

**SYCAMORE TOWNSHIP**  
*HAMILTON COUNTY, OHIO*

**REGULAR AUDIT**

**FOR THE YEARS ENDED DECEMBER 31, 2023-2022**





65 East State Street  
Columbus, Ohio 43215  
ContactUs@ohioauditor.gov  
800-282-0370

Board of Trustees  
Sycamore Township  
8540 Kenwood Rd  
Cincinnati, OH 45236-2010

We have reviewed the *Independent Auditor's Report* of Sycamore Township, Hamilton County, prepared by Bastin & Company, LLC, for the audit period January 1, 2022 through December 31, 2023. 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. The Sycamore Township is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Keith Faber".

Keith Faber  
Auditor of State  
Columbus, Ohio

**June 07, 2024**

**This page intentionally left blank.**

**SYCAMORE TOWNSHIP**  
*HAMILTON COUNTY*

**TABLE OF CONTENTS**

<b>TITLE</b>	<b>PAGE</b>
Independent Auditor’s Report.....	1
Combined Statement of Receipts, Disbursements, and Changes in Fund Balances (Regulatory Cash Basis) - All Governmental Fund Types - For the Year Ended December 31, 2023 .....	4
Combined Statement of Additions, Deductions and Changes in Fund Balances (Regulatory Cash Basis) - All Fiduciary Fund Types - For the Year Ended December 31, 2023.....	5
Notes to the Financial Statements for the Year Ended December 31, 2023 .....	6
Combined Statement of Receipts, Disbursements, and Changes in Fund Balances (Regulatory Cash Basis) - All Governmental Fund Types - For the Year Ended December 31, 2022.....	16
Notes to the Financial Statements for the Year Ended December 31, 2022 .....	17
Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by <i>Government Auditing Standards</i> .....	27

**This page intentionally left blank.**

# Bastin & Company, LLC

*Certified Public Accountants*

## **INDEPENDENT AUDITOR'S REPORT**

Sycamore Township  
Hamilton County  
8540 Kenwood Road  
Cincinnati, Ohio 45236

To the Board of Trustees:

### ***Report on the Audit of the Financial Statements***

#### ***Unmodified and Adverse Opinions***

We have audited the financial statements of Sycamore Township, Hamilton County, Ohio (the Township), which comprises the cash balances, receipts and disbursements for each governmental type and the fiduciary fund type combined total as of and for the years ended December 31, 2023 and 2022, and the related notes to the financial statements.

#### ***Unmodified Opinion on Regulatory Basis of Accounting***

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the cash balances, receipts and disbursements for each governmental fund type and the fiduciary fund type combined total as of and for the year ended December 31, 2023 and 2022, and the related notes to the financial statements, in accordance with the financial reporting provisions which Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(C) permit, described in Note 2.

#### ***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* section of our report, the accompanying financial statements 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, 2023 and 2022, or the changes in financial position thereof for the year then ended.

#### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are required to be independent of the Township, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

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

As described in Note 2 of the financial statements, the financial statements are prepared by the Township on the basis of the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(C), which is an accounting basis other than accounting principles generally accepted in the United States of America (GAAP), to satisfy these requirements. The effects on the financial statements of the variances between the regulatory basis of accounting described in Note 2 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material and pervasive.

### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(C) permit. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Township's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and the financial audit standards in the Comptroller General of the United States' *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control. Accordingly, no such opinion is expressed.
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.



- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Township's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated May 24, 2024, 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. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Township's 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.

*Bastin & Company, LLC*

Williamsburg, Ohio  
May 24, 2024

**Sycamore Township**  
*Hamilton County*  
**Combined Statement of Receipts, Disbursements**  
*and Changes in Fund Balances (Regulatory Cash Basis)*  
**All Governmental Fund Types**  
*For the Year Ended December 31, 2023*

