

**ELIZABETH TOWNSHIP  
LAWRENCE COUNTY  
Regular Audit  
For the Years Ended December 31, 2011 and 2010**

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





# Dave Yost • Auditor of State

Board of Trustees  
Elizabeth Township  
159 County Road 26  
Ironton, Ohio 45638

We have reviewed the *Independent Accountants' Report* of Elizabeth Township, Lawrence County, prepared by Perry & Associates, Certified Public Accountants, A.C., for the audit period January 1, 2010 through December 31, 2011. 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. Elizabeth Township is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Dave Yost".

Dave Yost  
Auditor of State

September 28, 2012

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**ELIZABETH TOWNSHIP  
LAWRENCE COUNTY**

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**INDEPENDENT ACCOUNTANTS' REPORT**

June 1, 2012

Elizabeth Township  
Lawrence County  
159 County Road 26  
Ironton, Ohio 45638

We have audited the accompanying financial statements of **Elizabeth Township**, Lawrence County, Ohio, (the Township) as of and for the years ended December 31, 2011 and 2010. 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, 2011 and 2010 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, 2011 and 2010 or its changes in financial position for the years then ended.

As described in Note 1, during 2011 the Township adopted Governmental Accounting Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.

During a prior audit, the Township improperly paid salaries and fringe benefits for the Board of Trustees from the Gasoline Tax Fund in the amount of \$43,641 that should have been paid from the General Fund. Due to the impact this adjustment would have on the General Fund, the Township declined to make this adjustment during this audit period.

Had the posting errors noted in the preceding paragraph been properly posted to the financial statements and the accounting system, the General Fund cash fund balance as of January 1, 2010 would have been decreased by \$43,641, and the Gasoline Tax Fund cash fund balance as of January 1, 2010 would have been increased by \$43,641.

Because of the effect of the matter the preceding two paragraphs describe, the financial statements referred to above do not present fairly, in all material respects, the combined fund cash balances and reserves for encumbrances of Elizabeth Township, Lawrence County, Ohio as of December 31, 2011 and 2010, and its combined cash receipts and disbursements for the years then ended on the accounting basis Note 1 describes.

In accordance with *Government Auditing Standards*, we have also issued our report dated June 1, 2012, 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.

**ELIZABETH TOWNSHIP  
LAWRENCE COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES  
ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 2011**

|  | <b>Governmental Fund Types</b> |                            | <b>Totals</b>                |
|--|--------------------------------|----------------------------|------------------------------|
|  | <b>General</b>                 | <b>Special<br/>Revenue</b> | <b>(Memorandum<br/>Only)</b> |
|  | <u>General</u>                 | <u>Special<br/>Revenue</u> | <u>(Memorandum<br/>Only)</u> |
| <b>Cash Receipts:</b>                              |                                |                            |                              |
| Property and Local Taxes                           | \$ 22,372                      | \$ 37,197                  | \$ 59,569                    |
| Intergovernmental                                  | 19,868                         | 102,735                    | 122,603                      |
| Earnings on Investments                            | 52                             | 80                         | 132                          |
| Other Revenue                                      | 397                            | -                          | 397                          |
|  | <u>42,689</u>                  | <u>140,012</u>             | <u>182,701</u>               |
| <b>Total Cash Receipts</b>                         |                                |                            |                              |
|  | <u>42,689</u>                  | <u>140,012</u>             | <u>182,701</u>               |
| <b>Cash Disbursements:</b>                         |                                |                            |                              |
| Current:   |                                |                            |                              |
| General Government                                 | 25,355                         | 1,166                      | 26,521                       |
| Public Safety                                      | 2,500                          | 52,917                     | 55,417                       |
| Public Works                                       | 320                            | 76,582                     | 76,902                       |
| Miscellaneous                                      | -                              | 4,426                      | 4,426                        |
| Debt Service:                                      |                                |                            |                              |
| Redemption of Principal                            | -                              | 4,058                      | 4,058                        |
| Interest and Fiscal Charges                        | -                              | 461                        | 461                          |
|  | <u>28,175</u>                  | <u>139,610</u>             | <u>167,785</u>               |
| <b>Total Cash Disbursements</b>                    |                                |                            |                              |
|  | <u>28,175</u>                  | <u>139,610</u>             | <u>167,785</u>               |
| <b>Total Cash Receipts Over Cash Disbursements</b> | 14,514                         | 402                        | 14,916                       |
| <b>Fund Cash Balances, January 1</b>               | <u>16,174</u>                  | <u>39,890</u>              | <u>56,064</u>                |
| Restricted   | -                              | 40,292                     | 40,292                       |
| Unrestricted                                       | 30,688                         | -                          | 30,688                       |
|  | <u>30,688</u>                  | <u>40,292</u>              | <u>70,980</u>                |
| <b>Fund Cash Balances, December 31</b>             | <u><u>\$ 30,688</u></u>        | <u><u>\$ 40,292</u></u>    | <u><u>\$ 70,980</u></u>      |

