



**YORK TOWNSHIP  
VAN WERT COUNTY**

**REGULAR AUDIT**

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



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

---

**STATE OF OHIO**



YORK TOWNSHIP  
VAN WERT COUNTY

TABLE OF CONTENTS

| TITLE   | PAGE |
|---|------|
| Report of Independent Accountants .....   | 1    |
| Combined Statement of Cash Receipts, Cash Disbursements, and Changes in<br>Fund Cash Balances – All Governmental Fund Types –<br>For the Year Ended December 31, 2000 ..... | 3    |
| Combined Statement of Cash Receipts, Cash Disbursements, and Changes in<br>Fund Cash Balances – All Governmental Fund Types –<br>For the Year Ended December 31, 1999 ..... | 4    |
| Notes to the Financial Statements .....   | 5    |
| Report of Independent Accountants on Compliance and on Internal Control<br>Required by <i>Government Auditing Standards</i> .....   | 9    |
| Schedule of Findings .....  | 11   |

**This page intentionally left blank.**



STATE OF OHIO  
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

One First National Plaza  
130 West Second Street  
Suite 2040  
Dayton, Ohio 45402  
Telephone 937-285-6677  
800-443-9274  
Facsimile 937-285-6688  
[www.auditor.state.oh.us](http://www.auditor.state.oh.us)

## REPORT OF INDEPENDENT ACCOUNTANTS

York Township  
Van Wert County  
13197 Priddy Road  
Van Wert, Ohio 45891

To the Board of Trustees:

We have audited the accompanying financial statements of York Township, Van Wert 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 and 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 11, 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 the management, the Board of 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 11, 2001

**YORK TOWNSHIP  
VAN WERT COUNTY**

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

|  | <b>GOVERNMENTAL FUND TYPES</b> |                            |  |
|--|--------------------------------|----------------------------|--|
|  | <u>General</u>                 | <u>Special<br/>Revenue</u> | <u>Total<br/>(Memorandum)<br/>Only</u> |
| <b>Cash Receipts:</b>  |                                |                            |  |
| Local Taxes  | \$3,579                        | \$34,544                   | \$38,123                               |
| Intergovernmental  | 50,566                         | 72,465                     | 123,031                                |
| Licenses, Permits, and Fees  | 335                            | 3,187                      | 3,522                                  |
| Earnings on Investments  | 738                            | 373                        | 1,111                                  |
| Other Revenue  |                                | 22                         | 22                                     |
|  | <hr/>                          | <hr/>                      | <hr/>                                  |
| Total Cash Receipts  | 55,218                         | 110,591                    | 165,809                                |
| <b>Cash Disbursements:</b>   |                                |                            |  |
| Current:   |                                |                            |  |
| General Government   | 28,269                         |                            | 28,269                                 |
| Public Safety  |                                | 16,862                     | 16,862                                 |
| Public Works   | 12,175                         | 72,658                     | 84,833                                 |
| Health   | 7,098                          | 5,389                      | 12,487                                 |
| Capital Outlay   | 11,524                         | 34,127                     | 45,651                                 |
|  | <hr/>                          | <hr/>                      | <hr/>                                  |
| Total Cash Disbursements   | 59,066                         | 129,036                    | 188,102                                |
| Total Receipts Over / (Under) Disbursements  | (3,848)                        | (18,445)                   | (22,293)                               |
| <b>Other Financing Sources:</b>  |                                |                            |  |
| Sale of Assets   | 11,539                         | 22,461                     | 34,000                                 |
| Other Sources  | 834                            | 5,650                      | 6,484                                  |
|  | <hr/>                          | <hr/>                      | <hr/>                                  |
| Total Other Financing Sources  | 12,373                         | 28,111                     | 40,484                                 |
| Excess of Cash Receipts and Other Financing<br>Sources Over/(Under) Cash Disbursements | 8,525                          | 9,666                      | 18,191                                 |
| Fund Cash Balances, January 1, 2000  | <hr/>                          | <hr/>                      | <hr/>                                  |
| <b>Fund Cash Balances, December 31, 2000</b>   | <u>\$39,658</u>                | <u>\$75,568</u>            | <u>\$115,226</u>                       |

