

1035 Murdoch Ave. Parkersburg, WV 26101 304.422.2203

104 South Sugar St. St. Clairsville, OH 43950 740.695.1569



JACKSON TOWNSHIP VINTON COUNTY **Regular Audit** For the Years Ended December 31, 2015 and 2014

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Board of Trustees Jackson Township 30167 Garrett Ridge Road McArthur, Ohio 45651

We have reviewed the *Independent Auditor's Report* of Jackson Township, Vinton County, prepared by Perry & Associates, Certified Public Accountants, A.C., for the audit period January 1, 2014 through December 31, 2015. 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. Jackson Township is responsible for compliance with these laws and regulations.

Dave Yost Auditor of State

July 18, 2016



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INDEPENDENT AUDITOR'S REPORT

June 17, 2016

Jackson Township Vinton County 30167 Garrett Ridge Road McArthur, Ohio 45651

To the Board of Trustees:

Report on the Financial Statements

We have audited the accompanying financial statements of the cash balances, receipts and disbursements by fund type and related notes of **Jackson Township**, Vinton County, (the Township) as of and for the years ended December 31, 2015 and 2014.

Management's Responsibility for the Financial Statements

Management is responsible for preparing and fairly presenting these financial statements in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit; this responsibility includes designing, implementing and maintaining internal control relevant to preparing and fairly presenting financial statements free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to opine on these financial statements based on our audit. We audited in accordance with auditing standards generally accepted in the United States of America and the financial audit standards in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require us to plan and perform the audit to reasonably assure the financial statements are free from material misstatement.

An audit requires obtaining evidence about financial statement amounts and disclosures. The procedures selected depend on our judgment, including assessing the risks of material financial statement misstatement, whether due to fraud or error. In assessing those risks, we consider internal control relevant to the Township's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not to the extent needed to opine on the effectiveness of the Township's internal control. Accordingly, we express no opinion. An audit also includes evaluating the appropriateness of management's accounting policies and the reasonableness of their significant accounting estimates, as well as our evaluation of the overall financial statement presentation.

We believe the audit evidence we obtained is sufficient and appropriate to support our audit opinions.



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Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in Note 1B of the financial statements, the Township prepared these financial statements using the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D), which is an accounting basis other than accounting principles generally accepted in the United States of America (GAAP), to satisfy these requirements.

Although the effects on the financial statements of the variances between the regulatory accounting basis and GAAP are not reasonably determinable, we presume they are material.

Though the Township does not intend these statements to conform to GAAP, auditing standards generally accepted in the United States of America require us to include an adverse opinion on GAAP. However, the adverse opinion does not imply the amounts reported are materially misstated under the accounting basis Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit. Our opinion on this accounting basis is in the *Opinion on Regulatory Basis of Accounting* paragraph below.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the *Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles* paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Township as of December 31, 2015 and 2014, or changes in financial position thereof for the years then ended.

Basis for Additional Opinion Qualification

The Board of Trustees did not make the prior proposed audit adjustment for paying Township Trustee salaries and fringe benefits from the Gasoline Tax Fund (Special Revenue Fund Type), in the amount of \$58,974 and should have been paid from the General Fund. Due to the impact this adjustment would have on the General Fund, the Township declined to make this adjustment.

Had the posting errors noted in the preceding paragraph been properly posted to the financial statement and the accounting system; the General Fund cash fund balance would have been decreased \$58,974 and the Gasoline Tax Fund cash fund balance would have increased \$58,974.

Additional Opinion Qualification

In our opinion, except for the possible effects of the matter described in the *Basis for Additional Opinion Modification* paragraph, the financial statements referred to above present fairly, in all material respects, the combined cash balances of Jackson Township, Vinton County, as of December 31, 2015 and 2014, and its combined cash receipts and disbursements for the years then ended in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit, described in Note 1B.

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Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 17, 2016, 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 grant agreements and other matters. That report describes the scope of our internal control testing over financial reporting and compliance, and the results of that testing, and does not opine on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Township's internal control over financial reporting and compliance.

Perry & Associates

Certified Public Accountants, A.C.

Lery & associates CAB'S A. C.

