



**MAD RIVER TOWNSHIP  
CLARK COUNTY**

**REGULAR AUDIT**

**FOR THE YEARS ENDED DECEMBER 31, 2000 AND 1999**



**JIM PETRO**  
**AUDITOR OF STATE**  

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**STATE OF OHIO**



**MAD RIVER TOWNSHIP  
CLARK COUNTY**

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## REPORT OF INDEPENDENT ACCOUNTANTS

Mad River Township  
Clark County  
P.O. Box 34  
Enon, Ohio 45323

To the Board of Trustees:

We have audited the accompanying financial statements of Mad River Township, Clark County, (the Township) as of and for the years ended December 31, 2000 and December 31, 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 December 31, 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 2, 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.

Mad River Township  
Clark County  
Report of Independent Accountants  
Page 2

This report is intended solely for the information and use of the management, the Board of Township Trustees 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 2, 2001

**MAD RIVER TOWNSHIP  
CLARK COUNTY**

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

	<u>Governmental Fund Types</u>			<b>Totals (Memorandum Only)</b>
	<u>General</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	
<b>Cash Receipts:</b>				
Local Taxes	\$82,310	\$404,161	\$153,281	\$639,752
Intergovernmental	210,814	173,412	19,655	403,881
Special Assessments		3,594		3,594
Charges for Services		74,147		74,147
Licenses, Permits, and Fees	29,916	25,527		55,443
Fines, Forfeitures, and Penalties	105			105
Earnings on Investments	80,143			80,143
Other Revenue	8,518	61,156		69,674
<b>Total Cash Receipts</b>	<u>411,806</u>	<u>741,997</u>	<u>172,936</u>	<u>1,326,739</u>
<b>Cash Disbursements:</b>				
Current:				
General Government	148,323			148,323
Public Safety	27,432	282,100	67,521	377,053
Public Works		187,998		187,998
Health		156,249		156,249
Capital Outlay	35,864	169,881		205,745
<b>Total Cash Disbursements</b>	<u>211,619</u>	<u>796,228</u>	<u>67,521</u>	<u>1,075,368</u>
<b>Total Receipts Over/(Under) Disbursements</b>	<u>200,187</u>	<u>(54,231)</u>	<u>105,415</u>	<u>251,371</u>
<b>Other Financing Receipts/(Disbursements):</b>				
Advances-In	25,000	25,000		50,000
Advances-Out	(25,000)	(25,000)		(50,000)
Other Sources	9,083	24,550		33,633
<b>Total Other Financing Receipts/(Disbursements)</b>	<u>9,083</u>	<u>24,550</u>		<u>33,633</u>
<b>Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements</b>	<u>209,270</u>	<u>(29,681)</u>	<u>105,415</u>	<u>285,004</u>
<b>Fund Cash Balances, January 1</b>	<u>794,660</u>	<u>398,742</u>		<u>1,193,402</u>
<b>Fund Cash Balances, December 31</b>	<u><b>\$1,003,930</b></u>	<u><b>\$369,061</b></u>	<u><b>\$105,415</b></u>	<u><b>\$1,478,406</b></u>
<b>Reserve for Encumbrances, December 31</b>	<u><b>\$0</b></u>	<u><b>\$0</b></u>	<u><b>\$0</b></u>	<u><b>\$0</b></u>

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

MAD RIVER TOWNSHIP  
CLARK COUNTY

STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCE  
NON-EXPENDABLE TRUST FUND  
FOR THE YEAR ENDED DECEMBER 31, 2000

	<u>Non-Expendable Trust</u>
Fund Cash Balance, January 1	<u>\$2,815</u>
<b>Fund Cash Balance, December 31</b>	<b><u><u>\$2,815</u></u></b>