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

**ELIZABETH TOWNSHIP  
LAWRENCE COUNTY**

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

|   | <u>Governmental Fund Types</u> |                            | <u>Totals<br/>(Memorandum<br/>Only)</u> |
|---|--------------------------------|----------------------------|---|
|   | <u>General</u>                 | <u>Special<br/>Revenue</u> |   |
| <b>Cash Receipts:</b>                               |                                |                            |   |
| Property and Local Taxes                            | \$ 19,413                      | \$ 34,383                  | \$ 53,796                               |
| Intergovernmental                                   | 21,425                         | 104,820                    | 126,245                                 |
| Earnings on Investments                             | 51                             | 124                        | 175                                     |
| Other Revenue                                       | 125                            | -                          | 125                                     |
|   | <u>41,014</u>                  | <u>139,327</u>             | <u>180,341</u>                          |
| <b>Total Cash Receipts</b>                          |                                |                            |   |
|   | <u>41,014</u>                  | <u>139,327</u>             | <u>180,341</u>                          |
| <b>Cash Disbursements:</b>                          |                                |                            |   |
| Current:  |                                |                            |   |
| General Government                                  | 30,563                         | 1,022                      | 31,585                                  |
| Public Safety                                       | 2,500                          | 51,215                     | 53,715                                  |
| Public Works  | 1,137                          | 89,426                     | 90,563                                  |
| Other   | -                              | 4,052                      | 4,052                                   |
| Capital Outlay                                      | -                              | 32,399                     | 32,399                                  |
|   | <u>34,200</u>                  | <u>178,114</u>             | <u>212,314</u>                          |
| <b>Total Cash Disbursements</b>                     |                                |                            |   |
|   | <u>34,200</u>                  | <u>178,114</u>             | <u>212,314</u>                          |
| Total Cash Receipts Over/(Under) Cash Disbursements | <u>6,814</u>                   | <u>(38,787)</u>            | <u>(31,973)</u>                         |
| <b>Other Financing Receipts:</b>                    |                                |                            |   |
| Other Debt Proceeds                                 | -                              | 12,650                     | 12,650                                  |
|   | <u>-</u>                       | <u>12,650</u>              | <u>12,650</u>                           |
| <b>Total Other Financing Receipts</b>               |                                |                            |   |
|   | <u>-</u>                       | <u>12,650</u>              | <u>12,650</u>                           |
| Net Change in Fund Cash Balances                    | 6,814                          | (26,137)                   | (19,323)                                |
| Fund Cash Balances, January 1                       | 9,360                          | 66,027                     | 75,387                                  |
|   | <u>9,360</u>                   | <u>66,027</u>              | <u>75,387</u>                           |
| <b>Fund Cash Balances, December 31</b>              | <u><b>\$ 16,174</b></u>        | <u><b>\$ 39,890</b></u>    | <u><b>\$ 56,064</b></u>                 |
| Reserve for Encumbrances, December 31               | <u>\$ 273</u>                  | <u>\$ 1,284</u>            | <u>\$ 1,557</u>                         |

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

**ELIZABETH TOWNSHIP  
LAWRENCE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2011 AND 2010**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Description of the Entity**

Elizabeth Township, Lawrence 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 directs the Township. The Township provides general governmental services, including road and bridge maintenance, and cemetery maintenance. The Township contracts with the Elizabeth Township Volunteer Fire Department to provide fire services.

