



OHIO AUDITOR OF STATE
KEITH FABER



**CLEARCREEK TOWNSHIP
WARREN COUNTY**

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INDEPENDENT AUDITOR'S REPORT

Clearcreek Township
Warren County
7593 Bunnell Hill Road
Springboro, Ohio 45036

To the Board of Trustees:

Report on the Financial Statements

We have audited the accompanying cash-basis financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Clearcreek Township, Warren County, Ohio (the Township), as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Township's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for preparing and fairly presenting these financial statements in accordance with the cash accounting basis Note 2 describes. This responsibility includes determining that the cash accounting basis is acceptable for the circumstances. Management is also responsible for designing, implementing and maintaining internal control relevant to preparing and fairly presenting financial statements that are 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 such 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.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective cash financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Clearcreek Township, Warren County, Ohio, as of December 31, 2019, and the respective changes in cash financial position thereof for the year then ended in accordance with the accounting basis described in Note 2.

Accounting Basis

We draw attention to Note 2 of the financial statements, which describes the accounting basis. The financial statements are prepared on the cash basis of accounting, which differs from generally accepted accounting principles. We did not modify our opinion regarding this matter.

Emphasis of Matter

As discussed in Note 13 to the financial statements, the financial impact of COVID-19 and the ensuing emergency measures will impact subsequent periods of the Township. We did not modify our opinion regarding this matter.

Other Matters

Supplementary Information

Our audit was conducted to opine on the financial statements taken as a whole.

The budgetary comparison schedules present additional analysis and are not a required part of the financial statements.

The schedules are management's responsibility, and derive from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. We subjected these schedules to the auditing procedures we applied to the basic financial statements. We also applied certain additional procedures, including comparing and reconciling these schedules directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and in accordance with auditing standards generally accepted in the United States of America. In our opinion, these schedules are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Other Information

We applied no procedures to management's discussion & analysis as listed in the table of contents. Accordingly, we express no opinion or any other assurance on it.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated July 21, 2020, 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.



Keith Faber
Auditor of State

Columbus, Ohio

July 21, 2020

Clearcreek Township
Warren County, Ohio
Management's Discussion and Analysis
Unaudited

This discussion and analysis of Clearcreek Township (the Township's) financial performance provides an overall review of the Township's financial activities for the year ended December 31, 2019, (within the limitations of the Township's cash basis of accounting).

The intent of this discussion and analysis is to look at the Township's financial performance as a whole; readers should also review the financial statements and notes to the basic financial statements to enhance their understanding of the Township's financial performance.

Highlights

Key highlights for 2019 are as follows:

- The Township's total general receipts are primarily property taxes and other local taxes. General receipts represent \$12,048,072, or 88 percent, of the total cash received for governmental activities during the year.
- The Township had \$13,382,362 in disbursements, of which only \$1,630,811 of these disbursements were offset by program specific charges for services and sales, grants and contributions.
- Net position of governmental activities increased \$296,521, or approximately two percent.

Using the Basic Financial Statements

This annual report is presented in a format consistent with the presentation requirements of Governmental Accounting Standards Board Statement (GASB) No. 34, as applicable to the Township's cash basis of accounting.

Report Components

The statement of net position and the statement of activities provide information about the cash activities of the Township as a whole.

Fund financial statements provide a greater level of detail. Funds are created and maintained in the financial records of the Township as a way to segregate money whose use is restricted to a particular or specified purpose. These statements present financial information by fund, presenting funds with the largest balances, or most activity, in separate columns.

The notes to the financial statements are an integral part of the government-wide and fund financial statements and provide expanded explanation and detail regarding the information reported in the statements.

Clearcreek Township
Warren County, Ohio
Management's Discussion and Analysis
Unaudited

Basis of Accounting

The basis of accounting is a set of guidelines that determine when financial events are recorded. The Township has elected to present its financial statements on a cash basis of accounting. This basis of accounting is a basis of accounting other than what is required by generally accepted accounting principles. Under the Township's cash basis of accounting, receipts and disbursements are recorded when cash is received or paid.

As a result of using the cash basis of accounting, certain assets and their related receipts (such as accounts receivable) and certain liabilities and their related disbursements (such as accounts payable) are not recorded in the financial statements. Therefore, when reviewing the financial information and discussion within this report, the reader must keep in mind the limitations resulting from the use of the cash basis of accounting.

