



Dave Yost • Auditor of State

## **Ohio Townships**

**OCBOA and Regulatory  
Cash Basis Financial Statements**

# Ohio Townships

## \* \* \* \* \* Notice \* \* \* \* \*

Enclosed is the cash basis annual financial report for your government's financial activity for 2011. This form has not been modified to conform to the display requirements of generally accepted accounting principles (GAAP) as discussed in Auditor of State (AOS) Bulletin 2005-002.

If it is your desire to prepare the GASB look-alike financial statements that conform to the GAAP display requirements, the Excel files for the financial statements and sample notes to the financial statements and Management's Discussion and Analysis (MD&A) are available on the Auditor of State's web site at <http://www.auditor.state.oh.us/services/lgs/AICPAInterpretation/>. Submission of only the statements that conform to the GAAP display requirements will satisfy your government's annual filing requirement. You do not have to include the Management Discussion and Analysis nor the notes to the financial statements at this time. These will however, need to be prepared and presented for the audit. Assistance in the preparation of the MD&A and notes will be available from the AOS staff at the time of the audit.

If the enclosed financial report is presented for audit, your government will receive the dual opinion discussed in the AOS Bulletin. Submitting this form to satisfy your government's filing requirement does not preclude you from presenting statements that conform to GAAP display requirements for audit. The statements submitted to the AOS to satisfy your annual filing requirement and the statements later presented for audit do not have to match as far as format.

The report is to be completed and submitted to the Auditor of State on or before March 1, 2012. Please remember to publish in the newspaper notice of the completion of the report and that the report is available at the office of the fiscal officer. (Refer to Section 117.38, Revised Code, and AOS Bulletin 2001-012 for the specific requirements.)

Note: Section 117.38, Revised Code provides that the annual financial reports shall be filed with the Auditor of State within sixty days after the close of the fiscal year. The reports must be either typewritten or entries made in ink. Computer generated statements and schedules in the same format are acceptable. Section 117.38 also states that at the time the report is filed with the Auditor of State, the fiscal officer must publish in the newspaper notice of the completion of the report and the fact that the report is available at the office of the fiscal officer.

Mail Reports to:  
Auditor of State  
P.O. Box 1140  
Columbus, Ohio 43216-1140  
ATTN: Local Government Services

## Townships

### *Instructions for Preparing the Cash Basis Annual Financial Report*

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#### **Foreword**

Section 117.38, Revised Code provides that the annual financial report shall be filed with the Auditor of State within sixty days after the close of the fiscal year. The report must be either typewritten or entries made in ink. Computer generated statements and schedules in the same format are acceptable. Section 117.38 also provides that the chief fiscal officer shall publish a notice of the completion of the report and the fact that the report is available at the office of the fiscal officer in a newspaper in the political subdivision or taxing district and, if there is no such newspaper, then in a newspaper of general circulation in the political subdivision or taxing district.

This section also provides that any public institution or taxing district whose financial report is not filed at the time required by this section shall pay to the Auditor of State twenty-five dollars for each day the report remains unfiled after the filing date, provided the penalty payments shall not exceed the sum of seven hundred fifty dollars. The Auditor of State may waive all or any part of the penalty assessed under the section upon the filing of the past due financial reports.

The following set of statements/schedules represents the Cash Basis Annual Financial Report of the township. The financial report contains the same types of financial statements for the same categories and types of funds for all public funds in the State of Ohio. Such conformity will enhance the comparability of financial reporting.

#### **General Instructions**

**Introduction** The cash basis annual financial report for townships has been revised to provide a vehicle for a more concise and professional presentation of your financial information.

**Financial Statements** The report is comprised of the following types of financial statements:

- Combining Financial Statements
- Combined Financial Statements

**Combining Statements** A Combining Statement is required to be prepared for each of the following groups of funds:

- Special Revenue Funds
- Debt Service Funds
- Capital Projects Funds
- Permanent Funds
- Enterprise Funds
- Internal Service Funds
- Agency Funds
- Investment Trust Funds
- Private Purpose Trust Funds

Once the information has been completed and summarized on the combining statements, the summarized information will be transferred to the combined statements.

## Townships

### *Instructions for Preparing the Cash Basis Annual Financial Report*

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Note: Since the General Fund is the only fund which townships establish within the General Fund group, no combining statement is required for this fund.

***Combined Statements*** The combined statements will reflect fund groups rather than individual fund information. Two separate statements are included in the annual report. One is designed to contain information on all governmental funds. The other combined statement is required for all proprietary and fiduciary funds. The separate statements are necessary to conform to different reporting requirements.

### **Classifying Your Funds**

To assist you in determining the appropriate worksheets and statement for each fund, you should review your chart of accounts, which identifies the individual fund groups.

### **How to Proceed**

Review the funds which have been established in your township. Identify the number of funds which exist within each fund group.

Assemble a sufficient supply of the combining statements.

Transfer the financial information from your accounting records to the appropriate combining statement. Once all detail has been transferred, determine where the subtotals and totals have been requested and provide this information. Review the completed combining statement for accuracy.

Review the Combining Statements you have prepared to determine which Combined Statements the information should be transferred to next.

The Combined Statement for Governmental Funds will be used to summarize the information for the General Fund and the Combining Statements for the special revenue, debt service, capital projects and permanent fund types.

The other Combined Statement will be used to summarize information for the proprietary, agency, investment trust and private purpose trust fund groups.

Once all the necessary information has been transferred, provide the necessary totals and review for accuracy.

Complete the cash reconciliation statement. A portion of this information will be extracted from your combining and combined statements. The remainder of the information should be extracted from your monthly bank reconciliation. An alternate form providing the same information is acceptable.

Complete the remainder of the financial report. No major changes have been made to these pages. The forms are self-explanatory as to their requirements. The miscellaneous statistical information is optional.

Once the Cash Basis Annual Financial Report has been completed, the statements/schedules will fall into one of three categories:

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### *Instructions for Preparing the Cash Basis Annual Financial Report*

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1. ***Must be Submitted.*** These statements/schedules comprise the Annual Financial Report that is to be mailed to the Auditor of State's Office. The certification page included in this packet is to be submitted. The certification page includes the fiscal officer's certification/signature and contact information.
2. ***Completed and Retained.*** These statements/schedules are to be completed and retained by the fiscal officer for audit purposes. They are not part of the Annual Financial Report submitted to the Auditor of State.
3. ***Optional.*** These statements/schedules are not required to be completed. They are not part of the Annual Financial Report submitted to the Auditor of State.

The following table of contents indicates the components of each of the three categories. Please assemble the various statements/schedules according to category, in the order identified on the following table of contents.

#### **Fund Balance (GASB 54) Classification Worksheet**

At the bottom of the Combining and Combined Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis), there is a Fund Balance Classification Worksheet. See AOS Bulletin 2011-004, for assistance in identifying the fund balance categories. The General Fund should be the only fund to report a positive unassigned fund balance. The Fund Balance Classification Worksheet is designed to assist in accumulating the necessary fund balance information for governmental funds only and to assist in preparing the note disclosure.

#### **Reminders**

The financial report should be rounded to the nearest whole dollar. No decimal or cents should be included.

Negative amounts should be shown in parenthesis (\$x,xxx).

Other Financing Disbursements and Non-Operating Disbursements should be shown in parenthesis.

At the time the report is filed with the Auditor of State, the fiscal officer must publish in the newspaper notice of the completion of the report and indicate the report is available at the office of the fiscal officer.

Questions concerning the preparation of this report may be directed to the Local Government Services Division of the Auditor of State's Office at 1-800-345-2519.

#### **Instructions for Excel Files**

Excel files are available on the Auditor of State's web site at:

<http://www.auditor.state.oh.us/resources/jpa/FinancialStatements/default.htm>.

The excel files are organized into two notebooks, "comb cbg township.xls" contains the combining and combined statements and "worksheets township.xls" contains the remaining worksheets and the

## **Townships**

### *Instructions for Preparing the Cash Basis Annual Financial Report*

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cover/certification page. Within each notebook are various tabs all of which are to be completed. The red tabs identify the “Must be Submitted” statements/schedules. Electronic submission is NOT available.

Once the excel files have been completed, the statements/schedules identified as “Must be Submitted” in the following table of contents should be printed and assembled in the order identified. The Fund Balance Classification Worksheet is at the bottom of the “Combined Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis) All Governmental Fund Types; however, once it is printed it should be placed sequentially as identified on the table of contents.

The excel files are set up to print to acrobat; however, slight adjustments to scaling may be needed for printing. If columns or rows are added or deleted or other formatting changes are made, including changes to row height, the ability to print the document may be affected. Printing the financial statements is the responsibility of the fiscal officer.

# Townships

## Table of Contents

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	<u>Order</u>
<b>Must be Submitted</b>	
Cover/Certification Page (contains fiscal officer's certification/signature and contact information).....	1
Combined Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis) All Governmental Fund Types.....	2
Combined Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis) All Proprietary and Fiduciary Fund Types .....	3
Fund Balance Classification Worksheet .....	4
Reconciliation of Interfund Transactions by Fund .....	5
Schedule of Total Indebtedness .....	6
<b>Completed and Retained</b>	
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Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis) All Debt Service Funds.....	2
Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis) All Capital Projects Funds .....	3
Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis) All Permanent Funds.....	4
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Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis) All Internal Service Funds .....	6
Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis) All Agency Funds .....	7
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Cash Reconciliation - Cash and Other Assets not Recorded Elsewhere.....	14

#### **Optional**

Miscellaneous Statistical Information.....	1
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\_\_\_\_\_ Township

\_\_\_\_\_ County

## Cash Basis Annual Financial Report

For the Year Ended December 31, 20\_\_\_\_

This is an Unaudited Financial Statement

I certify the following report to be correct and true, to the best of my knowledge.

\_\_\_\_\_  
(Chief Fiscal Officer Sign Above) (Date)

\_\_\_\_\_  
(Type or Print Name)

\_\_\_\_\_  
(Chief Fiscal Officer Title)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_, Ohio  
(City) (Zip)

\_\_\_\_\_  
(County)

\_\_\_\_\_  
(Telephone)

<b>XYZ Township</b>						
<i>XYZ County, Ohio</i>						
<i>Combined Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)</i>						
<i>All Governmental Fund Types</i>						
<i>For the Year Ended December 31, 20CY</i>						
<b>To be submitted.</b>						<b>Totals</b>
		Special	Debt	Capital		(Memorandum
	General	Revenue	Service	Projects	Permanent	Only)
<b>Cash Receipts</b>						
Property and Other Local Taxes						\$0
Charges for Services						0
Licenses, Permits and Fees						0
Fines and Forfeitures						0
Intergovernmental						0
Special Assessments						0
Earnings on Investments						0
Miscellaneous						0
<i>Total Cash Receipts</i>	0	0	0	0	0	0
<b>Cash Disbursements</b>						
Current:						
General Government						0
Public Safety						0
Public Works						0
Health						0
Human Services						0
Conservation-Recreation						0
Other						0
Capital Outlay						0
Debt Service:						
Principal Retirement						0
Interest and Fiscal Charges						0
<i>Total Cash Disbursements</i>	0	0	0	0	0	0
<i>Excess of Receipts Over (Under) Disbursements</i>	0	0	0	0	0	0

<b>XYZ Township</b>						
<i>XYZ County, Ohio</i>						
<i>Combined Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)</i>						
<i>All Governmental Fund Types</i>						
<i>For the Year Ended December 31, 20CY</i>						
<b>To be submitted.</b>						<b>Totals</b>
		Special	Debt	Capital		(Memorandum
	General	Revenue	Service	Projects	Permanent	Only)
<b>Other Financing Receipts (Disbursements)</b>						
Sale of Bonds						0
Sale of Notes						0
Other Debt Proceeds						0
Premium and Accrued Interest on Debt						0
Discount on Debt						0
Sale of Capital Assets						0
Transfers In						0
Transfers Out						0
Advances In						0
Advances Out						0
Other Financing Sources						0
Other Financing Uses						0
<i>Total Other Financing Receipts (Disbursements)</i>	0	0	0	0	0	0
Special Item						0
Extraordinary Item						0
<i>Net Change in Fund Cash Balances</i>	0	0	0	0	0	0
<i>Fund Cash Balances, January 1</i>						0
<b>Fund Cash Balances, December 31</b>						
Nonspendable	0	0	0	0	0	0
Restricted	0	0	0	0	0	0
Committed	0	0	0	0	0	0
Assigned	0	0	0	0	0	0
Unassigned (Deficit)	0	0	0	0	0	0
<i>Fund Cash Balances, December 31</i>	\$0	\$0	\$0	\$0	\$0	\$0

This is an unaudited financial statement.





<b>XYZ Township</b>						
<i>XYZ County, Ohio</i>						
<i>Combined Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)</i>						
<i>All Governmental Fund Types</i>						
<i>For the Year Ended December 31, 20CY</i>						
<b>To be submitted.</b>						<b>Totals</b>
		Special	Debt	Capital		(Memorandum
	General	Revenue	Service	Projects	Permanent	Only)
***** ***Fund Balance Classification Worksheet*** *****						
<i>Net Change in Fund Cash Balances</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Fund Cash Balances, January 1</i>	0	0	0	0	0	0
<i>Fund Cash Balances, December 31</i>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Fund Balances</b>						
Amounts identified as:						
Nonspendable:						
Unclaimed Monies						\$0
Cemetery Endowment						0
Endowment for _____						0
Total Nonspendable	0	0	0	0	0	0
Restricted for:						
Road and Bridge Maintenance and Improvements						0
Police Operations						0
Fire Operations						0
Emergency Medical Services						0
Garbage and Waste Disposal						0
Drug and Alcohol Education and Enforcement						0
Recreation Programs						0
Cemetery						0
_____						0
_____						0
_____						0
Debt Service						0
Construction of _____						0
Construction of _____						0
Issue II Projects						0
Endowment for _____						0
Total Restricted	0	0	0	0	0	0

This is an unaudited financial statement.

<b>XYZ Township</b>						
<i>XYZ County, Ohio</i>						
<i>Combined Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)</i>						
<i>All Governmental Fund Types</i>						
<i>For the Year Ended December 31, 20CY</i>						
<b>To be submitted.</b>						<b>Totals</b>
		Special	Debt	Capital		(Memorandum
	General	Revenue	Service	Projects	Permanent	Only)
Committed to:						
Recreation Programs						0
Compensated Absences						0
Underground Storage Tanks						0
_____						0
_____						0
_____						0
Other Purposes						0
<b>Total Committed</b>	0	0	0	0	0	0
Assigned to:						
_____						0
_____						0
_____						0
_____						0
Construction of _____						0
Other Purposes						0
<b>Total Assigned</b>	0	0	0	0	0	0
<b>Unassigned</b>	0	0	0	0	0	0
<b>Total Fund Cash Balances, December 31</b>	\$0	\$0	\$0	\$0	\$0	\$0





<b>XYZ Township</b>							
<i>XYZ County, Ohio</i>							
<i>Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)</i>							
<i>All Special Revenue Funds</i>							
<i>For the Year Ended December 31, 20CY</i>							
<b>To be completed and retained for audit.</b>	Motor Vehicle				Garbage and		
	License	Gasoline	Road and		Waste Disposal	Police	Fire
	Tax	Tax	Bridge	Cemetery	District	District	District
<b>Cash Receipts</b>							
Property and Other Local Taxes							
Charges for Services							
Licenses, Permits and Fees							
Fines and Forfeitures							
Intergovernmental							
Special Assessments							
Earnings on Investments							
Miscellaneous							
<i>Total Cash Receipts</i>	0	0	0	0	0	0	0
<b>Cash Disbursements</b>							
Current:							
General Government							
Public Safety							
Public Works							
Health							
Human Services							
Conservation-Recreation							
Other							
Capital Outlay							
Debt Service:							
Principal Retirement							
Interest and Fiscal Charges							
<i>Total Cash Disbursements</i>	0	0	0	0	0	0	0
<i>Excess of Receipts Over (Under) Disbursements</i>	0	0	0	0	0	0	0

<b>XYZ Township</b>								
<i>XYZ County, Ohio</i>								
<i>Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)</i>								
<i>All Special Revenue Funds</i>								
<i>For the Year Ended December 31, 20CY</i>								
<b>To be completed and retained for audit.</b>	Motor Vehicle				Garbage and			
	License	Gasoline	Road and		Waste Disposal	Police	Fire	
	Tax	Tax	Bridge	Cemetery	District	District	District	
<b>Other Financing Receipts (Disbursements)</b>								
Sale of Bonds								
Sale of Notes								
Other Debt Proceeds								
Premium and Accrued Interest on Debt								
Discount on Debt								
Sale of Capital Assets								
Transfers In								
Transfers Out								
Advances In								
Advances Out								
Other Financing Sources								
Other Financing Uses								
<i>Total Other Financing Receipts (Disbursements)</i>	0	0	0	0	0	0	0	0
Special Item								
Extraordinary Item								
<i>Net Change in Fund Cash Balances</i>	0	0	0	0	0	0	0	0
<i>Fund Cash Balances, January 1</i>								
<b>Fund Cash Balances, December 31</b>								
Nonspendable	0	0	0	0	0	0	0	0
Restricted	0	0	0	0	0	0	0	0
Committed	0	0	0	0	0	0	0	0
Assigned	0	0	0	0	0	0	0	0
Unassigned (Deficit)	0	0	0	0	0	0	0	0
<i>Fund Cash Balances, December 31</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

This is an unaudited financial statement.