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



**MAD RIVER TOWNSHIP  
CLARK COUNTY**

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

	<u>Governmental Fund Types</u>		<b>Totals (Memorandum Only)</b>
	<u>General</u>	<u>Special Revenue</u>	
<b>Cash Receipts:</b>			
Local Taxes	\$79,431	\$386,191	\$465,622
Intergovernmental	176,084	174,929	351,013
Special Assessments		3,544	3,544
Sale of Cemetery Lots		33,250	33,250
Licenses, Permits, and Fees	29,550	33,208	62,758
Fines, Forfeitures, and Penalties	625		625
Earnings on Investments	55,497		55,497
Other Revenue	29,000	53,810	82,810
	<u>370,187</u>	<u>684,932</u>	<u>1,055,119</u>
<b>Total Cash Receipts</b>			
	<u>370,187</u>	<u>684,932</u>	<u>1,055,119</u>
<b>Cash Disbursements:</b>			
Current:			
General Government	152,744		152,744
Public Safety	28,573	296,437	325,010
Public Works	17,147	194,856	212,003
Health		142,974	142,974
Capital Outlay	83,875	48,739	132,614
	<u>282,339</u>	<u>683,006</u>	<u>965,345</u>
<b>Total Cash Disbursements</b>			
	<u>282,339</u>	<u>683,006</u>	<u>965,345</u>
<b>Total Receipts Over/(Under) Disbursements</b>	<u>87,848</u>	<u>1,926</u>	<u>89,774</u>
<b>Other Financing Receipts/(Disbursements):</b>			
Advances-In	15,000	15,000	30,000
Advances-Out	(15,000)	(15,000)	(30,000)
Other Sources	9,689		9,689
	<u>9,689</u>	<u></u>	<u>9,689</u>
<b>Total Other Financing Receipts/(Disbursements)</b>			
	<u>9,689</u>	<u></u>	<u>9,689</u>
<b>Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements</b>	<u>97,537</u>	<u>1,926</u>	<u>99,463</u>
<b>Fund Cash Balances, January 1</b>	<u>697,123</u>	<u>396,816</u>	<u>1,093,939</u>
<b>Fund Cash Balances, December 31</b>	<u><b>\$794,660</b></u>	<u><b>\$398,742</b></u>	<u><b>\$1,193,402</b></u>
<b>Reserve for Encumbrances, December 31</b>	<u><b>\$0</b></u>	<u><b>\$0</b></u>	<u><b>\$0</b></u>

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

MAD RIVER TOWNSHIP  
CLARK COUNTY

STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCE  
NON-EXPENDABLE TRUST FUND  
FOR THE YEAR ENDED DECEMBER 31, 1999

	<u>Non-Expendable Trust</u>
Fund Cash Balance, January 1	<u>\$2,815</u>
<b>Fund Cash Balance, December 31</b>	<b><u><u>\$2,815</u></u></b>

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

**MAD RIVER TOWNSHIP  
CLARK COUNTY**

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

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Description of the Entity**

Mad River Township, Clark 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 street maintenance, fire protection, and emergency medical 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 tax money for repair and maintenance of township roads and bridges.

**Fire District Fund** - This fund receives tax money and donations for providing fire protection.

**MAD RIVER TOWNSHIP  
CLARK COUNTY**

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

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**3. Capital Project Funds**

These funds are used to account for receipts that are restricted for the acquisition or construction of major capital projects (except those financed through enterprise or trust funds). The Township had the following capital project funds:

**Fire Building and Equipment Levy Fund** - This fund receives tax money for providing and maintaining fire apparatus, ambulance equipment, and buildings.

**4. Fiduciary Funds (Trust and Agency Funds)**

These funds are used to account for resources restricted by legally binding trust agreements and funds for which the Township is acting in an agency capacity. The Township had the following significant fiduciary fund:

**Cemetery Bequest Fund** - A nonexpendable trust fund. This fund maintains the cemetery based upon donor imposed restrictions.

**E. Budgetary Process**

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

**1. Appropriations**

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

**2. Estimated Resources**

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

**3. Encumbrances**

The Ohio Revised Code requires the Township to reserve (encumber) appropriations when individual commitments are made.

Encumbrances outstanding at year end are carried over, and need not be appropriated. The Township did not encumber all commitments required by Ohio law.

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

**MAD RIVER TOWNSHIP  
CLARK COUNTY**

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

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**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.

**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:

The carrying amount of cash and investments at December 31 was as follows:

	<u>2000</u>	<u>1999</u>
Demand deposits	\$1,381,221	\$1,096,217
Certificates of deposit	100,000	100,000
Total deposits	1,481,221	1,196,217

**Deposits:** Deposits are either (1) insured by the Federal Depository Insurance Corporation, or (2) collateralized by the financial institution's public entity deposit pool.

**3. BUDGETARY ACTIVITY**

Budgetary activity for the years ending December 31, 2000 and 1999 was as follows:

2000 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$276,484	\$445,889	\$169,405
Special Revenue	821,641	791,547	(30,094)
Capital Project	182,810	172,936	(\$9,874)
Total	\$1,280,935	\$1,410,372	\$129,437

**MAD RIVER TOWNSHIP  
CLARK 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	\$1,066,190	\$236,619	\$829,571
Special Revenue	1,220,383	821,228	399,155
Capital Projects	182,810	67,521	\$115,289
Fiduciary	2,815	0	\$2,815
Total	<u>\$2,472,198</u>	<u>\$1,125,368</u>	<u>\$1,346,830</u>

1999 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$219,488	\$394,876	\$175,388
Special Revenue	708,051	699,932	(8,119)
Total	<u>\$927,539</u>	<u>\$1,094,808</u>	<u>\$167,269</u>

1999 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$916,611	\$297,339	\$619,272
Special Revenue	1,104,867	698,006	406,861
Fiduciary	2,815	0	\$2,815
Total	<u>\$2,024,293</u>	<u>\$995,345</u>	<u>\$1,028,948</u>

**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. Public utilities are also taxed on personal and real property located within the Township. 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.

