



Dave Yost • Auditor of State

**WAKEMAN TOWNSHIP
HURON COUNTY**

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Dave Yost • Auditor of State

INDEPENDENT AUDITOR'S REPORT

Wakeman Township
Huron County
4913 County Line Road 2
Wakeman, Ohio 44889-9010

To the Board of Trustees:

Report on the Financial Statements

We have audited the accompanying financial statements and related notes of Wakeman Township, Huron County, Ohio (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.

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

As described in Note 1 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, 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 permitted 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 combined cash balances of Wakeman Township, Huron County, Ohio as of December 31, 2014 and 2013, and its combined 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 1.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 18, 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.



Dave Yost
Auditor of State

Columbus, Ohio

November 18, 2015

**WAKEMAN TOWNSHIP
HURON COUNTY**

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

| | <u>General</u> | <u>Special Revenue</u> | <u>Capital Projects</u> | <u>Totals (Memorandum Only)</u> |
|--|-----------------|----------------------------|-----------------------------|---|
| Cash Receipts | | | | |
| Property and Other Local Taxes | \$37,086 | \$81,186 | | \$118,272 |
| Licenses, Permits and Fees | 5,560 | | | 5,560 |
| Intergovernmental | 15,846 | 103,997 | | 119,843 |
| Earnings on Investments | 41 | 10 | | 51 |
| Miscellaneous | | 2,200 | | 2,200 |
| <i>Total Cash Receipts</i> | <u>58,533</u> | <u>187,393</u> | | <u>245,926</u> |
| Cash Disbursements | | | | |
| Current: | | | | |
| General Government | 60,769 | 2,098 | \$3,135 | 66,002 |
| Public Safety | 65 | | | 65 |
| Public Works | 8,896 | 214,249 | | 223,145 |
| Health | 11,902 | 1,523 | | 13,425 |
| Conservation-Recreation | | 103 | | 103 |
| Capital Outlay | 25,267 | 1,500 | 577 | 27,344 |
| Debt Service: | | | | |
| Principal Retirement | 5,696 | 11,565 | | 17,261 |
| Interest and Fiscal Charges | 3,743 | 7,599 | | 11,342 |
| <i>Total Cash Disbursements</i> | <u>116,338</u> | <u>238,637</u> | <u>3,712</u> | <u>358,687</u> |
| <i>Excess of Disbursements Over Receipts</i> | <u>(57,805)</u> | <u>(51,244)</u> | <u>(3,712)</u> | <u>(112,761)</u> |
| Other Financing Receipts | | | | |
| Sale of Capital Assets | | | 37,000 | 37,000 |
| Other Financing Sources | 3,771 | | | 3,771 |
| <i>Total Other Financing Receipts</i> | <u>3,771</u> | | <u>37,000</u> | <u>40,771</u> |
| <i>Net Change in Fund Cash Balances</i> | (54,034) | (51,244) | 33,288 | (71,990) |
| <i>Fund Cash Balances, January 1</i> | <u>127,344</u> | <u>122,514</u> | <u>577</u> | <u>250,435</u> |
| Fund Cash Balances, December 31 | | | | |
| Restricted | | 48,448 | 33,865 | 82,313 |
| Committed | | 22,822 | | 22,822 |
| Assigned | 72,527 | | | 72,527 |
| Unassigned | 783 | | | 783 |
| <i>Fund Cash Balances, December 31</i> | <u>\$73,310</u> | <u>\$71,270</u> | <u>\$33,865</u> | <u>\$178,445</u> |

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

WAKEMAN TOWNSHIP
HURON COUNTY

STATEMENT OF RECEIPTS, DISBURSEMENTS
AND CHANGES IN FUND BALANCE (CASH BASIS)
FIDUCIARY FUND
FOR THE YEAR ENDED DECEMBER 31, 2014

| | <u>Private Purpose Trust</u> |
|---------------------------------------|----------------------------------|
| Operating Cash Receipts | |
| Earnings on Investments | \$1 |
| <i>Fund Cash Balance, January 1</i> | <u>1,632</u> |
| <i>Fund Cash Balance, December 31</i> | <u><u>\$1,633</u></u> |