	<b>General</b>	<b>Special Revenue</b>	<b>Debt Service</b>	<b>Capital Projects</b>	<b>Combined Total</b>
<b>Cash Receipts:</b>					
Property and Other Local Taxes	\$ 386,865	\$ 5,050,300	\$ -	\$ -	\$ 5,437,165
JEDZ Collections	-	6,677,768	-	-	6,677,768
Charges for Services	5,200	895,475	-	-	900,675
Licenses, Permits, and Fees	409,386	-	-	-	409,386
Fines and Forfeitures	14,746	11,811	-	-	26,557
Payments in Lieu of Taxes	-	18,927,463	-	-	18,927,463
Intergovernmental	458,100	1,082,050	-	287,758	1,827,908
Special Assessments	-	-	-	59,869	59,869
Investment Income	325,938	1,649,450	-	-	1,975,388
Miscellaneous	209,867	77,850	-	97,362	385,079
<b>Total Cash Receipts</b>	<b>1,810,102</b>	<b>34,372,167</b>	<b>-</b>	<b>444,989</b>	<b>36,627,258</b>
<b>Cash Disbursements:</b>					
Current:					
General Government	1,195,005	503,223	-	-	1,698,228
Public Safety	-	9,633,408	-	-	9,633,408
Public Works	-	3,351,828	-	73,782	3,425,610
Public Health	47,885	-	-	-	47,885
Conservation - Recreation	187,658	218,377	-	-	406,035
Economic Development	-	100,000	-	-	100,000
Miscellaneous	-	9,532	-	-	9,532
Intergovernmental	-	1,560,744	-	-	1,560,744
Payments to Schools	-	9,301,521	-	-	9,301,521
Capital Outlay	-	2,158,764	-	363,937	2,522,701
Debt Service:					
Redemption of Principal	-	366,124	213,823	267,032	846,979
Interest and Other Fiscal Charges	-	276,401	20,458	228,630	525,489
<b>Total Cash Disbursements</b>	<b>1,430,548</b>	<b>27,479,922</b>	<b>234,281</b>	<b>933,381</b>	<b>30,078,132</b>
Excess of Receipts Over (Under) Disbursements	379,554	6,892,245	(234,281)	(488,392)	6,549,126
<b>Other Financing Receipts (Disbursements):</b>					
Transfers-In	-	-	271,780	-	271,780
Transfers-Out	(271,780)	-	-	-	(271,780)
<b>Total Other Financing Receipts (Disbursements)</b>	<b>(271,780)</b>	<b>-</b>	<b>271,780</b>	<b>-</b>	<b>-</b>
Net Change in Fund Cash Balances	107,774	6,892,245	37,499	(488,392)	6,549,126
Fund Cash Balances, January 1	575,752	45,277,320	232,797	1,062,022	47,147,891
Fund Cash Balances, December 31	<u>\$ 683,526</u>	<u>\$ 52,169,565</u>	<u>\$ 270,296</u>	<u>\$ 573,630</u>	<u>\$ 53,697,017</u>

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

**Sycamore Township**  
*Hamilton County*  
*Combined Statement of Additions, Deductions*  
*and Changes in Fund Balances (Regulatory Cash Basis)*  
*All Fiduciary Fund Types*  
*For the Year Ended December 31, 2023*

	<b>Fiduciary Fund Types</b>
	<b>Custodial</b>
<b>Additions:</b>	
Special Assessment Collections for Distribution	\$ 379,466
Total Additions	379,466
<b>Deductions:</b>	
Distributions to Other Governments	11,052
Other Distributions	368,414
Total Deductions	379,466
Net Change in Fund Cash Balances	-
Fund Cash Balances, January 1	-
Fund Cash Balances, December 31	\$ -

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

**Sycamore Township**  
*Hamilton County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2023*

---

**1. Reporting Entity**

The constitution and laws of the State of Ohio establish the rights and privileges of Sycamore Township, Hamilton 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, park operations, fire protection and emergency medical services. The Township contracts with Hamilton County to provide police protection.

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

**2. Summary of Significant Accounting Policies**

**Basis of Presentation**

The Township's financial statement consists of a combined statement of receipts, disbursements and changes in fund balances (regulatory cash basis) for all governmental fund types, organized on a fund type basis.

**Fund Accounting**

The Township uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. The funds of the Township are presented below:

**General Fund** The general fund accounts for and reports all financial resources not accounted for and reported in another fund. The general fund balance is available to the Township for any purpose provided it is expended or transferred according to the general laws of Ohio.

**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:

**Police Fund** The Police Fund receives property tax money and pays the contract with Hamilton County Sheriff's Department for police services and other costs associated with security of persons.

**Fire Fund** The Fire Fund accounts for monies received (from property tax receipts and charges for services) for providing fire and emergency services to Township residents.

**Tax Increment Funds** The Township has several tax increment funds which receive service payments in lieu of taxes to provide acquisition and construction of the Township's infrastructure and related debt service payments.

**JEDZ Funds** The Township has four JEDZ Funds which receive taxes levied on earnings sourced from within the JEDZ zones that are used to support public safety and economic development services provided within the JEDZ zones and throughout the Township.

**Sycamore Township**  
*Hamilton County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2023*

---

***Debt Service Funds*** These funds account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest. The Township had the following significant Debt Service Fund:

***General Obligation Debt Service Fund*** This fund is used to account for the debt service requirements on the Township's general obligation debt.

***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:

***Lighting Assessment Fund*** This fund receives fiscal officer certified assessments which Hamilton County collects along with real estate taxes in order to pay Duke Energy for the individual lighting districts.

***Sycamore Township Capital Project Fund*** This fund is used to account for the construction of capital projects within the Township.

***Road Improvement Bond Capital Project Fund*** This fund is used to account for road improvements within the Township.

***Fiduciary Funds*** Fiduciary funds include private purpose trust funds, investment trust funds, and custodial funds. Trust funds account for assets held under a trust agreement meeting certain criteria.

Custodial funds are purely custodial in nature and are used to report fiduciary activity that is not required to be reported in a trust fund. The Township's only custodial fund accounts for special assessments related to an energy special improvement district.

**Basis of Accounting**

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 (C). 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 (C) permit.

**Sycamore Township**  
*Hamilton County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2023*

---

**Budgetary Process**

The Ohio Revised Code requires that each fund be budgeted annually.

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.

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.

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 re-appropriated.