Marietta, Ohio

COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND BALANCES (CASH BASIS) ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2015

		Seneral	Special Levenue	(Me	Totals morandum Only)
Cash Receipts					
Property and Other Local Taxes	\$	42,655	\$ 27,864	\$	70,519
Intergovernmental		22,546	102,128		124,674
Earnings on Investments		69	380		449
Miscellaneous		1,769	4,423		6,192
		.,. 00	 .,		5,:52
Total Cash Receipts		67,039	 134,795		201,834
Cash Disbursements					
Current:					
General Government		32,852	-		32,852
Public Safety		-	12,442		12,442
Public Works		-	120,976		120,976
Health		307	11,560		11,867
Debt Service:			,		,
Principal Retirement		-	7,309		7,309
Interest and Fiscal Charges		-	732		732
3.1					
Total Cash Disbursements		33,159	 153,019		186,178
Excess of Receipts Over (Under) Disbursements		33,880	(18,224)		15,656
, , ,			, ,		
Fund Cash Balances, January 1		43,246	 90,272		133,518
Fund Cash Balances, December 31					
Restricted		-	72,048		72,048
Assigned		77,126			77,126
	_				
Fund Cash Balances, December 31	\$	77,126	\$ 72,048	\$	149,174

COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND BALANCES (CASH BASIS) ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2014

	General	Special Revenue	Totals (Memorandum Only)
Cash Receipts Property and Other Local Taxes Intergovernmental Earnings on Investments Miscellaneous	\$ 38,152 11,129 46 516	\$ 25,621 106,252 258 2,831	\$ 63,773 117,381 304 3,347
Total Cash Receipts	49,843	134,962	184,805
Cash Disbursements Current: General Government	40,905	_	40,905
Public Safety		11,379	11,379
Public Works	-	72,682	72,682
Health	404	8,244	8,648
Capital Outlay	20,000	47,358	67,358
Debt Service: Principal Retirement	_	11,578	- 11,578
Interest and Fiscal Charges	-	484	484
microstana i issai smarger			
Total Cash Disbursements	61,309	151,725	213,034
Excess of Receipts Over (Under) Disbursements	(11,466)	(16,763)	(28,229)
Other Financing Receipts (Disbursements) Other Debt Proceeds	_	37,325	37,325
Sillor Bobit Foodbad		01,020	01,020
Total Other Financing Receipts (Disbursements)		37,325	37,325
Net Change in Fund Cash Balances	(11,466)	20,562	9,096
Fund Cash Balances, January 1	54,712	69,710	124,422
Fund Cash Balances, December 31 Restricted Assigned	43,246	90,272	90,272 43,246
Fund Cash Balances, December 31	\$ 43,246	\$ 90,272	\$ 133,518

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2015 AND 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The constitution and laws of the State of Ohio establish the rights and privileges of Jackson Township, Vinton County, Ohio (the Township) as a body corporate and politic. A publicly-elected three-member Board of Trustees directs the Township. The Township provides road and bridge maintenance, cemetery maintenance, and fire protection.

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

B. Accounting Basis

These financial statements follow the accounting basis the Auditor of State prescribes or permits. This basis is similar to the cash receipts and disbursements accounting basis. The Township recognizes receipts when received in cash rather than when earned, and recognizes disbursements 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 the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit.

C. Deposits and Investments

The Township's accounting basis includes investments as assets. This basis does not record disbursements for investment purchases or receipts for investment sales. This basis records gains or losses at the time of sale as receipts or disbursements, respectively.

The Township invests all available funds in an interest-bearing checking 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 accounts for and reports all financial resources not accounted for in another fund.

2. Special Revenue Funds

These funds account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The Township had the following significant Special Revenue Fund:

<u>Gasoline Tax Fund</u> – This fund receives gasoline tax money for constructing, maintaining and repairing Township roads.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2015 AND 2014 (CONTINUED)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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 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 2015 and 2014 budgetary activity appears in Note 3.

F. Fund Balance

Fund balance is divided into five classifications based primarily on the extent to which the Township must observe constraints imposed upon the use of its governmental-fund resources. The classifications are as follows:

1. Nonspendable

The Township classified assets as *nonspendable* when legally or contractually required to maintain the amounts intact.

2. Restricted

Fund balance is *restricted* when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or is imposed by law through constitutional provisions.

3. Committed

Trustees can *commit* amounts via formal action (resolution). The Township must adhere to these commitments unless the Trustees amend the resolution. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed to satisfy contractual requirements.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2015 AND 2014 (CONTINUED)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

F. Fund Balance (Continued)

4. Assigned

Assigned funds balances are intended for specific purposes but do not meet the criteria to be classified as *restricted* or *committed*. Governmental funds other than the general fund report all fund balances as *assigned* unless they are restricted or committed. In the general fund, *assigned* amount represent intended uses established by Township Trustees or a Township official delegated that authority by resolution, or by State Statute.