<b>XYZ Township</b>							
XYZ County, Ohio							
Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)							
All Special Revenue Funds							
For the Year Ended December 31, 20CY							
<b>To be completed and retained for audit.</b>	Motor Vehicle				Garbage and		
	License	Gasoline	Road and		Waste Disposal	Police	Fire
	Tax	Tax	Bridge	Cemetery	District	District	District
***** *****Fund Balance Classification Worksheet***** *****							
Net Change in Fund Cash Balances	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Cash Balances, January 1	0	0	0	0	0	0	0
Fund Cash Balances, December 31	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Fund Balances</b>							
Amounts identified as:							
Nonspendable:							
Unclaimed Monies							
Cemetery Endowment							
Endowment for _____							
Total Nonspendable	0	0	0	0	0	0	0
Restricted for:							
Road and Bridge Maintenance and Improvements							
Police Operations							
Fire Operations							
Emergency Medical Services							
Garbage and Waste Disposal							
Drug and Alcohol Education and Enforcement							
Recreation Programs							
Cemetery							
_____							
_____							
_____							
Debt Service							
Construction of _____							
Construction of _____							
Issue II Projects							
Endowment for _____							
Total Restricted	0	0	0	0	0	0	0

This is an unaudited financial statement.

<b>XYZ Township</b>							
<i>XYZ County, Ohio</i>							
<i>Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)</i>							
<i>All Special Revenue Funds</i>							
<i>For the Year Ended December 31, 20CY</i>							
<b>To be completed and retained for audit.</b>	Motor Vehicle				Garbage and		
	License	Gasoline	Road and		Waste Disposal	Police	Fire
	Tax	Tax	Bridge	Cemetery	District	District	District
Committed to:							
Recreation Programs							
Compensated Absences							
Underground Storage Tanks							
_____							
_____							
_____							
Other Purposes							
Total Committed	0	0	0	0	0	0	0
Assigned to:							
_____							
_____							
_____							
Construction of _____							
Other Purposes							
Total Assigned	0	0	0	0	0	0	0
Unassigned	0	0	0	0	0	0	0
<i>Total Fund Cash Balances, December 31</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0

<b>XYZ Township</b>							
<i>XYZ County, Ohio</i>							
<i>Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)</i>							
<i>All Special Revenue Funds</i>							
<i>For the Year Ended December 31, 20CY</i>							
<b>To be completed and retained for audit.</b>							Total Special Revenue
<b>Cash Receipts</b>							
Property and Other Local Taxes							\$0
Charges for Services							0
Licenses, Permits and Fees							0
Fines and Forfeitures							0
Intergovernmental							0
Special Assessments							0
Earnings on Investments							0
Miscellaneous							0
<i>Total Cash Receipts</i>	0	0	0	0	0	0	0
<b>Cash Disbursements</b>							
Current:							
General Government							0
Public Safety							0
Public Works							0
Health							0
Human Services							0
Conservation-Recreation							0
Other							0
Capital Outlay							0
Debt Service:							
Principal Retirement							0
Interest and Fiscal Charges							0
<i>Total Cash Disbursements</i>	0	0	0	0	0	0	0
<i>Excess of Receipts Over (Under) Disbursements</i>	0	0	0	0	0	0	0

<b>XYZ Township</b>							
<i>XYZ County, Ohio</i>							
<i>Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)</i>							
<i>All Special Revenue Funds</i>							
<i>For the Year Ended December 31, 20CY</i>							
<b>To be completed and retained for audit.</b>							Total Special Revenue
<b>Other Financing Receipts (Disbursements)</b>							
Sale of Bonds							0
Sale of Notes							0
Other Debt Proceeds							0
Premium and Accrued Interest on Debt							0
Discount on Debt							0
Sale of Capital Assets							0
Transfers In							0
Transfers Out							0
Advances In							0
Advances Out							0
Other Financing Sources							0
Other Financing Uses							0
<i>Total Other Financing Receipts (Disbursements)</i>	0	0	0	0	0	0	0
Special Item							0
Extraordinary Item							0
<i>Net Change in Fund Cash Balances</i>	0	0	0	0	0	0	0
<i>Fund Cash Balances, January 1</i>							0
<b>Fund Cash Balances, December 31</b>							
Nonspendable	0	0	0	0	0	0	0
Restricted	0	0	0	0	0	0	0
Committed	0	0	0	0	0	0	0
Assigned	0	0	0	0	0	0	0
Unassigned (Deficit)	0	0	0	0	0	0	0
<i>Fund Cash Balances, December 31</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0

This is an unaudited financial statement.

<b>XYZ Township</b>							
<i>XYZ County, Ohio</i>							
<i>Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)</i>							
<i>All Special Revenue Funds</i>							
<i>For the Year Ended December 31, 20CY</i>							
<b>To be completed and retained for audit.</b>							Total Special Revenue
***** ***** <b>Fund Balance Classification Worksheet</b> ***** *****							
<i>Net Change in Fund Cash Balances</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Fund Cash Balances, January 1</i>	0	0	0	0	0	0	0
<i>Fund Cash Balances, December 31</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Fund Balances</b>							
Amounts identified as:							
Nonspendable:							
Unclaimed Monies							\$0
Cemetery Endowment							0
Endowment for _____							0
Total Nonspendable	0	0	0	0	0	0	0
Restricted for:							
Road and Bridge Maintenance and Improvements							0
Police Operations							0
Fire Operations							0
Emergency Medical Services							0
Garbage and Waste Disposal							0
Drug and Alcohol Education and Enforcement							0
Recreation Programs							0
Cemetery							0
_____							0
_____							0
_____							0
Debt Service							0
Construction of _____							0
Construction of _____							0
Issue II Projects							0
Endowment for _____							0
Total Restricted	0	0	0	0	0	0	0

<b>XYZ Township</b>							
<i>XYZ County, Ohio</i>							
<i>Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)</i>							
<i>All Special Revenue Funds</i>							
<i>For the Year Ended December 31, 20CY</i>							
<b>To be completed and retained for audit.</b>							Total Special Revenue
Committed to:							
Recreation Programs							0
Compensated Absences							0
Underground Storage Tanks							0
_____							0
_____							0
_____							0
Other Purposes							0
<b>Total Committed</b>	<b>0</b>						
Assigned to:							
_____							0
_____							0
_____							0
_____							0
Construction of _____							0
Other Purposes							0
<b>Total Assigned</b>	<b>0</b>						
<b>Unassigned</b>	<b>0</b>						
<b>Total Fund Cash Balances, December 31</b>	<b>\$0</b>						

<b>XYZ Township</b>							
<i>XYZ County, Ohio</i>							
<i>Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)</i>							
<i>All Debt Service Funds</i>							
<i>For the Year Ended December 31, 20CY</i>							
<b>To be completed and retained for audit.</b>	General						Total
	Bond						Debt
	Retirement						Service
<b>Cash Receipts</b>							
Property and Other Local Taxes							\$0
Charges for Services							0
Licenses, Permits and Fees							0
Fines and Forfeitures							0
Intergovernmental							0
Special Assessments							0
Earnings on Investments							0
Miscellaneous							0
<i>Total Cash Receipts</i>	0	0	0	0	0	0	0
<b>Cash Disbursements</b>							
Current:							
General Government							0
Public Safety							0
Public Works							0
Health							0
Human Services							0
Conservation-Recreation							0
Other							0
Capital Outlay							0
Debt Service:							
Principal Retirement							0
Interest and Fiscal Charges							0
<i>Total Cash Disbursements</i>	0	0	0	0	0	0	0
<i>Excess of Receipts Over (Under) Disbursements</i>	0	0	0	0	0	0	0

<b>XYZ Township</b>							
<i>XYZ County, Ohio</i>							
<i>Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)</i>							
<i>All Debt Service Funds</i>							
<i>For the Year Ended December 31, 20CY</i>							
<b>To be completed and retained for audit.</b>	General						Total
	Bond						Debt
	Retirement						Service
<b>Other Financing Receipts (Disbursements)</b>							
Sale of Bonds							0
Sale of Notes							0
Other Debt Proceeds							0
Premium and Accrued Interest on Debt							0
Discount on Debt							0
Sale of Capital Assets							0
Transfers In							0
Transfers Out							0
Advances In							0
Advances Out							0
Other Financing Sources							0
Other Financing Uses							0
<i>Total Other Financing Receipts (Disbursements)</i>	0	0	0	0	0	0	0
Special Item							0
Extraordinary Item							0
<i>Net Change in Fund Cash Balances</i>	0	0	0	0	0	0	0
<i>Fund Cash Balances, January 1</i>							0
<b>Fund Cash Balances, December 31</b>							
Nonspendable	0	0	0	0	0	0	0
Restricted	0	0	0	0	0	0	0
Committed	0	0	0	0	0	0	0
Assigned	0	0	0	0	0	0	0
Unassigned (Deficit)	0	0	0	0	0	0	0
<i>Fund Cash Balances, December 31</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0

This is an unaudited financial statement.

<b>XYZ Township</b>							
<i>XYZ County, Ohio</i>							
<i>Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)</i>							
<i>All Debt Service Funds</i>							
<i>For the Year Ended December 31, 20CY</i>							
<b>To be completed and retained for audit.</b>	General						Total
	Bond						Debt
	Retirement						Service
***** ***** <b>Fund Balance Classification Worksheet</b> ***** *****							
<i>Net Change in Fund Cash Balances</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Fund Cash Balances, January 1</i>	0	0	0	0	0	0	0
<i>Fund Cash Balances, December 31</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Fund Balances</b>							
Amounts identified as:							
Nonspendable:							
Unclaimed Monies							\$0
Cemetery Endowment							0
Endowment for _____							0
Total Nonspendable	0	0	0	0	0	0	0
Restricted for:							
Road and Bridge Maintenance and Improvements							0
Police Operations							0
Fire Operations							0
Emergency Medical Services							0
Garbage and Waste Disposal							0
Drug and Alcohol Education and Enforcement							0
Recreation Programs							0
Cemetery							0
_____							0
_____							0
_____							0
Debt Service							0
Construction of _____							0
Construction of _____							0
Issue II Projects							0
Endowment for _____							0
Total Restricted	0	0	0	0	0	0	0

This is an unaudited financial statement.

<b>XYZ Township</b>							
<i>XYZ County, Ohio</i>							
<i>Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)</i>							
<i>All Debt Service Funds</i>							
<i>For the Year Ended December 31, 20CY</i>							
<b>To be completed and retained for audit.</b>	General						Total
	Bond						Debt
	Retirement						Service
Committed to:							
Recreation Programs							0
Compensated Absences							0
Underground Storage Tanks							0
_____							0
_____							0
_____							0
Other Purposes							0
<b>Total Committed</b>	<b>0</b>						
Assigned to:							
_____							0
_____							0
_____							0
_____							0
Construction of _____							0
Other Purposes							0
<b>Total Assigned</b>	<b>0</b>						
Unassigned	0	0	0	0	0	0	0
<b>Total Fund Cash Balances, December 31</b>	<b>\$0</b>						

<b>XYZ Township</b>								
<i>XYZ County, Ohio</i>								
<i>Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)</i>								
<i>All Capital Projects Funds</i>								
<i>For the Year Ended December 31, 20CY</i>								
<b>To be completed and retained for audit.</b>								
	Permanent Improvement							
<b>Cash Receipts</b>								
Property and Other Local Taxes								
Charges for Services								
Licenses, Permits and Fees								
Fines and Forfeitures								
Intergovernmental								
Special Assessments								
Earnings on Investments								
Miscellaneous								
<i>Total Cash Receipts</i>	0	0	0	0	0	0	0	0
<b>Cash Disbursements</b>								
Current:								
General Government								
Public Safety								
Public Works								
Health								
Human Services								
Conservation-Recreation								
Other								
Capital Outlay								
Debt Service:								
Principal Retirement								
Interest and Fiscal Charges								
<i>Total Cash Disbursements</i>	0	0	0	0	0	0	0	0
<i>Excess of Receipts Over (Under) Disbursements</i>	0	0	0	0	0	0	0	0

<b>XYZ Township</b>								
<i>XYZ County, Ohio</i>								
<i>Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)</i>								
<i>All Capital Projects Funds</i>								
<i>For the Year Ended December 31, 20CY</i>								
<b>To be completed and retained for audit.</b>								
	Permanent Improvement							
<b>Other Financing Receipts (Disbursements)</b>								
Sale of Bonds								
Sale of Notes								
Other Debt Proceeds								
Premium and Accrued Interest on Debt								
Discount on Debt								
Sale of Capital Assets								
Transfers In								
Transfers Out								
Advances In								
Advances Out								
Other Financing Sources								
Other Financing Uses								
<i>Total Other Financing Receipts (Disbursements)</i>	0	0	0	0	0	0	0	0
Special Item								
Extraordinary Item								
<i>Net Change in Fund Cash Balances</i>	0	0	0	0	0	0	0	0
<i>Fund Cash Balances, January 1</i>								
<b>Fund Cash Balances, December 31</b>								
Nonspendable	0	0	0	0	0	0	0	0
Restricted	0	0	0	0	0	0	0	0
Committed	0	0	0	0	0	0	0	0
Assigned	0	0	0	0	0	0	0	0
Unassigned (Deficit)	0	0	0	0	0	0	0	0
<i>Fund Cash Balances, December 31</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

This is an unaudited financial statement.

<b>XYZ Township</b>								
<i>XYZ County, Ohio</i>								
<i>Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)</i>								
<i>All Capital Projects Funds</i>								
<i>For the Year Ended December 31, 20CY</i>								
<b>To be completed and retained for audit.</b>								
	Permanent Improvement							
***** <b>Fund Balance Classification Worksheet</b> *****								
<i>Net Change in Fund Cash Balances</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Fund Cash Balances, January 1</i>	0	0	0	0	0	0	0	0
<i>Fund Cash Balances, December 31</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Fund Balances</b>								
Amounts identified as:								
Nonspendable:								
Unclaimed Monies								
Cemetery Endowment								
Endowment for _____								
Total Nonspendable	0	0	0	0	0	0	0	0
Restricted for:								
Road and Bridge Maintenance and Improvements								
Police Operations								
Fire Operations								
Emergency Medical Services								
Garbage and Waste Disposal								
Drug and Alcohol Education and Enforcement								
Recreation Programs								
Cemetery								
_____								
_____								
_____								
Debt Service								
Construction of _____								
Construction of _____								
Issue II Projects								
Endowment for _____								
Total Restricted	0	0	0	0	0	0	0	0

<b>XYZ Township</b>							
<i>XYZ County, Ohio</i>							
<i>Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)</i>							
<i>All Capital Projects Funds</i>							
<i>For the Year Ended December 31, 20CY</i>							
<b>To be completed and retained for audit.</b>							
	Permanent Improvement						
Committed to:							
Recreation Programs							
Compensated Absences							
Underground Storage Tanks							
_____							
_____							
_____							
Other Purposes							
Total Committed	0	0	0	0	0	0	0
Assigned to:							
_____							
_____							
_____							
Construction of _____							
Other Purposes							
Total Assigned	0	0	0	0	0	0	0
Unassigned	0	0	0	0	0	0	0
<i>Total Fund Cash Balances, December 31</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0

<b>XYZ Township</b>							
<i>XYZ County, Ohio</i>							
<i>Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)</i>							
<i>All Capital Projects Funds</i>							
<i>For the Year Ended December 31, 20CY</i>							
<b>To be completed and retained for audit.</b>							Total Capital Projects
<b>Cash Receipts</b>							
Property and Other Local Taxes							\$0
Charges for Services							0
Licenses, Permits and Fees							0
Fines and Forfeitures							0
Intergovernmental							0
Special Assessments							0
Earnings on Investments							0
Miscellaneous							0
<i>Total Cash Receipts</i>	0	0	0	0	0	0	0
<b>Cash Disbursements</b>							
Current:							
General Government							0
Public Safety							0
Public Works							0
Health							0
Human Services							0
Conservation-Recreation							0
Other							0
Capital Outlay							0
Debt Service:							
Principal Retirement							0
Interest and Fiscal Charges							0
<i>Total Cash Disbursements</i>	0	0	0	0	0	0	0
<i>Excess of Receipts Over (Under) Disbursements</i>	0	0	0	0	0	0	0

<b>XYZ Township</b>							
<i>XYZ County, Ohio</i>							
<i>Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)</i>							
<i>All Capital Projects Funds</i>							
<i>For the Year Ended December 31, 20CY</i>							
<b>To be completed and retained for audit.</b>							Total Capital Projects
<b>Other Financing Receipts (Disbursements)</b>							
Sale of Bonds							0
Sale of Notes							0
Other Debt Proceeds							0
Premium and Accrued Interest on Debt							0
Discount on Debt							0
Sale of Capital Assets							0
Transfers In							0
Transfers Out							0
Advances In							0
Advances Out							0
Other Financing Sources							0
Other Financing Uses							0
<i>Total Other Financing Receipts (Disbursements)</i>	0	0	0	0	0	0	0
Special Item							0
Extraordinary Item							0
<i>Net Change in Fund Cash Balances</i>	0	0	0	0	0	0	0
<i>Fund Cash Balances, January 1</i>							0
<b>Fund Cash Balances, December 31</b>							
Nonspendable	0	0	0	0	0	0	0
Restricted	0	0	0	0	0	0	0
Committed	0	0	0	0	0	0	0
Assigned	0	0	0	0	0	0	0
Unassigned (Deficit)	0	0	0	0	0	0	0
<i>Fund Cash Balances, December 31</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0

This is an unaudited financial statement.

