

428 Second St.
Marietta, OH 45750
740.373.0056

1035 Murdoch Ave
Parkersburg, WV 26101
304.422.2203

121 E Main St
St. Clairsville, OH 43950
740.695.1569



**CLARK TOWNSHIP
CLINTON COUNTY
Regular Audit
For the Years Ended December 31, 2014 and 2013**

www.perrycpas.com

...“bringing more to the table”

Tax – Accounting – Audit – Review – Compilation – Agreed Upon Procedure – Consultation – Bookkeeping – Payroll
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Members: American Institute of Certified Public Accountants

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- Association of Certified Anti - Money Laundering Specialists •



Dave Yost • Auditor of State

Board of Trustees
Clark Township
8113 Farmers Road
New Vienna, Ohio 45159

We have reviewed the *Independent Auditor's Report* of Clark Township, Clinton County, prepared by Perry & Associates, Certified Public Accountants, A.C., for the audit period January 1, 2013 through December 31, 2014. 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.

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. Clark 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

November 19, 2015

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CLARK TOWNSHIP
CLINTON COUNTY

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INDEPENDENT AUDITOR'S REPORT

August 28, 2015

Clark Township
Clinton County
8113 Farmers Road
New Vienna, Ohio 45159

To the Board of Trustees:

Report on the Financial Statements

We have audited the accompanying financial statements and related notes of **Clark Township**, Clinton County, (the Township) as of and for the years ended December 31, 2014 and 2013.

Management's Responsibility for the Financial Statements

Management is responsible for preparing and fairly presenting these financial statements in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit; this responsibility includes designing, implementing and maintaining internal control relevant to preparing and fairly presenting financial statements free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to opine on these financial statements based on our audit. We audited in accordance with auditing standards generally accepted in the United States of America and the financial audit standards in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require us to plan and perform the audit to reasonably assure the financial statements are free from material misstatement.

An audit requires obtaining evidence about financial statement amounts and disclosures. The procedures selected depend on our judgment, including assessing the risks of material financial statement misstatement, whether due to fraud or error. In assessing those risks, we consider internal control relevant to the Township's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not to the extent needed to opine on the effectiveness of the Township's internal control. Accordingly, we express no opinion. An audit also includes evaluating the appropriateness of management's accounting policies and the reasonableness of their significant accounting estimates, as well as our evaluation of the overall financial statement presentation.

We believe the audit evidence we obtained is sufficient and appropriate to support our audit opinion.



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Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in Note 1B of the financial statements, the Township prepared these financial statements using the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D), which is an accounting basis other than accounting principles generally accepted in the United States of America (GAAP), to satisfy these requirements.

Although the effects on the financial statements of the variances between the regulatory accounting basis and GAAP are not reasonably determinable, we presume they are material.

Though the Township does not intend these statements to conform to GAAP, auditing standards generally accepted in the United States of America require us to include an adverse opinion on GAAP. However, the adverse opinion does not imply the amounts reported are materially misstated under the accounting basis Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit. Our opinion on this accounting basis is in the *Opinion on Regulatory Basis of Accounting* paragraph below.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the *Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles* paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Township as of December 31, 2014 and 2013, or changes in financial position thereof for the years then ended.

Opinion on Regulatory Basis of Accounting

In our opinion, the financial statements referred to above present fairly, in all material respects, the cash balances of Clark Township, Clinton County as of December 31, 2014 and 2013, and its cash receipts and disbursements for the years then ended in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit, described in Note 1B.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated August 28, 2015 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. That report describes the scope of our internal control testing over financial reporting and compliance, and the results of that testing, and does not opine on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Township's internal control over financial reporting and compliance.