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

**WAKEMAN TOWNSHIP
HURON COUNTY**

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

| | <u>General</u> | <u>Special Revenue</u> | <u>Capital Projects</u> | <u>Totals (Memorandum Only)</u> |
|--|------------------|----------------------------|-----------------------------|---|
| Cash Receipts | | | | |
| Property and Other Local Taxes | \$35,358 | \$77,928 | | \$113,286 |
| Licenses, Permits and Fees | 4,450 | | | 4,450 |
| Intergovernmental | 153,108 | 107,503 | | 260,611 |
| Earnings on Investments | 130 | 86 | | 216 |
| Miscellaneous | | 900 | \$4,800 | 5,700 |
| <i>Total Cash Receipts</i> | <u>193,046</u> | <u>186,417</u> | <u>4,800</u> | <u>384,263</u> |
| Cash Disbursements | | | | |
| Current: | | | | |
| General Government | 67,177 | 1,845 | | 69,022 |
| Public Safety | 54 | | | 54 |
| Public Works | 4,566 | 239,481 | | 244,047 |
| Health | 14,208 | 981 | | 15,189 |
| Conservation-Recreation | | 1,280 | | 1,280 |
| Capital Outlay | 321 | 20,382 | 243,041 | 263,744 |
| Debt Service: | | | | |
| Principal Retirement | 1,832 | 3,721 | | 5,553 |
| Interest and Fiscal Charges | 2,495 | 5,067 | | 7,562 |
| <i>Total Cash Disbursements</i> | <u>90,653</u> | <u>272,757</u> | <u>243,041</u> | <u>606,451</u> |
| <i>Excess of Receipts Over (Under) Disbursements</i> | <u>102,393</u> | <u>(86,340)</u> | <u>(238,241)</u> | <u>(222,188)</u> |
| Other Financing Receipts | | | | |
| Sale of Notes | | | 237,271 | 237,271 |
| Other Financing Sources | 3,921 | | | 3,921 |
| <i>Total Other Financing Receipts</i> | <u>3,921</u> | | <u>237,271</u> | <u>241,192</u> |
| <i>Net Change in Fund Cash Balances</i> | 106,314 | (86,340) | (970) | 19,004 |
| <i>Fund Cash Balances, January 1</i> | <u>21,030</u> | <u>208,854</u> | <u>1,547</u> | <u>231,431</u> |
| Fund Cash Balances, December 31 | | | | |
| Restricted | | 74,609 | 577 | 75,186 |
| Committed | | 47,905 | | 47,905 |
| Assigned | 61,744 | | | 61,744 |
| Unassigned | 65,600 | | | 65,600 |
| <i>Fund Cash Balances, December 31</i> | <u>\$127,344</u> | <u>\$122,514</u> | <u>\$577</u> | <u>\$250,435</u> |

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

**WAKEMAN TOWNSHIP
HURON COUNTY**

**STATEMENT OF RECEIPTS, DISBURSEMENTS
AND CHANGES IN FUND BALANCE (CASH BASIS)
FIDUCIARY FUND
FOR THE YEAR ENDED DECEMBER 31, 2013**

| | <u>Private Purpose Trust</u> |
|--|----------------------------------|
| Operating Cash Receipts | |
| Earnings on Investments | \$2 |
| Operating Cash Disbursements | |
| Supplies and Materials | 24 |
| <i>Net Change in Fund Cash Balance</i> | (22) |
| <i>Fund Cash Balance, January 1</i> | 1,654 |
| <i>Fund Cash Balance, December 31</i> | <u><u>\$1,632</u></u> |

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

**WAKEMAN TOWNSHIP
HURON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
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 Wakeman Township, Huron County, Ohio (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, park operations, cemetery maintenance, and general government services.

The Township participates in one public entity risk pool and two jointly governed organizations. Notes 7 and 8 to the financial statements provide additional information for these entities. These organizations are:

Public Entity Risk Pool:

Ohio Township Association Risk Management Authority (OTARMA) provides property and casualty coverage for its members.

Jointly Governed Organizations:

Vermilion River Ambulance District provides ambulance services.

Wakeman Township Fire District provides fire protection and rescue services.

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

B. Accounting Basis

These financial statements follow the accounting basis 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 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 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.

The Township values investments in STAR Ohio at STAR Ohio's shares price, which is the price the investment could be sold for on December 31.

**WAKEMAN TOWNSHIP
HURON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2014 AND 2013
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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:

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 capital projects. The Township had the following significant Special Revenue Funds:

Road and Bridge Fund - This fund receives property tax money for constructing, maintaining, and repairing Township roads and bridges.

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

Permissive Motor Vehicle License Fund – This fund receives motor vehicle license tax money for constructing, maintaining, and repairing Township roads.