<b>XYZ Township</b>							
<i>XYZ County, Ohio</i>							
<i>Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)</i>							
<i>All Capital Projects Funds</i>							
<i>For the Year Ended December 31, 20CY</i>							
<b>To be completed and retained for audit.</b>							Total Capital Projects
***** ***** <b>Fund Balance Classification Worksheet</b> ***** *****							
<i>Net Change in Fund Cash Balances</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Fund Cash Balances, January 1</i>	0	0	0	0	0	0	0
<i>Fund Cash Balances, December 31</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Fund Balances</b>							
Amounts identified as:							
Nonspendable:							
Unclaimed Monies							\$0
Cemetery Endowment							0
Endowment for _____							0
Total Nonspendable	0	0	0	0	0	0	0
Restricted for:							
Road and Bridge Maintenance and Improvements							0
Police Operations							0
Fire Operations							0
Emergency Medical Services							0
Garbage and Waste Disposal							0
Drug and Alcohol Education and Enforcement							0
Recreation Programs							0
Cemetery							0
_____							0
_____							0
_____							0
Debt Service							0
Construction of _____							0
Construction of _____							0
Issue II Projects							0
Endowment for _____							0
Total Restricted	0	0	0	0	0	0	0

<b>XYZ Township</b>							
<i>XYZ County, Ohio</i>							
<i>Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)</i>							
<i>All Capital Projects Funds</i>							
<i>For the Year Ended December 31, 20CY</i>							
<b>To be completed and retained for audit.</b>							Total Capital Projects
Committed to:							
Recreation Programs							0
Compensated Absences							0
Underground Storage Tanks							0
_____							0
_____							0
_____							0
Other Purposes							0
<b>Total Committed</b>	<b>0</b>						
Assigned to:							
_____							0
_____							0
_____							0
_____							0
Construction of _____							0
Other Purposes							0
<b>Total Assigned</b>	<b>0</b>						
Unassigned	0	0	0	0	0	0	0
<b>Total Fund Cash Balances, December 31</b>	<b>\$0</b>						

<b>XYZ Township</b>							
<i>XYZ County, Ohio</i>							
<i>Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)</i>							
<i>All Permanent Funds</i>							
<i>For the Year Ended December 31, 20CY</i>							
<b>To be completed and retained for audit.</b>							
							Total Permanent
<b>Cash Receipts</b>							
Property and Other Local Taxes							\$0
Charges for Services							0
Licenses, Permits and Fees							0
Fines and Forfeitures							0
Intergovernmental							0
Special Assessments							0
Earnings on Investments							0
Miscellaneous							0
<i>Total Cash Receipts</i>	0	0	0	0	0	0	0
<b>Cash Disbursements</b>							
Current:							
General Government							0
Public Safety							0
Public Works							0
Health							0
Human Services							0
Conservation-Recreation							0
Other							0
Capital Outlay							0
Debt Service:							
Principal Retirement							0
Interest and Fiscal Charges							0
<i>Total Cash Disbursements</i>	0	0	0	0	0	0	0
<i>Excess of Receipts Over (Under) Disbursements</i>	0	0	0	0	0	0	0

<b>XYZ Township</b>							
<i>XYZ County, Ohio</i>							
<i>Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)</i>							
<i>All Permanent Funds</i>							
<i>For the Year Ended December 31, 20CY</i>							
<b>To be completed and retained for audit.</b>							
							Total Permanent
<b>Other Financing Receipts (Disbursements)</b>							
Sale of Bonds							0
Sale of Notes							0
Other Debt Proceeds							0
Premium and Accrued Interest on Debt							0
Discount on Debt							0
Sale of Capital Assets							0
Transfers In							0
Transfers Out							0
Advances In							0
Advances Out							0
Other Financing Sources							0
Other Financing Uses							0
<i>Total Other Financing Receipts (Disbursements)</i>	0	0	0	0	0	0	0
Special Item							0
Extraordinary Item							0
<i>Net Change in Fund Cash Balances</i>	0	0	0	0	0	0	0
<i>Fund Cash Balances, January 1</i>							0
<b>Fund Cash Balances, December 31</b>							
Nonspendable	0	0	0	0	0	0	0
Restricted	0	0	0	0	0	0	0
Committed	0	0	0	0	0	0	0
Assigned	0	0	0	0	0	0	0
Unassigned (Deficit)	0	0	0	0	0	0	0
<i>Fund Cash Balances, December 31</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0

This is an unaudited financial statement.

<b>XYZ Township</b>							
<i>XYZ County, Ohio</i>							
<i>Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)</i>							
<i>All Permanent Funds</i>							
<i>For the Year Ended December 31, 20CY</i>							
<b>To be completed and retained for audit.</b>							
							Total Permanent
***** *****Fund Balance Classification Worksheet***** *****							
<i>Net Change in Fund Cash Balances</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Fund Cash Balances, January 1</i>	0	0	0	0	0	0	0
<i>Fund Cash Balances, December 31</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Fund Balances</b>							
Amounts identified as:							
Nonspendable:							
Unclaimed Monies							\$0
Cemetery Endowment							0
Endowment for _____							0
Total Nonspendable	0	0	0	0	0	0	0
Restricted for:							
Road and Bridge Maintenance and Improvements							0
Police Operations							0
Fire Operations							0
Emergency Medical Services							0
Garbage and Waste Disposal							0
Drug and Alcohol Education and Enforcement							0
Recreation Programs							0
Cemetery							0
_____							0
_____							0
_____							0
Debt Service							0
Construction of _____							0
Construction of _____							0
Issue II Projects							0
Endowment for _____							0
Total Restricted	0	0	0	0	0	0	0

This is an unaudited financial statement.

<b>XYZ Township</b>							
<i>XYZ County, Ohio</i>							
<i>Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)</i>							
<i>All Permanent Funds</i>							
<i>For the Year Ended December 31, 20CY</i>							
<b>To be completed and retained for audit.</b>							
							Total Permanent
Committed to:							
Recreation Programs							0
Compensated Absences							0
Underground Storage Tanks							0
_____							0
_____							0
_____							0
Other Purposes							0
<b>Total Committed</b>	<b>0</b>						
Assigned to:							
_____							0
_____							0
_____							0
_____							0
Construction of _____							0
Other Purposes							0
<b>Total Assigned</b>	<b>0</b>						
Unassigned	0	0	0	0	0	0	0
<b>Total Fund Cash Balances, December 31</b>	<b>\$0</b>						

<b>XYZ Township</b>							
<i>XYZ County, Ohio</i>							
<i>Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)</i>							
<i>All Enterprise Funds</i>							
<i>For the Year Ended December 31, 20CY</i>							
<b>To be completed and retained for audit.</b>							
							Total Enterprise
<b>Operating Cash Receipts</b>							
Charges for Services							\$0
Licenses, Permits and Fees							0
Fines and Forfeitures							0
Earnings on Investments (trust funds only)							0
Miscellaneous							0
<i>Total Operating Cash Receipts</i>	0	0	0	0	0	0	0
<b>Operating Cash Disbursements</b>							
Salaries							0
Employee Fringe Benefits							0
Purchased Services							0
Supplies and Materials							0
Claims							0
Other							0
<i>Total Operating Cash Disbursements</i>	0	0	0	0	0	0	0
<i>Operating Income (Loss)</i>	0	0	0	0	0	0	0

<b>XYZ Township</b>							
<i>XYZ County, Ohio</i>							
<i>Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)</i>							
<i>All Enterprise Funds</i>							
<i>For the Year Ended December 31, 20CY</i>							
<b>To be completed and retained for audit.</b>							
							Total Enterprise
<b>Non-Operating Receipts (Disbursements)</b>							
Property and Other Local Taxes							0
Intergovernmental							0
Special Assessments							0
Miscellaneous Receipts							0
Sale of Bonds							0
Sale of Notes							0
Other Debt Proceeds							0
Premium and Accrued Interest on Debt							0
Earnings on Investments (proprietary funds only)							0
Sale of Capital Assets							0
Capital Outlay							0
Principal Retirement							0
Interest and Other Fiscal Charges							0
Discount on Debt							0
Other Financing Sources							0
Other Financing Uses							0
<i>Total Non-Operating Receipts (Disbursements)</i>	0	0	0	0	0	0	0
<i>Income (Loss) before Capital Contributions, Special Item, Extraordinary Item, Transfers and Advances</i>	0	0	0	0	0	0	0
Capital Contributions							0
Special Item							0
Extraordinary Item							0
Transfers In							0
Transfers Out							0
Advances In							0
Advances Out							0
<i>Net Change in Fund Cash Balances</i>	0	0	0	0	0	0	0
<i>Fund Cash Balances, January 1</i>							0
<i>Fund Cash Balances, December 31</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0

This is an unaudited financial statement.

<b>XYZ Township</b>							
<i>XYZ County, Ohio</i>							
<i>Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)</i>							
<i>All Internal Service Funds</i>							
<i>For the Year Ended December 31, 20CY</i>							
<b>To be completed and retained for audit.</b>							Total Internal Service
<b>Operating Cash Receipts</b>							
Charges for Services							\$0
Licenses, Permits and Fees							0
Fines and Forfeitures							0
Earnings on Investments (trust funds only)							0
Miscellaneous							0
<i>Total Operating Cash Receipts</i>	0	0	0	0	0	0	0
<b>Operating Cash Disbursements</b>							
Salaries							0
Employee Fringe Benefits							0
Purchased Services							0
Supplies and Materials							0
Claims							0
Other							0
<i>Total Operating Cash Disbursements</i>	0	0	0	0	0	0	0
<i>Operating Income (Loss)</i>	0	0	0	0	0	0	0

<b>XYZ Township</b>							
<i>XYZ County, Ohio</i>							
<i>Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)</i>							
<i>All Internal Service Funds</i>							
<i>For the Year Ended December 31, 20CY</i>							
<b>To be completed and retained for audit.</b>							Total Internal Service
<b>Non-Operating Receipts (Disbursements)</b>							
Property and Other Local Taxes							0
Intergovernmental							0
Special Assessments							0
Miscellaneous Receipts							0
Sale of Bonds							0
Sale of Notes							0
Other Debt Proceeds							0
Premium and Accrued Interest on Debt							0
Earnings on Investments (proprietary funds only)							0
Sale of Capital Assets							0
Capital Outlay							0
Principal Retirement							0
Interest and Other Fiscal Charges							0
Discount on Debt							0
Other Financing Sources							0
Other Financing Uses							0
<i>Total Non-Operating Receipts (Disbursements)</i>	0	0	0	0	0	0	0
<i>Income (Loss) before Capital Contributions, Special Item, Extraordinary Item, Transfers and Advances</i>	0	0	0	0	0	0	0
Capital Contributions							0
Special Item							0
Extraordinary Item							0
Transfers In							0
Transfers Out							0
Advances In							0
Advances Out							0
<i>Net Change in Fund Cash Balances</i>	0	0	0	0	0	0	0
<i>Fund Cash Balances, January 1</i>							0
<i>Fund Cash Balances, December 31</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0

<b>XYZ Township</b>							
<i>XYZ County, Ohio</i>							
<i>Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)</i>							
<i>All Agency Funds</i>							
<i>For the Year Ended December 31, 20CY</i>							
<b>To be completed and retained for audit.</b>							
							Total Agency
<b>Operating Cash Receipts</b>							
Charges for Services							\$0
Licenses, Permits and Fees							0
Fines and Forfeitures							0
Earnings on Investments (trust funds only)							0
Miscellaneous							0
<i>Total Operating Cash Receipts</i>	0	0	0	0	0	0	0
<b>Operating Cash Disbursements</b>							
Salaries							0
Employee Fringe Benefits							0
Purchased Services							0
Supplies and Materials							0
Claims							0
Other							0
<i>Total Operating Cash Disbursements</i>	0	0	0	0	0	0	0
<i>Operating Income (Loss)</i>	0	0	0	0	0	0	0

<b>XYZ Township</b>							
<i>XYZ County, Ohio</i>							
<i>Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)</i>							
<i>All Agency Funds</i>							
<i>For the Year Ended December 31, 20CY</i>							
<b>To be completed and retained for audit.</b>							
							Total Agency
<b>Non-Operating Receipts (Disbursements)</b>							
Property and Other Local Taxes							0
Intergovernmental							0
Special Assessments							0
Miscellaneous Receipts							0
Sale of Bonds							0
Sale of Notes							0
Other Debt Proceeds							0
Premium and Accrued Interest on Debt							0
Earnings on Investments (proprietary funds only)							0
Sale of Capital Assets							0
Capital Outlay							0
Principal Retirement							0
Interest and Other Fiscal Charges							0
Discount on Debt							0
Other Financing Sources							0
Other Financing Uses							0
<i>Total Non-Operating Receipts (Disbursements)</i>	0	0	0	0	0	0	0
<i>Income (Loss) before Capital Contributions, Special Item, Extraordinary Item, Transfers and Advances</i>	0	0	0	0	0	0	0
Capital Contributions							0
Special Item							0
Extraordinary Item							0
Transfers In							0
Transfers Out							0
Advances In							0
Advances Out							0
<i>Net Change in Fund Cash Balances</i>	0	0	0	0	0	0	0
<i>Fund Cash Balances, January 1</i>							0
<i>Fund Cash Balances, December 31</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0

This is an unaudited financial statement.

<b>XYZ Township</b>								
<i>XYZ County, Ohio</i>								
<i>Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)</i>								
<i>All Investment Trust Funds</i>								
<i>For the Year Ended December 31, 20CY</i>								
<b>To be completed and retained for audit.</b>								Total Investment Trust
<b>Operating Cash Receipts</b>								
Charges for Services								\$0
Licenses, Permits and Fees								0
Fines and Forfeitures								0
Earnings on Investments (trust funds only)								0
Miscellaneous								0
<i>Total Operating Cash Receipts</i>	0	0	0	0	0	0	0	0
<b>Operating Cash Disbursements</b>								
Salaries								0
Employee Fringe Benefits								0
Purchased Services								0
Supplies and Materials								0
Claims								0
Other								0
<i>Total Operating Cash Disbursements</i>	0	0	0	0	0	0	0	0
<i>Operating Income (Loss)</i>	0	0	0	0	0	0	0	0

<b>XYZ Township</b>								
<i>XYZ County, Ohio</i>								
<i>Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)</i>								
<i>All Investment Trust Funds</i>								
<i>For the Year Ended December 31, 20CY</i>								
<b>To be completed and retained for audit.</b>								Total Investment Trust
<b>Non-Operating Receipts (Disbursements)</b>								
Property and Other Local Taxes								0
Intergovernmental								0
Special Assessments								0
Miscellaneous Receipts								0
Sale of Bonds								0
Sale of Notes								0
Other Debt Proceeds								0
Premium and Accrued Interest on Debt								0
Earnings on Investments (proprietary funds only)								0
Sale of Capital Assets								0
Capital Outlay								0
Principal Retirement								0
Interest and Other Fiscal Charges								0
Discount on Debt								0
Other Financing Sources								0
Other Financing Uses								
<i>Total Non-Operating Receipts (Disbursements)</i>	0	0	0	0	0	0	0	0
<i>Income (Loss) before Capital Contributions, Special Item, Extraordinary Item, Transfers and Advances</i>	0	0	0	0	0	0	0	0
Capital Contributions								0
Special Item								0
Extraordinary Item								0
Transfers In								0
Transfers Out								0
Advances In								0
Advances Out								0
<i>Net Change in Fund Cash Balances</i>	0	0	0	0	0	0	0	0
<i>Fund Cash Balances, January 1</i>								0
<i>Fund Cash Balances, December 31</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

This is an unaudited financial statement.