Perry and Associates
Certified Public Accountants, A.C.
Marietta, Ohio

**CLARK TOWNSHIP
CLINTON COUNTY**

**COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS, AND
CHANGES IN FUND BALANCES (CASH BASIS)
ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2014**

	General	Special Revenue	Debt Service	Capital Projects	Permanent	Totals (Memorandum Only)
Cash Receipts						
Property and Other Local Taxes	\$ 18,645	\$ 95,487	\$ -	\$ -	\$ -	\$ 114,132
Charges for Services	-	26,092	-	-	-	26,092
Intergovernmental	11,960	104,992	-	86,065	-	203,017
Earnings on Investments	152	-	-	-	-	152
Miscellaneous	3,943	600	-	-	-	4,543
<i>Total Cash Receipts</i>	<u>34,700</u>	<u>227,171</u>	<u>-</u>	<u>86,065</u>	<u>-</u>	<u>347,936</u>
Cash Disbursements						
Current:						
General Government	25,726	76,819	-	-	-	102,545
Public Safety	-	93,454	-	-	-	93,454
Public Works	-	16,117	-	-	-	16,117
Health	1,500	-	-	-	-	1,500
Capital Outlay	-	59,964	-	86,065	-	146,029
Debt Service:						
Principal Retirement	-	30,800	-	-	-	30,800
Interest and Fiscal Charges	-	11,645	-	-	-	11,645
<i>Total Cash Disbursements</i>	<u>27,226</u>	<u>288,799</u>	<u>-</u>	<u>86,065</u>	<u>-</u>	<u>402,090</u>
<i>Excess of Receipts Over (Under) Disbursements</i>	<u>7,474</u>	<u>(61,628)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(54,154)</u>
Other Financing Receipts (Disbursements)						
Advances In	3,500	3,500	-	-	-	7,000
Advances Out	(3,500)	(3,500)	-	-	-	(7,000)
Other Debt Proceeds	-	46,775	-	-	-	46,775
Total Other Financing Receipts (Disbursements)	<u>-</u>	<u>46,775</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>46,775</u>
<i>Net Change in Fund Cash Balances</i>	<u>7,474</u>	<u>(14,853)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(7,379)</u>
<i>Fund Cash Balances, January 1</i>	<u>17,126</u>	<u>310,792</u>	<u>325</u>	<u>4,782</u>	<u>8,510</u>	<u>341,535</u>
Fund Cash Balances, December 31						
Nonspendable	-	-	-	-	5,000	5,000
Restricted	-	295,939	325	4,782	3,510	304,556
Assigned	604	-	-	-	-	604
Unassigned	23,996	-	-	-	-	23,996
<i>Fund Cash Balances, December 31</i>	<u>\$ 24,600</u>	<u>\$ 295,939</u>	<u>\$ 325</u>	<u>\$ 4,782</u>	<u>\$ 8,510</u>	<u>\$ 334,156</u>

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

**CLARK TOWNSHIP
CLINTON COUNTY**

**COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS, AND
CHANGES IN FUND BALANCES (CASH BASIS)
ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2013**