The Township participates in the Ohio Township Association Risk Management Authority (OTARMA), a risk-sharing pool available to Ohio townships. Note 7 to the financial statements provides additional information for this entity.

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 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 reports 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 (other than private purpose trusts or capital projects) that are restricted to expenditure for specific purposes. The Township has the following significant Special Revenue Funds:

**ELIZABETH TOWNSHIP  
LAWRENCE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2011 AND 2010  
(Continued)**

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

**D. Fund Accounting (Continued)**

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

Elizabeth Township Volunteer Fire Department - This fund receives property tax monies that are remitted to the Elizabeth Township Volunteer Fire Department.

Gasoline Tax Fund - 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 carried over, and need not be reappropriated.

A summary of 2011 and 2010 budgetary activity appears in Note 3.

**F. Fund Balance**

For December 31, 2011, fund balance is divided into five classifications based primarily on the extent to which the Township must observe constraints imposed upon the use of its governmental-fund resources. The classifications are as follows:

**1. Nonspendable**

The Township classifies assets as *nonspendable* when legally or contractually required to maintain the amounts intact.

**ELIZABETH TOWNSHIP  
LAWRENCE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2011 AND 2010  
(Continued)**

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

**F. Fund Balance (Continued)**

**2. Restricted**

Fund balance is *restricted* when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or it is imposed by law through constitutional provisions.

**3. Committed**

Trustees can *commit* amounts via formal action (resolution). The Township must adhere to these commitments unless the Trustees amend the resolution. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed to satisfy contractual requirements.

**4. Assigned**

Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as *restricted* or *committed*. Governmental funds other than the general fund report all fund balances as *assigned* unless they are restricted or committed. In the general fund, *assigned* amounts represent intended uses established by Township Trustees or a Township official delegated that authority by resolution, or by State Statute.

**5. Unassigned**

Unassigned fund balance is the residual classification for the general fund and includes amounts not included in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance.

The Township applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

**G. 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.

**ELIZABETH TOWNSHIP  
LAWRENCE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2011 AND 2010  
(Continued)**

**2. EQUITY IN POOLED DEPOSITS**

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

|                       |                  |                  |
|-----------------------|------------------|------------------|
|                       | <u>2011</u>      | <u>2010</u>      |
| Total Demand Deposits | <u>\$ 70,980</u> | <u>\$ 56,064</u> |

Deposits are insured by the Federal Deposit Insurance Corporation.

**3. BUDGETARY ACTIVITY**

Budgetary activity for the years ended December 31, 2011 and 2010 follows:

| 2011 Budgeted vs. Actual Receipts |                      |                    |           |
|-----------------------------------|----------------------|--------------------|-----------|
| Fund Type                         | Budgeted<br>Receipts | Actual<br>Receipts | Variance  |
| General                           | \$ 35,000            | \$ 42,689          | \$ 7,689  |
| Special Revenue                   | 136,500              | 140,012            | 3,512     |
| Total                             | \$ 171,500           | \$ 182,701         | \$ 11,201 |

| 2011 Budgeted vs. Actual Budgetary Basis Expenditures |                            |                           |           |
|---|----------------------------|---------------------------|-----------|
| Fund Type   | Appropriation<br>Authority | Budgetary<br>Expenditures | Variance  |
| General   | \$ 50,901                  | \$ 28,175                 | \$ 22,726 |
| Special Revenue                                       | 175,105                    | 139,610                   | 35,495    |
| Total   | \$ 226,006                 | \$ 167,785                | \$ 58,221 |

| 2010 Budgeted vs. Actual Receipts |                      |                    |           |
|-----------------------------------|----------------------|--------------------|-----------|
| Fund Type                         | Budgeted<br>Receipts | Actual<br>Receipts | Variance  |
| General                           | \$ 32,000            | \$ 41,014          | \$ 9,014  |
| Special Revenue                   | 135,359              | 151,977            | 16,618    |
| Total                             | \$ 167,359           | \$ 192,991         | \$ 25,632 |

