



**DUBLIN TOWNSHIP  
MERCER COUNTY**

**REGULAR AUDIT**

**FOR THE YEARS ENDED DECEMBER 31, 2001-2000**



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

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**STATE OF OHIO**



DUBLIN TOWNSHIP  
MERCER COUNTY

TABLE OF CONTENTS

<u>TITLE</u>	<u>PAGE</u>
Report of Independent Accountants .....	1
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances – All Governmental Fund Types and Similar Fiduciary Fund – For the Year Ended December 31, 2001 .....	3
Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances – Non-Expendable Trust Fund – For the Year Ended December 31, 2001 .....	4
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances – All Governmental Fund Types and Similar Fiduciary Fund – For the Year Ended December 31, 2000 .....	5
Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances – Non-Expendable Trust Fund – For the Year Ended December 31, 2000 .....	6
Notes to the Financial Statements .....	7
Report of Independent Accountants on Compliance and on Internal Control Required by <i>Government Auditing Standards</i> .....	13
Schedule of Findings .....	15

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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**

Dublin Township  
Mercer County  
3167 State Route 33  
Rockford, OH 45882

To the Board of Trustees:

We have audited the financial statements of Dublin Township, Mercer County (the Township) as of and for the years ended December 31, 2001 and December 31, 2000. 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 auditing standards generally accepted in the United States of America 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 accounting principles generally accepted in the United States of America.

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, 2001 and December 31, 2000, 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 March 12, 2002 on our consideration of the Township's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, and contracts. 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 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

March 12, 2002

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**DUBLIN TOWNSHIP  
MERCER COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES  
ALL GOVERNMENTAL FUND TYPES AND SIMILAR FIDUCIARY FUND  
FOR THE YEAR ENDED DECEMBER 31, 2001**

	<b>Governmental Fund Types</b>			<b>Totals (Memorandum Only)</b>
	<b>General</b>	<b>Special Revenue</b>	<b>Fiduciary Funds</b>	
<b>Cash Receipts:</b>				
Local Taxes	\$38,777	\$32,730		\$71,507
Intergovernmental	103,587	72,309		175,896
Licenses, Permits, and Fees		10,700		10,700
Earnings on Investments	1,067	450	45	1,562
Other Revenue	1,924	9,256		11,180
	145,355	125,445	45	270,845
<b>Total Cash Receipts</b>				
<b>Cash Disbursements:</b>				
Current:				
General Government	82,123	193		82,316
Public Safety	18,771			18,771
Public Works		95,696		95,696
Health	3,110	13,117		16,227
Capital Outlay		600		600
	104,004	109,606	0	213,610
<b>Total Cash Disbursements</b>				
Total Receipts Over Disbursements	41,351	15,839	45	57,235
<b>Other Financing Receipts/(Disbursements):</b>				
Advances-In	5,000	30,000		35,000
Advances-Out	(25,000)	(10,000)		(35,000)
	(20,000)	20,000		
<b>Total Other Financing Receipts/(Disbursements)</b>				
Excess of Cash Receipts and Other Financing Receipts Over Cash Disbursements and Other Financing Disbursements	21,351	35,839	45	57,235
Fund Cash Balances, January 1	30,786	29,343	1,123	61,252
<b>Fund Cash Balances, December 31</b>	<b>\$52,137</b>	<b>\$65,182</b>	<b>\$1,168</b>	<b>\$118,487</b>

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

DUBLIN TOWNSHIP  
MERCER COUNTY

STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
HANGES IN FUND CASH BALANCE - NON-EXPENDABLE TRUST FUN  
FOR THE YEAR ENDED DECEMBER 31, 2001

	<u>Fiduciary Fund Type</u>
	<u>Nonexpendable Trust</u>
<b>Operating Cash Receipts:</b>	
Interest	\$301
<b>Operating Cash Disbursements:</b>	
Supplies and Materials	<u>55</u>
Net Receipts Over Disbursements	246
Fund Cash Balance, January 1	<u>7,914</u>
<b>Fund Cash Balance, December 31</b>	<u><u>\$8,160</u></u>

