



**CAESARSCREEK TOWNSHIP
GREENE COUNTY**

REGULAR AUDIT

FOR THE YEARS ENDED DECEMBER 31, 2000-1999



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

CAESARSCREEK TOWNSHIP
GREENE COUNTY

TABLE OF CONTENTS

TITLE	PAGE
Report of Independent Accountants	1
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances – All Governmental Fund Types– For the Year Ended December 31, 2000	3
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances – All Governmental Fund Types – For the Year Ended December 31, 1999	4
Notes to the Financial Statements	5
Report of Independent Accountants on Compliance and on Internal Control Required by <i>Government Auditing Standards</i>	11
Schedule of Findings	13

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REPORT OF INDEPENDENT ACCOUNTANTS

Caesarscreek Township
Greene County
2034 E. Spring Valley Paintersville Road
Xenia, Ohio 45385

To the Board of Trustees:

We have audited the accompanying financial statements of Caesarscreek Township, Greene County, (the Township) as of and for the years ended December 31, 2000 and 1999. These financial statements are the responsibility of the Township's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As discussed in Note 1, the Township prepares its financial statements on the basis of accounting prescribed or permitted by the Auditor of State, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of the Township as of December 31, 2000 and 1999, and its combined cash receipts and disbursements for the years then ended on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated April 20, 2001 on our consideration of the Township's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

This report is intended solely for the information and use of management, the Board and other officials authorized to receive this report under § 117.26, Ohio Revised Code, and is not intended to be and should not be used by anyone other than these specified parties.

Jim Petro
Auditor of State

April 20, 2001

**CAESARCREEK TOWNSHIP
GREENE COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN CASH BALANCES - ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2000**

	<u>Governmental Fund Types</u>			<u>(Memorandum Only)</u>
	<u>General</u>	<u>Special Revenue</u>	<u>Capital Project</u>	<u>Total</u>
Cash Receipts:				
Local Taxes	\$28,140	\$86,371		\$114,511
Intergovernmental	25,062	69,684	144,822	239,568
Licenses, permits and fees				
Earnings on Investments	5,018	1,246		6,264
Other Revenue	7,420	5,465		12,885
Total Cash Receipts	<u>65,640</u>	<u>162,766</u>	<u>144,822</u>	<u>373,228</u>
Cash Disbursements:				
Current:				
General government	37,946	31,744		69,690
Public works	903	109,970		110,873
Health	11,426			11,426
Capital Outlay	148		49,524	49,672
Total Cash Disbursements	<u>50,423</u>	<u>141,714</u>	<u>49,524</u>	<u>241,661</u>
Total Receipts Over Disbursements	15,217	21,052	95,298	131,567
Cash Balances, January 1	<u>24,096</u>	<u>114,484</u>	<u>37,282</u>	<u>175,862</u>
Cash Balances, December 31	<u><u>\$39,313</u></u>	<u><u>\$135,536</u></u>	<u><u>\$132,580</u></u>	<u><u>\$307,429</u></u>

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

**CAESARCREEK TOWNSHIP
GREENE COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN CASH BALANCES - ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 1999**

	<u>Governmental Fund Types</u>			<u>(Memorandum Only)</u>
	<u>General</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Total</u>
Cash Receipts:				
Local Taxes	\$25,156	\$81,249		\$106,405
Intergovernmental	30,224	69,451		99,675
Licenses, permits and fees	400			400
Earnings on Investments	4,693	1,013		5,706
Other Revenue	2,746	5,465		8,211
Total Cash Receipts	<u>63,219</u>	<u>157,178</u>		<u>220,397</u>
Cash Disbursements:				
Current:				
General government	51,941	33,237		85,178
Public works	5,005	119,326		124,331
Health	3,535			3,535
Capital Outlay	1,550			1,550
Total Cash Disbursements	<u>62,031</u>	<u>152,563</u>		<u>214,594</u>
Total Receipts Over Disbursements	<u>1,188</u>	<u>4,615</u>		<u>5,803</u>
Other Financing Sources (Uses)				
Transfers-In			37,282	37,282
Transfers-Out	(37,282)			(37,282)
Total Other Financing Sources (Uses)	<u>(37,282)</u>	<u>0</u>	<u>37,282</u>	<u>0</u>
Total Receipts and Other Financing Sources Over/(Under) Disbursements and Other Financing (Uses)	(36,094)	4,615	37,282	5,803
Cash Balances, January 1	<u>60,190</u>	<u>109,869</u>	<u>0</u>	<u>170,059</u>
Cash Balances, December 31	<u><u>\$24,096</u></u>	<u><u>\$114,484</u></u>	<u><u>\$37,282</u></u>	<u><u>\$175,862</u></u>