3. Capital Project Funds

These funds account for and report financial resources that are restricted 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 – This fund received proceeds from the issuance of notes related to the construction of a new Township office building and maintenance garage.

Miscellaneous Capital Projects Fund – This fund received proceeds from the sale of a building owned by the Township.

4. Fiduciary Fund

Fiduciary funds include Private Purpose Trust Funds and Agency Funds. Trust funds account for assets held under a trust agreement for individuals, private organizations, or other governments which are not available to support the Township's own programs.

The Township's Private Purpose Trust Fund is for the benefit of Artha Hintz for the placement of flowers on the graves of the deceased and her family members.

**WAKEMAN TOWNSHIP
HURON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2014 AND 2013
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. Budgetary Process

The Ohio Revised Code requires 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.

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.

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.

**WAKEMAN TOWNSHIP
HURON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2014 AND 2013
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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.

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.

2. EQUITY IN POOLED DEPOSITS AND INVESTMENTS

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

| | | |
|--------------------------------|------------------|------------------|
| | 2014 | 2013 |
| Demand deposits | \$180,078 | \$195,166 |
| STAR Ohio | | 56,901 |
| Total deposits and investments | <u>\$180,078</u> | <u>\$252,067</u> |

Deposits: Deposits are insured by the Federal Depository Insurance Corporation.

Investments: Investments in STAR Ohio are not evidenced by securities that exist in physical or book-entry form.

**WAKEMAN TOWNSHIP
HURON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
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 | \$61,008 | \$62,304 | \$1,296 |
| Special Revenue | 181,953 | 187,393 | 5,440 |
| Capital Projects | 2,000 | 37,000 | 35,000 |
| Trust | 50 | 1 | (49) |
| Total | <u>\$245,011</u> | <u>\$286,698</u> | <u>\$41,687</u> |

2014 Budgeted vs. Actual Budgetary Basis Expenditures

| Fund Type | Appropriation Authority | Budgetary Expenditures | Variance |
|------------------|----------------------------|---------------------------|-----------------|
| General | \$122,752 | \$117,121 | \$5,631 |
| Special Revenue | 299,828 | 241,740 | 58,088 |
| Capital Projects | 2,577 | 3,712 | (1,135) |
| Trust | 50 | 50 | 50 |
| Total | <u>\$425,207</u> | <u>\$362,573</u> | <u>\$62,634</u> |

2013 Budgeted vs. Actual Receipts

| Fund Type | Budgeted Receipts | Actual Receipts | Variance |
|------------------|----------------------|--------------------|-------------------|
| General | \$196,606 | \$196,967 | \$361 |
| Special Revenue | 179,203 | 186,417 | 7,214 |
| Capital Projects | 320,000 | 242,071 | (77,929) |
| Trust | 50 | 2 | (48) |
| Total | <u>\$695,859</u> | <u>\$625,457</u> | <u>(\$70,402)</u> |

2013 Budgeted vs. Actual Budgetary Basis Expenditures

| Fund Type | Appropriation Authority | Budgetary Expenditures | Variance |
|------------------|----------------------------|---------------------------|------------------|
| General | \$114,239 | \$90,653 | \$23,586 |
| Special Revenue | 387,948 | 309,410 | 78,538 |
| Capital Projects | 321,547 | 244,155 | 77,392 |
| Trust | 100 | 24 | 76 |
| Total | <u>\$823,834</u> | <u>\$644,242</u> | <u>\$179,592</u> |

**WAKEMAN TOWNSHIP
HURON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
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.

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.

5. DEBT

Debt outstanding at December 31, 2014 was as follows:

| | Principal | Interest Rate |
|--|-----------|---------------|
| General Obligation Capital Improvement Notes | \$214,387 | 5% |

The Township issued general obligation capital improvement notes to finance the construction of a new Township building and maintenance garage. The Township's taxing authority collateralized the notes. The notes will be repaid in monthly installments including interest through August, 2018 at which time a final payment of \$145,482 including interest is due.

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

| | General Obligation Capital Improvement Notes |
|--------------------------|--|
| Year ending December 31: | |
| 2015 | \$28,603 |
| 2016 | 28,603 |
| 2017 | 28,603 |
| 2018 | 162,167 |
| Total | \$247,976 |

6. RETIREMENT SYSTEM

The Township's 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 2014 and 2013, OPERS members contributed 10% of their gross salaries and the Township contributed an amount equaling 14% of participants' gross salaries. The Township has paid all contributions required through December 31, 2014.