A summary of 2023 budgetary activity appears in Note 3.

**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 U.S. Government securities at fair market value. Money market mutual funds are recorded at share values the mutual funds report. Investment in STAR Ohio is measured at the net asset value (NAV) per share provided by STAR Ohio. The NAV per share is calculated on an amortized cost basis that provides an NAV per share that approximates fair value.

**Capital Assets**

The Township records disbursements for acquisitions of property, plant, and equipment when paid. The accompanying financial statements do not report these items as assets.

**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.

**Leases and Subscription-Based Information Technology Arrangements (SBITA's)**

Lease and SBITA disbursements are recognized when they are paid.

**Sycamore Township**  
*Hamilton County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2023*

---

**Settlement Monies**

Ohio has reached settlement agreements with various distributors of opioids which are subject to the OneOhio memorandum of understanding. The original settlement was reached in 2021 with annual payments anticipated through 2038. For 2023, receipts of \$22,651 are reflected as intergovernmental receipts in the combined Special Revenue Funds, in the accompanying financial statements.

**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:

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

*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.

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

*Assigned* – Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as *restricted* or *committed*. For regulatory purposes, assigned fund balance in the General Fund is limited to encumbrances outstanding at year end.

*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.

For regulatory purposes, limited disclosure related to fund balance is included in Note 13.

**Sycamore Township**  
*Hamilton County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2023*

**3. Budgetary Activity**

Budgetary activity for the year ended December 31, 2023 was as follows:

2023 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 3,574,338	\$ 1,810,102	\$ (1,764,236)
Special Revenue	35,073,646	34,372,167	(701,479)
Debt Service	280,704	271,780	(8,924)
Capital Projects	6,173,785	444,989	(5,728,796)
Total	\$ 45,102,473	\$ 36,899,038	\$ (8,203,435)

2023 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 2,813,789	\$ 1,863,804	\$ 949,985
Special Revenue	34,897,017	28,956,061	5,940,956
Debt Service	234,281	234,281	-
Capital Projects	2,079,643	944,576	1,135,067
Total	\$ 40,024,730	\$ 31,998,722	\$ 8,026,008

**4. Deposits and Investments**

To improve cash management, cash received by the Township is pooled. Monies for all funds are maintained in this pool. The Ohio Revised Code prescribes allowable deposits and investments. A summary of the Township's deposit and investment accounts at December 31, 2023 are as follows:

Cash Management Pool	2023
Demand Deposits	\$ 8,478,633
Certificates of Deposit	16,709,045
Total Deposits	25,187,678
U.S. Treasury Money Market Funds	4,245,995
U.S. Government Securities	21,636,897
STAR Ohio	2,626,447
Total Investments	28,509,339
Total Deposits and Investments	\$ 53,697,017



**Sycamore Township**  
*Hamilton County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2023*

---

**Deposits**

Deposits are insured by the Federal Deposit Insurance Corporation or collateralized by securities specifically pledged by the financial institution to the Township or collateralized through the Ohio Pooled Collateral System (OPCS), a collateral pool of eligible securities deposited with a qualified trustee and pledged to the Treasurer of State to secure the repayment of all public monies deposited in the financial institution.

**Investments**

The Federal Reserve holds the Township's U.S. Government securities in book-entry form in the name of the Township's financial institution. The financial institution maintains records identifying the Township as owner of these securities.

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

**5. 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.

**6. Debt**

Outstanding Debt

Debt outstanding at December 31, 2023 was as follows:

	<u>Principal</u>	<u>Interest Rate</u>
2009 Ohio Public Works Commission Loan	\$ 147,228	1.50%
2014 Various Purpose G.O. Bonds	2,655,000	1.00% - 4.00%
2016 Refunding G.O. Bonds	5,750,000	2.00% - 4.00%
2022 Road Improvement Bonds	3,820,000	4.75%
Total	<u>\$ 12,372,228</u>	

**Sycamore Township**  
*Hamilton County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2023*

The 2009 Ohio Public Works Commission Loan relates to infrastructure improvements to the Sturbridge subdivision in the amount of \$1,004,044. The loan amount will be repaid over 16 years.

The Township issued series 2014 general obligation bonds on September 17, 2014 in the amount of \$3,250,000 for 30 years. The bonds were used to finance capital projects within the Township. The bonds are collateralized by the Township's taxing authority.

On June 22, 2016, the Township issued series 2016 Refunding G.O. Bonds of \$8,810,000 (par value) at varying coupon rates between 2.00% - 4.00% and an all-inclusive-true-interest-cost rate of 2.791% to advance refund previously issued bonds outstanding.

On April 26, 2022, the Township issued series 2022 Road Improvement Bonds of \$4,175,000 (par value) at 4.75% to refund a previously issued note that was issued to fund infrastructure improvements in the Township.

