

# **REGULAR AUDIT**

For the Years Ended December 31, 2017 and 2016 Fiscal Years Audited Under GAGAS: 2017 and 2016



Board of Trustees Dodson Township 7051 Spilker Road Lynchburg, Ohio 45142

We have reviewed the *Independent Auditor's Report* of Dodson Township, Highland County, prepared by BHM CPA Group, Inc., for the audit period January 1, 2016 through December 31, 2017. 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. Dodson Township is responsible for compliance with these laws and regulations.

Dave Yost Auditor of State

June 15, 2018



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#### INDEPENDENT AUDITOR'S REPORT

Dodson Township Highland County 1701 State Route 50 Lynchburg, Ohio 45152

To the Board of Trustees:

#### Report on the Financial Statements

We have audited the accompanying financial statements of the cash balances, receipts and disbursements by fund type, and related notes of Dodson Township, Highland County, Ohio (the Township) as of and for the years ended December 31, 2017 and 2016.

#### 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 such 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 opinions.

Board of Trustees Dodson Township Highland County Independent Auditor's Report Page 2

#### 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 (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, 2017 and 2016, and the respective 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, receipts and disbursements by fund type, and related notes of Dodson Township, Highland as of December 31, 2017 and 2016, 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 May 16, 2018, 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.

BHM CPA Group, Inc. Piketon, Ohio

BHM CPA Group

May 16, 2018

# COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND BALANCES (CASH BASIS) ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2017

		Governmental Fund Types					_	
	Gener	al		pecial evenue	Pern	nanent_	(Me	Totals morandum Only)
Cash Receipts:								
Property Taxes	\$ 12	,465	\$	33,353	\$	-	\$	45,818
Intergovernmental	14	,676		98,694		-		113,370
Earnings on Investments		206		276		-		482
Miscellaneous	1	,071_		1,347		100		2,518
Total Cash Receipts	28	,418		133,670		100		162,188
Cash Disbursements:								
Current:								
General Government	31,	,165		-		-		31,165
Public Works		-		135,235		-		135,235
Health	4.	,724		8,095		-		12,819
Debt Service:								
Redemption of Principal		-		11,858		_		11,858
Interest and Fiscal Charges				1,888				1,888
Total Cash Disbursements	35	,889_		157,076				192,965
Net Change in Fund Cash Balances	(7	,471)		(23,406)		100		(30,777)
Fund Cash Balances, January 1	181	,173		295,765		5,869		482,807
Fund Cash Balances, December 31								
Nonspendable		-		-		5,969		5,969
Restricted		-		272,359		-		272,359
Unassigned (Deficit)	173	,702						173,702
Fund Cash Balances, December 31	\$ 173	,702	\$	272,359	\$	5,969	\$	452,030

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

# COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND BALANCES (CASH BASIS) ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2016

	Governmental Fund Types						_	
		General		Special Revenue	Per	manent	(Me	Totals morandum Only)
Cash Receipts:								
Property Taxes	\$	12,081	\$	32,539	\$	-	\$	44,620
Intergovernmental		17,266		103,444		-		120,710
Earnings on Investments		214		272		-		486
Miscellaneous		340		771				1,111
Total Cash Receipts		29,901		137,026				166,927
Cash Disbursements:								
Current:								
General Government		30,806		-		-		30,806
Public Works		<b>-</b>		91,258		-		91,258
Health		4,554		6,887		-		11,441
Debt Service:				11 410				11 410
Redemption of Principal		-		11,412		-		11,412
Interest and Fiscal Charges				2,335				2,335
Total Cash Disbursements		35,360		111,892				147,252
Net Change in Fund Cash Balances		(5,459)		25,134		-		19,675
Fund Cash Balances, January 1		186,632		270,631		5,869		463,132
Fund Cash Balances, December 31								
Nonspendable		-		-		5,869		5,869
Restricted		-		295,765				295,765
Unassigned (Deficit)		181,173						181,173
Fund Cash Balances, December 31	\$	181,173	\$	295,765	\$	5,869	\$	482,807

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

# NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2017 AND 2016

# 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 Dodson Township, Highland County (the Township), as a body corporate and politic. A publicly-elected three-member Board of Trustees directs the Township. The Township provides road maintenance and cemetery maintenance.

The Township participates in a public entity risk pool. Note 7 to the financial statements provides additional information for this entity. This organization is:

# Public Entity Risk Pool:

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.

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. Cash and Deposits

The Township deposits all available funds in an interest earning checking account at a local commercial bank. All deposits are valued at cost.

#### D. Fund Accounting

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

#### 1. General Fund

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

# NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2017 AND 2016

#### 1. Summary of Significant Accounting Policies (Continued)

#### D. Fund Accounting (Continued)

#### 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:

<u>Gasoline Tax Fund</u> – This fund receives gasoline tax money to pay for constructing, maintaining, and repairing township roads.

#### 3. 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:

<u>Stroup Bequest Fund</u> – This fund was bequeathed to the Township and receives interest earned on the nonexpendable trust principal of \$5,000. These earnings are to be used for the upkeep, maintenance, beautifying and care of the Stroup Cemetery.

#### 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. Appropriations lapse at year end.

#### 2. Estimated Resources

Estimated Resources include estimates of cash to be received (budgeted receipts) plus cash as of January 1. The County Budget Commission must also approve estimated resources.