<b>XYZ Township</b>								
<i>XYZ County, Ohio</i>								
<i>Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)</i>								
<i>All Private Purpose Trust Funds</i>								
<i>For the Year Ended December 31, 20CY</i>								
<b>To be completed and retained for audit.</b>								Total
								Private Purpose
								Trust
<b>Operating Cash Receipts</b>								
Charges for Services								\$0
Licenses, Permits and Fees								0
Fines and Forfeitures								0
Earnings on Investments (trust funds only)								0
Miscellaneous								0
<i>Total Operating Cash Receipts</i>	0	0	0	0	0	0	0	0
<b>Operating Cash Disbursements</b>								
Salaries								0
Employee Fringe Benefits								0
Purchased Services								0
Supplies and Materials								0
Claims								0
Other								0
<i>Total Operating Cash Disbursements</i>	0	0	0	0	0	0	0	0
<i>Operating Income (Loss)</i>	0	0	0	0	0	0	0	0

<b>XYZ Township</b>								
<i>XYZ County, Ohio</i>								
<i>Combining Statement of Receipts, Disbursements and Changes in Fund Balances (Cash Basis)</i>								
<i>All Private Purpose Trust Funds</i>								
<i>For the Year Ended December 31, 20CY</i>								
<b>To be completed and retained for audit.</b>								Total Private Purpose Trust
<b>Non-Operating Receipts (Disbursements)</b>								
Property and Other Local Taxes								0
Intergovernmental								0
Special Assessments								0
Miscellaneous Receipts								0
Sale of Bonds								0
Sale of Notes								0
Other Debt Proceeds								0
Premium and Accrued Interest on Debt								0
Earnings on Investments (proprietary funds only)								0
Sale of Capital Assets								0
Capital Outlay								0
Principal Retirement								0
Interest and Other Fiscal Charges								0
Discount on Debt								0
Other Financing Sources								0
Other Financing Uses								
<i>Total Non-Operating Receipts (Disbursements)</i>	0	0	0	0	0	0	0	0
<i>Income (Loss) before Capital Contributions, Special Item, Extraordinary Item, Transfers and Advances</i>	0	0	0	0	0	0	0	0
Capital Contributions								0
Special Item								0
Extraordinary Item								0
Transfers In								0
Transfers Out								0
Advances In								0
Advances Out								0
<i>Net Change in Fund Cash Balances</i>	0	0	0	0	0	0	0	0
<i>Fund Cash Balances, January 1</i>								0
<i>Fund Cash Balances, December 31</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

This is an unaudited financial statement.



<b>XYZ Township</b>			
<i>XYZ County, Ohio</i>			
<i>Comparison of Budgeted and Actual Receipts - All Budgeted Funds</i>			
<i>For the Year Ended December 31, 20CY</i>			
<b>To be completed and retained for audit.</b>	Estimated Receipts/ Amended Certificate of Estimated Resources	Actual Receipts	Variance Favorable (Unfavorable)
<b><i>Debt Service Funds</i></b>			
General Bond Retirement			0
			0
			0
			0
			0
			0
			0
<i>Total Debt Service Funds</i>	0	0	0
<b><i>Capital Projects Funds</i></b>			
Permanent Improvement			0
			0
			0
			0
			0
			0
			0
<i>Total Capital Projects Funds</i>	0	0	0
<b><i>Permanent Funds</i></b>			
			0
			0
			0
			0
<i>Total Permanent Funds</i>	0	0	0

<b>XYZ Township</b>			
<i>XYZ County, Ohio</i>			
<i>Comparison of Budgeted and Actual Receipts - All Budgeted Funds</i>			
<i>For the Year Ended December 31, 20CY</i>			
<b>To be completed and retained for audit.</b>	Estimated Receipts/ Amended Certificate of Estimated Resources	Actual Receipts	Variance Favorable (Unfavorable)
<b>Proprietary and Fiduciary Funds</b>			
<i>Enterprise Funds</i>			
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
<i>Total Enterprise Funds</i>	0	0	0
<b>Internal Service Funds</b>			
			0
			0
			0
			0
			0
<i>Total Internal Service</i>	0	0	0

<b>XYZ Township</b>			
<i>XYZ County, Ohio</i>			
<i>Comparison of Budgeted and Actual Receipts - All Budgeted Funds</i>			
<i>For the Year Ended December 31, 20CY</i>			
<b>To be completed and retained for audit.</b>	Estimated Receipts/ Amended Certificate of Estimated Resources	Actual Receipts	Variance Favorable (Unfavorable)
<i>Agency Funds</i>			0
			0
			0
			0
			0
<i>Total Agency Funds</i>	0	0	0
<i>Investment Trust Funds</i>			0
			0
			0
			0
			0
<i>Total Investment Trust Funds</i>	0	0	0
<i>Private Purpose Trust Funds</i>			0
			0
			0
			0
<i>Total Private Purpose Trust Funds</i>	0	0	0
<i>Total--All Funds</i>	\$0	\$0	\$0



<b>XYZ Township</b>							
<i>XYZ County, Ohio</i>							
<i>Comparison of Cash Disbursements and Encumbrances with Expenditure Authority - All Budgeted Funds</i>							
<i>For the Year Ended December 31, 20CY</i>							
<b>To be completed and retained for audit.</b>	Reserve for				Reserve for		
	Encumbrances	Appropriations		Disbursements	Encumbrances		Variance
	of Preceding	For Year Ended		For Year Ended	as of		Favorable
	12/31/20XX	12/31/20CY	Total	12/31/20CY	12/31/20CY	Total	(Unfavorable)
<b>Capital Projects Funds</b>							
Permanent Improvement			0			0	0
			0			0	0
			0			0	0
			0			0	0
			0			0	0
			0			0	0
<i>Total Capital Projects Funds</i>	0	0	0	0	0	0	0
<b>Permanent Funds</b>							
			0			0	0
			0			0	0
			0			0	0
			0			0	0
<i>Total Permanent Funds</i>	0	0	0	0	0	0	0
<b>Proprietary and Fiduciary Funds</b>							
<b>Enterprise Funds</b>							
			0			0	0
			0			0	0
			0			0	0
			0			0	0
			0			0	0
			0			0	0
			0			0	0
			0			0	0
			0			0	0
			0			0	0
			0			0	0
<i>Total Enterprise Funds</i>	0	0	0	0	0	0	0

<b>XYZ Township</b>							
<i>XYZ County, Ohio</i>							
<i>Comparison of Cash Disbursements and Encumbrances with Expenditure Authority - All Budgeted Funds</i>							
<i>For the Year Ended December 31, 20CY</i>							
<b>To be completed and retained for audit.</b>	Reserve for				Reserve for		
	Encumbrances	Appropriations		Disbursements	Encumbrances		Variance
	of Preceding	For Year Ended		For Year Ended	as of		Favorable
	12/31/20XX	12/31/20CY	Total	12/31/20CY	12/31/20CY	Total	(Unfavorable)
<b>Internal Service Funds</b>							
			0			0	0
			0			0	0
			0			0	0
			0			0	0
			0			0	0
<i>Total Internal Service</i>	0	0	0	0	0	0	0
<b>Agency Funds</b>							
			0			0	0
			0			0	0
			0			0	0
			0			0	0
<i>Total Agency Funds</i>	0	0	0	0	0	0	0
<b>Investment Trust Funds</b>							
			0			0	0
			0			0	0
			0			0	0
			0			0	0
<i>Total Investment Trust Funds</i>	0	0	0	0	0	0	0
<b>Private Purpose Trust Funds</b>							
			0			0	0
			0			0	0
			0			0	0
			0			0	0
<i>Total Private Purpose Trust Funds</i>	0	0	0	0	0	0	0
<i>Total--All Funds</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0

<b>XYZ Township</b>			
<i>XYZ County, Ohio</i>			<b>To be completed and retained for audit.</b>
<i>Cash Reconciliation</i>			
<i>For the Year Ended December 31, 20CY</i>			
<b>Depository Balances*</b>		<b>Governmental Funds</b>	
		General Fund	
		Special Revenue	
		Debt Service Funds	
		Capital Projects Funds	
		Permanent Funds	
		<i>Total Governmental Funds</i>	0
<i>Total Depository Balances</i>	0	<b>Proprietary Funds</b>	
		Enterprise Funds	
		Internal Service Funds	
<b>Investments</b>		<i>Total Proprietary Funds</i>	0
Treasury Bonds and Notes			
Certificates of Deposit			
STAR Ohio			
		<b>Fiduciary Funds</b>	
		Agency	
		Investment Trust	
		Private Purpose Trust	
<i>Total Investments</i>	0	<i>Total Fiduciary Funds</i>	0
<b>Cash on Hand</b>			
Cash on Hand			
Cash in Transit to Depository			
<i>Total Cash on Hand</i>	0		
Total Treasury Balance	0		
Less Outstanding Checks			
<b>Grand Total**</b>	<b>\$0</b>	<b>Total All Funds**</b>	<b>\$0</b>
*List all depository balances.		** Must equal	
Do not include payroll or bond and coupon depository clearance accounts.			
Show names of depositories.			

<b>XYZ Township</b>					
<i>XYZ County, Ohio</i>					<b>To be completed and retained for audit.</b>
<i>Cash Reconciliation - Summary of Fund Cash Balances</i>					
<i>For the Year Ended December 31, 20CY</i>					
<b>Governmental Funds</b>		<b>Capital Projects Funds</b>		<b>Internal Service Funds</b>	
		Permanent Improvement			
<b>General Fund</b>					
<b>Special Revenue Funds</b>					
Motor Vehicle License Tax					
Gasoline Tax					
Road and Bridge				<i>Total Internal Service</i>	0
Cemetery		<i>Total Capital Projects Funds</i>	0		
Garbage and Waste Disposal District				<b>Agency Funds</b>	
Police District		<b>Permanent Funds</b>			
Fire District					
				<i>Total Agency Funds</i>	0
		<i>Total Permanent Funds</i>			
				<b>Investment Trust Funds</b>	
		<i>Total Governmental Funds</i>	0		
		<b>Proprietary and Fiduciary Funds</b>			
				<i>Total Investment Trust Funds</i>	0
		<b>Enterprise Funds</b>			
				<b>Private Purpose Trust Funds</b>	
<i>Total Special Revenue Funds</i>	0				
<b>Debt Service Funds</b>				<i>Total Private Purpose Trust Funds</i>	0
General Bond Retirement				<i>Total Proprietary and Fiduciary Funds</i>	0
				<i>Total Governmental Funds</i>	0
<i>Total Debt Service Funds</i>	0	<i>Total Enterprise Funds</i>	0	<b>Total--All Funds</b>	\$0





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**XYZ Township**  
*XYZ County, Ohio*  
*Statement of Net Assets - Modified Cash Basis*  
*December, 31, 20CY*

	Governmental Activities	Business - Type Activities	Total
<b>Assets</b>			
Equity in Pooled Cash and Cash Equivalents			\$0
Cash and Cash Equivalents in Segregated Accounts			0
Cash and Cash Equivalents with Fiscal/Escrow Agents			0
Investments			0
<i>Total Assets</i>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>Net Assets</b>			
Restricted for:			
Capital Projects			\$0
Debt Service			0
Permanent Fund Purpose:			
Expendable			0
Nonexpendable			0
_____			0
_____			0
Other Purposes			0
Unrestricted			0
<i>Total Net Assets</i>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

See accompanying notes to the basic financial statements

**XYZ Township**  
*XYZ County, Ohio*  
*Statement of Activities - Modified Cash Basis*  
*For the Year Ended December 31, 20CY*

	Program Cash Receipts			
	Cash Disbursements	Charges for Services and Sales	Operating Grants and Contributions	Capital Grants and Contributions
<b>Governmental Activities</b>				
Current:				
General Government				
Public Safety				
Public Works				
Health				
Human Services				
Conservation-Recreation				
Other				
Capital Outlay				
Debt Service:				
Principal Retirement				
Interest and Fiscal Charges				
<i>Total Governmental Activities</i>	0	0	0	0
<b>Business Type Activity</b>				
<i>Total Primary Government</i>	\$0	\$0	\$0	\$0

General Receipts:

- Property Taxes Levied for:
  - General Purposes
  - Debt Service
  - Capital Projects
- Grants and Entitlements not Restricted to Specific Programs
- Payments in Lieu of Taxes
- Sale of Bonds
- Sale of Notes
- Other Debt Proceeds
- Premium and Accrued Interest on Debt
- Discount on Debt
- Sale of Capital Assets
- Cable Franchise Fees
- Earnings on Investments
- Miscellaneous
- Contributions to Permanent Fund
- Special Item
- Extraordinary Item
- Transfers
- Advances

Total General Receipts, Contributions to Permanent Fund,  
 Special Item, Extraordinary Item, Transfers and Advances

*Change in Net Assets*

*Net Assets Beginning of Year*

*Net Assets End of Year*

See accompanying notes to the basic financial statements



**XYZ Township**  
 XYZ County, Ohio  
*Statement of Assets and Fund Balances - Modified Cash Basis*  
 Governmental Funds  
 December 31, 20CY

	General	Major Fund
<b>Assets</b>		
Equity in Pooled Cash and Cash Equivalents		
Cash and Cash Equivalents in Segregated Accounts		
Cash and Cash Equivalents with Fiscal/Escrow Agents		
Investments		
<i>Total Assets</i>	\$0	\$0
<b>Fund Balances</b>		
Nonspendable		
Restricted		
Committed		
Assigned		
Unassigned (Deficit)		
<i>Total Fund Balances</i>	\$0	\$0

See accompanying notes to the basic financial statements

Major Fund	Other Governmental Funds	Total Governmental Funds
		\$0
		0
		0
		0
\$0	\$0	\$0

		\$0
		0
		0
		0
		0
\$0	\$0	\$0

**XYZ Township**  
*XYZ County, Ohio*  
*Statement of Assets and Fund Balances - Modified Cash Basis*  
*Governmental Funds*  
*December 31, 20CY*

	General	Major Fund
<b>Fund Balance Classification Worksheet</b>		
<b>(This schedule does not need submitted to the Auditor of State, but should be completed and retained for audit.)</b>		
<b>Fund Balances</b>		
Amounts identified as:		
Nonspendable:		
Prepays		
Inventory		
Interfund Loans		
Unclaimed Monies		
Cemetery Endowment		
Endowment for _____		
Total Nonspendable	0	0
Restricted for:		
Road and Bridge Maintenance and Improvements		
Police Operations		
Fire Operations		
Emergency Medical Services		
Garbage and Waste Disposal		
Drug and Alcohol Education and Enforcement		
Recreation Programs		
Cemetery		
_____		
_____		
_____		
_____		
Debt Service		
Construction of _____		
Construction of _____		
Issue II Projects		
Endowment for _____		
Total Restricted	0	0



**XYZ Township**  
 XYZ County, Ohio  
*Statement of Assets and Fund Balances - Modified Cash Basis*  
 Governmental Funds  
 December 31, 20CY

	General	Major Fund
Committed to:		
Recreation Programs		
Compensated Absences		
Underground Storage Tanks		
_____		
_____		
_____		
Other Purposes		
Total Committed	0	0
Assigned to:		
_____		
_____		
_____		
Construction of _____		
Other Purposes		
Total Assigned	0	0
Unassigned	0	0
<i>Total Fund Cash Balances, December 31</i>	\$0	\$0

Major Fund	Other Governmental Funds	Total Governmental Funds
		0
		0
		0
		0
		0
		0
		0
0	0	0
		0
		0
		0
		0
0	0	0
0	0	0
\$0	\$0	\$0

**XYZ Township**  
*XYZ County, Ohio*  
*Reconciliation of Total Governmental Fund Balances to*  
*Net Assets of Governmental Activities - Modified Cash Basis*  
*December 31, 20CY*

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<b>Total Governmental Fund Balances</b>	<b>\$0</b>
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*Amounts reported for governmental activities in the statement of  
net assets are different because*

Governmental activities' net assets include the internal service  
funds' cash and cash equivalents. The proprietary funds'  
statements include these assets.

