

TUSCARAWAS TOWNSHIP

AUDIT REPORT

JANUARY 1, 1999 – DECEMBER 31, 2000



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

35 North Fourth Street, 1st Floor
Columbus, Ohio 43215
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Board of Trustees
Tuscarawas Township
Coshocton, Ohio

We have reviewed the Independent Auditor's Report of Tuscarawas Township, Coshocton County, prepared by Wolfe, Wilson, & Phillips, Inc., for the audit period January 1, 1999 to December 31, 2000. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. Tuscarawas Township is responsible for compliance with these laws and regulations.

JIM PETRO
Auditor of State

March 26, 2001

**TUSCARAWAS TOWNSHIP
COSHOCTON COUNTY**

**ELECTED OFFICIALS
AS OF DECEMBER 31, 2000**

<u>NAME</u>	<u>TITLE</u>	<u>TERM</u>	<u>SURETY</u>	<u>AMOUNT</u>	<u>PERIOD</u>
William Davis	Chairman	01/01/97-12/31/00	(A)	\$5,000	(B)
Larry Corbett	Trustee	01/01/99-12/31/02	(A)	\$5,000	(B)
Charles Selders	Trustee	01/01/00-12/31/03	(A)	\$5,000	(B)
Richard Erman 218 West Rivercrest Drive Coshocton, Ohio 43812	Clerk	04/01/00-03/31/04	(A)	\$25,000	(B)

STATUTORY LEGAL COUNSEL

Robert Batchelor, Prosecutor
Coshocton County
239 North Fourth St.
Coshocton, OH 43812

- (A) Ohio Governmental Risk Management Plan
- (B) Concurrent with term

**TUSCARAWAS TOWNSHIP
COSHOCKTON COUNTY**

INDEX OF FUNDS

GOVERNMENTAL FUND TYPES

General Fund Type:

General Fund

Special Revenue Fund Types:

Motor Vehicle License Tax Fund

Gasoline Tax Fund

Road and Bridge Fund

Special Levy Fund

Permissive Tax Fund

WOLFE, WILSON, & PHILLIPS, INC.
37 SOUTH SEVENTH STREET
ZANESVILLE, OHIO 43701

INDEPENDENT AUDITORS' REPORT

Board of Trustees
Tuscarawas Township
Coshocton, Ohio

We have audited the accompanying financial statements of Tuscarawas 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 cash basis, which is a comprehensive basis of accounting prescribed or permitted by the Auditor of State, other than generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Tuscarawas 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 a report dated March 2, 2001, on our consideration of Tuscarawas Township's internal control structure 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 officials authorized to receive this report under Section 117.26, Ohio Revised Code and is not intended to be and should not be used by anyone other than these specified parties.

Wolfe, Wilson, & Phillips, Inc.
Zanesville, Ohio
March 2, 2001

**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>General</u>	<u>Special Revenue</u>	<u>(Memorandum Only) Total</u>
CASH RECEIPTS:			
Local taxes	\$ 19,368	\$ 48,465	\$ 67,833
Charges for services	27,276	-	27,276
Licenses, permits, and fees	500	-	500
Intergovernmental	36,638	64,698	101,336
Interest	10,411	3,948	14,359
Miscellaneous	<u>13,401</u>	<u>10,175</u>	<u>23,576</u>
TOTAL CASH RECEIPTS	<u>107,594</u>	<u>127,286</u>	<u>234,880</u>
CASH DISBURSEMENTS:			
Current:			
General government	61,745	-	61,745
Public safety services	35,295	-	35,295
Public work activities	9,992	78,817	88,809
Public health services	4,323	-	4,323
Conservation – recreations	500	-	500
Capital Outlay	<u>30,102</u>	<u>63,405</u>	<u>93,507</u>
TOTAL CASH DISBURSEMENTS	<u>141,957</u>	<u>142,222</u>	<u>284,179</u>
TOTAL RECEIPTS OVER(UNDER) CASH DISBURSEMENTS	(34,363)	(14,936)	(49,299)
FUND CASH BALANCES, JANUARY 1	<u>131,296</u>	<u>136,870</u>	<u>268,166</u>
FUND CASH BALANCES, DECEMBER 31	<u>\$ 96,933</u>	<u>\$ 121,934</u>	<u>\$ 218,867</u>

See notes to financial statements.