	General	Special Revenue	Debt Service	Capital Projects	Permanent	Totals (Memorandum Only)
Cash Receipts						
Property and Other Local Taxes	\$ 18,863	\$ 93,799	\$ -	\$ -	\$ -	\$ 112,662
Charges for Services	-	23,918	-	-	-	23,918
Intergovernmental	11,513	127,872	-	222,737	-	362,122
Earnings on Investments	111	42	-	-	-	153
Miscellaneous	2,544	1,200	-	-	-	3,744
<i>Total Cash Receipts</i>	<u>33,031</u>	<u>246,831</u>	<u>-</u>	<u>222,737</u>	<u>-</u>	<u>502,599</u>
Cash Disbursements						
Current:						
General Government	27,873	89,518	-	-	-	117,391
Public Safety	-	83,727	-	-	-	83,727
Public Works	105	108,790	-	-	-	108,895
Health	1,500	-	-	-	23	1,523
Capital Outlay	-	12,500	-	409,206	-	421,706
Debt Service:						
Principal Retirement	-	13,900	-	-	-	13,900
Interest and Fiscal Charges	-	6,320	-	-	-	6,320
<i>Total Cash Disbursements</i>	<u>29,478</u>	<u>314,755</u>	<u>-</u>	<u>409,206</u>	<u>23</u>	<u>753,462</u>
<i>Excess of Receipts Over (Under) Disbursements</i>	<u>3,553</u>	<u>(67,924)</u>	<u>-</u>	<u>(186,469)</u>	<u>(23)</u>	<u>(250,863)</u>
Other Financing Receipts (Disbursements)						
Sale of Bonds	-	-	-	191,000	-	191,000
Total Other Financing Receipts (Disbursements)	-	-	-	191,000	-	191,000
<i>Net Change in Fund Cash Balances</i>	<u>3,553</u>	<u>(67,924)</u>	<u>-</u>	<u>4,531</u>	<u>(23)</u>	<u>(59,863)</u>
<i>Fund Cash Balances, January 1</i>	<u>13,573</u>	<u>378,716</u>	<u>325</u>	<u>251</u>	<u>8,533</u>	<u>401,398</u>
Fund Cash Balances, December 31						
Nonspendable	-	-	-	-	5,000	5,000
Restricted	-	310,792	325	4,782	3,510	319,409
Assigned	207	-	-	-	-	207
Unassigned	16,919	-	-	-	-	16,919
<i>Fund Cash Balances, December 31</i>	<u>\$ 17,126</u>	<u>\$ 310,792</u>	<u>\$ 325</u>	<u>\$ 4,782</u>	<u>\$ 8,510</u>	<u>\$ 341,535</u>

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

**CLARK TOWNSHIP
CLINTON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2014 AND 2013**

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 Clark Township, Clinton County, (the Township) as a body corporate and politic. A publicly-elected three-member Board of Trustees directs the Township. The Township provides road and bridge maintenance, cemetery maintenance, fire protection and emergency medical services.

The Township participates in a jointly governed organization and the Ohio Risk Management Authority (OTARMA) public entity risk pool. Notes 7 and 8 to the financial statements provides additional information for these entities. These organizations are:

Public Entity Risk Pool

OTARMA – The pool provides insurance and bonding coverage for the Township. Note 7 to the financial statements provides additional information for this entity

Jointly Governed Organizations:

Trautwein Joint Township Cemetery- Dodson Township of Highland County, and Clark and Jefferson of Clinton County appoint a three-member Board of Trustees to direct cemetery operations. These entities also provide funding to meet the Cemetery's operating costs under the agreement which established the Cemetery. The Cemetery provides grounds maintenance, opening and closing of graves, and the sale of grave lots. Note 8 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 permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D). This basis is similar to the cash receipts and disbursements accounting basis. The Board 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 financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit.

C. Deposits and Investments

The Township's accounting basis includes investments as assets. This basis does not record disbursements for investment purchases or receipts for investment sales. This basis records gains or losses at the time of sale as receipts or disbursements, respectively.

D. Fund Accounting

The Township uses fund accounting to segregate cash that is restricted as to use. The Township classifies its funds into the following types:

**CLARK TOWNSHIP
CLINTON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2014 AND 2013
(CONTINUED)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Fund Accounting (Continued)

1. General Fund

The General Fund accounts for and reports all financial resources not accounted for and reported in another fund.

2. Special Revenue Funds

These funds account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The Township had the following significant Special Revenue Funds:

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

Ambulance and EMS Service Fund – This fund receives property tax money and charges for services used for Emergency Medical Services.

3. Capital Project Funds

These funds account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. The Township had the following significant Capital Project Funds:

Miscellaneous Capital Projects Fund – The Township received a grant and debt proceeds from the United State Department of Agriculture to purchase an ambulance.

Public Works Projects Fund – The Township received a grant from the Ohio Public works commission for road reconstruction.

4. Permanent Funds

These funds account for and report resources that are restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs (for the benefit of the government or its citizenry). The Township had the following significant Permanent Fund:

Cemetery Endowment Fund – This fund receives interest earned on the nonexpendable corpus from a trust agreement. These earnings are used for the general maintenance and upkeep of the Township's cemetery.

CLARK TOWNSHIP
CLINTON COUNTY

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2014 AND 2013
(CONTINUED)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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. Unencumbered 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 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. The Township did not encumber all commitments required by Ohio law.