Reporting the Township as a Whole

The statement of net position and the statement of activities reflect how the Township did financially during 2019, within the limitations of the cash basis of accounting. The statement of net position presents the cash balances and investments of the governmental activities of the Township at year-end. The statement of activities compares cash disbursements with program receipts for each governmental program. Program receipts include charges paid by the recipient of the program's goods or services and grants and contributions restricted to meeting the operational or capital requirements of a particular program. General receipts are all receipts not classified as program receipts. The comparison of cash disbursements with program receipts identifies how each governmental function draws from the Township's general receipts.

These statements report the Township's cash position and the changes in cash position. Keeping in mind the limitations of the cash basis of accounting, you can think of these changes as one way to measure the Township's financial health. Over time, increases or decreases in the Township's cash position is one indicator of whether the Township's financial health is improving or deteriorating. When evaluating the Township's financial condition, you should also consider other non-financial factors as well such as the Township's property tax base, the condition of the Township's capital assets and infrastructure, the extent of the Township's debt obligations, the reliance on non-local financial resources for operations and the need for continued growth in the major local receipt sources such as property taxes.

The statement of net position and the statement of activities are comprised of governmental activities only.

Reporting the Township's Most Significant Funds

Fund financial statements provide detailed information about the Township's major funds – not the Township as a whole. The Township establishes separate funds to better manage its many activities and to help demonstrate that money that is restricted as to how it may be used is being spent for the intended purpose. The funds of the Township are all reported as governmental type funds.

Clearcreek Township
Warren County, Ohio
Management's Discussion and Analysis
Unaudited

Governmental Funds - The Township's activities are reported in governmental funds. The governmental fund financial statements provide a detailed view of the Township's governmental operations and the basic services it provides. Governmental fund information helps determine whether there are more or less financial resources that can be spent to finance the Township's programs. The Township's significant governmental funds are presented in the financial statements in separate columns. The information for nonmajor funds (funds whose activity or balances are not large enough to warrant separate reporting) is combined and presented in total in a single column. The Township's major governmental funds are the General Fund, Police District Fund and Fire District Fund. The programs reported in governmental funds are closely related to those reported in the governmental activities section of the entity-wide statements.

The Township as a Whole

Table 1 provides a summary of the Township's net position for 2019 and 2018 on the cash basis:

(Table 1)
Net Position

	Governmental Activities		
	2019	2018, Restated	Change
Assets			
Equity in Pooled Cash and Cash Equivalents	\$ 13,368,774	\$ 13,072,253	\$ 296,521
Net Position			
Restricted for:			
Roads and Bridges	\$ 1,099,768	\$ 787,270	\$ 312,498
Police Protection	4,406,669	4,102,030	304,639
Fire and EMS Services	5,240,939	6,022,462	(781,523)
Street Lighting	107,402	101,572	5,830
Parks	1,445	1,603	(158)
Unrestricted	2,512,551	2,057,316	455,235
Total Net Position	\$ 13,368,774	\$ 13,072,253	\$ 296,521

As mentioned previously, net position of governmental activities increased \$296,521, or approximately two percent, during 2019. The increase in net position is primarily due to the increase in property tax receipts outpacing the increases in general government and public safety expenditures in 2019, compared to 2018.

Clearcreek Township
Warren County, Ohio
Management's Discussion and Analysis
Unaudited

Table 2 reflects the changes in net position on a cash basis in 2019 and 2018.

(Table 2)
Change in Net Position

	Governmental Activities	
	2019	2018
Receipts:		
Program Receipts:		
Charges for Services and Sales	\$ 745,656	\$ 642,447
Operating Grants and Contributions	807,816	691,600
Capital Grants and Contributions	77,339	237,641
Total Program Receipts	1,630,811	1,571,688
General Revenues:		
Property and Other Local Taxes	10,222,261	9,466,408
Grants and Entitlements not Restricted to Specific Programs	1,562,237	1,510,462
Earnings on Investments	263,574	232,090
Total General Receipts	12,048,072	11,208,960
Total Receipts	13,678,883	12,780,648
Disbursements:		
Current		
General Government	1,052,613	970,518
Public Safety	10,540,760	9,877,270
Public Works	1,498,020	1,661,309
Public Health	20,829	20,413
Conservation-Recreation	270,140	397,720
Debt Service		
Principal	0	71,374
Total Disbursements	13,382,362	12,998,604
Change in Net Position	296,521	(217,956)
Net Position at Beginning of Year	13,072,253	13,234,811
Restatement	N/A	55,398
Net Position at End of Year, Restated	\$ 13,368,774	\$ 13,072,253

Program receipts represent only 12 percent of total receipts during 2019 and 2018 and are primarily comprised of restricted intergovernmental receipts such as state grants, zoning permits and inspection fees, fines and forfeitures and charges for emergency medical services provided by the fire department.