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<i>Net Assets of Governmental Activities</i>	<b>\$0</b>
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See accompanying notes to the basic financial statements

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**XYZ Township**  
 XYZ County, Ohio  
 Statement of Receipts, Disbursements and Changes Fund Balances - Modified Cash Basis  
 Governmental Funds  
 For the Year Ended December 31, 20CY

	General	Major Fund	Major Fund
<b>Receipts</b>			
Property and Other Local Taxes			
Charges for Services			
Licenses, Permits and Fees			
Fines and Forfeitures			
Intergovernmental			
Special Assessments			
Earnings on Investments			
Miscellaneous			
<i>Total Receipts</i>	0	0	0
<b>Disbursements</b>			
Current:			
General Government			
Public Safety			
Public Works			
Health			
Human Services			
Conservation-Recreation			
Other			
Capital Outlay			
Debt Service:			
Principal Retirement			
Interest and Fiscal Charges			
<i>Total Disbursements</i>	0	0	0
<i>Excess of Receipts Over (Under) Disbursements</i>	0	0	0
<b>Other Financing Sources (Uses)</b>			
Sale of Bonds			
Sale of Notes			
Other Debt Proceeds			
Premium and Accrued Interest on Debt			
Discount on Debt			
Sale of Capital Assets			
Transfers In			
Transfers Out			
Advances In			
Advances Out			
Other Financing Sources			
Other Financing Uses			
<i>Total Other Financing Sources (Uses)</i>	0	0	0
<b>Special and Extraordinary Items</b>			
Special Item - Describe or refer to Notes			
Extraordinary Item - Describe or refer to Notes			
<i>Net Change in Fund Balances</i>	0	0	0
<i>Fund Balances Beginning of Year</i>			
<i>Fund Balances End of Year</i>	\$0	\$0	\$0

See accompanying notes to the basic financial statements



**XYZ Township**  
*XYZ County, Ohio*  
*Reconciliation of the Statement of Receipts, Disbursements, and Changes*  
*in Fund Balances - Governmental Funds to the Statement of Activities - Modified Cash Basis*  
*For the Year Ended December 31, 20CY*

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**Net Change in Fund Balances - Total Governmental Funds** **\$0**

*Amounts reported for governmental activities in the  
statement of activities are different because*

Internal service funds charge insurance costs to other funds. The entity-wide statements eliminate governmental fund expenditures and related internal service fund charges. Governmental activities report allocated net internal service fund receipts (disbursements). 0

*Change in Net Assets of Governmental Activities* \$0

See accompanying notes to the basic financial statements

**XYZ Township**  
*XYZ County, Ohio*  
*Statement of Receipts, Disbursements and Changes*  
*In Fund Balance - Budget and Actual - Budget Basis*  
*General Fund*  
*For the Year Ended December 31, 20CY*

	Budgeted Amounts		Actual	(Optional)
	Original	Final		Variance with Final Budget Positive (Negative)
<b>Receipts</b>				
Property and Other Local Taxes				\$0
Charges for Services				0
Licenses, Permits and Fees				0
Fines and Forfeitures				0
Intergovernmental				0
Special Assessments				0
Earnings on Investments				0
Miscellaneous				0
<i>Total Receipts</i>	0	0	0	0
<b>Disbursements</b>				
Current:				
General Government				0
Public Safety				0
Public Works				0
Health				0
Human Services				0
Conservation-Recreation				0
Other				0
Capital Outlay				0
Debt Service:				
Principal Retirement				0
Interest and Fiscal Charges				0
<i>Total Disbursements</i>	0	0	0	0
<i>Excess of Receipts Over (Under) Disbursements</i>	0	0	0	0
<b>Other Financing Sources (Uses)</b>				
Sale of Capital Assets				0
Transfers In				0
Transfers Out				0
Advances In				0
Advances Out				0
Other Financing Sources				0
Other Financing Uses				0
<i>Total Other Financing Sources (Uses)</i>	0	0	0	0
<b>Special and Extraordinary Items</b>				
Special Item - <i>Describe or refer to Notes</i>				0
Extraordinary Item - <i>Describe or refer to Notes</i>				0
<i>Net Change in Fund Balance</i>	0	0	0	0
<i>Unencumbered Fund Balance Beginning of Year</i>				0
Prior Year Encumbrances Appropriated				0
<i>Unencumbered Fund Balance End of Year</i>	\$0	\$0	\$0	\$0

See accompanying notes to the basic financial statements

**XYZ Township**  
XYZ County, Ohio  
Statement of Receipts, Disbursements and Changes  
In Fund Balance - Budget and Actual - Budget Basis  
Major Fund  
For the Year Ended December 31, 20CY

	Budgeted Amounts		Actual	(Optional) Variance with Final Budget Positive (Negative)
	Original	Final		Actual
<b>Receipts</b>				
Property and Other Local Taxes				\$0
Charges for Services				0
Licenses, Permits and Fees				0
Fines and Forfeitures				0
Intergovernmental				0
Special Assessments				0
Earnings on Investments				0
Miscellaneous				0
<i>Total Receipts</i>	0	0	0	0
<b>Disbursements</b>				
Current:				
General Government				0
Public Safety				0
Public Works				0
Health				0
Human Services				0
Conservation-Recreation				0
Other				0
Capital Outlay				0
Debt Service:				
Principal Retirement				0
Interest and Fiscal Charges				0
<i>Total Disbursements</i>	0	0	0	0
<i>Excess of Receipts Over (Under) Disbursements</i>	0	0	0	0
<b>Other Financing Sources (Uses)</b>				
Sale of Bonds				0
Sale of Notes				0
Other Debt Proceeds				0
Premium and Accrued Interest on Debt				0
Discount on Debt				0
Sale of Capital Assets				0
Transfers In				0
Transfers Out				0
Advances In				0
Advances Out				0
Other Financing Sources				0
Other Financing Uses				0
<i>Total Other Financing Sources (Uses)</i>	0	0	0	0
<b>Special and Extraordinary Items</b>				
Special Item - Describe or refer to Notes				0
Extraordinary Item - Describe or refer to Notes				0
<i>Net Change in Fund Balance</i>	0	0	0	0
<i>Unencumbered Fund Balance Beginning of Year</i>				0
Prior Year Encumbrances Appropriated				0
<i>Unencumbered Fund Balance End of Year</i>	\$0	\$0	\$0	\$0

See accompanying notes to the basic financial statements

**XYZ Township**  
*XYZ County, Ohio*  
*Statement of Fund Net Assets - Modified Cash Basis*  
*Proprietary Funds*  
*December 31, 20CY*

	Business-Type Activities			Governmental Activity
	Major	Other	Total	Internal Service
	<u>Enterprise Fund</u>	<u>Enterprise Funds</u>	<u>Enterprise Funds</u>	
<b>Assets</b>				
Equity in Pooled Cash and Cash Equivalents			\$0	
Cash and Cash Equivalents in Segregated Accounts			0	
Cash and Cash Equivalents with Fiscal/Escrow Agents			0	
Investments			0	
<i>Total Assets</i>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>Net Assets</b>				
Restricted for:				
Debt Service			\$0	
Other Purposes			0	
_____			0	
_____			0	
Unrestricted			0	
<i>Total Net Assets</i>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

See accompanying notes to the basic financial statements

**XYZ Township**  
 XYZ County, Ohio  
 Statement of Receipts, Disbursements and Changes in Fund Net Assets - Modified Cash Basis  
 Proprietary Funds  
 For the Year Ended December 31, 20CY

	Business-Type Activities			Governmental
	Major Enterprise Fund	Other Enterprise Funds	Total Enterprise Funds	Activity Internal Service
<b>Operating Receipts</b>				
Charges for Services			\$0	
Licenses, Permits and Fees			0	
Fines and Forfeitures			0	
Miscellaneous			0	
<i>Total Operating Receipts</i>	0	0	0	0
<b>Operating Disbursements</b>				
Salaries			0	
Employee Fringe Benefits			0	
Purchased Services			0	
Supplies and Materials			0	
Claims			0	
Other			0	
<i>Total Operating Disbursements</i>	0	0	0	0
<i>Operating Income (Loss)</i>	0	0	0	0
<b>Non-Operating Receipts (Disbursements)</b>				
Property and Other Local Taxes			0	
Intergovernmental			0	
Special Assessments			0	
Miscellaneous Receipts			0	
Sale of Bonds			0	
Sales of Notes			0	
Other Debt Proceeds			0	
Premium and Accrued Interest on Debt			0	
Earnings on Investments			0	
Sale of Capital Assets			0	
Capital Outlay			0	
Principal Retirement			0	
Interest and Other Fiscal Charges			0	
Discount on Debt			0	
Other Financing Sources			0	
Other Financing Uses			0	
<i>Total Non-Operating Receipts (Disbursements)</i>	0	0	0	0
<i>Income (Loss) before Capital Contributions, Special Item, Extraordinary Item, Transfers and Advances</i>	0	0	0	0
Capital Contributions			0	
Special Item - Describe or refer to Notes			0	
Extraordinary Item - Describe or refer to Notes			0	
Transfers In			0	
Transfers Out			0	
Advances In			0	
Advances Out			0	
<i>Change in Net Assets</i>	0	0	0	0
<i>Net Assets Beginning of Year</i>			0	
<i>Net Assets End of Year</i>	\$0	\$0	\$0	\$0

See accompanying notes to the basic financial statements

**XYZ Township**  
 XYZ County, Ohio  
 Statement of Cash Flows - Modified Cash Basis  
 Proprietary Funds  
 For the Year Ended December 31, 20CY

	Business-Type Activities			Governmental Activity
	Major Enterprise Fund	Major Enterprise Fund	Total Enterprise Funds	Internal Service
<b>Increase (Decrease) in Cash and Cash Equivalents</b>				
<b>Cash Flows from Operating Activities</b>				
Cash Received from Customers			\$0	
Cash Received from Transactions with Other Funds			0	
Other Cash Receipts			0	
Cash Payments to Employees for Services			0	
Cash Payments for Employee Benefits			0	
Cash Payments for Goods and Services			0	
Cash Payments for Claims			0	
Other Cash Payments			0	
<i>Net Cash Provided by (Used in) Operating Activities</i>	0	0	0	0
<b>Cash Flows from Noncapital Financing Activities</b>				
Transfers In			0	
Transfers Out			0	
<i>Net Cash Provided by (Used in) Noncapital Financing Activities</i>	0	0	0	0
<b>Cash Flows from Capital and Related Financing Activities</b>				
Proceeds from Sale of Bonds			0	
Principal Paid on Bonds			0	
Interest Paid on Bonds			0	
Principal Paid on Notes			0	
Interest Paid on Notes			0	
Payments for Capital Acquisitions			0	
<i>Net Cash Provided by (Used in) Capital and Related Financing Activities</i>	0	0	0	0
<b>Cash Flows from Investing Activities</b>				
Interest on Investments			0	
<i>Net Cash Provided by (Used in) Investing Activities</i>	0	0	0	0
<i>Net Increase (Decrease) in Cash and Cash Equivalents</i>	0	0	0	0
<i>Cash and Cash Equivalents Beginning of Year</i>			0	
<i>Cash and Cash Equivalents End of Year</i>	\$0	\$0	\$0	\$0

(continued)

**XYZ Township**  
*XYZ County, Ohio*  
*Statement of Cash Flows - Modified Cash Basis*  
*Proprietary Funds (continued)*  
*For the Year Ended December 31, 20CY*

	Business-Type Activities			Governmental Activity
	Major	Major	Total	Internal Service
	<u>Enterprise Fund</u>	<u>Enterprise Fund</u>	<u>Enterprise Funds</u>	
<b>Reconciliation of Operating Income (Loss) to Net Cash Provided by (Used in) Operating Activities</b>				
Operating Income (Loss)			\$0	
Adjustments:				
Depreciation			0	
(Increase) Decrease in Assets:				
_____			0	
_____			0	
Increase (Decrease) in Liabilities:				
_____			0	
_____			0	
<i>Net Cash Provided by (Used in) Operating Activities</i>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

See accompanying notes to the basic financial statements

**XYZ Township**  
*XYZ County*  
*Statement of Fiduciary Net Assets - Modified Cash Basis*  
*Fiduciary Funds*  
*December 31, 20CY*

	Investment Trust	Private Purpose Trust	Agency
<b>Assets</b>			
Equity in Pooled Cash and Cash Equivalents			
Investments			
<i>Total Assets</i>	0	0	\$0
<b>Net Assets</b>			
Held in Trust for _____:			
Nonexpendable			
Expendable			
Held on Behalf of _____			
<i>Total Net Assets</i>	\$0	\$0	\$0

See accompanying notes to the basic financial statements

**XYZ Township**  
 XYZ County  
*Statement of Changes in Fiduciary Net Assets - Modified Cash Basis*  
 Fiduciary Funds  
 For the Year Ended December 31, 20CY

	Investment Trust	Private Purpose Trust
<b>Additions</b>		
Contributions		
Earnings on Investments		
<i>Total Additions</i>	0	0
<b>Deductions</b>		
Payments in Accordance with Trust Agreements		
Other		
<i>Total Deductions</i>	0	0
<i>Change in Net Assets</i>	0	0
<i>Net Assets Beginning of Year</i>	0	0
<i>Net Assets End of Year</i>	\$0	\$0

See accompanying notes to the basic financial statements

**XYZ Township**  
*XYZ County, Ohio*  
*Notes to the Basic Financial Statements*  
*For the Year Ended December 31, 20CY*

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*In this sample 20CY means current year and 20PY means prior year and would be replaced with the four digit current year (for example 2011) or four digit prior year (for example 2010).*

**Note 1 – Reporting Entity**

XYZ Township, Any County, Ohio (the Township), is a body politic and corporate established in \_\_\_\_\_ to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The Township is directed by a publicly elected three-member Board of Trustees. The Township also has an elected Township Fiscal Officer.

The reporting entity is comprised of the primary government, component units and other organizations that were included to ensure that the financial statements are not misleading.

***Primary Government***

The primary government consists of all funds, departments, boards and agencies that are not legally separate from the Township. The Township provides general government services, maintenance of Township roads and bridges, and cemetery maintenance. The Township contracts with the \_\_\_\_\_ for fire protection. Police protection is provided by \_\_\_\_\_.

***Component Units***

Component units are legally separate organizations for which the Township is financially accountable. The Township is financially accountable for an organization if the Township appoints a voting majority of the organization’s governing board; and (1) the Township is able to significantly influence the programs or services performed or provided by the organization; or (2) the Township is legally entitled to or can otherwise access the organization’s resources; the Township is legally obligated or has otherwise assumed the responsibility to finance the deficits of, or provide support to, the organization; or the Township is obligated for the debt of the organization. Component units may also include organizations for which the Township authorizes the issuance of debt or the levying of taxes or determines the budget if there is also the potential for the organization to provide specific financial benefits to, or impose specific financial burdens on the Township. *Component units also include legally separate, tax-exempt entities whose resources are for the direct benefit of the Township, accessible to the Township, and significant in amount to the Township. (Delete if no tax-exempt entities are included per GASB 39. Also, Auditor of State Bulletin 2004-001 provides guidance on determining significance.)*

*Describe any included component units and the GASB Statement 14/39 criteria mandating their inclusion (e.g., appointment of a majority of the governing board). For any blended component units presented with aggregated nonmajor funds, disclose whether they are presented with governmental, enterprise or fiduciary funds.*

Separately-audited statements for [name of component unit] are available from [name of chief fiscal officer, address, etc.].

***Joint Ventures, Jointly Governed Organizations and Public Entity Risk Pools***

*(Delete if the Township does not participate in a joint venture.)* A joint venture is a legal entity or other organization that results from a contractual arrangement and that is owned, operated, or governed by two

**XYZ Township**  
*XYZ County, Ohio*  
*Notes to the Basic Financial Statements*  
*For the Year Ended December 31, 20CY*

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or more participants as a separate and specific activity subject to joint control, in which the participants retain (a) an ongoing financial interest or (b) an ongoing financial responsibility. *(Delete if no equity interests in joint ventures.)* Under the *modified* cash basis of accounting, the Township does not report assets for equity interests in joint ventures.

*(Delete if the Township does not participate in any jointly governed organizations and/or public entity risk pools.)* The Township participates in \_\_\_ jointly governed organizations and \_\_\_ public entity risk pools. Notes \_\_\_ to the financial statements provides additional information for these entities. *(Include the appropriate footnote.)* These organizations are:

Jointly Governed Organizations:  
*(Describe each jointly governed organization.)*

Public Entity Risk Pool:  
*(Describe each public entity risk pool.)*

*(Delete if none.)* The financial statements exclude the following entities which perform activities within the Township's boundaries for the benefit of its residents because the Township is not financially accountable for these entities nor are they fiscally dependent on the Township:  
*(Describe any excluded entities.)*

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

**Note 2 – Summary of Significant Accounting Policies**

As discussed further in the Basis of Accounting section of this Note, these financial statements are presented on a *modified* cash basis of accounting. This *modified* cash basis of accounting differs from accounting principles generally accepted in the United States of America (GAAP). Generally accepted accounting principles include all relevant Governmental Accounting Standards Board (GASB) pronouncements, which have been applied to the extent they are applicable to the *modified* cash basis of accounting. *In the government-wide financial statements and the fund financial statements for the proprietary funds, Financial Accounting Standards Board (FASB) pronouncements and Accounting Principles Board (APB) opinions issued on or before November 30, 1989, have been applied, to the extent they are applicable to the modified cash basis of accounting, unless those pronouncements conflict with or contradict GASB pronouncements. The Township does not apply FASB statements issued after November 30, 1989, to its business-type activities and to its enterprise funds. (These statements will be eliminated once GASB 62 is implemented.)* Following are the more significant of the Township's accounting policies.

***Basis of Presentation***

The Township's basic financial statements consist of government-wide financial statements, including a statement of net assets and a statement of activities, and fund financial statements which provide a more detailed level of financial information.

***Government-Wide Financial Statements*** The statement of net assets and the statement of activities display information about the Township as a whole. These statements include the financial activities of

**XYZ Township**  
*XYZ County, Ohio*  
*Notes to the Basic Financial Statements*  
*For the Year Ended December 31, 20CY*

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the primary government, except for fiduciary funds. The activity of the internal service fund is eliminated to avoid “doubling up” receipts and disbursements. The statements distinguish between those activities of the Township that are governmental and those that are considered business-type. Governmental activities generally are financed through taxes, intergovernmental receipts or other nonexchange transactions. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services.