A summary of 2014 and 2013 budgetary activity appears in Note 3.

F. Fund Balance

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.

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 is imposed by law through constitutional provisions.

CLARK TOWNSHIP
CLINTON COUNTY

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2014 AND 2013
(CONTINUED)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

F. Fund Balance (Continued)

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.

2. EQUITY IN POOLED DEPOSITS

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

	2014	2013
Demand deposits	\$ 327,156	\$ 334,535
Certificates of deposit	7,000	7,000
Total deposits	<u>\$ 334,156</u>	<u>\$ 341,535</u>

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

**CLARK TOWNSHIP
CLINTON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2014 AND 2013
(CONTINUED)**

3. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 2014 and 2013 follows:

2014 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 32,800	\$ 34,700	\$ 1,900
Special Revenue	227,100	273,946	46,846
Capital Projects	-	86,065	86,065
Total	\$ 259,900	\$ 394,711	\$ 134,811

2014 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 45,157	\$ 27,830	\$ 17,327
Special Revenue	773,863	290,798	483,065
Capital Projects	304,782	86,065	218,717
Total	\$ 1,123,802	\$ 404,693	\$ 719,109

2013 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 33,200	\$ 33,031	\$ (169)
Special Revenue	272,600	246,831	(25,769)
Capital Projects	-	225,000	225,000
Permanent	55	-	(55)
Total	\$ 305,855	\$ 504,862	\$ 199,007

2013 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 43,886	\$ 29,685	\$ 14,201
Special Revenue	563,552	315,903	247,649
Capital Projects	225,000	220,469	4,531
Permanent	100	23	77
Total	\$ 832,538	\$ 566,080	\$ 266,458

Contrary to Ohio law, appropriations exceeded estimated resources in the Capital Projects Fund for the years ended December 31, 2013 and 2014. Also, appropriations exceeded estimated resources in the Motor Vehicle License Tax, Road and Bridge, Fire Department Special Levy, and EMS Department Special Levy Funds for the year ended December 31, 2014.

**CLARK TOWNSHIP
CLINTON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2014 AND 2013
(CONTINUED)**

4. 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.

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, 2014 was as follows:

	<u>Principal</u>	<u>Interest Rate</u>
Fire Truck Acquisition Bonds 2011	\$ 120,300	4.25%
Ambulance Acquisition Bonds 2013	174,700	3.5%
Truck Note 2014	46,775	2.71%
Total	<u>\$ 341,775</u>	

In 2011, the Township issued general obligation bonds in the amount of \$162,000 to finance the purchase of a new fire truck for Township fire protection. In 2013, The Township issued general obligation bonds in the amount of \$191,000 to finance the purchase of a new ambulance for emergency medical services. The Township's taxing authority collateralized the bonds. In 2014, the Township purchase a 2006 international truck for \$46,775, which is financed through US Bank.

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

Year ending December 31:	<u>Fire Truck Acquisition Bonds</u>	<u>Ambulance Acquisition Bonds</u>	<u>Truck Note</u>
2015	\$ 20,213	\$ 22,915	\$ 10,070
2016	20,271	23,027	10,070
2017	20,200	22,914	10,070
2018	20,203	22,984	10,070
2019	20,276	22,930	10,070
2020-2023	40,440	91,908	-
Total	<u>\$ 141,603</u>	<u>\$ 206,678</u>	<u>\$ 50,350</u>

6. RETIREMENT SYSTEMS

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

**CLARK TOWNSHIP
CLINTON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2014 AND 2013
(CONTINUED)**

6. RETIREMENT SYSTEMS (CONTINUED)

The Ohio Revised Code also prescribes contribution rates. For 2014 and 2013, 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, 2014.