Amortization of debt at December 31, 2023, including interest, is scheduled as follows:

Year ending December 31:	OPWC Loan	2014 Various Purpose General Obligation Bonds	2016 General Obligation Refunding Bonds	2022 Road Improvement Bonds	Total
2024	\$ 74,998	\$ 190,675	\$ 686,700	\$ 418,600	\$ 1,370,973
2025	74,998	192,975	692,700	421,962	1,382,635
2026	-	190,125	687,700	419,850	1,297,675
2027	-	196,325	687,100	422,025	1,305,450
2028	-	192,125	685,700	423,488	1,301,313
2029-2033	-	958,825	2,060,900	2,103,000	5,122,725
2034-2038	-	957,775	1,643,100	847,975	3,448,850
2039-2043	-	959,188	-	-	959,188
Total	<u>\$ 149,996</u>	<u>\$ 3,838,013</u>	<u>\$ 7,143,900</u>	<u>\$ 5,056,900</u>	<u>\$ 16,188,809</u>

**7. Defined Benefit Pension Plans**

***Ohio Public Employees Retirement System***

The Township's employees, other than certified full-time fire fighters, 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. OPERS *Local* members contributed 10% of their gross salaries and the Township contributed an amount equaling 14% of participants' gross salaries while OPERS *Public Safety* members contributed 12% of their gross salaries and the Township contributed an amount equaling 18.10% of participants' gross salaries. The Township has paid all contributions required through December 31, 2023.

**Sycamore Township**  
*Hamilton County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2023*

---

***Ohio Police and Fire Retirement System***

The Township's certified full-time fire fighters belong to the Ohio Police and Fire Pension Fund (OP&F). OP&F 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. The Township's certified full-time fire fighters contributed 12.25% of their wages. The Township contributed to OP&F an amount equal to 24% of certified full-time fire fighters' wages. The Township has paid all contributions required through December 31, 2023.

**8. Postemployment Benefits**

Both OPERS and OP&F offer cost-sharing, multiple-employer defined benefit postemployment plans. OPERS offers a health reimbursement arrangement (HRA) allowance to benefit recipients meeting certain age and service credit requirements. The HRA is an account funded by OPERS that provides tax-free reimbursement for qualified medical expenses such as monthly post-tax insurance premiums, deductibles, co-insurance, and co-pays incurred by eligible benefit recipients and their dependents. OP&F uses a stipend-based health care model. A stipend funded by OP&F is placed in individual Health Reimbursement Accounts that retirees use to be reimbursed for health care expenses. For calendar year 2023, the portion of OPERS employer contributions allocated to health care was 0 percent for members in the traditional pension plan and 2 percent for members in the combined plan. For 2023, the portion of employer contributions OPERS allocated to health care for members in the member-directed plan was 4.0 percent; however, a portion of the health care rate was funded with reserves. OP&F contributes 0.5 percent to fund these benefits.

**9. Risk Management – Commercial Insurance**

The Township has obtained commercial insurance for the following risks:

- Comprehensive property and general liability;
- Vehicles; and
- Errors and omissions.

During 2023, there were no significant changes in coverage nor were there any losses that exceeded insurance coverage limits.

**Sycamore Township**  
*Hamilton County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2023*

**10. Interfund Activity**

During the normal course of operations, the Township has numerous transfers between funds.

Transfer activity for 2023 is summarized as follows:

	Transfers In	Transfers Out
General Fund	\$ -	\$ 271,780
General Obligation Debt Service Fund	271,780	-
	\$ 271,780	\$ 271,780

The General fund transferred out \$271,780 to the General Obligation Debt Service Fund to make required debt service payments.

**11. Joint Economic Development Zones**

The Township participates with the following three entities in four Joint Economic Development Zones (JEDZs):

- City of Deer Park (Kenwood Northwest Zone)
- City of Madeira (Kenwood Central Zone and Kenwood East Zone)
- Village of Amberley (Kenwood Southwest Zone)

The JEDZs are located in four separate sections of the Township.

The purpose of the JEDZs is to facilitate the development of jobs and employment opportunities along with improving the welfare of people in the State of Ohio and the area of the participating parties. Each JEDZ creates a Board of Directors which consists of three members appointed by the Township and three members appointed by the other entity participating in the JEDZ. The Township selects the Chairperson of the Board.

The proceeds of the JEDZs (a three-quarters of one percent earnings tax levied on the wages earned in the Zones) are used to pay a portion of the costs associated with maintaining Township infrastructure and the provision of public services such as police and fire protection as well as to provide for improvements that benefit the Township as a whole.

The contracts between the Township and participating entities allocate the earnings tax in the following manner:

- Sycamore Township receives 90% of the net earnings tax revenues collected.
- The respective participating entity receives 10% of the net earnings tax revenues collected.

The respective participating entity administers and collects earnings tax for the JEDZ and reports quarterly or monthly to the Township, per the contract with that entity.

The JEDZs became effective on October 1, 2013 and the Township began receiving distributions of earnings taxes from the participating entities in 2014.

**Sycamore Township**  
*Hamilton County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2023*

---

**12. Community Improvement Corporation**

In 2013, the Sycamore Township Board of Trustees created the Sycamore Township Community Improvement Corporation (CIC) to promote economic, commercial and civic development within the Township. The CIC Board is comprised of three Board members appointed by the Sycamore Township Board of Trustees.