Clearcreek Township
Warren County, Ohio
Management's Discussion and Analysis
Unaudited

General receipts represent 88% of the Township's total receipts during 2019 and 2018. Property, other local taxes comprised 85% of general receipts for 2019 and 2018. Grants and entitlements not restricted to specific programs make up 13 percent of total general receipts for 2019 and 2018 and include revenue from the State of Ohio (i.e., Local Government Funds, Homestead and Rollback allocation, etc.). The remaining general receipts are receipts from earnings on investments and made up 2% of general revenues for 2019 and 2018.

Disbursements for general government represent the overhead costs of running the Township and the support services provided for other government activities. These include the costs associated with providing Township administration, accounting, and planning & zoning.

Public safety represents the costs of police and fire protection and emergency medical services, which makes up 78% and 76% of the total disbursements for 2019 and 2018, respectively. Public Works includes the costs for the Road & Bridge Fund as well as the lighting districts and makes up 11% and 13% of the total disbursements for 2019 and 2018, respectively. Public health includes the cost to maintain the Township's Cemetery, and Conservation-Recreation includes the personnel and maintenance costs for all of the Township's parks.

Governmental Activities

If you look at the Statement of Activities, you will see that the first column lists the major services provided by the Township. The next column identifies the costs of providing these services. The major program disbursements for governmental activities are for the protection and safety of the residents, both police and fire, which account for \$10,540,760 and \$9,877,270, or 78% and 76% of all governmental disbursements for 2019 and 2018, respectively. The next three columns of the Statement entitled Program Receipts identify amounts paid by people who are directly charged for the service and grants received by the Township that must be used to provide a specific service. The Net (Disbursements) Receipts column compares the program receipts to the cost of the service. This "net cost" amount represents the cost of the service which ends up being paid from money provided by local taxpayers. These net costs are paid from the general receipts which are presented at the bottom of the Statement.

Clearcreek Township
Warren County, Ohio
Management's Discussion and Analysis
Unaudited

A comparison between the total cost of services and the net cost of services for 2019 and 2018 is presented in Table 3.

(Table 3)
 Governmental Activities

	<u>Total Cost of Services 2019</u>	<u>Net Cost of Services 2019</u>	<u>Total Cost of Services 2018</u>	<u>Net Cost of Services 2018</u>
Current				
General Government	\$ 1,052,613	\$ 936,471	\$ 970,518	\$ 838,385
Public Safety	10,540,760	9,564,958	9,877,270	8,911,369
Public Works	1,498,020	959,153	1,661,309	1,187,655
Public Health	20,829	20,829	20,413	20,413
Conservation-Recreation	270,140	270,140	397,720	397,720
Debt Service				
Principal	-	-	71,374	71,374
Total Disbursements	<u>\$ 13,382,362</u>	<u>\$ 11,751,551</u>	<u>\$ 12,998,604</u>	<u>\$ 11,426,916</u>

The dependence upon property tax and intergovernmental receipts is apparent as 88 percent of governmental activities are supported through these general receipts for 2019 and 2018.

The Township's Funds

Information about the Township's major funds is reported on the Statement of Assets and Fund Balances – Cash Basis and the Statement of Receipts, Disbursements and Changes in Fund Balances – Cash Basis. Total governmental funds had receipts of \$13,678,883 in 2019, while total disbursements were \$13,382,362.

The fund balance of the General Fund increased \$455,235 from the prior year. This was primarily due to the Township providing additional paving for roads in 2018 compared to 2019, while property taxes increased in 2019.

General Fund Budgeting Highlights

The Township's budget is prepared according to Ohio law and is based upon accounting for certain transactions on a basis of cash receipts, disbursements, and encumbrances. The most significant budgeted fund is the General Fund.

The General Fund's final budgeted disbursements were \$2,090,328 while actual disbursements came in at \$1,927,642, which put the Township's disbursements under budget by 8%.