7. 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 risk-sharing pool available to Ohio townships. OTARMA provides property and casualty coverage for its members. York Risk Pooling Services, Inc. (formally known as American Risk Pooling Consultants, Inc.) (York or Management), functions as the administrator of the Pool and provides underwriting claims, loss control, risk management, and reinsurance services for the Pool. 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

The Pool is a member of American Public Entity Excess Pool (APEEP), which is also administered by York. APEEP provides the Pool with an excess risk-sharing program. Under this arrangement, OTARMA retains insured risks up to an amount specified in the contracts. At December 31, 2014, OTARMA retained \$350,000 for casualty claims and \$250,000 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.

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, 2013 and 2014:

	<u>2013</u>	<u>2014</u>
Assets	\$34,954,286	\$35,97,263
Liabilities	8,486,363	8,912,432
Net Position	\$26,467,923	\$27,057,831

**CLARK TOWNSHIP
CLINTON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2014 AND 2013
(CONTINUED)**

7. RISK MANAGEMENT (CONTINUED)

At December 31, 2013 and 2014, respectively, the liabilities above include approximately \$7.9 and \$8.2 million of estimated incurred claims payable. The assets above also include approximately \$7.4 and \$7.2 million of unpaid claims to be billed to approximately 957 member governments in the future, as of December 31, 2013 and 2014, respectively. These amounts will be included in future contributions from members when the related claims are due for payment. As of December 31, 2014, the Township's share of these unpaid claims collectible in future years is approximately \$5,000.

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.

<u>Contributions to OTARMA</u>	
<u>2013</u>	<u>2014</u>
\$9,163	\$9,166

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.

8. JOINTLY GOVERNED ORGANIZATIONS

Trautwein Joint Township Cemetery- Dodson Township Highland County, and Clark and Jefferson of Clinton County appoint a three-member Board of Trustees to direct cemetery operations. These entities also provide funding to meet the Cemetery's operating costs under the agreement which established the Cemetery. The Cemetery provides grounds maintenance, opening and closing of graves, and the sale of grave lots. Payments to Trautwein Cemetery totaled \$1,500 and \$1,500 for 2014 and 2013, respectively.



428 Second St.
Marietta, OH 45750
740.373.0056

1035 Murdoch Ave
Parkersburg, WV 26101
304.422.2203

121 E Main St
St. Clairsville, OH 43950
740.695.1569

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

August 28, 2015

Clark Township
Clinton County
8113 Farmers Road
New Vienna, Ohio 45159

To the Board of Trustees:

We have audited in accordance with auditing standards generally accepted in the United State and the Comptroller General of the United States' *Government Auditing Standards*, the financial statements of the **Clark Township**, Clinton County, (the Township) as of and for the years ended December 31, 2014 and 2013, and the related notes to the financial statements and have issued our report thereon dated August 28, 2015, wherein we noted the Township followed financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit.

Internal Control Over Financial Reporting

As part of our financial statement audit, we considered the Township's internal control over financial reporting (internal control) to determine the audit procedures appropriate in the circumstances to the extent necessary to support our opinion on the financial statements, but not to the extent necessary to opine on the effectiveness of the Township's internal control. Accordingly, we have not opined on it.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Therefore, unidentified material weaknesses or significant deficiencies may exist. However, as described in the accompanying schedule of audit findings we identified certain deficiencies in internal control over financial reporting, that we consider material weaknesses and a significant deficiency.

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 internal control deficiencies resulting in a reasonable possibility that internal control will not prevent or detect and timely correct a material misstatement of the Township's financial statements. We consider findings 2014-001, 2014-002, and 2014-004 described in the accompanying schedule of audit findings to be material weaknesses.



...“bringing more to the table”

Tax– Accounting – Audit – Review – Compilation – Agreed Upon Procedure – Consultation – Bookkeeping – Payroll

Litigation Support – Financial Investigations

Members: American Institute of Certified Public Accountants

• Ohio Society of CPAs • West Virginia Society of CPAs • Association of Certified Fraud Examiners •

• Association of Certified Anti - Money Laundering Specialists •



Internal Control Over Financial Reporting (Continued)

A *significant deficiency* is a deficiency, or a combination of internal control deficiencies less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider finding 2014-003 described in the accompanying schedule of audit findings to be a significant deficiency.