The statement of net assets presents the cash and investment balances, *inventories, prepaid items, interfund loan balances, capital assets and debt (modify as needed)* of the governmental and business-type activities of the Township at year end. The statement of activities compares disbursements with program receipts for each of the Township's governmental and business-type activities. Disbursements are reported by function. A function is a group of related activities designed to accomplish a major service or regulatory program for which the Township is responsible. Program receipts include charges paid by the recipient of the program's goods or services, grants and contributions restricted to meeting the operational or capital requirements of a particular program and receipts of interest earned on grants that are required to be used to support a particular program. General receipts are all receipts not classified as program receipts, with certain limited exceptions. The comparison of direct disbursements with program receipts identifies the extent to which each governmental function or business-type activity is self-financing on a *modified* cash basis or draws from the Township's general receipts.

***Fund Financial Statements*** During the year, the Township segregates transactions related to certain Township functions or activities in separate funds to aid financial management and to demonstrate legal compliance. Fund financial statements are designed to present financial information of the Township at this more detailed level. The focus of governmental and enterprise fund financial statements is on major funds. Each major fund is presented in a separate column. Nonmajor funds are aggregated and presented in a single column. The internal service funds are presented in a single column on the face of the proprietary fund statements. Fiduciary funds are reported by type.

Proprietary fund statements distinguish operating transactions from nonoperating transactions. Operating receipts generally result from exchange transactions such as charges for services directly relating to the funds' principal services. Operating disbursements include costs of sales and services and administrative costs. The proprietary fund statements report all other receipts and disbursements as nonoperating.

***Fund Accounting***

The Township uses fund accounting 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. Funds are used to segregate resources that are restricted as to use. The funds of the Township are divided into three categories, governmental, proprietary and fiduciary.

***Governmental Funds*** The Township classifies funds financed primarily from taxes, intergovernmental receipts (e.g. grants), and other nonexchange transactions as governmental funds. The following are the Township's major governmental funds (*Each major governmental fund's description should be specific to the fund and not a generic fund-type description. Each major special revenue fund's description should disclose the fund's purpose and identify the revenue and other resources reported in the fund.*)

***General*** 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.

**XYZ Township**  
*XYZ County, Ohio*  
*Notes to the Basic Financial Statements*  
*For the Year Ended December 31, 20CY*

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***Street Construction Maintenance and Repair*** The street construction maintenance and repair fund accounts for that portion of the State gasoline tax and motor vehicle license registration fees restricted for maintenance and repair of streets within the Township.

***Special Assessment Bond Retirement Fund*** The special assessment bond retirement fund accounts for resources restricted for the retirement of debt issued to finance public improvements deemed to benefit the properties against which special assessments are levied.

***Capital Improvements Fund*** The capital improvements fund accounts for that portion of municipal income tax committed by Council for the purpose of improving, constructing, and purchasing those items necessary to enhance the operation of the Township.

The other governmental funds of the Township account for grants and other resources, whose use is restricted, committed or assigned to a particular purpose.

***Proprietary Funds*** The Township classifies funds financed primarily from user charges for goods or services as proprietary. Proprietary funds are classified as either enterprise or internal service.

***Enterprise Funds*** Enterprise funds may be used to account for any activity for which a fee is charged to external users for goods or services. The Township's major enterprise funds are:

*(Describe each major enterprise fund. The description should be specific to the fund and not a generic fund type description.)*

***Internal Service Fund*** Internal service funds account for services provided by one department of the Township to another on a cost-reimbursement basis. The Township's internal service fund accounts for a self-insurance program for employee health, vision, prescription drug and dental benefits.

***Fiduciary Funds*** Fiduciary funds include pension trust funds, investment trust funds, private purpose trust funds, and agency funds. Trust funds are used to account for assets held under a trust agreement for individuals, private organizations, or other governments which are not available to support the Township's own programs. The Township's private purpose trust fund accounts for programs that *(describe nature of trust funds here)*. Agency funds are purely custodial in nature and are used to hold resources for individuals, organizations or other governments. The Township's agency fund accounts for *(describe nature of agency funds here)*.

***Basis of Accounting***

The Township's financial statements are prepared using the *modified* cash basis of accounting. Except for modifications having substantial support, receipts are recorded in the Township's financial records and reported in the financial statements when cash is received rather than when earned and disbursements are recorded when cash is paid rather than when a liability is incurred. Any such modifications made by the Township are described in the appropriate section in this note.

**XYZ Township**  
*XYZ County, Ohio*  
*Notes to the Basic Financial Statements*  
*For the Year Ended December 31, 20CY*

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As a result of the use of this *modified* cash basis of accounting, certain assets and their related revenues (such as accounts receivable and revenue for billed or provided services not yet collected) and certain liabilities and their related expenses (such as accounts payable and expenses for goods or services received but not yet paid, and accrued liabilities and the related expenses) are not recorded in these financial statements.

*Two criteria which are helpful in determining whether a modification to the cash basis has substantial support are:*

- 1. The modification is equivalent to the accrual basis of accounting (or modified accrual basis, where applicable, in GAAP for state and local governments) for a particular item; and*
- 2. The modification is not illogical.*

*In the process of implementing the modified cash basis, the Township should use the follow the following criteria:*

- 1. The modifications should be made only to transactions initially derived from cash receipts or disbursements; and*
- 2. The modifications should have substantial support by being both equivalent to GAAP and logical.*

*For example, a modification to report capital assets should involve recording and depreciating only capital assets that result from cash transactions. This modification should not involve the recording and depreciating of capital assets resulting from capital lease transactions or donated capital assets, because these assets are not the result of a cash transaction. Depreciating capital assets that were acquired with cash is considered logical because it is a GAAP-equivalent allocation of the cash basis assets' costs over the assets' useful lives.*

***Budgetary Process***

All funds, except agency funds, are legally required to be budgeted and appropriated. The major documents prepared are the tax budget, the certificate of estimated resources, and the appropriations ordinance, all of which are prepared on the budgetary basis of accounting. The tax budget demonstrates a need for existing or increased tax rates. The certificate of estimated resources establishes a limit on the amount the Township may appropriate.

The appropriations ordinance is the Township's authorization to spend resources and sets limits on disbursements plus encumbrances at the level of control selected by the Township. The legal level of control has been established at the fund, department, and object level for all funds. (*Modify as needed. ORC Section 5705.38(C) requires the minimum level of control to be at the office, department, division, and, within each, the amount appropriated for personal services.*)

The certificate of estimated resources may be amended during the year if projected increases or decreases in receipts are identified by the Township Fiscal Officer. The amounts reported as the original budgeted amounts on the budgetary statements reflect the amounts on the certificate of estimated resources when the original appropriations were adopted. The amounts reported as the final budgeted amounts on the budgetary statements reflect the amounts on the amended certificate of estimated resources in effect at the time final appropriations were passed by the Township.

**XYZ Township**  
*XYZ County, Ohio*  
*Notes to the Basic Financial Statements*  
*For the Year Ended December 31, 20CY*

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The appropriations ordinance is subject to amendment throughout the year with the restriction that appropriations cannot exceed estimated resources. The amounts reported as the original budgeted amounts reflect the first appropriation ordinance for that fund that covered the entire year, including amounts automatically carried forward from prior years. The amounts reported as the final budgeted amounts represent the final appropriation amounts passed by the Township during the year.

***Cash and Investments***

Township records identify the purchase of specific investments by specific funds.

*To improve cash management, cash received by the Township is pooled and invested. Individual fund integrity is maintained through Township records. Interest in the pool is presented as “Equity in Pooled Cash and Cash Equivalents”.*

*Investments with an original maturity of three months or less at the time of purchase and investments of the cash management pool are presented on the financial statements as cash equivalents. Investments with an initial maturity of more than three months that were not purchased from the pool are reported as investments.*

Investments are reported as assets. Accordingly, purchases of investments are not recorded as disbursements, and sales of investments are not recorded as receipts. Gains or losses at the time of sale are recorded as receipts or negative receipts, respectively.

During 20CY, the Township invested in nonnegotiable certificates of deposit, U.S. Treasury Bills, a money market mutual fund, and STAR Ohio. The nonnegotiable certificates of deposit and the U.S. Treasury Bills are reported at cost. The Township’s money market mutual fund investment is recorded at the amount reported by *[financial institution’s name]* on December 31, 20CY.

STAR Ohio is an investment pool, managed by the State Treasurer’s Office, which allows governments within the State to pool their funds for investment purposes. STAR Ohio is not registered with the SEC as an investment company, but does operate in a manner consistent with Rule 2a7 of the Investment Company Act of 1940. Investments in STAR Ohio are valued at STAR Ohio’s share price, which is the price the investment could be sold for on December 31, 20CY.

Interest earnings are allocated to Township funds according to State statutes, grant requirements, or debt related restrictions. Interest receipts credited to the General Fund during 20CY was \$\_\_\_\_\_ which includes \$\_\_\_\_\_ assigned from other Township funds.

***Restricted Assets***

Cash, cash equivalents and investments are reported as restricted when limitations on their use change the nature or normal understanding of the availability of the asset. Such constraints are either imposed by creditors, contributors, grantors, or laws of other governments, or are imposed by law through constitutional provisions or enabling legislation. Restricted assets represent *[describe restricted amounts here]*.

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 XYZ County, Ohio  
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***Inventory and Prepaid Items***

The Township reports disbursements for inventories and prepaid items when paid. These items are not reflected as assets in the accompanying financial statements.

*Inventories resulting from cash transactions are presented at cost on a first-in, first out basis and are reported as disbursements when used. Prepaid items are reported as disbursements when consumed. (Modify as needed.)*

***Capital Assets***

Acquisitions of property, plant and equipment are recorded as disbursements when paid. These items are not reflected as assets in the accompanying financial statements.

*(Sample disclosure if the Township chooses to report and depreciate capital assets arising from cash transactions.) The Township's general capital assets are capital assets which are associated with and generally arise from governmental activities. They result from disbursements, generally from the governmental funds. General capital assets are reported in the governmental activities column of the government-wide statement of net assets but are not reported in the fund financial statements. Capital assets utilized by the proprietary funds are reported both in the business-type activities column of the government-wide statement of net assets and in the respective fund.*

*All capital assets are capitalized at cost (or estimated historical cost) and updated for additions and reductions during the year. The Township was able to estimate the historical cost for the initial reporting of infrastructure by backtrending (i.e., estimating the current replacement cost of the infrastructure to be capitalized and using an appropriate price-level index to deflate the cost to the acquisition year or estimated acquisition year). Prior to \_\_\_\_\_, governmental infrastructure assets were not capitalized. Infrastructure assets acquired since \_\_\_\_\_ are recorded at cost. The Township maintains a capitalization threshold of \$\_\_\_\_\_. Improvements are capitalized; the costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not. Interest incurred during the construction of proprietary fund capital assets is also capitalized.*

*All capital assets are depreciated except for land and construction in progress. Improvements are depreciated over the remaining useful lives of the related capital assets. Useful lives for infrastructure were based on the Township's historical records of necessary improvements and replacement. Depreciation is computed using the straight-line method over the following useful lives:*

Description	Governmental Activities Estimated Lives
Buildings	xx years
Building Improvements	xx years
Roads	xx years
Bridges	xx years
Equipment	xx years
Vehicles	xx years

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***Interfund Receivables/Payables***

The Township reports advances-in and advances-out for interfund loans. These items are not reflected as assets and liabilities in the accompanying financial statements.

*The fund financial statements report outstanding interfund loans as interfund receivables/payables. Interfund loans which do not represent available expendable resources are classified as nonspendable fund balance. Interfund balances are eliminated in the statement of net assets, except for any net residual amounts due between governmental and business-type activities, which are presented as internal balances.*

***Accumulated Leave***

In certain circumstances, such as upon leaving employment or retirement, employees are entitled to cash payments for unused leave. Unpaid leave is not reflected as a liability under the Township's *modified* cash basis of accounting.

***Employer Contributions to Cost-Sharing Pension Plans***

The Township recognizes the disbursement for employer contributions to cost-sharing pension plans when they are paid. As described in Notes 11 and 12, the employer contributions include portions for pension benefits and for postretirement healthcare benefits.

***Long-Term Obligations***

The Township's *modified* cash basis financial statements do not report liabilities for bonds or other long-term obligations. Proceeds of debt are reported when the cash is received and principal and interest payments are reported when paid. Since recording a capital asset when entering into a capital lease is not the result of a cash transaction, neither an other financing source nor a capital outlay expenditure are reported at inception. Lease payments are reported when paid. *(Modify if the Township chooses to modify the cash basis of accounting to record and report long-term obligations arising from cash transactions in the financial statements.)*

***Net Assets***

*Net assets invested in capital assets, net of related debt consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction, or improvement of those assets. (Delete if none reported.)* Net assets are reported as restricted when there are limitations imposed on their use either through enabling legislation or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. Net assets restricted for other purposes include resources restricted for *[describe most significant purposes included in other purposes]*. The Township's policy is to first apply restricted resources when an obligation is incurred for purposes for which both restricted and unrestricted net assets are available.

*Disclose amount restricted by enabling legislation.*

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***Fund Balance***

Fund balance is divided into five classifications based primarily on the extent to which the Township is bound to observe constraints imposed upon the use of the resources in the governmental funds. The classifications are as follows:

***Nonspendable*** The nonspendable fund balance category includes amounts that cannot be spent because they are not in spendable form, or are legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash. It also includes the long-term amount of interfund loans.

***Restricted*** Fund balance is reported as 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*** The committed fund balance classification includes amounts that can be used only for the specific purposes imposed by formal action (resolution) of Township Trustees. Those committed amounts cannot be used for any other purpose unless the Township Trustees remove or change the specified use by taking the same type of action (resolution) it employed to previously commit those amounts. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

***Assigned*** Amounts in the assigned fund balance classification are intended to be used by the Township for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not 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.

***Unassigned*** Unassigned fund balance is the residual classification for the general fund and includes amounts not contained 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.

***Interfund Transactions***

Transfers between governmental and business-type activities on the government-wide financial statements are reported in the same manner as general receipts.

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Exchange transactions between funds are reported as receipts in the seller funds and as disbursements in the purchaser funds. Subsidies from one fund to another without a requirement for repayment are reported as interfund transfers. Interfund transfers are reported as other financing sources/uses in governmental funds and after nonoperating receipts/disbursements in proprietary funds. Repayments from funds responsible for particular disbursements to the funds that initially paid for them are not presented in the financial statements.

***Extraordinary and Special Items***

*(Delete if none.)* Extraordinary items are transactions or events that are both unusual in nature and infrequent in occurrence. Special items are transactions or events that are within the control of management and are either unusual in nature or infrequent in occurrence.

***Estimates***

*(Delete if none.)* The *modified* cash basis of accounting used by the Township requires management to make estimates and assumptions that affect certain reported amounts and disclosures (such as estimated useful lives in determining depreciation expense); accordingly, actual results could differ from those estimates.

**Note 3 – Change in Basis of Accounting and Restatement of Net Assets/Fund Equity**

Last year the Township reported fund financial statements by fund type using the regulatory basis of accounting as prescribed by the State Auditor’s Office. This year the Township has implemented the *modified* cash basis of accounting described in Note 2. The fund financial statements now present each major fund in a separate column with nonmajor funds aggregated and presented in a single column, rather than a column for each fund type.

*(Modify or delete the following narrative and tables, as appropriate, given the Township’s choices regarding the reporting of inventory, prepaid items, interfund receivables (payables), capital assets, and long-term debt.)*

Also as described in Note 2, the Township has elected to report inventory, prepaid items, interfund receivables (payables), capital assets, and long-term debt as part of the *modified* cash basis of accounting. The transition from the regulatory basis of accounting to the *modified* cash basis of accounting generated the following changes to fund balance/equity as previously reported at December 31, 20PY. The calculation of net assets of governmental and business type activities at December 31, 20PY is also presented.