The General Fund's final budgeted receipts were \$1,947,657 while actual receipts came in at \$2,252,336, which resulted in a positive budget variance of 16%.

Overall, the Township ended the year with \$467,668 more in the General Fund than what was estimated in the final budget.

Clearcreek Township
Warren County, Ohio
Management's Discussion and Analysis
Unaudited

Capital Assets and Debt Administration

Capital Assets - The Township maintains inventory records on the Township's capital equipment and performs routine updates. The Township does not report non-cash assets on the financial statements.

Debt - At December 31, 2019, the Township did not have any outstanding debt.

Current Issues

The challenge for all townships is to provide quality services to the public while staying within the restrictions imposed by limited funding. The Township's overall financial condition remained constant during 2019.

Of concern is the long-term funding of our Fire Department. The Clearcreek Fire District (the District) provides fire, emergency medical, and rescue services to both Clearcreek Township and the City of Springboro (the City). The primary advantage of a joint fire district is it allows both the Township and the City to financially benefit from consolidated local government resources.

The District operates primarily from property tax levies paid by both township and city residents. These three tax levies were approved in 1980, 1987, and 2001. The 2001 levy promised to fund the District for at least 10 years. The department kept that promise and is heading into its 19th year operating from this levy. Revenue is also generated from billing for emergency medical services, but this only accounts for a small portion of the District's overall budget.

Our financial concern is caused primarily by how the District is funded. Because of how property tax levies are structured, the District's expenses have exceeded its revenues for the past few years. Fortunately, due to being fiscally responsible, the District has built up a reserve fund to make up for this deficit. However, at some point, those reserve funds will be exhausted. Then we will have to make the difficult decision whether we want to cut services provided by the District or generate additional revenue.

In closing, the Township intends to maintain its overall positive financial condition by carefully monitoring the activity in all of the Township's funds and by taking actions necessary to keep its funds, and the Township as a whole, on stable financial ground.

Contacting the Township's Financial Management

This financial report is designed to provide our citizens, taxpayers, investors, and creditors with a general overview of the Township's finances and to reflect the Township's accountability for the monies it receives. Questions concerning any of the information in this report or requests for additional information should be directed to the Fiscal Office at 7593 Bunnell Hill Road, Springboro, Ohio 45066.

Clearcreek Township
Warren County, Ohio
Statement of Net Position - Cash Basis
December 31, 2019

	Governmental Activities
Assets	
Equity in Pooled Cash and Cash Equivalents	\$ 13,368,774
<i>Total Assets</i>	<i>\$ 13,368,774</i>
 Net Position	
Restricted for:	
Roads and Bridges	\$ 1,099,768
Police Protection	4,406,669
Fire and EMS Services	5,240,939
Street Lighting	107,402
Parks	1,445
Unrestricted	2,512,551
<i>Total Net Position</i>	<i>\$ 13,368,774</i>

See accompanying notes to the basic financial statements

Clearcreek Township
Warren County, Ohio
Statement of Activities - Cash Basis
For the Year Ended December 31, 2019

	Program Cash Receipts				Net (Disbursements) Receipts and Changes in Net Position
	Cash Disbursements	Charges for Services and Sales	Operating Grants and Contributions	Capital Grants and Contributions	Total Governmental Activities
Governmental Activities					
Current:					
General Government	\$ 1,052,613	\$ 101,829	\$ 14,313	\$ -	\$ (936,471)
Public Safety	10,540,760	643,827	254,636	77,339	(9,564,958)
Public Works	1,498,020	-	538,867	-	(959,153)
Public Health	20,829	-	-	-	(20,829)
Conservation-Recreation	270,140	-	-	-	(270,140)
<i>Total Governmental Activities</i>	<u>\$ 13,382,362</u>	<u>\$ 745,656</u>	<u>\$ 807,816</u>	<u>\$ 77,339</u>	<u>(11,751,551)</u>
General Receipts:					
Property and Other Taxes Levied for:					
General Purposes					1,263,925
Public Safety					8,050,311
Public Works					908,025
Grants and Entitlements not Restricted to Specific Programs					1,562,237
Earnings on Investments					263,574
Total General Receipts					<u>12,048,072</u>
<i>Change in Net Position</i>					296,521
<i>Net Position Beginning of Year, Restated</i>					<u>13,072,253</u>
<i>Net Position End of Year</i>					<u>\$ 13,368,774</u>