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

**CAESARSCREEK TOWNSHIP
GREENE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

Caesarscreek Township, Greene County, (the Township) is a body corporate and politic established 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 provides general governmental services, including road and bridge maintenance, cemetery maintenance, fire protection and emergency medical services. The Township contracts with the Xenia Township to provide fire services.

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

B. Basis of Accounting

These financial statements follow the basis of accounting prescribed or permitted by the Auditor of State, which is similar to the cash receipts and disbursements basis of accounting. Receipts are recognized when received in cash rather than when earned, and disbursements are recognized when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as prescribed or permitted by the Auditor of State.

C. Cash and Investments

Certificates of deposit are valued at cost.

D. Fund Accounting

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

1. General Fund

The General Fund is the general operating fund. It is used to account for all financial resources except those required to be accounted for in another fund.

2. Special Revenue Funds

These funds are used to account for proceeds from specific sources (other than from trusts or for capital projects) that are restricted to expenditure for specific purposes. The Township had the following significant Special Revenue Funds:

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

**CAESARSCREEK TOWNSHIP
GREENE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

Special Levy Fire Fund - This fund receives property taxes from a special levy to provide emergency fire and medical services to the Township's residence. The Township contracts with Xenia Township to provide these services.

3. Capital Project Funds

These funds are used to account for receipts that are restricted for the acquisition or construction of major capital projects. The Township had the following significant Capital Project Fund:

Permanent Improvement Fund - The Township received an inheritance from a Township resident for permanent improvement projects.

E. Budgetary Process

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

1. Appropriations

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function or object level of control for the General Fund and the Fund level for all other funds, and appropriations may not exceed estimated resources. The Board of Trustees must annually approve appropriation measures and subsequent amendments. The County Budget Commission must also approve the annual appropriation measure. Unencumbered appropriations lapse at year end.

2. Estimated Resources

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

3. Encumbrances

The Ohio Revised Code requires the Township to reserve (encumber) appropriations when individual commitments are made. Encumbrances outstanding at year end are not carried over, and are re-appropriated in the following year.

A summary of 2000 and 1999 budgetary activity appears in Note 3.

F. Property, Plant and Equipment

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

**CAESARSCREEK TOWNSHIP
GREENE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

G. Unpaid Vacation and Sick Leave

Employees are entitled to cash payments for unused vacation and sick leave in certain circumstances, such as upon leaving employment. Unpaid vacation and sick leave are not reflected as liabilities under the basis of accounting used by the Township.

2. EQUITY IN POOLED CASH AND INVESTMENTS

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

	1999	<u>2000</u>
Demand deposits	\$100,862	\$67,429
Certificates of deposit	<u>55,000</u>	<u>220,000</u>
Total deposits	155,862	287,429
Repurchase Agreement	<u>20,000</u>	<u>20,000</u>
Total deposits and investments	<u><u>\$175,862</u></u>	<u><u>\$307,429</u></u>

Deposits: - Deposits are insured by the Federal Depository Insurance Corporation, up to \$100,000. Excess is under pooled and pledged collateral.

Investments: - Investments are represented by an overnight repurchase agreement. The underlying security is held by the trust department of the financial institution.

3. BUDGETARY ACTIVITY

Budgetary activity for the year ending December 31, 2000 follows:

2000 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$77,356	\$65,640	(\$11,716)
Special Revenue	157,694	162,766	5,072
Capital Projects	<u>38,147</u>	<u>144,822</u>	<u>106,675</u>
Total	<u><u>\$273,197</u></u>	<u><u>\$373,228</u></u>	<u><u>\$100,031</u></u>

**CAESARSCREEK TOWNSHIP
GREENE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999
(Continued)**

3. BUDGETARY ACTIVITY (Continued)

2000 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$101,566	\$50,423	\$51,143
Special Revenue	268,534	141,714	126,820
Capital Projects	37,282	49,524	(12,242)
Total	<u>\$407,382</u>	<u>\$241,661</u>	<u>\$165,721</u>