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



**DUBLIN TOWNSHIP  
MERCER COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES  
ALL GOVERNMENTAL FUND TYPES AND SIMILAR FIDUCIARY FUND  
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>Fiduciary Funds</u>	
<b>Cash Receipts:</b>				
Local Taxes	\$36,855	\$34,344		\$71,199
Intergovernmental	48,234	69,013		117,247
Licenses, Permits, and Fees		9,225		9,225
Earnings on Investments	1,606	724	49	2,379
Other Revenue	224	4,546		4,770
	<u>86,919</u>	<u>117,852</u>	<u>49</u>	<u>204,820</u>
<b>Total Cash Receipts</b>				
<b>Cash Disbursements:</b>				
Current:				
General Government	73,349	483		73,832
Public Safety	16,789			16,789
Public Works		116,989		116,989
Health	2,703	15,431		18,134
	<u>92,841</u>	<u>132,903</u>	<u>0</u>	<u>225,744</u>
<b>Total Cash Disbursements</b>				
Total Receipts Over/(Under) Disbursements	<u>(5,922)</u>	<u>(15,051)</u>	<u>49</u>	<u>(20,924)</u>
<b>Other Financing Receipts/(Disbursements):</b>				
Advances-In	10,000	1,000		11,000
Advances-Out		(11,000)		(11,000)
	<u>10,000</u>	<u>(10,000)</u>	<u>0</u>	<u>0</u>
<b>Total Other Financing Receipts/(Disbursements)</b>				
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	4,078	(25,051)	49	(20,924)
Fund Cash Balances, January 1	<u>26,708</u>	<u>54,394</u>	<u>1,074</u>	<u>82,176</u>
<b>Fund Cash Balances, December 31</b>	<u>\$30,786</u>	<u>\$29,343</u>	<u>\$1,123</u>	<u>\$61,252</u>

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

DUBLIN TOWNSHIP  
MERCER COUNTY

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

	<u>Fiduciary Fund Type</u>
	<u>Nonexpendable Trust</u>
<b>Operating Cash Receipts:</b>	
Interest	\$314
<b>Operating Cash Disbursements:</b>	
Supplies and Materials	<u>966</u>
Net Receipts (Under) Disbursements	(652)
Fund Cash Balance, January 1	<u>8,566</u>
<b>Fund Cash Balance, December 31</b>	<u><u>\$7,914</u></u>

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

**DUBLIN TOWNSHIP  
MERCER COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2001 AND 2000**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Description of the Entity**

Dublin Township, Mercer 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 road and bridge maintenance, cemetery maintenance, fire protection and emergency medical services. The Township contracts with the Rockford Community Fire Co., Inc. to provide fire services and Mercer County Emergency Ambulance, to provide ambulance 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**

Investments are included in fund cash balances. Accordingly, purchases of investments are not recorded as disbursements, and sales of investments are not recorded as receipts.

Certificates of deposit are valued at cost. Investments in STAR Ohio are recorded at share values reported by STAR Ohio.

**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 to construct, maintain and repair Township roads and bridges.

**DUBLIN TOWNSHIP  
MERCER COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2001 AND 2000  
(Continued)**

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

**D. Fund Accounting (Continued)**

**2. Special Revenue Funds (Continued)**

*Gasoline Tax Fund* - This fund receives gasoline tax money to construct, maintain and repair Township roads.

**3. Fiduciary Funds (Trust Funds)**

These funds are used to account for resources restricted by legally binding trust agreements. The Township had the following significant fiduciary funds:

*Cemetery Bequest Fund* - A non-expendable trust fund. Amounts donated are maintained in perpetuity. Investment earnings are used for grave upkeep as specified by the donor.

**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. The Township did not encumber all commitments required by Ohio law.

A summary of 2001 and 2000 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.

**G. Accumulated Leave**

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

**DUBLIN TOWNSHIP  
MERCER COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2001 AND 2000  
(Continued)**

**2. EQUITY IN POOLED CASH AND INVESTMENTS**

The Township maintains a cash and investment 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:

	2001	2000
Demand deposits	\$101,553	\$38,591
Certificates of deposit	13,000	13,000
Total deposits	114,553	51,591
STAR Ohio	12,094	17,575
Total investments	12,094	17,575
Total deposits and investments	\$126,647	\$69,166

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

**Investments:** Investments in STAR Ohio are not evidenced by securities that exist in physical or book-entry form.

**3. BUDGETARY ACTIVITY**

Budgetary activity for the years ended December 31, 2001 and December 31, 2000 follows:

2001 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$146,527	\$150,355	\$3,828
Special Revenue	120,560	155,445	34,885
Fiduciary	348	346	(2)
Total	\$267,435	\$306,146	\$38,711

2001 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$90,522	\$129,004	(\$38,482)
Special Revenue	165,695	119,606	46,089
Fiduciary	348	55	293
Total	\$256,565	\$248,665	\$7,900

**DUBLIN TOWNSHIP  
MERCER COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2001 AND 2000  
(Continued)**

**3. BUDGETARY ACTIVITY (Continued)**

2000 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$92,991	\$96,919	\$3,928
Special Revenue	119,331	118,852	(479)
Fiduciary	378	363	(15)
Total	\$212,700	\$216,134	\$3,434

2000 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$101,729	\$92,841	\$8,888
Special Revenue	174,694	143,903	30,791
Fiduciary	2,017	966	1,051
Total	\$278,440	\$237,710	\$40,730

Contrary to Ohio law, budgetary expenditures exceeded appropriation authority in the General fund by \$38,482 for the year ended December 31, 2001.