#### 3. Encumbrances

The Ohio Revised Code requires the Township to reserve (encumber) appropriations when individual commitments are made. Encumbrances outstanding at year end are canceled, and reappropriated in the subsequent year.

A summary of 2017 and 2016 budgetary activity appears in Note 3.

# NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2017 AND 2016

#### 1. Summary of Significant Accounting Policies (Continued)

#### 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.

#### 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.

# NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2017 AND 2016

# 1. Summary of Significant Accounting Policies (Continued)

#### G. Property, Plant and Equipment

The Township records disbursements for acquisition 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 Cash

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

	2017	2016
Demand Deposits	\$ 452,030	\$ 482,807

**Deposits:** Deposits are insured by the Federal Depository Insurance Corporation; or collateralized by securities specifically pledged by the financial institution to the Township.

#### 3. Budgetary Activity

Budgetary activity for the year ending December 31, 2017 and 2016 as follows:

2017 Budgeted vs. Actual Receipts

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	В	Budgeted		Actual			
Fund Type	R	Receipts		Receipts		Variance	
General	\$	21,525	\$	28,418	\$	6,893	
Special Revenue		119,760		133,670		13,910	
Permanent		100		100			
Total	\$	141,385	\$	162,188	\$	20,803	
					_		

2017 Budgeted vs. Actual Budgetary Basis Expenditures

	Appropriation		Вι	Budgetary			
Fund Type	A	Authority		Expenditures		Variance	
General	\$	83,500	\$	35,889	\$	47,611	
Special Revenue		223,500		157,076		66,424	
Permanent		500				500	
Total	\$	307,500	\$	192,965	\$	114,535	

# NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2017 AND 2016

# 3. Budgetary Activity (Continued)

2016 Budgeted vs. Actual Receipts

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	В	Budgeted		Actual			
Fund Type	R	Receipts		Receipts		Variance	
General	\$	21,110	\$	29,901	\$	8,791	
Special Revenue		119,030		137,026		17,996	
Permanent		100				(100)	
Total	\$	140,240	\$	166,927	\$	26,687	

2016 Budgeted vs. Actual Budgetary Basis Expenditures

	App	propriation	on Budgetai				
Fund Type	A	Authority		Expenditures		Variance	
General	\$	71,250	\$	35,360	\$	35,890	
Special Revenue		215,403		111,892		103,511	
Permanent		500				500	
Total	\$	287,153	\$	147,252	\$	139,901	

# 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 property owner elects to pay semiannually, the first half is due December 31. The second half payment is due to 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.

# NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2017 AND 2016

#### 5. Lease and Debt

Debt outstanding at December 31, 2017 was as follows:

	Principal		Interest Rate
Truck Note	\$	31,067	3.75%
Home Builders Association Note		3,560	5.95%
	\$	34,627	

The Township obtained a ten year note during 2009 to finance the purchase of land for equipment storage in the amount of \$19,000. This note is payable in annual installments.

In 2015, the Township obtained a five year note to purchase a Truck. The total note issuance was \$50,000. This note is payable in annual installments.

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

Year Ending December 31:	
2018	13,745
2019	13,745
2020	 10,676
Total	\$ 38,166

# **6.** Retirement Systems

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

The Ohio Revised Code also prescribes contribution rates. For 2017 and 2016, 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, 2017.

#### NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2017 AND 2016

# 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, 2016, 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, 2016 and 2015 (the latest information available):

	2016	2015
Assets	\$38,473,283	\$37,313,311
Liabilities	8,244,140	8,418,518
Net Position	\$30,229,143	\$28,894,793

At December 31, 2016 and 2015 the liabilities above include approximately \$7.4 and \$7.8 million of estimated incurred claims payable. The assets above also include approximately \$6.9 million of unpaid claims to be billed to approximately 1,010 and 989 member governments in the future, as of December 31, 2016 and 2015. These amounts will be included in future contributions from members when the related claims are due for payment. As of December 31, 2017, the Township's share of these unpaid claims collectible in future years is approximately \$1,000.

# NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2017 AND 2016

# 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.

2017 Contributions to OTARMA	2016 Contributions to OTARMA	
\$3,105	\$3,100	

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

Dodson Township Highland County 1701 State Route 50 Lynchburg, Ohio 45152

#### 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 the cash balances, receipts, and disbursements by fund type of the Dodson Township, Highland County, (the Township) as of and for the years ended December 31, 2017 and 2016, and the related notes to the financial statements and have issued our report thereon dated May 16, 2018 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.

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 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.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all internal control deficiencies that might be material weaknesses or significant deficiencies. Given these limitations, we did not identify any deficiencies in internal control that we consider material weaknesses. However, unidentified material weaknesses may exist.

#### **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 no instances of noncompliance or other matters we must report under *Government Auditing Standards*.

Dodson Township
Highland County
Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance
and other Matters Required by *Government Auditing Standards*Page 2

# 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 report is not suitable for any other purpose.

BHM CPA Group, Inc.

BHM CPA Group

Piketon, Ohio May 16, 2018

# DODSON TOWNSHIP HIGHLAND COUNTY DECEMBER 31, 2017 AND 2016

# SCHEDULE OF PRIOR AUDIT FINDINGS

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; Explain:
	Material Weakness for adjustments to	Yes	
2015-001	the financial statements		





#### **DODSON TOWNSHIP**

#### **HIGHLAND 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.

**CLERK OF THE BUREAU** 

Susan Babbitt

CERTIFIED JUNE 28, 2018