Compliance and Other Matters

As part of reasonably assuring whether the Township's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect the determination of financial statement amounts. However, opining 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 instances of noncompliance or other matters we must report under *Government Auditing Standards* which are described in the accompanying schedule of audit findings as items 2014-002 and 2014-003.

We also noted a certain matter not requiring inclusion in this report that we reported to the Township's management in a separate letter dated August 28, 2015.

Purpose of this Report

This report only describes the scope of our internal control and compliance testing and our testing results, and does not opine on the effectiveness of the Township's internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the Township's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Perry and Associates
Certified Public Accountants, A.C.
Marietta, Ohio

CLARK TOWNSHIP
CLINTON COUNTY

SCHEDULE OF AUDIT FINDINGS
FOR THE YEARS ENDED DECEMBER 31, 2014 AND 2013

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

FINDING NUMBER 2014-001

Material Weakness

Posting Receipts and Disbursements

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

During 2014 and 2013, several receipts and disbursements were not posted to accurate classifications based on the source of the receipt or disbursement. The following posting errors were noted:

- Bond proceeds were posted as Intergovernmental Receipts instead of Sale of Bonds in 2013.
- USDA grant revenue was posted as Other Debt Proceeds instead of Intergovernmental Receipts in 2013.
- Loan proceeds received for the purchase of a new truck were not recorded to Other Debt Proceeds and the corresponding Capital Outlay expenditure in 2014.

Not posting receipts and disbursements accurately resulted in the financial statements requiring several reclassification and adjusting entries. 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 are properly identified and classified on the financial statements.

We also recommend the Fiscal Officer refer to the Ohio Township Handbook for guidance to determine the proper establishment of receipt and disbursement accounts and posting of receipts and disbursements.

Management's Response – We did not receive a response from Management to the finding above.

FINDING NUMBER 2014-002

Material Weakness/Noncompliance

Ohio Rev. Code, Section 5705.131, provides that non-expendable trust balances should be excluded from the unencumbered fund balance on the certificate of estimated resources.

Ohio Rev. Code, Section 5705.36(A)(5), states that the total appropriations made during a fiscal year from any fund must not exceed the amount contained in the certificate of estimated resources or the amended certificate of estimated resources which was certified prior to making the appropriation or supplemental appropriation.

Ohio Rev. Code, Section 5705.39 provides in part that total appropriations from each fund shall not exceed the total estimated resources.

CLARK TOWNSHIP
CLINTON COUNTY

SCHEDULE OF AUDIT FINDINGS
FOR THE YEARS ENDED DECEMBER 31, 2014 AND 2013

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

FINDING NUMBER 2014-002 (Continued)

Material Weakness/Noncompliance (Continued)

We noted the following deficiencies in the Townships budgetary process:

- The nonspendable balance of the permanent funds was included in the estimated resources available. This could result in appropriations that were higher than the amount allowed to be expended.
- The Township received a USDA grant and loan in 2013 totaling \$225,000. The Township was required to request an amended certificate in order to appropriate the expenditures. They did not request an amended certificate for the additional revenue which resulted in appropriations exceeding estimated resources.
- The Township's appropriations exceeded their estimate resources in the Capital Projects Fund and multiple Special Revenue Funds in 2014.
- The amount of available resources recorded in the Township's accounting system did not agree to the amended certified approved by the budget commission in 2014 and 2013.

We recommend the Township limit certificate of estimated resources to the balances that are available. If reductions in estimated resources are made that reduce them below the amount appropriated, the Board should amend the appropriation amounts and send the changes to the Budget Commission. The estimated resources and appropriations that are approved should be entered into the township's accounting system. The Township's accounting system should be used to monitor the revenues and expenditures at the legal level of control and determine when amended certificates of estimated resources and appropriations need to be approved. Proper monitoring will prevent the township from misappropriating funds and bring the township into compliance with budgetary laws.

Management's Response – We did not receive a response from Management to the finding above.

