MONROE TOWNSHIP LOGAN COUNTY, OHIO

Audited Financial Statements

For the Years Ended December 31, 2011 and 2010



Dave Yost • Auditor of State

Board of Trustees Monroe Township 7584 County Road 47 West Liberty, Ohio 43357

We have reviewed the *Independent Accountants' Report* of Monroe Township, Logan County, prepared by Van Krevel and Company, CPA's, 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. Monroe Township is responsible for compliance with these laws and regulations.

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Dave Yost Auditor of State

December 8, 2012

88 East Broad Street, Fifth Floor, Columbus, Ohio 43215-3506 Phone: 614-466-4514 or 800-282-0370 Fax: 614-466-4490 www.ohioauditor.gov This page intentionally left blank.

Table of Contents

TITLE	PAGE
Independent Accountants' Report	1
Combined Statement of Cash Receipts, Cash Disbursements and Changes in Fund Cash Balances-All Governmental Fund Types For the Year Ended December 31, 2011	3
Combined Statement of Cash Receipts, Cash Disbursements and Changes in Fund Cash Balances-All Governmental Fund Types For the Year Ended December 31, 2010	4
Notes to the Financial Statements	5
Independent Accountants' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Required by <i>Government Auditing Standards</i>	15
Schedule of Prior Audit Findings	17

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INDEPENDENT ACCOUNTANTS' REPORT

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Monroe Township Logan County, Ohio 7584 County Road 47 West Liberty, Ohio 43357

To the Board of Trustees:

We have audited the accompanying financial statements of Monroe Township, Logan 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 requires T_{T} 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 require F_{E} us to include the following paragraph if the statements do not substantially conform to GAAP F_{E} presentation requirements. The Auditor of State permits, but does not require, Townships to reformat their statements. The Township has elected not to follow GAAP statement formatting requirements. The following paragraph does not imply the amounts reported are materially misstated under the accounting basis the Auditor of State permits. Our opinion on the fair presentation of the amounts reported pursuant to its non-GAAP basis is in the second following paragraph.

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Monroe Township Logan County Independent Accountants' Report Page 2

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.

Also, in our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of Monroe Township, Logan 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.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated October 23, 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 audits.

Van Krevel & Company

Van Krevel & Company Dublin, Ohio

October 23, 2012

Monroe Township Logan County, Ohio Combined Statement of Cash Receipts, Cash Disbursements and Changes in Fund Cash Balances All Governmental Fund Types For the Year Ended December 31, 2011

	Gover			
	General	Special Revenue	Capital Projects	Totals (Memorandum Only)
Cash Receipts:		A construction of the second sec		
Property and Other Local Taxes	\$ 39,933	\$ 120,608		\$ 160,541
Charges for Services	-	350		350
Licenses, Permits, and Fees	2,246			2,246
Intergovernmental Receipts	49,344	112,762	23,558	185,664
Earnings on Investments	116	1,561		1,677
Miscellaneous	631	-		631
Total Cash Receipts	92,270	235,281	23,558	351,109
Cash Disbursements:				
Current:				
General Government	32,914	63,485		96,399
Public Safety	23,558	5,249		28,807
Public Works		178,897	23,558	202,455
Health		323		323
Total Cash Disbursements	56,472	247,954	23,558	327,984
Total Cash Receipts Over/(Under) Cash Disbursements	35,798	(12,673)		23,125
Other Financing Receipts/(Disbursements): Sale of Capital Asset			5,500	5,500
And Press, et all and a constrained of the constrai	-			
Total Other Financing Receipts/(Disbursements)			5,500	5,500
Net Change in Fund Cash Balances	35,798	(12,673)	5,500	28,625
Fund Cash Balances, January 1	21,372	539,953	14,359	575,684
Fund Cash Balances, December 31	\$ 57,170	\$ 527,280	\$ 19,859	\$ 604,309
Restricted		527,280	19,859	547,139
Unassigned (Deficit)	57,170			57,170
	\$ 57,170	\$ 527,280	\$ 19,859	\$ 604,309

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

Monroe Township

Logan County, Ohio Combined Statement of Cash Receipts, Cash Disbursements and Changes in Fund Cash Balances All Governmental Fund Types For the Year Ended December 31, 2010