See accompanying notes to the basic financial statements

Clearcreek Township
Warren County, Ohio
Statement of Assets and Fund Balances - Cash Basis
Governmental Funds
December 31, 2019

	General Fund	Police District Fund	Fire District Fund	Other Governmental Funds	Total Governmental Funds
Assets					
Equity in Pooled Cash and Cash Equivalents	\$ 2,512,551	\$ 4,342,191	\$ 4,220,907	\$ 2,293,125	\$ 13,368,774
<i>Total Assets</i>	<u>\$ 2,512,551</u>	<u>\$ 4,342,191</u>	<u>\$ 4,220,907</u>	<u>\$ 2,293,125</u>	<u>\$ 13,368,774</u>
Fund Balances					
Restricted					
Roads and Bridges	\$ -	\$ -	\$ -	\$ 1,099,768	\$ 1,099,768
Police Protection	-	4,342,191	-	64,478	4,406,669
Fire and EMS Services	-	-	4,220,907	1,020,032	5,240,939
Street Lighting	-	-	-	107,402	107,402
Parks	-	-	-	1,445	1,445
Total Restricted	<u>-</u>	<u>4,342,191</u>	<u>4,220,907</u>	<u>2,293,125</u>	<u>10,856,223</u>
Assigned					
Following Year's Budget	359,078	-	-	-	359,078
Encumbrances	325,238	-	-	-	325,238
Total Assigned	<u>684,316</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>684,316</u>
Unassigned					
	<u>1,828,235</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,828,235</u>
<i>Total Fund Balances</i>	<u>\$ 2,512,551</u>	<u>\$ 4,342,191</u>	<u>\$ 4,220,907</u>	<u>\$ 2,293,125</u>	<u>\$ 13,368,774</u>

See accompanying notes to the basic financial statements

Clearcreek Township
Warren County, Ohio
Statement of Receipts, Disbursements and Changes in Fund Balances - Cash Basis
Governmental Funds
For the Year Ended December 31, 2019

	General Fund	Police District Fund	Fire District Fund	Other Governmental Funds	Total Governmental Funds
Receipts					
Property and Other Local Taxes	\$ 1,263,925	\$ 2,522,798	\$ 5,527,513	\$ 908,025	\$ 10,222,261
Charges for Services	-	-	-	573,093	573,093
Licenses, Permits and Fees	237,439	64,186	-	-	301,625
Fines and Forfeitures	10,149	-	-	805	10,954
Intergovernmental	446,854	294,873	629,349	429,326	1,800,402
Special Assessments	-	-	-	219,681	219,681
Earnings on Investments	252,583	-	-	10,991	263,574
Miscellaneous	41,386	63,217	89,085	93,605	287,293
<i>Total Receipts</i>	<u>2,252,336</u>	<u>2,945,074</u>	<u>6,245,947</u>	<u>2,235,526</u>	<u>13,678,883</u>
Disbursements					
Current:					
General Government	921,567	-	-	-	921,567
Public Safety	568	2,580,523	7,611,205	158,646	10,350,942
Public Works	258,412	-	-	1,239,608	1,498,020
Health	20,829	-	-	-	20,829
Conservation-Recreation	269,982	-	-	158	270,140
Capital Outlay	131,046	151,830	-	37,988	320,864
<i>Total Disbursements</i>	<u>1,602,404</u>	<u>2,732,353</u>	<u>7,611,205</u>	<u>1,436,400</u>	<u>13,382,362</u>
<i>Excess of Receipts Over (Under) Disbursements</i>	<u>649,932</u>	<u>212,721</u>	<u>(1,365,258)</u>	<u>799,126</u>	<u>296,521</u>
Other Financing Sources (Uses)					
Transfers In	-	78,416	98,186	18,095	194,697
Transfers Out	(194,697)	-	-	-	(194,697)
<i>Total Other Financing Sources (Uses)</i>	<u>(194,697)</u>	<u>78,416</u>	<u>98,186</u>	<u>18,095</u>	<u>-</u>
<i>Net Change in Fund Balances</i>	455,235	291,137	(1,267,072)	817,221	296,521
<i>Fund Balances Beginning of Year, Restated</i>	<u>2,057,316</u>	<u>4,051,054</u>	<u>5,487,979</u>	<u>1,475,904</u>	<u>13,072,253</u>
<i>Fund Balances End of Year</i>	<u>\$ 2,512,551</u>	<u>\$ 4,342,191</u>	<u>\$ 4,220,907</u>	<u>\$ 2,293,125</u>	<u>\$ 13,368,774</u>

See accompanying notes to the basic financial statements

Clearcreek Township
Warren County, Ohio
Notes to the Basic Financial Statements
For the Year Ended December 31, 2019

Note 1 – Reporting Entity

Clearcreek Township, Warren County, Ohio (the Township), 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 three-member Board of Trustees. The Township also has an elected Township Fiscal Officer.