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	General	Fund Name	Other Governmental Funds	Total Governmental Funds
Fund Balance December 31, 20PY				\$0
Eliminations:				
Inventory				0
Prepaid Items				0
Interfunds				0
<i>Adjusted Fund Balance</i> <i>December 31, 20PY</i>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	0
GovernmentWide Financial Statement Adjustments:				
Capital Assets				
Long-Term Debt				
Internal Service Fund - Internal Balance				
Internal Service Fund - Governmental Portion				
Internal Service Fund - External Portion				0
<i>Governmental Activities Net Assets December 31, 20PY</i>				\$0

The restatement of the business-type activities is as follows:

	Fund Name	Fund Name	Total Business-Type Activities
Fund Equity, December 31, 20PY			\$0
Eliminations:			
Inventory			0
Prepaid Items			0
Capital Assets			0
Interfunds			0
Notes Payable			0
Long-Term Liabilities			0
<i>Adjusted Fund Equity</i> <i>December 31, 20PY</i>	<u>\$0</u>	<u>\$0</u>	0
Internal Service Fund - Internal Balance			0
<i>Adjusted Net Assets, Business-Type</i> <i>Activities, December 31, 20PY</i>			\$0

**XYZ Township**  
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**Note 3 – Change in Accounting Principle and Restatement of Net Assets/Fund Equity**

For fiscal year 20X2, the Township implemented Governmental Accounting Standard Board (GASB) Statement No. 54, “Fund Balance Reporting and Governmental Fund Type Definitions.” GASB Statement No. 54 enhances the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions. This statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. The implementation of GASB Statement No. 54 had the following effect on fund balances of the major and nonmajor funds as previously reported:

	General	Fund Name	Nonmajor Governmental Funds	Total
Fund Balance at December 31, 20PY				\$0
GASB 54 Change in in Fund Structure				0
Adjusted Fund Balance at December 31, 20PY	\$0	\$0	\$0	\$0

**Note 4 – Accountability and Compliance**

***Accountability***

*Describe any deficit fund balances/net assets and management’s actions taken to address any such deficits.*

***Compliance***

*Describe any significant violations of finance-related legal or contractual provisions and management’s actions taken to address such violations.*

*The notes should disclose significant violations of finance-related legal or contractual provisions. GASB does not define what are considered significant violations, but other literature provides the following examples:*

*Disclose any instance where the accounting system does not include a fund required by law or regulation to help assure restrictions on disbursements are met.*

*Disclose ANY excess of disbursements over appropriations in the general or major special revenue funds included in budgetary statements. Disclose in footnotes to RSI if presented as RSI.*

*Disclose any significant excess of disbursements over appropriations for other funds.*

**XYZ Township**  
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*Disclose any other significant budgetary violations such as appropriating more than what was certified available for appropriation.*

*Disclose any deficit fund equity in nonmajor funds.*

*Disclose violations of debt covenants or contracts*

*Disclose significant violations of grant requirements such as disallowed costs or failure to meet eligibility requirements or matching requirements that may require repayment.*

*Disclose violations of laws relating to investments and deposits.*

**Note 5 – Budgetary Basis of Accounting**

The budgetary basis as provided by law is based upon accounting for certain transactions on the basis of cash receipts, disbursements, and encumbrances. The Statement of Receipts, Disbursements and Changes in Fund Balance – Budget and Actual – Budgetary Basis presented for the general fund is *(and any major special revenue fund are)* prepared on the budgetary basis to provide a meaningful comparison of actual results with the budget. The difference(s) between the budgetary basis and the *modified* cash basis is (are) outstanding year end encumbrances are treated as disbursements (budgetary basis) rather than as restricted, committed or assigned fund balance (*modified* cash basis) (and outstanding year end advances are treated as an other financing source or use (budgetary basis) rather than as an interfund receivable or payable (*modified* cash basis)). The encumbrances outstanding at year end (budgetary basis) amounted to \$\_\_\_\_\_ for the general fund *(and \$\_\_\_\_\_ for major special revenue fund, if any)*. The outstanding advances at year end amounted to \$\_\_\_\_\_ for the general fund *(and \$\_\_\_\_\_ for major special revenue fund if any)*. *(If there is more than one difference (encumbrances and advances for example) between the budgetary basis and the modified cash basis consider using a table for the reconciliation).*

**Note 6 – Deposits and Investments**

*(Modify as appropriate considering the Township’s investment policy.)*

Monies held by the Township are classified by State statute into three categories.

Active monies are public monies determined to be necessary to meet current demands upon the Township treasury. Active monies must be maintained either as cash in the Township treasury, in commercial accounts payable or withdrawable on demand, including negotiable order of withdrawal (NOW) accounts, or in money market deposit accounts.

Inactive deposits are public deposits that the Trustees have identified as not required for use within the current five year period of designation of depositories. Inactive deposits must either be evidenced by certificates of deposit maturing not later than the end of the current period of designation of depositories, or by savings or deposit accounts including, but not limited to, passbook accounts.

Interim deposits are deposits of interim monies. Interim monies are those monies which are not needed for immediate use but which will be needed before the end of the current period of designation of

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depositories. Interim deposits must be evidenced by time certificates of deposit maturing not more than one year from the date of deposit or by savings or deposit accounts, including passbook accounts.

Interim monies held by the Township can be deposited or invested in the following securities:

1. United States Treasury bills, bonds, notes, or any other obligation or security issued by the United States Treasury, or any other obligation guaranteed as to principal and interest by the United States;
2. Bonds, notes, debentures, or any other obligation or security issued by any federal government agency or instrumentality including, but not limited to, the Federal National Mortgage Association, Federal Home Loan Bank, Federal Farm Credit Bank, Federal Home Loan Mortgage Corporation, Government National Mortgage Association, and Student Loan Marketing Association. All federal agency securities shall be direct issuances of federal government agencies or instrumentalities;
3. Written repurchase agreements in the securities listed above provided the market value of the securities subject to the repurchase agreement must exceed the principal value of the agreement by at least two percent and be marked to market daily, and the term of the agreement must not exceed thirty days;
4. Bonds and other obligations of the State of Ohio or Ohio local governments;
5. Time certificates of deposit or savings or deposit accounts including, but not limited to, passbook accounts;
6. No-load money market mutual funds consisting exclusively of obligations described in division (1) or (2) and repurchase agreements secured by such obligations, provided that investments in securities described in this division are made only through eligible institutions;
7. The State Treasurer's investment pool (STAR Ohio).

*(Authorized investments may include investments in commercial paper and bankers acceptances with appropriate limitations if ORC training requirements have been met.)*

Investments in stripped principal or interest obligations, reverse repurchase agreements, and derivatives are prohibited. The issuance of taxable notes for the purpose of arbitrage, the use of leverage, and short selling are also prohibited. An investment must mature within five years from the date of purchase, unless matched to a specific obligation or debt of the Township, and must be purchased with the expectation that it will be held to maturity.

Investments may only be made through specified dealers and institutions. Payment for investments may be made only upon delivery of the securities representing the investments to the clerk/treasurer or, if the securities are not represented by a certificate, upon receipt of confirmation of transfer from the custodian.

At year end, the Township had \$\_\_\_\_\_ in undeposited cash on hand which is included as part of "Cash" or "Equity in Pooled Cash and Cash Equivalents" (choose the appropriate account) on the financial statements.

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***Deposits***

*(Delete if no such exposure.)* Custodial credit risk is the risk that in the event of bank failure, the Township will not be able to recover deposits or collateral securities that are in the possession of an outside party. At year end, \$\_\_\_\_\_ of the Township's bank balance of \$\_\_\_\_\_ was exposed to custodial credit risk because those deposits were uninsured and collateralized with securities held by the pledging financial institution's trust department or agent, but not in the Township's name. *(Modify as needed.)*

The Township has no deposit policy for custodial risk beyond the requirements of State statute. Ohio law requires that deposits be either insured or be protected by eligible securities pledged to and deposited either with the Township or a qualified trustee by the financial institution as security for repayment, or by a collateral pool of eligible securities deposited with a qualified trustee and pledged to secure the repayment of all public monies deposited in the financial institution whose market value at all times shall be at least one hundred five percent of the deposits being secured. *(Modify as needed.)*

***Investments***

As of December 31, 20CY, the Township had the following investments *(While samples of specific identification and segmented time distribution tables follow, the Township should select one to include.):*

	Fair Value	Maturity
Federal National Mortgage Association Note		
Federal Home Loan Mortgage Corporation Note		
Federal Home Loan Bank Note		
Money Market Mutual Fund		
STAROhio		
Total Portfolio	\$0	

Investment Type	Fair Value	Investment Maturities (in Years)			
		Less than 1	1-2	3-5	More than 5
Federal Home Loan Mortgage Corporation Notes					
Federal Home Loan Bank Notes					
Federal National Mortgage Association Notes					
Repurchase Agreements					
Money Market Mutual Fund					
STAROhio					
Total Investments	\$0	\$0	\$0	\$0	\$0

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**Interest Rate Risk** Interest rate risk arises because potential purchasers of debt securities will not agree to pay face value for those securities if interest rates subsequently increase. The Township’s investment policy addresses interest rate risk by requiring that the Township’s investment portfolio be structured so that securities mature to meet cash requirements for ongoing operations and/or long-term debt payments, thereby avoiding the need to sell securities on the open market prior to maturity, and by investing operating funds primarily in short term investments. *(Modify as needed.)*

**Credit Risk** The security underlying the repurchase agreement, the federal national mortgage association notes, federal home loan corporation notes and the federal home loan bank notes carry a rating of \_\_\_\_\_ by \_\_\_\_\_ and \_\_\_\_\_ by \_\_\_\_\_. STAR Ohio carries a rating of AAAM by Standard and Poor’s. The money market fund carries a rating of \_\_\_\_\_ by \_\_\_\_\_. The Township has no investment policy dealing with investment credit risk beyond the requirements in state statutes. Ohio law requires that STAR Ohio maintain the highest rating provided by at least one nationally recognized standard rating service and that the money market fund be rated in the highest category at the time of purchase by at least one nationally recognized standard rating service. *(Modify as needed. ORC Section 135.14 also contains credit risk requirements for commercial paper notes, which could be disclosed if the Township invests in commercial paper notes and does not have an investment of its own policy regarding the notes.)*

**Custodial Credit Risk** For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the Township will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The repurchase agreement, federal national mortgage association notes, federal home loan mortgage corporation notes, and the federal home loan bank notes are exposed to custodial credit risk as they are uninsured, unregistered, and held by the counterparty’s trust department or agent but not in the Township’s name.

The Township has no investment policy dealing with investment custodial risk beyond the requirements in ORC 135.14(M)(2) which states, “Payment for investments shall be made only upon the delivery of securities representing such investments to the treasurer, investing authority, or qualified trustee. If the securities transferred are not represented by a certificate, payment shall be made only upon receipt of confirmation of transfer from the custodian by the treasurer, governing board, or qualified trustee.” *(Modify as needed.)*

**Concentration of Credit Risk** The Township places no limit on the amount it may invest in any one issuer. The following investments represent five percent or more of total investments as of December 31, 20X2:

Investment Issuer	Percentage of Investments
Federal Home Loan Mortgage Corporation Notes	%
Federal Home Loan Bank Notes	
Federal National Mortgage Association Notes	

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**Note 7 – Property Taxes**

*This sample note uses dates and years appropriate for reporting the year ended December 31, 2011.*

Property taxes include amounts levied against all real and public utility property located in the Township. Property tax revenue received during 2011 for real and public utility property taxes represents collections of 2010 taxes.

2011 real property taxes are levied after October 1, 2011, on the assessed value as of January 1, 2011, the lien date. Assessed values are established by State law at 35 percent of appraised market value. 2011 real property taxes are collected in and intended to finance 2012.

Real property taxes are payable annually or semi-annually. If paid annually, payment is due December 31; if paid semi-annually, the first payment is due December 31, with the remainder payable by June 20. Under certain circumstances, State statute permits later payment dates to be established.

Public utility personal property currently is assessed at varying percentages of true value; public utility real property is assessed at 35 percent of true value. 2011 public utility property taxes which became a lien December 31, 2010, are levied after October 1, 2011, and are collected in 2011 with real property taxes.

The full tax rate for all Township operations for the year ended December 31, 2011, was \$9.60 per \$1,000 of assessed value. The assessed values of real property and public utility tangible property upon which 2011 property tax receipts were based are as follows:

Real Property	
Public Utility Personal Property	_____
Total	_____
	= \$0

The County Treasurer collects property taxes on behalf of all taxing districts in the county, including the Township. The County Auditor periodically remits to the Township its portion of the taxes collected.

**Note 8 – Capital Assets**

*(Even if the Township chose not to report and depreciate capital assets resulting from cash transactions in the financial statements, the Auditor of State’s Office encourages reporting capital asset activity in the notes to the financial statements to demonstrate compliance with OAC 117-2-02.)*

Capital asset activity for the year ended December 31, 20CY, was as follows:

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	Balance 12/31/20PY	Additions	Deductions	Balance 12/31/20CY
<b>Governmental Activities</b>				
<i>Nondepreciable Capital Assets,</i>				
Land				\$0
Construction in Progress				0
<i>Total Nondepreciable Capital Assets,</i>	0	0	0	0
<i>Depreciable Capital Assets</i>				
Buildings				0
Building Improvements				0
Roads				0
Bridges				0
Equipment				0
Vehicles				0
<i>Total Depreciable Capital Assets</i>	0	0	0	0
<i>Less Accumulated Depreciation</i>				
Buildings				0
Building Improvements				0
Roads				0
Bridges				0
Equipment				0
Vehicles				0
<i>Total Accumulated Depreciation</i>	0	0 *	0	0
<i>Total Depreciable Capital Assets</i>	0	0	0	0
<i>Total Governmental Activities Capital Assets, Net</i>	\$0	\$0	\$0	\$0

General Government	
Public Safety	
Public Works	
Health	
Economic Development	
Human Services	
Conservation-Recreation	
Total Governmental Depreciation Expense	<u>\$0</u>

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	Balance 12/31/20PY	Additions	Deductions	Balance 12/31/20CY
<b>Business-Type Activities</b>				
<i>Nondepreciable Capital Assets</i>				
Land				\$0
Construction in Progress				0
<i>Total Nondepreciable Capital Assets</i>	0	0	0	0
<i>Depreciable Capital Assets</i>				
Buildings				0
Building Improvements				0
Equipment				0
Vehicles				0
Infrastructure				0
<i>Total Depreciable Capital Assets</i>	0	0	0	0
<i>Less Accumulated Depreciation</i>				
Buildings				0
Building Improvements				0
Equipment				0
Vehicles				0
Infrastructure				0
<i>Total Accumulated Depreciation</i>	0	0	0	0
<i>Total Depreciable Capital Assets, Net</i>	0	0	0	0
<i>Total Business-Type Activities Capital Assets, Net</i>	\$0	\$0	\$0	\$0

**Note 9 – Interfund Receivables/Payables**

Interfund balances at December 31, 20CY, consisted of \$XXX,XXX owed by the Road and Bridge Special Revenue Fund to the General Fund. The balance due to the General Fund represents loans made to provide working capital for projects. This amount is expected to be repaid within one year. *(Modify as needed. For example, for amounts not expected to be repaid within one year or for amounts due to or from other major funds.)*

**Note 10 – Risk Management**

The Township is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During 20CY, the Township contracted with several companies for various types of insurance coverage as follows:

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Company	Type of Coverage	Coverage
Indiana Insurance Company	Property Commercial Umbrella Liability Inland Marine Crime Extra Expense General Liability, in aggregate General Liability, per occurrence Fleet Insurance, single limit Fleet Insurance, uninsured	
Cincinnati Insurance St. Paul Travelers Insurance	Employee Dishonesty Boiler and Machinery Spoilage Water Damage Hazardous Substance Ammonia Contamination Off Premises Services Interruption	
Ohio Casualty	Public Officials Bond	

Settled claims have not exceeded coverage in any of the last three years and there was no significant reduction in coverage from the prior year.

The Township pays the State Workers' Compensation System a premium based on a rate per \$100 of salaries. This rate is calculated based on accident history and administrative costs. The System administers and pays all claims.

The Township is self insured for *[describe type of coverage, such as employee health or liability insurance]*. The Self Insurance Fund pays covered claims to service providers and recovers these costs from charges to other funds based on an actuarial method or historical cost information and adjusted over a reasonable period of time so the internal service fund receipts and disbursements are approximately equal *(The charge may also include a reasonable provision for expected future catastrophe losses)*. *[Or charges to the other funds based on the expenditure/expense recognition and measurement for the year.]*

*OTARMA disclosures, if applicable.*

**Note 11 – Defined Benefit Pension Plan**

*This sample note uses dates and years appropriate for reporting the year ended December 31, 2010.*

***Ohio Public Employees Retirement System***

Plan Description – The Township participates in the Ohio Public Employees Retirement System (OPERS). OPERS administers three separate pension plans. The Traditional Pension Plan is a cost-sharing, multiple-employer defined benefit pension plan. The Member-Directed Plan is a defined contribution plan in which the member invests both member and employer contributions (employer contributions vest over five years at 20 percent per year). Under the Member-Directed Plan, members accumulate retirement assets equal to the value of the member and vested employer contributions plus

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any investment earnings. The Combined Plan is a cost-sharing, multiple-employer defined benefit pension plan. Under the Combined Plan, OPERS invests employer contributions to provide a formula retirement benefit similar in nature to, but less than, the Traditional Pension Plan benefit. Member contributions, the investment of which is self-directed by the members, accumulate retirement assets in a manner similar to the Member-Directed Plan.

OPERS provides retirement, disability, survivor and death benefits, and annual cost-of-living adjustments to members of the Traditional Pension and Combined Plans. Members of the Member-Directed Plan do not qualify for ancillary benefits. Authority to establish and amend benefits is provided by Chapter 145 of the Ohio Revised Code. OPERS issues a stand-alone financial report. Interested parties may obtain a copy by writing to OPERS, 277 East Town Street, Columbus, Ohio 43215-4642, or by calling 614-222-5601 or 800-222-7377.