**WAKEMAN TOWNSHIP
HURON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2014 AND 2013
(Continued)**

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. 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 net position at December 31, 2013 and 2014:

| | 2013 | 2014 |
|--------------|--------------|--------------|
| Assets | \$34,954,286 | \$35,970,263 |
| Liabilities | 8,486,363 | 8,912,432 |
| Net Position | \$26,467,923 | \$27,057,831 |

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 \$3,000.

**WAKEMAN TOWNSHIP
HURON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2014 AND 2013
(Continued)**

7. RISK MANAGEMENT (Continued)

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> |
| \$5,473 | \$5,635 |

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

Vermilion River Ambulance District

A four-member Board of Trustees governs Vermilion River Ambulance District (the "District"). Each political subdivision within the District appoints one member. Those subdivisions within the District are the Village of Wakeman, Florence Township, Townsend Township, and Wakeman Township. The District provides ambulance service within the District by contracting with Citizens Ambulance Service. Financial information can be obtained from Brad Messenburg, Fiscal Officer, 2407 Wells Road, Collins, Ohio 44826.

Wakeman Township Fire District

Wakeman Township Fire District (the "District") is directed by an appointed four-member Board of Trustees. Two board members are appointed by each political subdivision within the District. Those subdivisions are Wakeman Township and the Village of Wakeman. The District provides fire protection and rescue services within the District. Financial Information can be obtained from Trisha L. Summers, Clerk, Wakeman Township Fire District, 5171 Sate Route 303, P.O. Box 55, Wakeman, Ohio 44889-0055.

9. COMPLIANCE

Contrary to Ohio law, the Fiscal Officer posted proceeds from the sale of a building to the incorrect fund.

Contrary to Ohio law, the Fiscal Officer posted debt service disbursements related to general government functions to the Road and Bridge Fund.



Dave Yost • Auditor of State

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

Wakeman Township
Huron County
4913 County Line Road 2
Wakeman, Ohio 44889-9010

To the Board of Trustees:

We have audited in accordance with auditing standards generally accepted in the United States and the Comptroller General of the United States' *Government Auditing Standards*, the financial statements of Wakeman Township, Huron County, Ohio (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 November 18, 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 findings we identified certain deficiencies in internal control over financial reporting, that we consider material weaknesses.

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. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider findings 2014-001 through 2014-003 described in the accompanying schedule of findings to be material weaknesses.

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 findings as items 2014-001 and 2014-002.

Entity's Response to Findings

The Township's responses to the findings identified in our audit are described in the accompanying schedule of findings. We did not audit the Township's responses and, accordingly, we express no opinion on them.

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.



Dave Yost
Auditor of State

Columbus, Ohio

November 18, 2015

**WAKEMAN TOWNSHIP
HURON COUNTY**

**SCHEDULE OF FINDINGS
DECEMBER 31, 2014 AND 2013**

| |
|--|
| FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS |
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FINDING NUMBER 2014-001

Noncompliance Citation / Material Weakness

Ohio Rev. Code § 5705.10(F) provides, in part, except as provided in divisions (G) and (H) of this section, if a permanent improvement of the subdivision is sold, the amount received from the sale shall be paid into the sinking fund, the bond retirement fund, or a special fund for the construction or acquisition of permanent improvements.

In 2014, the Fiscal Officer incorrectly posted the proceeds from the sale of a Township building in the amount of \$37,000 to the General Fund. These receipts should have been recorded in the Miscellaneous Capital Projects Fund.

The Fiscal Officer was not aware of this requirement. The accompanying financial statements and Township accounting records have been adjusted to reflect these changes.

These errors were not identified and corrected prior to the audit due to deficiencies in the Township's internal controls over financial statement monitoring. Sound financial reporting is the responsibility of the Fiscal Officer and the Board of Trustees and is essential to ensure the information provided to the readers of the financial statements and accompanying notes is complete and accurate.

To ensure the Township's financial statements and notes to the financial statements are complete and accurate, the Township should adopt policies and procedures, including a final review of the statements and notes by the Fiscal Officer and the Board of Trustees, to identify and correct errors and omissions. Also, the Fiscal Officer can refer to the Ohio Township Handbook available from the following web address for guidance on the posting of transactions:

<https://ohioauditor.gov/publications/15OhioTownshipHandbook.pdf>

Officials' Response:

The Fiscal Officer was under the assumption, upon incorrect advice from legal counsel, that the proceeds could be recorded in the General Fund. The Fiscal Officer will ensure proper fund posting in the future.