Primary Government

The primary government consists of all funds, departments, boards and agencies that are not legally separate from the Township. The Township provides general government services, maintenance of Township roads and bridges, police and fire protection, emergency medical services, and cemetery maintenance.

Public Entity Risk Pool

The Township participates in a public entity risk pool. Note 5 to the financial statements provides additional information for this entity.

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

Note 2 – Summary of Significant Accounting Policies

As discussed further in the Basis of Accounting section of this Note, these financial statements are presented on a cash basis of accounting. This cash basis of accounting differs from accounting principles generally accepted in the United States of America (GAAP). Generally accepted accounting principles include all relevant Governmental Accounting Standards Board (GASB) pronouncements, which have been applied to the extent they are applicable to the cash basis of accounting.

Basis of Presentation

The Township's basic financial statements consist of government-wide financial statements, including a statement of net position and a statement of activities, and fund financial statements which provide a more detailed level of financial information.

Government-Wide Financial Statements The statement of net position and the statement of activities display information about the Township as a whole. These statements include the financial activities of the primary government. Governmental activities generally are financed through taxes, intergovernmental receipts or other nonexchange transactions.

The statement of net position presents the cash and investment balances, of the governmental activities of the Township at year end. The statement of activities compares disbursements with program receipts for each of the Township's governmental activities. Disbursements are reported by function. A function is a group of related activities designed to accomplish a major service or regulatory program for which the Township is responsible. Program receipts include charges paid by the recipient of the program's goods or services, grants and contributions restricted to meeting the operational or capital requirements of a particular program and receipts of interest earned on grants that are required to be used to support a particular program. General receipts are all receipts not classified as program receipts, with certain

Clearcreek Township
Warren County, Ohio
Notes to the Basic Financial Statements
For the Year Ended December 31, 2019

limited exceptions. The comparison of direct disbursements with program receipts identifies the extent to which each governmental function is self-financing on a cash basis or draws from the Township's general receipts.

Fund Financial Statements During the year, the Township segregates transactions related to certain Township functions or activities in separate funds to aid financial management and to demonstrate legal compliance. Fund financial statements are designed to present financial information of the Township at this more detailed level. The focus of governmental fund financial statements is on major funds. Each major fund is presented in a separate column. Nonmajor funds are aggregated and presented in a single column.

Fund Accounting

The Township uses fund accounting to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. The funds of the Township are all categorized as governmental funds.

Governmental Funds Governmental funds are those through which most governmental functions of the Township are financed. The following are the Township's major governmental funds:

General Fund: This fund accounts for and reports all financial resources not accounted for and reported in another fund. The general fund balance is available to the Township for any purpose provided it is expended or transferred according to the general laws of Ohio.

Police District Fund: This fund accounts for proceeds from property taxes and other cash receipts restricted for police department operations and protection services.

Fire District Fund: This fund accounts for proceeds from property taxes and other cash receipts restricted for fire department and life squad protection and emergency services.

The other governmental funds of the Township account for and report grants and other resources, whose use is restricted, committed or assigned to a particular purpose.

Basis of Accounting

The Township's financial statements are prepared using the cash basis of accounting. Receipts are recorded in the Township's financial records and reported in the financial statements when cash is received rather than when earned and disbursements are recorded when cash is paid rather than when a liability is incurred. Any such modifications made by the Township are described in the appropriate section in this note.

As a result of the use of this cash basis of accounting, certain assets and their related revenues (such as accounts receivable and revenue for billed or provided services not yet collected) and certain liabilities and their related expenses (such as accounts payable and expenses for goods or services received but not yet paid, and accrued liabilities and the related expenses) are not recorded in these financial statements.

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For the Year Ended December 31, 2019

Cash and Investments

To improve cash management, cash received by the Township is pooled and invested. Individual fund integrity is maintained through Township records. Interest in the pool is presented as “Equity in Pooled Cash and Cash Equivalents.”