*The Notes to the Financial Statements are an integral part of this statement*

**YORK TOWNSHIP  
VAN WERT COUNTY**

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

|  | <b>GOVERNMENTAL FUND TYPES</b> |                            |  |
|--|--------------------------------|----------------------------|--|
|  | <u>General</u>                 | <u>Special<br/>Revenue</u> | <u>Total<br/>(Memorandum)<br/>Only</u> |
| <b>Cash Receipts:</b>  |                                |                            |  |
| Local Taxes  | \$3,119                        | \$32,094                   | \$35,213                               |
| Intergovernmental  | 38,177                         | 71,125                     | 109,302                                |
| Licenses, Permits, and Fees  | 220                            | 5,216                      | 5,436                                  |
| Earnings on Investments  | 723                            | 609                        | 1,332                                  |
| Other Revenue  | 19                             |                            | 19                                     |
|  | <hr/>                          | <hr/>                      | <hr/>                                  |
| Total Cash Receipts  | 42,258                         | 109,044                    | 151,302                                |
| <b>Cash Disbursements:</b>   |                                |                            |  |
| Current:   |                                |                            |  |
| General Government   | 26,158                         |                            | 26,158                                 |
| Public Safety  |                                | 15,605                     | 15,605                                 |
| Public Works   | 15,566                         | 129,458                    | 145,024                                |
| Health   | 6,939                          | 4,337                      | 11,276                                 |
| Capital Outlay   | 195                            | 775                        | 970                                    |
|  | <hr/>                          | <hr/>                      | <hr/>                                  |
| Total Cash Disbursements   | 48,858                         | 150,175                    | 199,033                                |
| Total Receipts Over / (Under) Disbursements  | (6,600)                        | (41,131)                   | (47,731)                               |
| Other Financing Sources  | <hr/>                          | <hr/>                      | <hr/>                                  |
|  | 1,694                          | 2,100                      | 3,794                                  |
| Excess of Cash Receipts and Other Financing<br>Sources Over/(Under) Cash Disbursements | (4,906)                        | (39,031)                   | (43,937)                               |
| Fund Cash Balances, January 1, 1999  | <hr/>                          | <hr/>                      | <hr/>                                  |
|  | 36,039                         | 104,933                    | 140,972                                |
| <b>Fund Cash Balances, December 31, 1999</b>   | <u><u>\$31,133</u></u>         | <u><u>\$65,902</u></u>     | <u><u>\$97,035</u></u>                 |

*The Notes to the Financial Statements are an integral part of this statement*



**YORK TOWNSHIP  
VAN WERT COUNTY**

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

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Description of the Entity**

York Township, Van Wert 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 Village of Ohio City to provide fire protection and ambulance services, the Village of Middle Point for fire protection, and the Mendon-Union Fire Department, Inc. for 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 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**

All Township funds were held in a demand deposit account.

**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:

**Motor Vehicle License Tax Fund** - This fund receives license tax money to pay for constructing, maintaining, and repairing Township roads.

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

**YORK TOWNSHIP  
VAN WERT COUNTY**

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

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

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

**Cemetery Fund** - Receives revenues from the sale of cemetery lots and charges for services related to burials. The revenues are used to manage the Venedocia Cemetery, Goodwin Cemetery, and Granger Cemetery.

**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 canceled, and reappropriated in the subsequent 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.