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	Special General Revenue		Capital	(Memorandum	
			Projects	Only)	
Cash Receipts:					
Property and Other Local Taxes	\$ 39,275	\$ 123,248	\$-	\$ 162,523	
Licenses, Permits, and Fees	4,728	-		4,728	
Intergovernmental Receipts	34,846	114,808	78,068	227,722	
Earnings on Investments	96	1,445		1,541	
Miscellaneous	-	3,600		3,600	
Total Cash Receipts	78,945	243,101	78,068	400,114	
Cash Disbursements:					
Current:					
General Government	37,873	60,814		98,687	
Public Safety	23,557	491		24,048	
Public Works		59,607	78,068	137,675	
Health		250		250	
Capital Outlay	2,978	27,773	338	31,089	
Total Cash Disbursements	64,408	148,935	78,406	291,749	
Total Cash Receipts Over/(Under) Cash Disbursements	14,537	94,166	(338)	108,365	
Other Financing Receipts/(Disbursements):					
Advances In	30,000	30,000		60,000	
Advances Out	(30,000)	(30,000)		(60,000	
Total Other Financing Receipts/(Disbursements)	-	-	-	-	
Excess of Cash Receipts and Other Financing Receipts					
Over/(Under) Cash Disbursements					
and Other Financing Disbursements	14,537	94,166	(338)	108,365	
Fund Cash Balances, January 1	6,835	445,787	14,697	467,319	
Fund Cash Balances, December31	\$ 21,372	\$539,953	\$ 14,359	\$ 575,684	

Notes to the Financial Statements December 31, 2011 and 2010

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A Description of the Entity

The constitution and laws of the State of Ohio establish the rights and privileges of Monroe Township, Logan County, (the Township) as a body corporate and politic. The Township is directed by a publicly-elected threemember Board of Trustees. The Township provides general governmental services, including road and bridge maintenance and cemetery maintenance. The Township contracts with the Village of West Liberty to provide fire and ambulance services.

The Township participates in the Ohio Township Association Risk Management Authority (OTARMA), a risk-sharing pool available to Ohio townships. Note 6 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 Cash and Investments

All available funds of the Township are in an interest bearing checking account and certificates of deposits.

Notes to the Financial Statements December 31, 2011 and 2010

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

D Fund Accounting

The Township uses fund accounting to segregate cash and investments that is 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:

Gasoline Tax Fund – This fund receives gasoline tax monies to pay for constructing, maintaining and repairing Township roads.

Road and Bridge Fund – This fund receives property tax monies to pay for constructing, maintaining and repairing Township roads.

Roads 04 Special Levy Fund – This fund receives property tax monies from a road levy passed in 1999 and renewed in 2004 and 2009 to pay for constructing, maintaining and repairing Township roads.

3 Capital Projects Funds

These funds account for receipts restricted to acquiring or constructing major capital projects (except those financed through enterprise or trust funds). The Township had the following significant Capital Project Fund:

New Vehicle Fund –The Township transfers monies to this fund for the purpose of accumulating funds to purchase vehicles for the Township.

New Garage Fund- The Township transfers monies to this fund for the purpose of accumulating funds to build a new garage.

Notes to Financial Statements December 31, 2011 and 2010

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

D Fund Accounting (continued)

3 Capital Projects Funds (continued)

County Sales Tax Fund – The Township is allocated a portion of the sales tax and Issue II revenues collected by Logan County and spent on behalf of the Township by the County to maintain 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 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 unencumbered 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 the 2011 and 2010 budgetary activity appears in Note 4.

Notes to Financial Statements December 31, 2011 and 2010

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

F Fund Balance

For December 31, 2011, the 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:

Non Spendable – The Township classifies assets as *non-spendable* when legally or contractually required to maintain the amounts intact.

Restricted – A 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 is imposed by law through constitutional provisions.

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.

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 the Township Trustees or a Township official delegated that authority by resolution or by State Statute.

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 balances, committed amounts are reduced first, followed by assigned and the unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

Notes to Financial Statements December 31, 2011 and 2010

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

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.

H Accumulated Leave

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. The financial statements do not include a liability for unpaid leave.

NOTE 2 CHANGE IN ACCOUNTING PRINCIPLE

For fiscal year 2011, the Township implemented Governmental Accounting Standards Board (GASB) Statement No. 54. Implementing GASB Statement No 54 had no effect on fund balances previously reported.