Funding Policy – The Ohio Revised Code provides statutory authority for member and employer contributions and currently limits the employer contribution to a rate not to exceed 14 percent of covered payroll for state and local employer units and 18.1 percent of covered payroll for law enforcement and public safety employer units. Member contribution rates, as set forth in the Ohio Revised Code, are not to exceed 10 percent of covered payroll. For the year ended December 31, 2010, members in state and local classifications contributed 10 percent of covered payroll while public safety and law enforcement members contributed 10.5 percent and 11.1 percent, respectively. While members in the state and local divisions may participate in all three plans, law enforcement and public safety divisions exist only within the Traditional Pension Plan. For 2010, member and employer contribution rates were consistent across all three plans.

The Township's 2010 contribution rate was 14.0 percent, except for those plan members in law enforcement or public safety, for whom the Township's contribution was 17.87 percent of covered payroll. The portion of employer contributions used to fund pension benefits is net of post-employment health care benefits. The portion of employer contribution allocated to health care for members in the Traditional Plan was 5.5 percent from January 1 through February 28, 2010, and 5 percent from March 1 through December 31, 2010. The portion of employer contributions allocated to health care for members in the Combined Plan was 4.73 percent from January 1 through February 28, 2010, and 4.23 percent from March 1 through December 31, 2010. Employer contribution rates are actuarially determined.

The Township's required contributions for pension obligations to the Traditional Pension and Combined Plans for the years ended December 31, 2010, 2009, and 2008 were \$X,XXX,XXX, \$1,116,675, and \$1,193,028, respectively; XX.XX percent has been contributed for 2010 and 100 percent for 2009 and 2008. Contributions to the Member-Directed Plan for 2010 were \$XX,XXX made by the Township and \$XX,XXX made by plan members.

***Ohio Police and Fire Pension Fund***

Plan Description – The Township contributes to the Ohio Police and Fire Pension Fund (OP&F), a cost-sharing multiple-employer defined benefit pension plan. OP&F provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefit provisions are established by the Ohio State Legislature and are codified in Chapter 742 of the Ohio Revised Code. OP&F issues a publicly available financial report that includes financial information and required supplementary information for the plan. That report may be obtained by writing to OP&F, 140 East Town Street, Columbus, Ohio 43215-5164.

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Funding Policy – The Ohio Revised Code requires plan members to contribute 10.0 percent of their annual covered salary, while employers are required to contribute 19.5 percent for police officers and 24.0 percent for firefighters.

The OP&F Pension Fund is authorized by the Ohio Revised Code to allocate a portion of the employer contributions to retiree health care benefits. The portion of employer contributions used to fund pension benefits was 12.75 percent of covered payroll for police officers and 17.25 percent of covered payroll for firefighters. The Township’s contributions to OP&F for police and firefighters pension were \$XXX,XXX and \$X,XXX,XXX for the year ended December 31, 2010, \$752,133 and \$1,089,826 for the year ended December 31, 2009, and \$717,141 and \$1,028,260 for the year ended December 31, 2008, respectively. For 2010, XX.XX percent for police and XX.XX percent for firefighters has been contributed. The full amount has been contributed for 2009 and 2008.

**Note 12 - Postemployment Benefits**

*This sample note uses dates and years appropriate for reporting the year ended December 31, 2009.*

***Ohio Public Employees Retirement System***

Plan Description – Ohio Public Employees Retirement System (OPERS) administers three separate pension plans: The Traditional Pension Plan—a cost-sharing, multiple-employer defined benefit pension plan; the Member-Directed Plan—a defined contribution plan; and the Combined Plan—a cost-sharing, multiple-employer defined benefit pension plan that has elements of both a defined benefit and defined contribution plan.

OPERS maintains a cost-sharing multiple-employer defined benefit post-employment health care plan for qualifying members of both the Traditional Pension and the Combined Plans. Members of the Member-Directed Plan do not qualify for ancillary benefits, including post-employment health care coverage. The plan includes a medical plan, prescription drug program and Medicare Part B premium reimbursement.

In order to qualify for post-employment health care coverage, age-and-service retirees under the Traditional Pension and Combined Plans must have 10 or more years of qualifying Ohio service credit. Health care coverage for disability benefit recipients and qualified survivor benefit recipients is available. The Ohio Revised Code permits, but does not mandate, OPERS to provide health care benefits to its eligible members and beneficiaries. Authority to establish and amend benefits is provided in Chapter 145 of the Ohio Revised Code.

Disclosures for the health care plan are presented separately in the OPERS financial report which may be obtained by writing to OPERS, 277 East Town Street, Columbus, Ohio 43215-4642, or by calling 614-222-5601 or 800-222-7377.

Funding Policy – The post-employment health care plan was established under, and is administrated in accordance with, Internal Revenue Code 401(h). The Ohio Revised Code provides the statutory authority requiring public employers to fund post-retirement health care through contributions to OPERS. A portion of each employer’s contribution to OPERS is set aside for the funding of post-retirement health care.

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Employer contribution rates are expressed as a percentage of the covered payroll of active members. In 2010, state and local employers contributed at a rate of 14.0 percent of covered payroll, and public safety and law enforcement employers contributed at 17.87 percent. The Ohio Revised Code currently limits the employer contribution to a rate not to exceed 14 percent of covered payroll for state and local employer units and 18.1 percent of covered payroll for law and public safety employer units.

Each year, the OPERS Retirement Board determines the portion of the employer contribution rate that will be set aside for funding of post-employment health care benefits. The portion of employer contributions allocated to health care for members in the Traditional Plan was 5.5 percent from January 1 through February 28, 2010, and 5 percent from March 1 through December 31, 2010. The portion of employer contributions allocated to health care for members in the Combined Plan was 4.73 percent from January 1 through February 28, 2010, and 4.23 percent from March 1 through December 31, 2010.

The OPERS Retirement Board is also authorized to establish rules for the payment of a portion of the health care benefits provided, by the retiree or their surviving beneficiaries. Payment amounts vary depending on the number of covered dependents and the coverage selected. Active members do not make contributions to the post-employment health care plan.

The Township's contributions allocated to fund post-employment health care benefits for the years ended December 31, 2010, 2009, and 2008 were \$X,XXX,XXX, \$1,116,675, and \$911,869, respectively; XX.XX percent has been contributed for 2010 and 100 percent for 2009 and 2008.

The Health Care Preservation Plan (HCPP) adopted by the OPERS Retirement Board on September 9, 2004, was effective January 1, 2007. Member and employer contribution rates increased on January 1 of each year from 2006 to 2008. Rates for law enforcement and public safety employers increased over a six year period beginning on January 1, 2006, with a final rate increase on January 1, 2011. These rate increases allowed additional funds to be allocated to the health care plan.

***Ohio Police and Fire Pension Fund***

Plan Description – The Township contributes to the Ohio Police and Fire Pension Fund (OP&F) sponsored health care program, a cost-sharing multiple-employer defined post-employment health care plan administered by OP&F. OP&F provides health care benefits including coverage for medical, prescription drugs, dental, vision, Medicare Part B Premium and long-term care to retirees, qualifying benefit recipients and their eligible dependents.

OP&F provides access to post-retirement health care coverage for any person who receives or is eligible to receive a monthly service, disability, or survivor benefit check or is a spouse or eligible dependent child of such person. The health care coverage provided by OP&F meets the definition of an Other Post-Employment Benefit (OPEB) as described in GASB Statement No. 45.

The Ohio Revised Code allows, but does not mandate OP&F to provide OPEB benefits. Authority for the OP&F Board of Trustees to provide health care coverage to eligible participants and to establish and amend benefits is codified in Chapter 742 of the Ohio Revised Code.

OP&F issues a publicly available financial report that includes financial information and required supplementary information for the plan. That report may be obtained by writing to OP&F, 140 East Town Street, Columbus, Ohio 43215-5164.

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Funding Policy – The Ohio Revised Code provides for contribution requirements of the participating employers and of plan members to the OP&F defined benefit pension plan. Participating employers are required by Ohio Revised Code to contribute to the pension plan at rates expressed as percentages of the payroll of active pension plan members, currently, 19.5 percent and 24.0 percent of covered payroll for police and fire employers, respectively. Active members do not make contributions to the OPEB Plan.

OP&F maintains funds for health care in two separate accounts. One for health care benefits under an IRS Code Section 115 trust and one for Medicare Part B reimbursements administrated as an Internal Revenue Code 401(h) account, both of which are within the defined benefit pension plan, under the authority granted by the Ohio Revised Code to the OP&F Board of Trustees.

The Board of Trustees is authorized to allocate a portion of the total employer contributions made into the pension plan to the Section 115 trust and the Section 401(h) account as the employer contribution for retiree health care benefits. For the year ended December 31, 2010, the employer contribution allocated to the health care plan was 6.75 percent of covered payroll. The amount of employer contributions allocated to the health care plan each year is subject to the Trustees' primary responsibility to ensure that pension benefits are adequately funded and is limited by the provisions of Sections 115 and 401(h).

The OP&F Board of Trustees also is authorized to establish requirements for contributions to the health care plan by retirees and their eligible dependents, or their surviving beneficiaries. Payment amounts vary depending on the number of covered dependents and the coverage selected.

The Township's contributions to OP&F which were allocated to fund post-employment health care benefits for police and firefighters were \$XXX,XXX and \$XXX,XXX for the year ended December 31, 2010, \$398,188 and \$426,453 for the year ended December 31, 2009, and \$379,663 and \$402,363 for the year ended December 31, 2008. For 2010, XX.XX percent has been contributed for police and XX.XX percent has been contributed for firefighters. The full amount has been contributed for 2009 and 2008.

**Note 13 - Notes Payable**

A summary of the note transactions for the year ended December 31, 20CY, follows:

	Outstanding 12/31/20PY	Additions	Deletions	Outstanding 12/31/20CY
<b>Governmental Activities</b>				
2009 1.5%				
Bond Anticipation Note				\$0

*(Describe the purpose for which the note was issued.)* All note proceeds had been spent at December 31, 20CY. The bond anticipation note is backed by the full faith and credit of the Township and matures within one year. *(Provide a payment schedule if notes are to be repaid over multiple years and modify as needed.)*

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**Note 14 – Debt**

*(This note should be presented even if the Township does not choose to present long-term debt arising from cash transactions in the financial statements.)*

Debt Issue	Rate	Issue Amount	Date of Maturity
19XX Various Purpose General Obligation Bond			

The Township’s long-term debt activity for the year ended December 31, 20CY, was as follows:

	Amount Outstanding 12/31/20PY	Additions	Deletions	Amount Outstanding 12/31/20CY	Amounts Due in One Year
Governmental Activities:					
General Obligation Bonds					
19XX issue				\$0	

The general obligation bonds are supported by the full faith and credit of the Township and are payable from unvoted property tax receipts to the extent that other resources are not available to meet annual principal and interest payments.

The following is a summary of the Township’s future annual debt service requirements:  
*(next five years individually then five year increments)*

Year	General Obligation Bonds	
	Principal	Interest
20XX	\$0	\$0
20XX	0	0
20XX-20XX	0	0
20XX-20XX	0	0
Total	\$0	\$0

The Ohio Revised Code provides that net general obligation debt of the Township, exclusive of certain exempt debt, issued without a vote of the electors shall never exceed 5.5 percent of the tax valuation of the Township. The Revised Code further provides that total voted and unvoted net debt of the Township less the same exempt debt shall never exceed amount equal to 10.5 percent of its tax valuation. The effects of the debt limitations at December 31, 20CY, were an overall debt margin of \$\_\_\_\_\_ and an unvoted debt margin of \$\_\_\_\_\_.

*(Delete if no conduit debt.)* To assist private sector entities in acquiring and constructing facilities deemed to be in the public interest, the Township on occasion has issued industrial revenue bonds.

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Mortgages on the facilities secure the bonds. The bonds are payable solely from payments received on the underlying mortgage loans. Upon repayment of the loans, ownership of the facilities will transfer to the private sector entities. The Township, the State or any other political subdivision is not obligated in any manner for paying the bonds, which are not reflected in the debt schedule above. At December 31, 20CY, aggregate principal outstanding on these bonds was \$\_\_\_\_\_. *(Modify as needed. This description might not fit all conduit debt.)*

*(Delete if no defeased debt.)* The Township has defeased certain debt issues by placing cash with a trustee in an amount sufficient to pay all debt principal and interest payments when they come due. The principal amount of the defeased debt outstanding at December 31, 20CY was \$\_\_\_\_\_. The cash and investments held by the trustee are not included in the Township's assets nor are the outstanding bonds included above.

**Note 15 – Leases**

*(Disclose material leases. Under the Township's modified cash basis of accounting, there is no distinction between the reporting for a capital lease and an operating lease.)*

The Township leases buildings, vehicles and other equipment under noncancelable leases. The Township disbursed \$\_\_\_\_\_ to pay lease costs for the year ended December 31, 20CY. Future lease payments are as follows *(next five years individually then five year increments)*:

Year	Amount
20XX	\$0
20XX	0
20XX-20XX	0
Total	\$0

**Note 16 – Fund Balances**

Fund balance is classified as nonspendable, restricted, committed, assigned and/or unassigned based primarily on the extent to which the Township is bound to observe constraints imposed upon the use of the resources in the government funds. The constraints placed on fund balance for the major governmental funds and all other governmental funds are presented below: *(See the GASB 54 worksheet contained in the OCBOA shells to identify purposes.)*

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Fund Balances	General	Fund Name	Nonmajor Governmental Funds	Total
<b>Nonspendable</b>				
Prepays				\$0
Inventory				0
<i>Total Nonspendable</i>	0	0	0	0
<b>Restricted for</b>				
Road and Braidge				0
Debt Service				0
Construction of Administratin Building				0
<i>Total Restricted</i>	0	0	0	0
<b>Committed to</b>				
add description as needed				0
<b>Assigned to</b>				
add description as needed				0
<b>Unassigned (Deficit)</b>				
				0
<i>Total Fund Balances</i>	\$0	\$0	\$0	\$0

**Note 17 – Interfund Transfers**

During fiscal year 20CY, the General Fund transferred \$\_\_\_\_\_ to the Road and Bridge special revenue fund to provide additional resources. Transfers represent the allocation of unrestricted receipts collected in the General Fund to finance various programs accounted for in other funds in accordance with budgetary authorizations. *Disclose intended purpose of transfers that either do not occur on a regular basis or are inconsistent with the activities of the fund making the transfer.*

*Disclose intended purpose of transfers that either do not occur on a regular basis or are inconsistent with the activities of the fund making the transfer.*

**Note 18 – Construction and Contractual Commitments**

*Identify any potentially significant outstanding construction or other contractual commitments.*

**Note 19 – Contingent Liabilities**

*(Modify as needed. Briefly describe potentially material suits. Include the range of potential loss. However, avoid naming plaintiffs. Allow legal counsel to review your draft language.)*

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*(Modify or delete as appropriate.)* The Township is defendant in several lawsuits. Although management cannot presently determine the outcome of these suits, they believe the resolution of these matters will not materially adversely affect the Township's financial condition.

*(Include the following paragraph only if grants were received.)* Amounts grantor agencies pay to the Township are subject to audit and adjustment by the grantor, principally the federal government. Grantors 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.

**Note 20 – Joint Ventures**

*Include a general description of each joint venture that includes the following:*

*Describe any ongoing financial interest.*

*Describe any ongoing financial responsibility.*

*Provide information to allow users of the financial statements to evaluate whether the joint venture is accumulating significant financial resources or is experiencing fiscal stress that may cause an additional financial benefit or burden for the Township in the future.*

*Provide information on related party transactions.*

**Note 21 – Jointly Governed Organizations**

*Include a general description of each jointly governed organization and provide information on related party transactions.*

**Note 22 – Public Entity Risk Pool**

*If the Township participates in a public entity risk pool, it should describe that arrangement. That description should specifically address the rights and responsibilities of the Township and the pool and the composition of the governing board.*

**Note 23 – Related Organizations**

*An organization, for which the Township is accountable because the Township appoints a voting majority of the board, but is not financially accountable, is a related organization. This note should disclose the nature of the Township's accountability for any related organization and any related party transactions.*

**Note 24 – Component Units**

*Users should be able to distinguish between information pertaining to the primary government (including its blended component units) and that of its discretely presented component units.*

*Notes should encompass major discretely presented component units considering the unit's significance relative to the total discretely presented component units and the nature and significance of the unit's*

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*relationship to the primary government. Determining which discretely presented component unit disclosures are essential to fair presentation is a matter of professional judgment and should be done on a component unit-by-component unit basis. A specific type of disclosure might be essential for one component unit but not for another depending on the component unit's significance relative to the total component units and the individual component unit's relationship with the primary government.*

*Component unit information included in other notes need not be repeated in this note.*

**Note 25 – Related Party Transactions**

*Related party transactions are transactions that an informed observer might reasonably believe reflects considerations other than economic self interest based upon the relationship that exists between the parties to the transactions. The term is often used in contrast to an arm's length transaction. The notes should disclose the terms of material related party transactions. See GASB 56 for further guidance*

**Note 26 – Subsequent Events**

*Identify any event occurring after the end of the year that significantly affects the financial condition of the Township (debt issue, tax levy, etc.). See GASB 56 for further guidance*