**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>General</u>	<u>Special Revenue</u>	<u>(Memorandum Only) Total</u>
CASH RECEIPTS:			
Local taxes	\$ 29,762	\$ 79,782	\$ 109,544
Charges for services	56,555	-	56,555
Licenses, permits, and fees	1,275	-	1,275
Intergovernmental	45,144	67,433	112,577
Interest	8,491	3,298	11,789
Miscellaneous	<u>3,527</u>	<u>1,669</u>	<u>5,196</u>
TOTAL CASH RECEIPTS	<u>144,754</u>	<u>152,182</u>	<u>296,936</u>
CASH DISBURSEMENTS:			
Current:			
General government	54,655	-	54,655
Public safety services	24,095	-	24,095
Public work activities	10,042	99,127	109,169
Public health services	4,874	-	4,874
Conservation – recreation	560	-	560
Capital Outlay	<u>20,768</u>	<u>35,367</u>	<u>56,135</u>
TOTAL CASH DISBURSEMENTS	<u>114,994</u>	<u>134,494</u>	<u>249,488</u>
TOTAL RECEIPTS OVER(UNDER) CASH DISBURSEMENTS	29,760	17,688	47,448
FUND CASH BALANCES, JANUARY 1	<u>101,536</u>	<u>119,182</u>	<u>220,718</u>
FUND CASH BALANCES, DECEMBER 31	<u>\$ 131,296</u>	<u>\$ 136,870</u>	<u>\$ 268,166</u>

See notes to financial statements.

**TUSCARAWAS TOWNSHIP
COSHOCTON COUNTY, OHIO**

NOTES TO THE FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies

A. Description of the Entity

The Township of Tuscarawas, Coshocton County, is a body politic and corporate 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 four member Board. The Township provides general governmental services, including road, bridge maintenance, and fire protection.

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 cash 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 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

The investment in STAR Ohio (the State Treasurer's investment pool) is valued at amounts reported by the State Treasurer.

D. Fund Accounting

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

General Fund

The General Fund is the general operating fund. It is used to account for all financial resources except those required by law or contract to be restricted.

Special Revenue Funds

These funds are used to account for proceeds from specific sources that are restricted to expenditure for specific purposes. The Township had the following significant Special Revenue Fund:

**TUSCARAWAS TOWNSHIP
COSHOCTON COUNTY, OHIO**

NOTES TO THE FINANCIAL STATEMENTS

D. Fund Accounting (Continued)

Special Revenue Funds (Continued)

Motor Vehicle License Tax Fund – This fund receives motor vehicle tax receipts for constructing, maintaining and repairing Township roads and bridges.

Gasoline Tax Fund – This fund receives gasoline tax receipts for constructing, maintaining and repairing Township roads and bridges.

Road and Bridges Fund – This fund receives real estate and personal property tax money for the construction, repair and maintenance of township roads and bridges.

Special Levy Fund – This fund receives taxes for fire department operations from a levy passed by the voters of the township.

Permissive Motor Vehicle License Fund – This fund receives county motor vehicle license tax money for the construction, repair, and maintenance of township roads and bridges.

E. Budgetary Process

The Ohio Revised Code requires that each fund (except certain agency funds) be budgeted annually.

Appropriations

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

Estimated Resources

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

Encumbrances

The Ohio Revised Code requires the Township to reserve (encumber) appropriations when commitments are made. Encumbrances outstanding at year end are carried over, and need not be reappropriated.

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

**TUSCARAWAS TOWNSHIP
COSHOCTON COUNTY, OHIO**

NOTES TO THE FINANCIAL STATEMENTS

F. Property, Plant and Equipment

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

2. Equity in Pooled Cash

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

	2000	1999
Demand deposits	\$ 58,867	\$ 83,166
Investments – Star Ohio	160,000	185,000
Total Deposits & Investments	\$ 218,867	\$ 268,166

Deposits:

Deposits are insured by the Federal Depository Insurance Corporation.