5. Unassigned

Unassigned fund balance is the residual classification for the general fund and includes amounts not included in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance.

The Township applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

G. Property, Plant and Equipment

The Township records disbursements for acquisitions of property, plant, and equipment when paid. The accompanying financial statements do not report these items as assets.

2. EQUITY IN POOLED DEPOSITS

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

	2015	2014
Demand Deposits	\$149,174	\$133,518
Total Deposits	\$149,174	\$133,518

Deposits: Deposits are insured by the Federal Deposit Insurance Corporation.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2015 AND 2014 (CONTINUED)

3. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 2015 and 2014 follows:

2015 Budgeted vs. Actual Receipts

	В	Budgeted		Actual		
Fund Type	R	Receipts		Receipts	Variance	
General	\$	43,925	\$	67,039	\$	23,114
Special Revenue		121,905		134,795		12,890
Total	\$	165,830	\$	201,834	\$	36,004

2015 Budgeted vs. Actual Budgetary Basis Expenditures

	Appropriation		Budgetary							
Fund Type	Authority		Authority		Authority		Exp	enditures	V	ariance
General	\$	87,171	\$	33,159	\$	54,012				
Special Revenue		210,727		153,019		57,708				
Total	\$	297,898	\$	186,178	\$	111,720				

2014 Budgeted vs. Actual Receipts

	Budgeted		Actual			
Fund Type	R	Receipts		Receipts		/ariance
General	\$	39,182	\$	49,843	\$	10,661
Special Revenue		78,334		172,287		93,953
Total	\$	117,516	\$	222,130	\$	104,614

2014 Budgeted vs. Actual Budgetary Basis Expenditures

	Appropriation		В	udgetary						
Fund Type	Authority		Authority		Authority E		Exp	enditures	Variance	
General	\$	73,894	\$	61,309	\$	12,585				
Special Revenue		131,044		151,725		(20,681)				
Total	\$	204,938	\$	213,034	\$	(8,096)				

Contrary to Ohio law, expenditures exceeded appropriations in the Fire Fund in 2015 and Gasoline Tax and Fire Funds in 2014.

4. PROPERTY TAX

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

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

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2015 AND 2014 (CONTINUED)

5. DEBT

Debt outstanding as of December 31, 2015 is as follows:

	Principal
Dump Truck	\$ 18,438
Total	\$ 18,438

During 2014, the Township acquired a general obligation note for a term of five years at an interest rate of 2.75% to finance the purchase of a new dump truck for Township road maintenance. The payments are made from the Gas Tax Fund.

Amortization of the above debt, including interest, is scheduled as follows:

Year Ending December 31:	Dur	np Truck
2016	\$	8,042
2017		8,042
2018		4,021
Total	\$	20,105

6. RETIREMENT SYSTEMS

The Township's elected officials and employees belong to the Ohio Public Employees Retirement System (OPERS). OPERS is cost-sharing, multi-employer plan. The Ohio Revised Code prescribes this plan's benefits, which includes postretirement healthcare, and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. For 2015 and 2014, OPERS members contributed 10% of their gross salaries, and the Township contributed an amount equal to 14% of participants' gross salaries. The Township has paid all contributions required through December 31, 2015.

7. RISK MANAGEMENT

Commercial Insurance

The Township has obtained commercial insurance for the following risks:

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

8. CONTINGENT LIABILITIES

Amounts grantor agencies pay to the township are subject to audit and adjustment by the grantor, principally the federal government. The grantor may require refunding any disallowed costs. Management cannot presently determine amounts grantors may disallow. However, based on prior experience, management believes any refunds would be immaterial.





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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS REQUIRED BY GOVERNMENT AUDITING STANDARDS

June 17, 2016

Jackson Township Vinton County 30167 Garrett Ridge Road McArthur, Ohio 45651

To the Board of Trustees:

We have audited in accordance with auditing standards generally accepted in the United States and the Comptroller General of the United States' *Government Auditing Standards*, the financial statements of **Jackson Township**, **Vinton County**, (the Township) as of and for the years ended December 31, 2015 and 2014, and the related notes to the financial statements and have issued our report thereon dated June 17, 2016, wherein we noted the Township followed financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit. We also qualified our opinion on the financial statements for 2015 and 2014 due to the Township not making a \$58,974 prior audit adjustment against the General Fund and in favor of the Gasoline Tax Fund.