FINDING NUMBER 2014-003

Significant Deficiency/Noncompliance

Ohio Revised Code Section 5705.41(D)(1) prohibits a subdivision or taxing entity from making any contract or ordering any expenditure of money unless a certificate signed by the Fiscal Officer is attached thereto. The Fiscal Officer must certify that the amount required to meet any such contract or expenditure has been lawfully appropriated and is in the treasury, or is in the process of collection to the credit of an appropriate fund free from any previous encumbrance.

There are several exceptions to the standard requirement stated above that a Fiscal Officer's certificate must be obtained prior to a subdivision or taxing authority entering into a contract or order involving the expenditure of money. The main exceptions are: "then and now" certificates, blanket certificates, and super blanket certificates, which are provided for in sections 5705.41(D)(1) and 5705.41(D)(3), respectively, of the Ohio Revised Code.

CLARK TOWNSHIP
CLINTON COUNTY

SCHEDULE OF AUDIT FINDINGS
FOR THE YEARS ENDED DECEMBER 31, 2014 AND 2013

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

FINDING NUMBER 2014-003 (Continued)

Significant Deficiency/Noncompliance (Continued)

1. "Then and Now" certificate - If the Fiscal Officer can certify that both at the time that the contract or order was made ("then"), and at the time that the Fiscal Officer is completing the certification ("now"), that sufficient funds were available or in the process of collection, to the credit of a proper fund, properly appropriated and free from any previous encumbrance, the taxing authority (Township Trustees) can authorize the drawing of a warrant for the payment of the amount due. The taxing authority has thirty days from the receipt of the "then and now" certificate to approve payment by ordinance or resolution. Amounts of less than \$3,000 may be paid by the Fiscal Officer without a resolution or ordinance upon completion of the "then and now" certificate, provided that the expenditure is otherwise lawful. This does not eliminate any otherwise applicable requirement for approval of expenditures by the Township.
2. Blanket Certificate – The Fiscal Officer may prepare "blanket" certificates for a certain sum of money not in excess of an amount established by resolution or ordinance adopted by a majority of the members of the legislative authority against any specific line item account over a period not running beyond the end of the current fiscal year. The blanket certificates may, but need not, be limited to a specific vendor. Only one blanket certificate may be outstanding at one particular time for any particular line item appropriation.
3. Super Blanket Certificate – The Township may also make expenditures and contracts for any amount from a specific line-item appropriation account in a specified fund upon certification of the Fiscal Officer for most professional services, fuel, oil, food items, and any other specific recurring and reasonably predictable operating expense. This certification is not to extend beyond the current year. More than one super blanket certificate may be outstanding at a particular time for any line-item appropriation.

42% of the disbursements tested in 2014 and 50% of disbursements tested in 2013 were not certified by the Fiscal Officer at the time the commitment was incurred and there was no evidence that the Township followed the aforementioned exceptions. Failure to properly certify the availability of funds can result in overspending funds and negative cash fund balances.

Unless the exceptions noted above are used, prior certification is not only required by statute, but is a key control in the disbursement process to assure that purchase commitments receive prior approval. To improve controls over disbursements and to help reduce the possibility of the Township's funds exceeding budgetary spending limitations, we recommend that the Fiscal Officer certify that the funds are, or will be, available prior to obligation by the Township. When prior certification is not possible, "then and now" certification should be used.

Management's Response – We did not receive a response from management to the finding above.

CLARK TOWNSHIP
CLINTON COUNTY

SCHEDULE OF AUDIT FINDINGS
FOR THE YEARS ENDED DECEMBER 31, 2014 AND 2013

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

FINDING NUMBER 2014-004

Material Weakness

Fund and Fund Balance Classifications

The Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, introduces five fund balance classifications and clarifies the existing governmental fund type definitions. The Fund balance classifications relate to constraints placed upon the use of resources reported in governmental funds. The five classifications are nonspendable, restricted, committed, assigned and unassigned.

Nonspendable Fund Balance – The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash, for example, inventories and prepaid amounts.