The CIC is a legally-separate entity from the Township and issues stand-alone financial statements that are prepared on the accrual basis of accounting in conformity with generally accepted accounting principles. Those financial statements can be obtained by contacting the Executive Director of the Sycamore Township Community Improvement Corporation at 8540 Kenwood Road, Cincinnati, Ohio 45236.

During 2023, the Township made contributions to the CIC totaling \$100,000. The contributions have been reported in the Township’s financial statements as economic development cash disbursements.

**13. Fund Balance**

Included in fund balance are amounts the Township cannot spend. Encumbrances are commitments related to unperformed contracts for goods or services. Encumbrance accounting is utilized to the extent necessary to assure effective budgetary control and accountability and to facilities effective cash planning and control. At December 31, 2023 the balances of these amounts were as follows:

Fund Balances	General	Special Revenue	Debt Service	Capital Projects	Total
Outstanding Encumbrances	\$ 6,717	\$ 1,817,160	\$ -	\$ 4,660,255	\$ 6,484,132

The fund balance of special revenue funds is either restricted or committed. The fund balance of debt service funds and capital projects funds are restricted, committed, or assigned. These restricted, committed, and assigned amounts in the special revenue, debt service and capital projects funds would include the outstanding encumbrances. In the general fund, outstanding encumbrances are considered assigned.

**14. Contingent Liabilities**

The Township is defendant in several lawsuits. Although management cannot presently determine the outcome of these suits, management believes that the resolution of these matters will not materially adversely affect the Township’s financial condition.

Amounts grantor agencies pay to the Township are subject to audit and adjustment by the grantor. The grantor may require refunding any disallowed costs. Management cannot presently determine amounts grantors may disallow. However, based on prior experience, management believes any refunds would be immaterial.

**Sycamore Township**  
*Hamilton County*  
*Combined Statement of Receipts, Disbursements*  
*and Changes in Fund Balances (Regulatory Cash Basis)*  
*All Governmental Fund Types*  
*For the Year Ended December 31, 2022*

	<b>General</b>	<b>Special Revenue</b>	<b>Debt Service</b>	<b>Capital Projects</b>	<b>Combined Total</b>
<b>Cash Receipts:</b>					
Property and Other Local Taxes	\$ 371,665	\$ 4,824,821	\$ -	\$ -	\$ 5,196,486
JEDZ Collections	-	6,772,117	-	-	6,772,117
Charges for Services	8,930	856,533	-	-	865,463
Licenses, Permits, and Fees	385,410	-	-	-	385,410
Fines and Forfeitures	9,147	8,221	-	-	17,368
Payments in Lieu of Taxes	-	16,943,090	-	-	16,943,090
Intergovernmental	644,777	2,624,557	-	2,124,534	5,393,868
Special Assessments	-	-	-	59,720	59,720
Investment Income	143,639	(1,690,670)	-	-	(1,547,031)
Miscellaneous	583,979	220,971	-	-	804,950
<b>Total Cash Receipts</b>	<b>2,147,547</b>	<b>30,559,640</b>	<b>-</b>	<b>2,184,254</b>	<b>34,891,441</b>
<b>Cash Disbursements:</b>					
Current:					
General Government	2,405,979	145,851	-	-	2,551,830
Public Safety	-	9,760,569	-	-	9,760,569
Public Works	-	3,502,537	-	72,282	3,574,819
Public Health	49,228	-	-	-	49,228
Conservation - Recreation	38,919	220,283	-	-	259,202
Economic Development	-	100,000	-	-	100,000
Miscellaneous	-	9,447	-	-	9,447
Intergovernmental	-	1,496,887	-	-	1,496,887
Payments to Schools	-	8,115,091	-	-	8,115,091
Capital Outlay	-	2,607,871	-	5,102,820	7,710,691
Debt Service:					
Redemption of Principal	-	320,000	280,912	4,400,000	5,000,912
Interest and Other Fiscal Charges	-	286,550	47,961	232,217	566,728
<b>Total Cash Disbursements</b>	<b>2,494,126</b>	<b>26,565,086</b>	<b>328,873</b>	<b>9,807,319</b>	<b>39,195,404</b>
Excess of Receipts Over (Under) Disbursements	(346,579)	3,994,554	(328,873)	(7,623,065)	(4,303,963)
<b>Other Financing Receipts (Disbursements):</b>					
Proceeds From Bonds	-	-	-	4,175,000	4,175,000
Discount On Note	-	-	-	(61,748)	(61,748)
Transfers-In	-	-	328,873	-	328,873
Transfers-Out	(328,873)	-	-	-	(328,873)
<b>Total Other Financing Receipts (Disbursements)</b>	<b>(328,873)</b>	<b>-</b>	<b>328,873</b>	<b>4,113,252</b>	<b>4,113,252</b>
Net Change in Fund Cash Balances	(675,452)	3,994,554	-	(3,509,813)	(190,711)
Fund Cash Balances, January 1	1,251,204	41,282,766	232,797	4,571,835	47,338,602
Fund Cash Balances, December 31	<u>\$ 575,752</u>	<u>\$ 45,277,320</u>	<u>\$ 232,797</u>	<u>\$ 1,062,022</u>	<u>\$ 47,147,891</u>

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

**Sycamore Township**  
*Hamilton County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2022*

---

**1. Reporting Entity**

The constitution and laws of the State of Ohio establish the rights and privileges of Sycamore Township, Hamilton 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, park operations, fire protection and emergency medical services. The Township contracts with Hamilton County to provide police protection.

