level of control and appropriations may not exceed estimated resources. 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 commitments are made. Encumbrances outstanding at year end are cancelled, and reappropriated in the subsequent year.

A summary of 2010 and 2009 budgetary activity appears in Note 3.

#### NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2010 AND 2009 (Continued)

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

#### F. Property, Plant and Equipment

The Township records disbursements for acquisitions of property, plant and equipment when paid. The accompanying financial statements do not report these items as assets.

#### 2. EQUITY IN POOLED DEPOSITS

The Township maintains a deposit pool that all funds use. The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of deposits at December 31 was as follows:

	2010	2009
Demand Deposits	\$ 65,594	\$ 68,214
Certificate of Deposit	118,300	118,300
Total Deposits	\$ 183,894	\$ 186,514

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, 2010 and 2009 follows:

2010 Budgeted vs. Actual Receipts							
	Budgeted			Actual			
Fund Type	Receipts		Receipts		Variance		
General	\$	70,410	\$	70,410	\$	-	
Special Revenue		125,681		125,681		-	
Permament		537		537		-	
Total	\$	196,628	\$	196,628	\$	-	

2010 Budgeted vs. Actual Budgetary Basis Expenditures							
	Appropriation			udgetary			
Fund Type	Authority		Expenditures		Variance		
General	\$	65,106	\$	65,106	\$	-	
Special Revenue		132,242		132,242		-	
Permanent		1,900		1,900		-	
Total	\$	199,248	\$	199,248	\$	-	

#### NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2010 AND 2009 (Continued)

#### 3. BUDGETARY ACTIVITY (Continued)

2009 Budgeted vs. Actual Receipts							
	Budgeted			Actual			
Fund Type	Receipts		ts Receipts		Variance		
General	\$	54,911	\$	54,911	\$	-	
Special Revenue		149,382		149,532		150	
Permanent		900		667		(233)	
Total	\$	205,193	\$	205,110	\$	(83)	

2009 Budgeted vs. Actual Budgetary Basis Expenditures							
	Appropriation			udgetary			
Fund Type	Authority		Expenditures		Variance		
General	\$	49,567	\$	45,698	\$	3,869	
Special Revenue		165,496		157,693		7,803	
Permanent		3,100		3,100		-	
Total	\$	218,163	\$	206,491	\$	11,672	

#### 4. DEBT

Debt outstanding at December 31, 2010 was as follows:

The Township entered into a note loan with Huntington National Bank in 2004, to finance the purchase of land. The check to pay this loan in full was issued on December 31, 2010. We determined the check did clear the Townships bank account January 2011.

# 5. **PROPERTY TAX**

Real property taxes become a lien on January 1 preceding the October 1 date for which the Trustees adopted tax rates. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. The financial statements include homestead and rollback amounts the State pays as Intergovernmental Receipts. Payments are due to the County by December 31. If the property owner elects to pay semiannually, 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.

#### NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2010 AND 2009 (Continued)

#### 6. **RETIREMENT SYSTEMS**

The Township's elected officials and employees belong to the Ohio Public Employees Retirement System (OPERS) of Ohio. OPERS is a cost-sharing, multi-employer plan. The Ohio Revised Code prescribes this plan's benefits, which includes postretirement healthcare, and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. For 2010 and 2009, OPERS members contributed 10% of their gross salaries, and the Township contributed an amount equal to 14% of participants' gross salaries. The Township has paid all contributions required through December 31, 2010.

#### 7. RISK MANAGEMENT

#### **Risk Pool Membership**

The Township belongs to the Ohio Government Risk Management Plan (the "Plan"), a nonassessable, 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 Pool's audited financial statements conform with generally accepted accounting principles, and reported the following assets, liabilities and retained earnings at December 31<sup>st</sup>, 2009 and 2008 (the latest information available):

	<u>2009</u>	<u>2008</u>
Assets	\$ 11,176,186	\$ 10,471,114
Liabilities	(4,852,485)	(5,286781)
Member Equity	<u>\$ 6,323,701</u>	<u>\$ 5,286,781</u>

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

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

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

April 8, 2011

Lee Township Carroll County 4006 Peace Road SE Carrollton, Ohio 44615

To the Board of Trustees:

We have audited the financial statements of **Lee Township**, **Carroll County**, **Ohio**, (the Township) as of and for the years ended December 31, 2010 and 2009, and have issued our report thereon dated April 8, 2011, 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 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.

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.

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 2010-001 described in the accompanying schedule of findings to be a material weakness.

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

#### **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 that we must report under *Government Auditing Standards*.

We did note a certain matter not requiring inclusion in this report that we reported to the Township's management in a separate letter dated April 8, 2011.

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 Alamoutes CAAJ A.C.

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

#### SCHEDULE OF FINDINGS DECEMBER 31, 2010 AND 2009

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

#### FINDING NUMBER 2010-001

## **Material Weakness**

#### **Posting Receipts and Expenditures**

Receipts and expenditures should be posted to the fund and line item accounts as established by Ohio Administrative Code.

Receipts and expenditures were not always posted correctly. For example;

- Rollback Tax receipts were recorded as Property and Other Local Taxes, instead of Intergovernmental in the General and Fire District Funds in 2010.
- Intergovernmental receipt was recorded as Other Financing Sources in the General Fund, instead of as Intergovernmental in the Motor Vehicle Licenses Tax Fund in 2009.
- Debt payments were posted as Capital Outlay, instead of Redemption of Principal and Interest and Fiscal Charges in the General Fund in 2010 and 2009.
- Debt payment was posted as General Government, instead of Redemption of Principal and Interest and Fiscal Charges in the Miscellaneous Special Revenue Fund in 2009.
- Personal Property Tax receipts were posted in the General Fund, instead of Personal Property Tax receipts in the Road and Bridge Fund in 2010.

This resulted in several reclassification and adjustment entries being made to the Township's financial statements. The financial statements reflect all reclassifications and adjustments.

To help ensure accuracy and reliability in the financial reporting process, we recommend that management perform a detailed review of its draft financial statements. Such review should include procedures to ensure that all sources of revenues and expenditures are properly identified and classified on the financial statements. We also recommend the Fiscal Officer refer to Ohio Administrative Code Section 117-7-01 and/or the Ohio Township Handbook for guidance to determine the proper establishment of receipt and expenditure accounts and posting of receipts and expenditures.

Management's Response – We received no response from officials to this finding.

# SCHEDULE OF PRIOR AUDIT FINDINGS DECEMBER 31, 2010 AND 2009

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <i>Explain</i>
2008-001	ORC Section 5705.39 – Appropriations Exceeding Total Estimated Resources	Yes	



# Dave Yost • Auditor of State

LEE TOWNSHIP

CARROLL 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 MAY 17, 2011

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