**ELIZABETH TOWNSHIP  
LAWRENCE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2011 AND 2010  
(Continued)**

**3. BUDGETARY ACTIVITY (Continued)**

| 2010 Budgeted vs. Actual Budgetary Basis Expenditures |                            |                           |           |
|---|----------------------------|---------------------------|-----------|
| Fund Type   | Appropriation<br>Authority | Budgetary<br>Expenditures | Variance  |
| General   | \$ 39,726                  | \$ 34,473                 | \$ 5,253  |
| Special Revenue                                       | 199,365                    | 179,398                   | 19,967    |
| Total   | \$ 239,091                 | \$ 213,871                | \$ 25,220 |

**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, 2011 was as follows:

|                               | Principal | Interest Rate |
|-------------------------------|-----------|---------------|
| 2000 International Dump Truck | \$ 8,592  | 3.96%         |
| Total                         | \$ 8,592  |               |

The Township issued a general obligation note in 2010 for \$12,650 at an interest rate of 3.96% with semi-annual payments of \$2,260 for the purchase of a dump truck. This note is backed by the full faith and credit of the Township.

**ELIZABETH TOWNSHIP  
LAWRENCE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2011 AND 2010  
(Continued)**

**5. DEBT (Continued)**

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

| <u>Year Ending<br/>December 31:</u> | <u>Dump Truck</u> |
|-------------------------------------|-------------------|
| 2012                                | \$ 4,520          |
| 2013                                | 4,501             |
| Total                               | <u>\$ 9,021</u>   |

**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. This 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 2011 and 2010, members of OPERS 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, 2011.

**7. RISK MANAGEMENT**

**Risk Pool Membership**

The Township is exposed to various risks of property and casualty losses, and injuries to employees.

The Township insures against injuries to employees through the Ohio Bureau of Worker's Compensation.

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. American Risk Pooling Consultants, Inc. (ARPCO), a division of York Insurance Services Group, Inc. (YORK), functions as the administrator of OTARMA and provides underwriting, claims, loss control, risk management, and reinsurance services for OTARMA. OTARMA is a member of the American Public Entity Excess Pool (APEEP), which is also administered by ARPCO. 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 and Property Coverage

APEEP provides OTARMA with an excess risk-sharing program. Under this arrangement, OTARMA retains insured risks up to an amount specified in the contracts. At December 31, 2010, OTARMA retained \$350,000 for casualty claims and \$150,000 for property claims.

The aforementioned casualty and property reinsurance agreement does not discharge OTARMA's primary liability for claims payments on covered losses. Claims exceeding coverage limits are in obligation of the respective government.

**ELIZABETH TOWNSHIP  
LAWRENCE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2011 AND 2010  
(Continued)**

**7. RISK MANAGEMENT (Continued)**

**Risk Pool Membership (Continued)**

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, 2010 and 2009 ( the latest information available):

|                   | <u>2010</u>         | <u>2009</u>         |
|-------------------|---------------------|---------------------|
| Assets            | \$35,855,252        | \$38,982,088        |
| Liabilities       | <u>(10,664,724)</u> | <u>(12,880,766)</u> |
| Retained earnings | <u>\$25,190,528</u> | <u>\$26,101,322</u> |

At December 31, 2010 and 2009, respectively, the liabilities above include approximately \$9.9 million and \$12.0 million of estimated incurred claims payable. The assets above also include approximately \$9.5 million and \$11.5 million of unpaid claims to be billed to approximately 940 member governments in the future, as of December 31, 2010 and 2009, respectively. These amounts will be included in future contributions from members when related claims are due for payment. As of December 31, 2010, the Township's share of these unpaid claims collectible in future years is approximately \$2,900.

Based on discussions with OTARMA, the expected rates OTARMA charges to compute member contributions, which are used to pay claims as they become due, are not expected to change significantly from those used to determine the historical contributions detailed below. By contract, the annual liability of each member is limited to the amount of financial contributions required to be made to OTARMA for each year of membership.

| <u>*Contributions to OTARMA</u> |                |
|---------------------------------|----------------|
| <u>2011</u>                     | <u>2010</u>    |
| <b>\$3,934</b>                  | <b>\$2,906</b> |

After one year of membership, a member may withdraw on the anniversary of the date of joining OTARMA, if the member notifies OTARMA in writing 60 days prior to the anniversary date. Upon withdrawal, members are eligible for a full or partial refund of their capital contributions, minus the subsequent year's contribution. Withdrawing members have no other future obligation to the pool.