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

**2. Summary of Significant Accounting Policies**

**Basis of Presentation**

The Township's financial statement consists of a combined statement of receipts, disbursements and changes in fund balances (regulatory cash basis) for all governmental fund types, organized on a fund type basis.

**Fund Accounting**

The Township uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. The funds of the Township are presented below:

**General Fund** The general fund accounts for and reports all financial resources not accounted for and reported in another fund. The general fund balance is available to the Township for any purpose provided it is expended or transferred according to the general laws of Ohio.

**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:

**Police Fund** The Police Fund receives property tax money and pays the contract with Hamilton County Sheriff's Department for police services and other costs associated with security of persons.

**Fire Fund** The Fire Fund accounts for monies received (from property tax receipts and charges for services) for providing fire and emergency services to Township residents.

**Tax Increment Funds** The Township has several tax increment funds which receive service payments in lieu of taxes to provide acquisition and construction of the Township's infrastructure and related debt service payments.

**JEDZ Funds** The Township has four JEDZ Funds which receive taxes levied on earnings sourced from within the JEDZ zones that are used to support public safety and economic development services provided within the JEDZ zones and throughout the Township.

**Sycamore Township**  
*Hamilton County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2022*

---

***Debt Service Funds*** These funds account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest. The Township had the following significant Debt Service Fund:

***General Obligation Debt Service Fund*** This fund is used to account for the debt service requirements on the Township's general obligation debt.

***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:

***Lighting Assessment Fund*** This fund receives fiscal officer certified assessments which Hamilton County collects along with real estate taxes in order to pay Duke Energy for the individual lighting districts.

***Sycamore Township Capital Project Fund*** This fund is used to account for the construction of capital projects within the Township.

***Road Improvement Bond Capital Project Fund*** This fund is used to account for road improvements within the Township.

### **Basis of Accounting**

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 (C). 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 (C) permit.

### **Budgetary Process**

The Ohio Revised Code requires that each fund be budgeted annually.

***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.

***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.



**Sycamore Township**  
*Hamilton County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2022*

---

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 re-appropriated.

A summary of 2022 budgetary activity appears in Note 3.

**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 U.S. Government securities at fair market value. Money market mutual funds are recorded at share values the mutual funds report. Investment in STAR Ohio is measured at the net asset value (NAV) per share provided by STAR Ohio. The NAV per share is calculated on an amortized cost basis that provides an NAV per share that approximates fair value.

**Capital Assets**

The Township records disbursements for acquisitions of property, plant, and equipment when paid. The accompanying financial statements do not report these items as assets.

**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.

**Leases**

Lease revenue/disbursements are recognized when they are received/paid.

**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:

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

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.

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.

**Sycamore Township**  
*Hamilton County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2022*

Assigned – Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as *restricted* or *committed*. For regulatory purposes, assigned fund balance in the General Fund is limited to encumbrances outstanding at year end.

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.

For regulatory purposes, limited disclosure related to fund balance is included in Note 13.

**3. Budgetary Activity**

Budgetary activity for the year ended December 31, 2022 was as follows:

2022 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 2,450,398	\$ 2,147,547	\$ (302,851)
Special Revenue	39,566,889	30,559,640	(9,007,249)
Debt Service	5,333,761	328,873	(5,004,888)
Capital Projects	6,248,728	6,359,254	110,526
Total	\$ 53,599,776	\$ 39,395,314	\$ (14,204,462)

2022 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 3,627,437	\$ 2,972,691	\$ 654,746
Special Revenue	45,623,645	28,371,400	17,252,245
Debt Service	351,465	328,873	22,592
Capital Projects	14,517,314	11,389,043	3,128,271
Total	\$ 64,119,861	\$ 43,062,007	\$ 21,057,854

**4. Deposits and Investments**

To improve cash management, cash received by the Township is pooled. Monies for all funds are maintained in this pool. The Ohio Revised Code prescribes allowable deposits and investments. A summary of the Township’s deposit and investment accounts at December 31, 2022 are as follows:

**Sycamore Township**  
*Hamilton County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2022*

Cash Management Pool	2023
Demand Deposits	\$ 1,681,768
Certificates of Deposit	16,664,989
Total Deposits	18,346,757
U.S. Treasury Money Market Funds	4,127,454
U.S. Government Securities	22,047,233
STAR Ohio	2,626,447
Total Investments	28,801,134
Total Deposits and Investments	\$ 47,147,891

**Deposits**

Deposits are insured by the Federal Deposit Insurance Corporation or collateralized by securities specifically pledged by the financial institution to the Township or collateralized through the Ohio Pooled Collateral System (OPCS), a collateral pool of eligible securities deposited with a qualified trustee and pledged to the Treasurer of State to secure the repayment of all public monies deposited in the financial institution.