**4. PROPERTY TAX**

Real property taxes become a lien on January 1 preceding the October 1 date for which rates are adopted by the 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**

The Township's elected officials and 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 2001 and 2000, PERS members contributed 8.5% of their wages. The Township contributed an amount equal to 13.55% of PERS participants' gross salaries through June 30, 2000 and for 2001. For the period commencing July 1, 2000 to December 31, 2000, PERS temporarily reduced employer contributions to 8.13%. The Township has paid all contributions required through December 31, 2001.

**DUBLIN TOWNSHIP  
MERCER COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2001 AND 2000  
(Continued)**

**6. RISK MANAGEMENT**

The Township belongs to the Ohio Township Association Risk Management Authority (OTARMA), a risk-sharing pool available to Ohio townships. OTARMA provides property and casualty insurance for its members. OTARMA is a member of the American Public Entity Excess Pool (APEEP). Member governments pay annual contributions to fund OTARMA. OTARMA pays judgments, settlements and other expenses resulting from covered claims that exceed the members' deductibles.

Casualty Insurance

OTARMA retains casualty risks up to \$250,000 per claim. Claims exceeding \$250,000 are reinsured with APEEP up to \$1,750,000 per claim and \$5,000,000 in the aggregate per year. Governments can elect additional coverage, from \$2,000,000 to \$10,000,000, from the General Reinsurance Corporation.

If losses exhaust OTARMA's retained earnings, APEEP covers OTARMA losses up to \$5,000,000 per year, subject to a per-claim limit of \$2,000,000.

Property Insurance

OTARMA retains property risks including automobile physical damage up to \$100,000 on any specific loss. The Travelers Indemnity Company reinsures specific losses exceeding \$100,000. The Travelers Indemnity Company also provides aggregate excess coverage for property including automobile physical damage subject to an annual stop loss. When the stop loss is reached in any year, The Travelers Indemnity Company provides coverage in excess of \$10,000.

The aforementioned casualty and property reinsurance agreements do not discharge OTARMA's primary liability for claims payments on covered losses. Claims exceeding coverage limits are the obligation of the respective government.

Financial Position

OTARMA's financial statements (audited by other accountants) conform with generally accepted accounting principles, and reported the following assets, liabilities and retained earnings at December 31 (latest financial information available):

<u>Casualty Coverage</u>	<u>2000</u>	<u>1999</u>
Assets	\$22,684,383	\$18,172,222
Liabilities	<u>8,924,977</u>	<u>5,947,013</u>
Retained earnings	<u>\$13,759,406</u>	<u>\$12,225,209</u>
<u>Property Coverage</u>	<u>2000</u>	<u>1999</u>
Assets	\$4,156,784	\$3,544,437
Liabilities	<u>497,831</u>	<u>674,752</u>
Retained earnings	<u>\$3,658,953</u>	<u>\$2,869,685</u>

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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**

Dublin Township  
Mercer County  
3167 State Route 33  
Rockford, OH 45882

To the Board of Trustees:

We have audited the financial statements of Dublin Township, Mercer County, (the Township) as of and for the years ended December 31, 2001 and December 31, 2000, and have issued our report thereon dated March 12, 2002. We conducted our audit in accordance with auditing standards generally accepted in the United States of America 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 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 findings as item 2001-40254-001, 2001-40254-002, and 2001-40254-003. We also noted certain immaterial instances of noncompliance that we have reported to management of the Township in a separate letter dated March 12, 2002.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the 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. However, we noted a certain matter involving the internal control over financial reporting and its operation that we consider to be a reportable condition. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the Township's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. The reportable condition is described in the accompanying schedule of findings as item 2001-40254-004.

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. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we do not believe the reportable condition described above is a material weakness. We also 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 March 12, 2002.

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

March 12, 2002

**DUBLIN TOWNSHIP  
MERCER COUNTY**

**SCHEDULE OF FINDINGS  
DECEMBER 31, 2001 AND 2000**

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

**FINDING NUMBER 2001-40254-001**

**Noncompliance Citation**

**Ohio Rev. Code Section 5705.41(B)** states that no subdivision is to expend money unless it has been appropriated.

The expenditures for the General Fund exceeded the appropriations by \$38,482 during fiscal year 2001. According to the UAN system, the expenditures were within the appropriations, however the amendments to the appropriations were not all approved by the Trustees and thus could not legally be considered appropriations.