Also upon withdrawal, payments for all casualty claims and claim expenses become the sole responsibility of the withdrawing member, regardless of whether a claim occurred or was reported prior to the withdrawal.

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

June 1, 2012

Elizabeth Township  
Lawrence County  
159 County Road 26  
Ironton, OH 45638

To the Board of Trustees:

We have audited the financial statements of **Elizabeth Township**, Lawrence County, Ohio, (the Township) as of and for the years ended December 31, 2011 and 2010, and have issued our report thereon dated June 1, 2012, 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 that the Township adopted Governmental Accounting Standards Board Statement No. 54 (GASB 54). 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 audit 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 2011-001 described in the accompanying schedule of audit findings to be a material weakness.

### 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 an instance of noncompliance or other matter that we must report under *Government Auditing Standards* which is described in the accompanying schedule of audit findings as item 2011-001.

We also noted certain matters not requiring inclusion in this report that we reported to the Township's management in a separate letter dated June 1, 2012.

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

Respectfully Submitted,

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

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

**ELIZABETH TOWNSHIP  
LAWRENCE COUNTY**

**SCHEDULE OF AUDIT FINDINGS  
DECEMBER 31, 2011 AND 2010**

|  |
|--|
| <b>FINDINGS RELATED TO THE FINANCIAL STATEMENTS<br/>REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS</b> |
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**FINDING NUMBER 2011-001**

**Noncompliance/Material Weakness**

**Ohio Revised Code Section 507.04** states that the fiscal officer must keep an accurate record of all of the Township's accounts and transactions.

The following errors were noted in the recording of receipts and expenditures in 2010 and 2011:

- 1) Homestead and rollback revenues were posted as either tax revenue or other financing sources instead of intergovernmental revenue.
- 2) Manufactured homes real estate tax monies were posted as other financing sources instead of tax revenue.
- 3) State reimbursements for personal property tax losses were posted as tax revenue instead of intergovernmental revenue.
- 4) Donations and other revenues were posted as other financing sources instead of other revenue.
- 5) Public utility excise taxes were posted as other financing sources instead of intergovernmental revenue.
- 6) Reimbursements were posted as other financing sources instead of intergovernmental revenue and a reduction to the expense account for overpayment.
- 7) Monies received from taxes for fire protection were posted to other revenue instead of public safety.
- 8) Donation to the Elizabeth Township Volunteer Fire Department was posted to public works instead of public safety.
- 9) In 2011, principal and interest payments for the dump truck loan were posted to public works instead of redemption of principal and interest and other fiscal charges.
- 10) In 2010, monies from a litter grant were posted as other financing sources instead of intergovernmental revenue.
- 11) In 2010, monies from the dump truck loan and the purchase of the dump truck were not recorded as other debt proceeds and capital outlay.

Not posting receipts accurately resulted in the financial statements requiring several reclassifications. The financial statements reflect all reclassifications.

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 are properly identified and classified on the financial statements.

**ELIZABETH TOWNSHIP  
LAWRENCE COUNTY**

**SCHEDULE OF AUDIT FINDINGS  
DECEMBER 31, 2011 AND 2010  
(Continued)**

|   |
|---|
| <p><b>FINDINGS RELATED TO THE FINANCIAL STATEMENTS<br/>REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS (Continued)</b></p> |
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**FINDING NUMBER 2011-001(Continued)**

**Noncompliance/Material Weakness (Continued)**

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 accounts and posting of receipts and processing unusual transactions.

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

**ELIZABETH TOWNSHIP  
LAWRENCE COUNTY**

**SCHEDULE OF PRIOR AUDIT FINDINGS  
DECEMBER 31, 2011 AND 2010**

| Finding Number | Finding Summary                        | Fully Corrected? | Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <i>Explain</i> |
|----------------|--|------------------|---|
| 2009-001       | Receipt and Expenditure Posting Errors | No               | Not corrected – See Finding Number 2011-001   |



# Dave Yost • Auditor of State

**ELIZABETH TOWNSHIP**

**LAWRENCE 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  
OCTOBER 11, 2012**