Restricted Fund Balance – The restricted classification is used when constraints placed on the use of resources are either (a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments (i.e. State Statutes); or (b) imposed by law through constitutional provisions (City Charter) or enabling legislation.

Committed Fund Balance – The committed fund balance classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the government’s highest level of decision-making authority.

Assigned Fund Balance – Assigned fund balance includes amounts that are constrained by the government’s intent to be used for specific purposes, but are neither restricted nor committed.

Unassigned Fund Balance – Unassigned fund balance is the residential classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund.

The Township has not formally adopted a policy to define whether the Township considers restricted or unrestricted amounts to have been spent when an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available. Auditor of State Technical Bulletin 2011-004 clarifies the impact of GASB 54 on Ohio governmental units and provides guidance on implementation.

Per GASB Codification 1300.108 Permanent Funds should be used to report resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that purposes that support the reporting government’s programs – that is, for the benefit of the government of its citizenry.

The Township received money for trusts that were reported in the Special Revenue Fund Type and was reported as nonspendable. Under the GASB 54 Guidelines, the funds should have been reported in the Permanent Fund Type classifying nonspendable and restricted portions of the fund balance.

The Township also had outstanding encumbrances in the General Fund at the end of both 2014 and 2013 that were classified as Unassigned. Under the GASB 54 Guidelines, the outstanding encumbrances should have been classified as Assigned.

**CLARK TOWNSHIP
CLINTON COUNTY**

**SCHEDULE OF AUDIT FINDINGS
FOR THE YEARS ENDED DECEMBER 31, 2014 AND 2013**

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

FINDING NUMBER 2014-004 (Continued)

Material Weakness (Continued)

Fund and Fund Balance Classifications (Continued)

Description	Adjustment	Reason
2013 Special Revenue Nonspendable Fund Balance	\$8,533	To reclassify the permanent funds that were classified as special revenue funds.
2013 Permanent Funds Nonspendable Fund Balance	\$5,000	To show the nonspendable portion of the Carr bequest.
2013 Permanent Funds Restricted Fund Balance	\$3,510	To show the restricted portion of the permanent funds.
2014 Special Revenue Nonspendable Fund Balance	\$8,510	To reclassify the permanent funds that were classified as special revenue funds.
2014 Permanent Funds Nonspendable Fund Balance	\$5,000	To show the nonspendable portion of the Carr bequest.
2014 Permanent Funds Restricted Fund Balance	\$3,510	To show the restricted portion of the permanent funds.
2013 General Fund Assigned Fund Balance.	\$207	To reclassify outstanding encumbrances to Assigned instead of Unassigned.
2014 General Fund Assigned Fund Balance.	\$604	To reclassify outstanding encumbrances to Assigned instead of Unassigned.

The accompanying financial statements have been adjusted to reflect these changes.

We were not provided information to determine the nonspendable balance in the Lewis Cemetery Bequest Fund and the Township did not report a nonspendable balance for the fund.

We recommend the Township review the GASB 54 statement and adopt the required fund balance policies. The policy should define whether the auditee considers restricted or unrestricted amounts to have been spent when an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available. The Township should also present permanent funds in accordance with the GASB pronouncements when preparing the financial statements.

Management's Response – We did not receive a response from management to the finding above.

**CLARK TOWNSHIP
CLINTON COUNTY**

**SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEARS ENDED DECEMBER 31, 2014 AND 2013**

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <i>Explain</i>
2012-001	OAC 117-2-02 Revenues and expenditures were not properly classified.	No	Partially Corrected, Repeated as Finding 2014-001.
2012-002	ORC 5705 Budgetary Compliance	No	Partially Corrected, Repeated as Finding 2014-002.
2012-003	ORC 5705.41(D) Encumbering noncompliance	No	Not Corrected, Repeated as Finding 2014-003.
2012-004	Permanent funds not presented in proper opinion unit classification per GASB	No	Not Corrected, Repeated as Finding 2014-004.

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Dave Yost • Auditor of State

CLARK TOWNSHIP

CLINTON 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
DECEMBER 1, 2015**