The Township should make certain that only the appropriations approved by the Trustees are recorded in the UAN budgetary system. Furthermore, the Township should periodically compare budgeted amounts to actual expenditures.

**FINDING NUMBER 2001-40254-002**

**Noncompliance Citation**

**Ohio Rev. Code Section 5705.41(D)** states that no subdivision shall make any contract or order any expenditure of money unless the certificate of the fiscal officer is attached. The fiscal officer must certify that the amount required to meet such a commitment 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 encumbrance. Further, contracts and orders for expenditures lacking prior certificate should be considered null and void. If no certificate is issued at the time the contract or order is entered into, the fiscal officer may later certify that there were funds properly appropriated and in the treasury or in the process of collection and such funds are free from previous encumbrance both at the time the contract or order was entered into and at the time of payment. After certifying this, the fiscal officer may proceed to pay for such order or contract. If the amount involved is over \$1,000, the taxing authority must approve of such payment within 30 days of the date of the fiscal officer's certification.

67% of the transactions tested were not properly certified during the audit period. These transactions were in the amount of \$85,493.08 or 79.15% of the expenditures tested. In addition, there was no evidence of subsequent certification by the fiscal officer and authorization by the board of trustees

The Township should review Ohio Rev. Code Section 5705.41(D) and implement procedures for certification of funds. The Township should obtain the required certification prior to obligating Township funds when practicable. The exceptions should be used when prior certification is not practicable.

**FINDING NUMBER 2001-40254-003**

**Adjustment made under Audit/Noncompliance Citation:**

**Auditor of State Bulletin 97-003** sets forth the requirements for inter-fund cash advances. Inter-fund cash advances are intended to temporarily reallocate cash from one fund to another and involve an expectation of repayment within the current or succeeding year. In addition, in order to advance cash from one fund to another, there must be statutory authority to use the money in the fund advancing the cash (the “creditor” fund) for the same purpose for which the fund receiving the cash (the “debtor” fund) was established. **Ohio Rev. Code Section 5705.10** states money paid into any fund shall be used only for the purposes for which such fund is established.

During 1998, the Township advanced \$5,000 from the permissive motor vehicle license fund to the general fund. During 1999, the Township advanced \$10,000 from the gasoline tax fund to the general fund and \$3,000 from the gasoline tax fund to the cemetery fund. In 2000, the Township advanced \$10,000 from the gasoline tax fund to the general fund and \$1,000 from the gasoline tax fund to the cemetery fund.

The Permissive Motor Vehicle License and Gas Tax funds are established to account for the proceeds of license fees and gas tax revenues for the purpose of maintaining the township roads and are restricted. The Cemetery fund is established to account for the operations of the township cemetery and is restricted and the General fund is the general operating fund of the township and is not restricted.

The Township has failed to repay any of the above noted advances as of December 31, 2001, and therefore is not meeting the requirement of a temporary reallocation of cash. In addition, the Permissive Motor Vehicle License and Gas Tax funds were not established for the same purposes as the General or Cemetery Funds and therefore do not meet the requirements necessary to advance the monies to those funds. An adjustment is required to repay the advances as of December 31, 2001. Therefore an adjustment is issued against the General Fund for \$25,000 in favor of the Gasoline Tax Fund for \$20,000 and the Permissive Motor Vehicle License Fund for \$5,000. An adjustment is also issued against the Cemetery Fund for \$4,000 in favor of the Gasoline Tax Fund. The Township agreed to the adjustments and these adjustments are reflected in the accompanying financial statements.

**FINDING NUMBER 2001-40254-004**

**Reportable Condition**

**Budgetary**

The Township did not accurately maintain the budget information posted to the revenue journal or the expenditure journal. The estimated resources posted to the revenue journal did not agree to the estimated resources on the amended official certificate of estimated resources or amendments during the year. The estimated receipts posted to the revenue journal were less than the estimated receipts per the “Amended Certificate of Estimated Resources” by \$43,021 in 2001 and by \$30,610 in 2000. The appropriations posted to the expenditure journal were greater than the appropriations from the “Township’s Annual Appropriation Measure” by \$40,369 in 2001 and by \$17,000 in 2000. This could increase the likelihood that management could fail to maintain an adequate control of the budget.

The budget should be maintained on the revenue journal by agreeing the estimated resources to the amended official certificate of estimated resources received at the beginning of the fiscal year and any amended certificates obtained during the year. The appropriations on the expenditure journal should agree to the annual appropriation measure plus any supplemental appropriations approved by the Trustees during the year. This will provide accurate budget information for the Trustees to manage the Township.



STATE OF OHIO  
OFFICE OF THE AUDITOR  

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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

**DUBLIN TOWNSHIP**

**MERCER 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 9, 2002**