**MAD RIVER TOWNSHIP  
CLARK COUNTY**

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

**5. RETIREMENT SYSTEMS**

The Township's employees belong to the Public Employees Retirement System (PERS) of Ohio. PERS is a cost-sharing, multiple-employer plan. This plan provides retirement benefits, including postretirement 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. For 2000 and 1999, members of PERS members contributed 8.5% of their gross salaries. The Township contributed an amount equal to 13.55% of participants' gross salaries for January 1999 through June 2000 and an amount equal to 8.13% of participants' gross salaries for July 2000 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, dental, and vision coverage to full-time employees through a private carrier.

**7. SUBSEQUENT EVENT**

On January 27, 2001 the Trustees authorized the issuance of and sale of \$750,000 emergency services buildings bonds to be used to finance a new building. The bonds were dated March 1, 2001 and were issued at 4.75%.

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

Mad River Township  
Clark County  
P.O. Box 34  
Enon, Ohio 45323

We have audited the financial statements of Mad River Township, Clark County as of and for the years ended December 31, 2000 and 1999, and have issued our report thereon dated April 2, 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 Mad River Township's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, and contracts, noncompliance with which could have a direct and material effect on the 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 instances of noncompliance that are required to be reported under *Government Auditing Standards* which are described in the accompanying schedule of finding as items 2000-40312-001 and 2000-40312-002. We also noted certain immaterial instances of noncompliance that we have reported to the management of Mad River Township in a separate letter dated April 2, 2001.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered Mad River 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 other matters involving the internal control over financial reporting that do not require inclusion in this report, that we have reported to management of Mad River Township in a separate letter dated April 2, 2001.

Mad River Township  
Clark County  
Report of Independent Accountants on Compliance and on Internal Control Required by  
*Government Auditing Standards*  
Page 2

This report is intended for the information and use of the management and 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 2, 2001

MAD RIVER TOWNSHIP  
CLARK COUNTY

SCHEDULE OF FINDINGS  
DECEMBER 31, 2000 AND 1999

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

Finding Number 2000-40312-001	Noncompliance
-------------------------------	---------------

Ohio Rev. Code Section 5705.41(D), provides that no orders or contracts involving the expenditure of money are to be made unless there is a certificate of the fiscal officer that the amount required for the order or contract has been lawfully appropriated and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances.

The following exception to this basic requirement is provided by statute:

Then and Now Certificate: This exception provides that, if the fiscal officer can certify that both at the time that the contract or order was made and at the time that he is completing his certification, sufficient funds were available or in the process of collection, to the credit of a proper fund, properly appropriated and free from any previous encumbrance, the taxing authority can authorize the drawing of a warrant. The taxing authority has 30 days from the receipt of such certificate to approve payment by resolution or ordinance. If approval is not made within 30 days, there is no legal liability on the part of the subdivision or taxing district.

Amounts of less than \$100 for counties, or less than \$1,000 for other political subdivisions, may be paid by the fiscal officer without such affirmation of the taxing authority upon completion of the "then and now" certificate, provided that the expenditure is otherwise lawful. This does not eliminate any otherwise applicable requirement for approval of expenditures by the taxing authority

The township failed to properly certify expenditures, including the exception above, totaling \$66,916 during 1999 and 2000. Proper certification of funds would provide an accurate accounting of remaining available appropriations and unencumbered funds which would aid in the financial decision making process of the Board of Trustees.

Finding Number 2000-40312-002	Noncompliance
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Ohio Revised Code Section 149.351 (A), states that all records are the property of the public office concerned and shall not be removed, destroyed, mutilated, transferred, or otherwise damaged or disposed of, in whole or in part, except as provided by law or under the rules adopted by the records commission provided for under sections 149.38 to 149.42 of the Revised Code. Such records shall be delivered by outgoing officials and employees to their successors and shall not be otherwise removed, transferred, or destroyed unlawfully.

Review of the Township's receipts noted that the clerk did not retain any validated deposit slips for bank deposits made during the audit period.

Not retaining these required records could create verification problems when trying to trace individual receipt amounts to the corresponding deposit records. The monthly bank statements display deposits in a nonspecific total which could result in difficulties in the reconciliation process or resolving differences with the financial institution.

**MAD RIVER TOWNSHIP  
CLARK COUNTY**

**SCHEDULE OF FINDINGS  
DECEMBER 31, 2000 AND 1999  
(Continued)**

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

<b>Finding Number 2000-40312-002 (Continued)</b>	<b>Reportable Condition</b>
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Retention of these records can help to minimize any problems the township may encounter when reconciling the monthly bank statements. For example, if an error should arise between the township books and the bank statement, there is not any proof to verify the amount and dates when the deposits took place. The clerk should begin to retain all validated deposit slips for all bank deposits made.



STATE OF OHIO  
OFFICE OF THE AUDITOR  

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JIM PETRO, AUDITOR OF STATE

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**MAD RIVER TOWNSHIP**

**CLARK 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 8, 2001**