1999 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$74,268	\$63,219	(\$11,049)
Special Revenue	157,165	157,177	12
Capital Projects	37,282	37,282	0
Total	<u>\$268,715</u>	<u>\$257,678</u>	<u>(\$11,037)</u>

1999 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$140,007	\$99,313	\$40,694
Special Revenue	265,322	152,563	112,759
Capital Projects	31,139	0	31,139
Total	<u>\$436,468</u>	<u>\$251,876</u>	<u>\$184,592</u>

The Township's Capital Projects Fund had expenditures in excess of appropriations for fiscal year 2000. Expenditures exceeded appropriations in the amount of \$12,242 in violation of Ohio Rev. Code Section 5705.41(B).

4. PROPERTY TAX

Real property taxes become a lien on January 1 preceding the October 1 date for which rates are adopted by Board of Trustees. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. Homestead and rollback amounts are then paid by the State, and are reflected in the accompanying financial statements as Intergovernmental Receipts. Payments are due to the County by December 31. If the property owner elects to make semiannual payment, the first half is due December 31. The second half payment is due the following June 20.

Tangible personal property tax is assessed by the property owners, who must file a list of such property to the County by each April 30.

The County is responsible for assessing property, and for billing, collecting, and distributing all property taxes on behalf of the Township.

**CAESARSCREEK TOWNSHIP
GREENE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999
(Continued)**

5. RETIREMENT SYSTEMS

Township employees belong to the Public Employees Retirement System (PERS) of Ohio. PERS is a cost-sharing, multiple-employer plan. The plan provides retirement benefits, including post-retirement healthcare, and survivor and disability benefits to participants as prescribed by the Ohio Revised Code.

Contribution rates are also prescribed by the Ohio Revised Code. PERS members contributed 8.5% of their gross salaries. The Township contributed an amount equal to 13.55% of participants' gross salaries for all of 1999 and January through June 2000, and an amount equal to 8.13% of participants' gross salaries for July through December 2000. The Township has paid all contributions required through December 31, 2000.

6. RISK MANAGEMENT

The Township has obtained commercial insurance for the following risks:

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

The Township also provides health insurance and dental and vision coverage to full-time employees through a private carrier.

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REPORT OF INDEPENDENT ACCOUNTANTS ON COMPLIANCE AND ON INTERNAL CONTROL REQUIRED BY *GOVERNMENT AUDITING STANDARDS*

Caesarscreek Township
Greene County
2034 E. Spring Valley Paintersville Road
Xenia, Ohio 45385

To the Board of Trustees:

We have audited the accompanying financial statements of Caesarscreek Township, Greene County, (the Township), as of and for the years ended December 31, 2000 and 1999, and have issued our report thereon dated April 20, 2001. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Township's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance that is required to be reported under *Government Auditing Standards* which is described in the accompanying Schedule of Findings as item 2000-40312-001.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Township's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted a matter involving the internal control over financial reporting that does not require inclusion in this report, that we have reported to management of the Township in a separate letter dated April 20, 2001.

This report is intended for the information and use of management and the Board of Trustees, and is not intended to be and should not be used by anyone other than these specified parties.

Jim Petro
Auditor of State

April 20, 2001

**CAESARSCREEK TOWNSHIP
GREENE COUNTY**

**SCHEDULE OF FINDINGS
DECEMBER 31, 1999 AND 2000**

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

FINDING NUMBER 2000- 40329- 001

Noncompliance Citation

Ohio Rev. Code Section 5705.41 (B), Revised Code, prohibits a subdivision from making an expenditure unless it has been properly appropriated. The following fund has expenditures in excess of amounts appropriated at December 31, 2000:

	Appropriations	Expenditures	Variance
Capital Projects Fund			
Permanent Improvement	\$37,282	\$49,524	(\$12,242)

The Township should develop and implement procedures to routinely monitor its budgetary activity throughout the year. This will enable the Township to comply with budgetary requirements and to provide accurate financial information throughout the year.



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

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CAESARSCREEK TOWNSHIP

GREENE COUNTY

CLERK'S CERTIFICATION

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

Susan Babbitt

CLERK OF THE BUREAU

**CERTIFIED
MAY 31, 2001**