Certificates of deposit and investments of the cash management pool are presented on the financial statements as cash equivalents

Investments are reported as assets. Accordingly, purchases of investments are not recorded as disbursements, and sales of investments are not recorded as receipts. Gains or losses at the time of sale are recorded as receipts or negative receipts (contra revenue), respectively.

During 2019, the Township invested in certificates of deposit, a US Government money market fund and STAR Ohio.

The certificates of deposit are reported at cost.

The US Government money market is reported at the amount the third-party custodian reported at December 31, 2019.

STAR Ohio (the State Treasury Asset Reserve of Ohio), is an investment pool managed by the State Treasurer’s Office which allows governments within the State to pool their funds for investment purposes. STAR Ohio is not registered with the SEC as an investment company, but has adopted Governmental Accounting Standards Board (GASB), Statement No. 79, “Certain External Investment Pools and Pool Participants.” The Township measures their investment in STAR Ohio at the net asset value (NAV) per share provided by STAR Ohio. The NAV per share is calculated on an amortized cost basis that provides an NAV per share that approximates fair value. For 2019, there were no limitations or restrictions on any participant withdrawals due to redemption notice periods, liquidity fees, or redemption gates. However, twenty-four hours advance notice is appreciated for deposits and withdrawals of \$25 million or more. STAR Ohio reserves the right to limit the transaction to \$100 million per day, requiring the excess amount to be transacted the following business day(s), but only to the \$100 million limit. All accounts of the participant will be combined for these purposes.

Interest earnings are allocated to Township funds according to State statutes, grant requirements, or debt related restrictions. Interest receipts credited to the General Fund during 2019 were \$252,583.

Inventory and Prepaid Items

The Township reports disbursements for inventories and prepaid items when paid. These items are not reflected as assets in the accompanying financial statements.

Capital Assets

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

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For the Year Ended December 31, 2019

Accumulated Leave

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

Employer Contributions to Cost-Sharing Pension Plans

The Township recognizes the disbursement for employer contributions to cost-sharing pension plans when they are paid. As described in Notes 6 and 7, the employer contributions include portions for pension benefits and for other postemployment benefits (OPEB).

Long-Term Obligations

The Township's cash basis financial statements do not report liabilities for bonds or other long-term obligations. Proceeds of debt are reported when the cash is received and principal and interest payments are reported when paid.

Net Position

Net position is reported as restricted when there are limitations imposed on its use either through enabling legislation or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. Net position restricted for other purposes includes resources restricted for maintaining roads and bridges, cemeteries, police, fire and EMS, and street lighting.

The Township's policy is to first apply restricted resources when an obligation is incurred for purposes for which both restricted and unrestricted net position is available.

Fund Balance

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

Nonspendable The nonspendable fund balance category includes amounts that cannot be spent because they are not in spendable form, or are legally or contractually required to be maintained intact. The "not in spendable form" criterion includes items that are not expected to be converted to cash. It also includes the long-term amount of interfund loans.

Restricted Fund balance is reported as 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.

Clearcreek Township
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Committed The committed fund balance classification includes amounts that can be used only for the specific purposes imposed by formal action (resolution) of Township Trustees. Those committed amounts cannot be used for any other purpose unless the Township Trustees remove or change the specified use by taking the same type of action (resolution) it employed to previously commit those amounts. In contrast to fund balance that is restricted by enabling legislation, the committed fund balance classification may be redeployed for other purposes with appropriate due process. Constraints imposed on the use of committed amounts are imposed by Township Trustees, separate from the authorization to raise the underlying revenue; therefore, compliance with these constraints is not considered to be legally enforceable. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

Assigned Amounts in the assigned fund balance classification are intended to be used by the Township for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed. In the general fund, assigned amounts represent intended uses established by Township Trustees or a Township official delegated that authority by resolution, or by State Statute. State Statute authorizes the Township Fiscal Officer to assign fund balance for purchases on order provided such amounts have been lawfully appropriated.

Unassigned Unassigned fund balance is the residual classification for the general fund and includes amounts not contained 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.

Interfund Transactions

Exchange transactions between funds are reported as receipts in the seller funds and as disbursements in the purchaser funds. Subsidies from one fund to another without a requirement for repayment are reported as interfund transfers. Interfund transfers are reported as other financing sources/uses in governmental funds. Repayments from funds responsible for particular disbursements to the funds that initially paid for them are not presented in the financial statements.