**Investments**

The Federal Reserve holds the Township’s U.S. Government securities in book-entry form in the name of the Township’s financial institution. The financial institution maintains records identifying the Township as owner of these securities.

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

**5. 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.

**Sycamore Township**  
*Hamilton County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2022*

**6. Debt**

Outstanding Debt

Debt outstanding at December 31, 2022 was as follows:

	Principal	Interest Rate
2009 Ohio Public Works Commission Loan	\$ 219,207	1.50%
2014 Various Purpose G.O. Bonds	2,745,000	1.00% - 4.00%
2016 Refunding G.O. Bonds	6,205,000	2.00% - 4.00%
2022 Road Improvement Bonds	4,050,000	4.75%
Total	\$ 13,219,207	

The 2009 Ohio Public Works Commission Loan relates to infrastructure improvements to the Sturbridge subdivision in the amount of \$1,004,044. The loan amount will be repaid over 16 years.

The Township issued series 2014 general obligation bonds on September 17, 2014 in the amount of \$3,250,000 for 30 years. The bonds were used to finance capital projects within the Township. The bonds are collateralized by the Township's taxing authority.

On June 22, 2016, the Township issued series 2016 Refunding G.O. Bonds of \$8,810,000 (par value) at varying coupon rates between 2.00% - 4.00% and an all-inclusive-true-interest-cost rate of 2.791% to advance refund previously issued bonds outstanding.

On April 26, 2022, the Township issued series 2022 Road Improvement Bonds of \$4,175,000 (par value) at 4.75% to refund a previously issued note that was issued to fund infrastructure improvements in the Township.

Amortization of debt at December 31, 2022, including interest, is scheduled as follows:

Year ending December 31:	OPWC Loan	2014 Various Purpose General Obligation Bonds	2016 General Obligation Refunding Bonds	2022 Road Improvement Bonds	Total
2023	\$ 74,998	\$ 192,925	\$ 684,900	\$ 419,644	\$ 1,372,467
2024	74,998	190,675	686,700	418,600	1,370,973
2025	74,998	192,975	692,700	421,963	1,382,636
2026	-	190,125	687,700	419,850	1,297,675
2027	-	196,325	687,100	422,025	1,305,450
2028-2032	-	961,625	2,334,700	2,105,306	5,401,631
2033-2037	-	954,425	2,055,000	1,269,156	4,278,581
2038-2042	-	959,925	-	-	959,925
2043	-	191,938	-	-	191,938
Total	\$ 224,994	\$ 4,030,938	\$ 7,828,800	\$ 5,476,544	\$ 17,561,276

**Sycamore Township**  
*Hamilton County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2022*

---

**7. Defined Benefit Pension Plans**

***Ohio Public Employees Retirement System***

The Township's employees, other than certified full-time fire fighters, 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. OPERS *Local* members contributed 10% of their gross salaries and the Township contributed an amount equaling 14% of participants' gross salaries while OPERS *Public Safety* members contributed 12% of their gross salaries and the Township contributed an amount equaling 18.10% of participants' gross salaries. The Township has paid all contributions required through December 31, 2022.

***Ohio Police and Fire Retirement System***

The Township's certified full-time fire fighters belong to the Ohio Police and Fire Pension Fund (OP&F). OP&F 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. The Township's certified full-time fire fighters contributed 12.25% of their wages. The Township contributed to OP&F an amount equal to 24% of certified full-time fire fighters' wages. The Township has paid all contributions required through December 31, 2022.

**8. Postemployment Benefits**

Both OPERS and OP&F offer cost-sharing, multiple-employer defined benefit postemployment plans. OPERS offers a health reimbursement arrangement (HRA) allowance to benefit recipients meeting certain age and service credit requirements. The HRA is an account funded by OPERS that provides tax-free reimbursement for qualified medical expenses such as monthly post-tax insurance premiums, deductibles, co-insurance, and co-pays incurred by eligible benefit recipients and their dependents. OP&F uses a stipend-based health care model. A stipend funded by OP&F is placed in individual Health Reimbursement Accounts that retirees use to be reimbursed for health care expenses. For calendar year 2022, the portion of OPERS employer contributions allocated to health care was 0 percent for members in the traditional pension plan and 2 percent for members in the combined plan. For 2022, the portion of employer contributions OPERS allocated to health care for members in the member-directed plan was 4.0 percent; however, a portion of the health care rate was funded with reserves. OP&F contributes 0.5 percent to fund these benefits.

**Sycamore Township**  
*Hamilton County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2022*

---

**9. Risk Management – Commercial Insurance**

The Township has obtained commercial insurance for the following risks:

- Comprehensive property and general liability;
- Vehicles; and
- Errors and omissions.

During 2022, there were no significant changes in coverage nor were there any losses that exceeded insurance coverage limits.

**10. Interfund Activity**

During the normal course of operations, the Township has numerous transfers between funds.

Transfer activity for 2022 is summarized as follows:

	Transfers In	Transfers Out
General Fund	\$ -	\$ 328,873
General Obligation Debt Service Fund	328,873	-
	\$ 328,873	\$ 328,873

The General fund transferred out \$328,873 to the General Obligation Debt Service Fund to make required debt service payments.