**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:

|                 | <u>2000</u> | <u>1999</u> |
|-----------------|-------------|-------------|
| Demand deposits | \$115,226   | \$97,035    |

**Deposits:** Deposits are either insured by the Federal Depository Insurance Corporation or collateralized by securities specifically pledged by the financial institution to the Township

**YORK TOWNSHIP  
VAN WERT COUNTY**

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

**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<br>Receipts | Actual<br>Receipts | Variance |
| General                           | \$49,940             | \$67,591           | \$17,651 |
| Special Revenue                   | 118,194              | 138,702            | 20,508   |
| Total                             | \$168,134            | \$206,293          | \$38,159 |

| 2000 Budgeted vs. Actual Budgetary Basis Expenditures |                            |                           |          |
|---|----------------------------|---------------------------|----------|
| Fund Type   | Appropriation<br>Authority | Budgetary<br>Expenditures | Variance |
| General   | \$81,074                   | \$59,066                  | \$22,008 |
| Special Revenue                                       | 178,697                    | 129,036                   | 49,661   |
| Total   | \$259,771                  | \$188,102                 | \$71,669 |

| 1999 Budgeted vs. Actual Receipts |                      |                    |          |
|-----------------------------------|----------------------|--------------------|----------|
| Fund Type                         | Budgeted<br>Receipts | Actual<br>Receipts | Variance |
| General                           | \$41,008             | \$43,952           | \$2,944  |
| Special Revenue                   | 102,255              | 111,144            | 8,889    |
| Total                             | \$143,263            | \$155,096          | \$11,833 |

| 1999 Budgeted vs. Actual Budgetary Basis Expenditures |                            |                           |          |
|---|----------------------------|---------------------------|----------|
| Fund Type   | Appropriation<br>Authority | Budgetary<br>Expenditures | Variance |
| General   | \$77,047                   | \$48,858                  | \$28,189 |
| Special Revenue                                       | 207,188                    | 150,175                   | 57,013   |
| Total   | \$284,235                  | \$199,033                 | \$85,202 |

**YORK TOWNSHIP  
VAN WERT COUNTY**

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

**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.

**5. RETIREMENT SYSTEMS**

Township officials and full-time 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 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. 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 for January 1999 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, disability insurance, and life insurance to officials through a private carrier.



STATE OF OHIO  
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

One First National Plaza  
130 West Second Street  
Suite 2040  
Dayton, Ohio 45402  
Telephone 937-285-6677  
800-443-9274  
Facsimile 937-285-6688  
www.auditor.state.oh.us

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

York Township  
Van Wert County  
13197 Priddy Road  
Van Wert, Ohio 45891

To the Board of Trustees:

We have audited the accompanying financial statements of York Township, Van Wert County (the Township), as of and for the years ended December 31, 2000 and December 31, 1999, and have issued our report thereon dated April 11, 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 2000-40281-001. We also noted certain immaterial instances of noncompliance that we have reported to management of the Township in a separate letter dated April 11, 2001.

**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 other matters involving the internal control over financial reporting that do not require inclusion in this report, that we have reported to management of the Township in a separate letter dated April 11, 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 11, 2001

**YORK TOWNSHIP  
VAN WERT COUNTY**

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

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

|                                      |  |
|--------------------------------------|--|
| <b>Finding Number 2000-40281-001</b> |  |
|--------------------------------------|--|

**FINDING REPAID UNDER AUDIT**

Ohio Rev. Code Section 505.602 states that a board of township trustees may procure and pay all or any part of the cost of group life insurance to insure the lives of officers and full-time employees of the township. The amount of group life insurance coverage provided by the board to insure the lives of officers of the township shall not exceed fifty thousand dollars per officer.

The Revised Code does not allow for a township to pay for all or part of a life insurance policy held by an individual township official or employee nor does it allow for the township to pay for all or any part of a life insurance policy accumulates a cash surrender value.

The Township has not procured a group life insurance policy that covers all eligible officials and employees. The Township did pay the life insurance policy premium for a policy held by Warren Morris, Township Trustee. The policy is in the name of Warren Morris and it accumulates a cash surrender value. The yearly premium for the policy is \$306 and the Township paid the premium during 1999 and 2000 for a total of \$612.

In accordance with the forgoing facts, and pursuant to Ohio Rev. Code Section 117.28, a Finding for Recovery for public money illegally expended is hereby issued against Warren Morris, Trustee, and the Ohio Casualty Insurance Company, jointly and severally, in the amount of \$612.00 in favor of the General Fund.

The Township was repaid the \$612 during the audit.







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

**YORK TOWNSHIP**

**VAN WERT 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 10, 2001**