FINDING NUMBER 2014-002

Noncompliance Citation / Material Weakness

Ohio Rev. Code § 5705.10(I) provides that money paid into any fund shall be used only for the purposes for which such fund is established.

The Township has established a Road and Bridge Fund to account for levy proceeds received under Ohio Rev. Code § 5705.06(F) to be used for the construction, reconstruction, resurfacing, and repair of roads and bridges, excluding state roads and bridges, including the township's portion of the cost of the construction, improvement, maintenance, and repair of county roads and bridges.

During 2013 the Township issued notes to finance the construction of a new Township office and maintenance building in accordance with Ohio Rev. Code § 505.262. The Fiscal Officer incorrectly charged the full debt service payment amounts on the notes to the Road and Bridge Fund. Review of project specifications and drawings indicate approximately one third of the office and maintenance building is used for general government purposes (i.e. office space, meeting area, restrooms, Sheriff's office, etc.). The portion of the debt service disbursements attributable to general government purposes should have been recorded in the General Fund. The following table illustrates the errors in posting by fund:

| Fund Type/Fund | 2014 Amount Adjusted | 2013 Amount Adjusted |
|-----------------------------------|-------------------------------------|-------------------------------------|
| General Fund | (\$9,439) | (\$4,327) |
| Special Revenue Fund Type: | | |
| Road and Bridge Fund | 9,439 | 4,327 |

The Fiscal Officer believed the Road and Bridge Fund was an allowable source of repayment due to the primary functions of the Township. The accompanying financial statements and Township accounting records have been adjusted to reflect these changes.

These errors were not identified and corrected prior to the audit due to deficiencies in the Township's internal controls over financial statement monitoring. Sound financial reporting is the responsibility of the Fiscal Officer and the Board of Trustees and is essential to ensure the information provided to the readers of the financial statements and accompanying notes is complete and accurate.

To ensure the Township's financial statements and notes to the financial statements are complete and accurate, the Township should adopt policies and procedures, including a final review of the statements and notes by the Fiscal Officer and the Board of Trustees, to identify and correct errors and omissions. Also, the Fiscal Officer can refer to the Ohio Township Handbook available from the following web address for guidance on the posting of transactions:
<https://ohioauditor.gov/publications/15OhioTownshipHandbook.pdf>

Officials' Response:

The Fiscal Officer will ensure debt service payments are made from the appropriate funds.

FINDING NUMBER 2014-003

Material Weakness - Financial Reporting

We identified the following errors requiring adjustment to the financial statements or notes to the financial statements for the year ending December 31, 2014:

- Principal (\$11,565) and interest (\$7,599) debt service payments totaling \$19,164 in the Road and Bridge Fund were incorrectly recorded in the accounting system as public works disbursements;
- The Road and Bridge restricted fund balance in the amount of \$22,822 was reclassified to committed in accordance with GASB 54; and
- Settlement charges associated with the sale of the Township building in the amount of \$3,135 in the Miscellaneous Capital Projects Fund were not recorded by Fiscal Officer due to the Township receiving the net proceeds of the sale.

We also identified the following errors requiring adjustment to the financial statements for the year ending December 31, 2013:

- The Road and Bridge restricted fund balance in the amount of \$47,905 was reclassified to committed in accordance with GASB 54; and
- The Miscellaneous Capital Projects committed fund balance in the amount of \$577 was reclassified to restricted in accordance with GASB 54.

These errors were not identified and corrected prior to the audit due to deficiencies in the Township's internal controls over financial statement monitoring. The accompanying financial statements, and where applicable, the Township's accounting records have been adjusted to reflect these changes. Sound financial reporting is the responsibility of the Fiscal Officer and the Board of Trustees and is essential to ensure the information provided to the readers of the financial statements and accompanying notes is complete and accurate.

To ensure the Township's financial statements and notes to the statements are complete and accurate, the Township should adopt policies and procedures, including a final review of the statements and notes by the Fiscal Officer, to identify and correct errors and omissions, as well as recording correct budgetary information. Also, the Fiscal Officer can refer to the Ohio Township Manual at the following web site address for guidance on the recording of transactions:

<https://ohioauditor.gov/publications/15OhioTownshipHandbook.pdf>

Officials' Response:

The Fiscal Officer will ensure proper classification of transactions and fund balances.

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Dave Yost • Auditor of State

WAKEMAN TOWNSHIP

HURON 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 15, 2015**