**11. Joint Economic Development Zones**

The Township participates with the following three entities in four Joint Economic Development Zones (JEDZs):

- City of Deer Park (Kenwood Northwest Zone)
- City of Madeira (Kenwood Central Zone and Kenwood East Zone)
- Village of Amberley (Kenwood Southwest Zone)

The JEDZs are located in four separate sections of the Township.

The purpose of the JEDZs is to facilitate the development of jobs and employment opportunities along with improving the welfare of people in the State of Ohio and the area of the participating parties. Each JEDZ creates a Board of Directors which consists of three members appointed by the Township and three members appointed by the other entity participating in the JEDZ. The Township selects the Chairperson of the Board.

The proceeds of the JEDZs (a three-quarters of one percent earnings tax levied on the wages earned in the Zones) are used to pay a portion of the costs associated with maintaining Township infrastructure and the provision of public services such as police and fire protection as well as to provide for improvements that benefit the Township as a whole.

**Sycamore Township**  
*Hamilton County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2022*

The contracts between the Township and participating entities allocate the earnings tax in the following manner:

- Sycamore Township receives 90% of the net earnings tax revenues collected.
- The respective participating entity receives 10% of the net earnings tax revenues collected.

The respective participating entity administers and collects earnings tax for the JEDZ and reports quarterly or monthly to the Township, per the contract with that entity.

The JEDZs became effective on October 1, 2013 and the Township began receiving distributions of earnings taxes from the participating entities in 2014.

**12. Community Improvement Corporation**

In 2013, the Sycamore Township Board of Trustees created the Sycamore Township Community Improvement Corporation (CIC) to promote economic, commercial and civic development within the Township. The CIC Board is comprised of three Board members appointed by the Sycamore Township Board of Trustees.

The CIC is a legally-separate entity from the Township and issues stand-alone financial statements that are prepared on the accrual basis of accounting in conformity with generally accepted accounting principles. Those financial statements can be obtained by contacting the Executive Director of the Sycamore Township Community Improvement Corporation at 8540 Kenwood Road, Cincinnati, Ohio 45236.

During 2022, the Township made contributions to the CIC totaling \$100,000. The contributions have been reported in the Township’s financial statements as economic development cash disbursements.

**13. Fund Balance**

Included in fund balance are amounts the Township cannot spend. Encumbrances are commitments related to unperformed contracts for goods or services. Encumbrance accounting is utilized to the extent necessary to assure effective budgetary control and accountability and to facilities effective cash planning and control. At December 31, 2022 the balances of these amounts were as follows:

Fund Balances	General	Special Revenue	Debt Service	Capital Projects	Total
Outstanding Encumbrances	\$ 149,692	\$ 1,806,314	\$ -	\$ 1,519,976	\$ 3,475,982

The fund balance of special revenue funds is either restricted or committed. The fund balance of debt service funds and capital projects funds are restricted, committed, or assigned. These restricted, committed, and assigned amounts in the special revenue, debt service and capital projects funds would include the outstanding encumbrances. In the general fund, outstanding encumbrances are considered assigned.

**Sycamore Township**  
*Hamilton County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2022*

---

**14. Contingent Liabilities**

Amounts grantor agencies pay to the Township are subject to audit and adjustment by the grantor. The grantor may require refunding any disallowed costs. Management cannot presently determine amounts grantors may disallow. However, based on prior experience, management believes any refunds would be immaterial.



# Bastin & Company, LLC

*Certified Public Accountants*

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

Sycamore Township  
Hamilton County  
8540 Kenwood Road  
Cincinnati, Ohio 45236

To the Board of Trustees:

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the cash balances, receipts, and disbursements for each governmental fund type and the fiduciary fund type combined total as of and for the years ended December 31, 2023 and 2022 and the related notes to the financial statements of Sycamore Township, Hamilton County, (the Township) and have issued our report thereon dated May 24, 2024, wherein we noted the Township followed financial reporting provisions Ohio Rev. Code § 117.38 and Ohio Admin. Code 117-2-03(C) permit.

### ***Report on Internal Control Over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the Township's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purposes of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control. Accordingly, we do not express an opinion on the effectiveness of the Township's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Township's financial statements will not be prevented, or detected and corrected, on a timely basis. 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 deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

### ***Report on Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the Township's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material

effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

***Purpose of This Report***

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Township's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Township's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Bastin & Company, L L C*

Williamsburg, Ohio  
May 24, 2024

# OHIO AUDITOR OF STATE KEITH FABER



**SYCAMORE TOWNSHIP**

**HAMILTON COUNTY**

## **AUDITOR OF STATE OF OHIO CERTIFICATION**

This is a true and correct copy of the report, which is required to be filed pursuant to Section 117.26, Revised Code, and which is filed in the Office of the Ohio Auditor of State in Columbus, Ohio.



**Certified for Release 6/20/2024**

65 East State Street, Columbus, Ohio 43215  
Phone: 614-466-4514 or 800-282-0370

This report is a matter of public record and is available online at  
[www.ohioauditor.gov](http://www.ohioauditor.gov)