Investments:

Investments in STAR Ohio are not evidenced by securities that exists in physical or book entry form.

3. Budgetary Activity

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

2000 Budgeted vs. Actual Receipts

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	90,280	107,594	17,314
Special Revenue	147,409	127,286	(20,123)
Total	\$ 237,689	\$ 234,880	\$ (2,809)

**TUSCARAWAS TOWNSHIP
COSHOCTON COUNTY, OHIO**

NOTES TO THE FINANCIAL STATEMENTS

3. Budgetary Activity (Continued)

2000 Budgeted vs. Actual Budgetary Expenditures

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Actual Expenditures</u>	<u>Variance</u>
General	237,387	141,957	95,430
Special Revenue	<u>286,564</u>	<u>142,222</u>	<u>144,342</u>
Total	<u>\$ 523,951</u>	<u>\$ 284,179</u>	<u>239,772</u>

1999 Budgeted vs. Actual Receipts

<u>Fund Type</u>	<u>Budgeted Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
General	\$ 82,786	\$ 144,754	\$ 61,968
Special Revenue	<u>136,950</u>	<u>152,182</u>	<u>15,232</u>
	<u>\$ 219,736</u>	<u>\$ 296,936</u>	<u>\$ 77,200</u>

1999 Budgeted vs. Actual Budgetary Expenditures

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Actual Expenditures</u>	<u>Variance</u>
General	\$ 176,644	\$ 114,994	\$ 61,650
Special Revenue	<u>246,640</u>	<u>134,494</u>	<u>112,146</u>
Total	<u>\$ 423,284</u>	<u>\$ 249,488</u>	<u>\$ 173,796</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 reduce 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. Payment are due to the county by December 31. If the property owner elects to make semiannual payments, the first half is due December 31. The second half payment is due the following June 20.

**TUSCARAWAS TOWNSHIP
COSHOCTON COUNTY, OHIO**

NOTES TO THE FINANCIAL STATEMENTS

4. Property Tax (Continued)

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.

5. Retirement Systems

The Township's Trustees, Clerk and other employees of the Township belong to the Public Employees Retirement System (PERS) of Ohio. PERS is a cost-sharing, multiple-employer plan. This plan provides retirement benefits, including post-retirement health care, 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 contributed 8.5% of their gross salaries. The Township contributed an amount equal to 13.55% of participants' gross salaries. The Township has paid all contributions required through December 31, 2000.

6. Risk Management

The Township maintains insurance coverage that provides the following coverages:

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

The Township also provides health insurance to the Township Trustees, Township Clerk, and full time employees through a private carrier.

**WOLFE, WILSON, & PHILLIPS, INC.
37 SOUTH SEVENTH STREET
ZANESVILLE, OHIO 43701**

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE AND ON
INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT
OF FINANCIAL STATEMENT PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS.**

Board of Trustees
Tuscarawas Township
Coshocton, Ohio

We have audited the financial statements of Tuscarawas Township as of and for the years ended December 31, 2000 and 1999, and have issued our report thereon dated March 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 Tuscarawas Township's combined 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 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 no instances of noncompliance that are required to be reported under *Government Auditing Standards*. However, we have noted certain immaterial instances of noncompliance that we have reported to the management of Tuscarawas Township in a separate letter dated March 2, 2001.

Internal Control Over Financing Reporting

In planning and performing our audit, we considered Tuscarawas Township internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the combined 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 weakness. 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 the 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.

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

Wolfe, Wilson, & Phillips, Inc.
Zanesville, Ohio
March 2, 2001



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

88 East Broad Street
P.O. Box 1140
Columbus, Ohio 43216-1140
Telephone 614-466-4514
800-282-0370
Facsimile 614-466-4490

TUSCARAWAS TOWNSHIP

COSHOCTON 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
APRIL 3, 2001**