Internal Control Over Financial Reporting

As part of our financial statement audit, we considered the Township's internal control over financial reporting (internal control) to determine the audit procedures appropriate in the circumstances to the extent necessary to support our opinion on the financial statements, but not to the extent necessary to opine on the effectiveness of the Township's internal control. Accordingly, we have not opined on it.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements. A material weakness is a deficiency, or combination of internal control deficiencies resulting in a reasonable possibility that internal control will not prevent or detect and timely correct a material misstatement of the Township's financial statements. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all internal control deficiencies that might be material weaknesses or significant deficiencies. Therefore, unidentified material weaknesses or significant deficiencies may exist. We did identify certain deficiencies in internal control, described in the accompanying schedule of audit findings that we consider material weaknesses. We consider finding 2015-001 to be a material weakness.

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Jackson Township
Vinton County
Independent Auditor's Report on Internal Control Over
Financial Reporting and on Compliance and Other Matters
Required by Government Auditing Standards
Page 2

Compliance and Other Matters

As part of reasonably assuring whether the Township's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect the determination of financial statement amounts. However, opining on compliance with those provisions was not an objective of our audit and accordingly, we do not express an opinion. The results of our tests disclosed an instance of noncompliance or another matter we must report under *Government Auditing Standards* which is described in the accompanying schedule of audit findings as item 2015-002.

We also noted certain matters not requiring inclusion in this report that we reported to the Township's management in a separate letter dated June 17, 2016.

Purpose of this Report

This report only describes the scope of our internal control and compliance testing and our testing results, and does not opine on the effectiveness of the Township's internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the Township's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Perry and Associates

Certified Public Accountants, A.C.

Yerry Marocutes CANS A. C.

Marietta, Ohio

SCHEDULE OF AUDIT FINDINGS FOR THE YEARS ENDED DECEMBER 31, 2015 AND 2014

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

FINDING NUMBER 2015-001

Material Weakness

Posting of Receipts

Receipts should be posted to the fund and line item accounts as established by Ohio Administrative Code.

During 2015 and 2014, receipts were not always posted correctly. The following posting errors were noted:

- Homestead and manufactured homes rollback receipts received from the State were recorded as Property and Other Local Taxes instead of Intergovernmental in the General, Cemetery and Fire District Funds;
- Grant received from the County was recorded as Miscellaneous instead of Intergovernmental in the Motor Vehicle License Tax Fund.

Not posting receipts accurately resulted in the financial statements requiring several reclassifications. The financial statements reflect all reclassifications. The Township has made the reclassifications to their accounting system.

To help ensure accuracy and reliability in the financial reporting process, we recommend that management perform a detailed review of its draft financial statements. Such review should include procedures to ensure that all receipts are properly identified and classified on the financial statements.

We also recommend the Fiscal Officer refer to Ohio Administrative Code and/or the Ohio Township Handbook for guidance to determine the proper establishment of receipt accounts and posting receipts.

Officials' Response – We did not receive a response from officials to this finding.

FINDING NUMBER 2015-002

Noncompliance

Ohio Rev. Code Section, 5705.41(B), provides no subdivision shall make any expenditure of money unless it has been lawfully appropriated. In 2015, we noted expenditures exceeding appropriations in the Fire District fund and in 2014, we noted expenditures exceeding appropriations in the Gas Tax and Fire District Funds.

We recommend the Board review and amend appropriations whenever necessary to help reduce the possibility of expenditures exceeding appropriations, provided sufficient resources are available.

Officials' Response – We did not receive a response from officials to this finding.

SCHEDULE OF PRIOR AUDIT FINDINGS FOR THE YEARS ENDED DECEMBER 31, 2015 AND 2014

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; Explain
2013-001	Finding for Adjustment: Payroll Allocations	No	Corrected; However, prior audit adjustment was not made
2013-002	Ohio Admin. Code 117-2-02	No	Moved to Management Letter
2013-003	Approved appropriations do not agree with system	Yes	Corrected
2013-004	5705.41(D)	No	Moved to Management Letter
2013-005	Posting of receipts and disbursements	No	Repeated as Finding Number 2015-001





JACKSON TOWNSHIP

VINTON 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.

CLERK OF THE BUREAU

Susan Babbitt

CERTIFIED JULY 28, 2016