NOTE 3 EQUITY IN POOLED CASH AND INVESTMENTS

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

	<u>2011</u>	<u>2010</u>
Demand Deposits	\$502,009	\$524,252
Certificates of Deposit	102,300	51,432
Total Deposits	<u>\$604,309</u>	<u>\$575,684</u>

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

Notes to Financial Statements December 31, 2011 and 2010

NOTE 4 BUDGETARY ACTIVITY

Budgetary activity for the year ending December 31, 2011, follows:

Fund Type	-	Budgeted Receipts	I	Actual Receipts	V	ariance
General		\$ 66,969	\$	92,270	\$	25,301
Special Revenue		226,875		235,281		8,406
Capital Projects		 23,558		29,058		5,500
	Totals	\$ 317,402	\$	356,609	\$	39,207

2011 Budgeted vs. Actual Budgetary Basis Expenditures							
Fund Type	-	• •	oropriation Authority		Bugetary penditures		Variance
General Special Revenue Capital Projects		\$	88,340 717,152 37,917	\$	56,472 247,954 23,558	\$	31,868 469,198 14,359
	Totals		843,409	\$	327,984	\$	515,425

Budgetary activity for the year ending December 31, 2010, follows:

	2010 E	Budgete	ed vs. Actual	Recei	ipts		
Fund Type	_		Budgeted Receipts	I	Actual Receipts	V	ariance
General Special Revenue Capital Projects		\$	68,694 228,600 79,491	\$	78,945 243,101 78,068	\$	10,251 14,501 (1,423)
	Totals		376,785		400,114	\$	23,329

Notes to Financial Statements December 31, 2011 and 2010

NOTE 4 BUDGETARY ACTIVITY

2010 Budgeted vs. Actual Budgetary Basis Expenditures							
Fund Type			propriation authority		Bugetary penditures		Variance
General Special Revenue Capital Projects		\$	75,890 644,024 94,189	\$	64,408 148,935 78,406	\$	11,482 495,089 15,783
	Totals	\$	814,103	\$	291,749	\$	522,354

NOTE 5 PROPERTY TAXES

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.

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

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

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

Notes to Financial Statements December 31, 2011 and 2010

NOTE 5 RETIREMENT SYSTEM

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

The Ohio Revised Code also prescribes contribution rates. For 2011 and 2010, 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, 2011.

NOTE 6 RISK MANAGEMENT

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 risksharing 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 the obligation of the respective government.

Notes to Financial Statements December 31, 2011 and 2010

NOTE 6 RISK MANAGEMENT (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, 2011 and 2010:

	<u>2011</u>	<u>2010</u>
Assets	\$35,086,165	\$35,855,252
Liabilities	<u>(_9,718,792</u>)	<u>(10,664,724</u>)
Net Assets	<u>\$25,367,373</u>	<u>\$25,190,528</u>

At December 31, 2011 and 2010, respectively, the liabilities above include approximately \$9.1 million and \$9.9 million of estimated incurred claims payable. The assets above also include approximately \$8.6 million and \$9.5 million of unpaid claims to be billed to approximately 938 member governments in the future, as of December 31, 2011 and 2010, respectively. These amounts will be included in future contributions from members when the related claims are due for payment. As of December 31, 2011, the Township's share of these unpaid claims collectible in future years is approximately \$2,000.

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.

Year	Contribution
2011	\$3,251
2010	3,958

Notes to Financial Statements December 31, 2011 and 2010

NOTE 6 RISK MANAGEMENT (continued)

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.



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

Monroe Township Logan County, Ohio 7584 County Road 47 West Liberty, Ohio 43357

To the Board of Trustees:

We have audited the financial statements of Monroe Township, Logan County, Ohio, (the Township), as of and for the years ended December 31, 2011 and 2010, and have issued our report thereon dated October 23, 2012, wherein we noted that the Township prepared its financial statements using accounting practices the Auditor of State prescribes rather than accounting principles generally accepted in the United States of America We conducted our audits 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.

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.

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. We did not identify deficiencies in internal control over financial reporting that we consider material weaknesses as defined above.

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

Van krend & Company

Van Krevel & Company Dublin, Ohio

October 23, 2012

Monroe Township Logan County

Schedule of Prior Audit Findings December 31, 2011 and 2010

Finding	Description	Fully Corrected
2009-001	Completeness of Financial Activity	Yes

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Dave Yost • Auditor of State

MONROE TOWNSHIP

LOGAN 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 DECEMBER 20, 2012

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