Clearcreek Township
Warren County, Ohio
Notes to the Basic Financial Statements
For the Year Ended December 31, 2019

Note 3 – Deposits and Investments

Monies held by the Township are classified by State statute into three categories.

Active monies are public monies determined to be necessary to meet current demands upon the Township treasury. Active monies must be maintained either as cash in the Township treasury, in commercial accounts payable or withdrawable on demand, including negotiable order of withdrawal (NOW) accounts, or in money market deposit accounts.

Inactive deposits are public deposits that the Trustees have identified as not required for use within the current five year period of designation of depositories. Inactive deposits must either be evidenced by certificates of deposit maturing not later than the end of the current period of designation of depositories, or by savings or deposit accounts including, but not limited to, passbook accounts.

Interim deposits are deposits of interim monies. Interim monies are those monies which are not needed for immediate use but which will be needed before the end of the current period of designation of depositories. Interim deposits must be evidenced by time certificates of deposit maturing not more than one year from the date of deposit or by savings or deposit accounts, including passbook accounts.

Interim monies held by the Township can be deposited or invested in the following securities:

1. United States Treasury bills, bonds notes, or any other obligation or security issued by the United States Treasury, or any other obligation guaranteed as to principal and interest by the United States;
2. Bonds, notes, debentures, or any other obligations or securities issued by any federal government agency or instrumentality, including, but not limited to, Federal National Mortgage Association, Federal Home Loan Bank, Federal Farm Credit Bank, Federal Home Loan Mortgage Corporation, and Government National Mortgage Association. All federal agency securities shall be direct issuances of federal government agencies or instrumentalities;
3. No-load money market mutual funds consisting exclusively of obligations described in (1) or (2) and repurchase agreements secured by such obligations, provided that investments in securities described in this division are made only through eligible institutions;
4. Time certificates of deposit or savings or deposit accounts including, but not limited to, passbook accounts;
5. Bonds and other obligations of the State of Ohio, and with certain limitations bonds and other obligations of political subdivisions of the State of Ohio;
6. The State Treasurer's investment pool (STAR Ohio);
7. Certain bankers' acceptances and commercial paper notes for a period not to exceed one hundred eighty days in an amount not to exceed 40 percent of the interim monies available for investment at any one time if training requirements have been met; and

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8. Written repurchase agreements in the securities described in (1) or (2) provided the market value of the securities subject to the repurchase agreement must exceed the principal value of the agreement by at least two percent and be marked to market daily, and the term of the agreement must not exceed thirty days.

Investments in stripped principal or interest obligations, reverse repurchase agreements, and derivatives are prohibited. The issuance of taxable notes for the purpose of arbitrage, the use of leverage, and short selling are also prohibited. An investment must mature within five years from the date of purchase, unless matched to a specific obligation or debt of the Township, and must be purchased with the expectation that it will be held to maturity.

Investments may only be made through specified dealers and institutions. Payment for investments may be made only upon delivery of the securities representing the investments to the Fiscal Officer or, if the securities are not represented by a certificate, upon receipt of confirmation of transfer from the custodian.

Deposits

Custodial credit risk is the risk that in the event of bank failure, the Township will not be able to recover deposits or collateral securities that are in the possession of an outside party. At year end, \$5,210,127 of the Township's bank balance of \$13,511,572 was exposed to custodial credit risk because those deposits were uninsured and uncollateralized. Although all statutory requirements for the deposit of money had been followed, non-compliance with federal requirements could potentially subject the Township to a successful claim by the FDIC.

The Township has no deposit policy for custodial risk beyond the requirements of State statute. Ohio law requires that deposits be either insured or be protected by:

Eligible securities pledged to the Township and deposited with a qualified trustee by the financial institution as security for repayment whose market value at all times shall be at least one hundred five percent of the deposits being secured; or

Participation in the Ohio Pooled Collateral System (OPCS), a collateral pool of eligible securities deposited with a qualified trustee and pledged to the Treasurer of State to secure the repayment of all public monies deposited in the financial institution. OPCS requires the total market value of the securities pledged to be 102 percent of the deposits being secured or a rate set by the Treasurer of State.

Investments

As of December 31, 2019, the Township had \$2,420,452 in money market funds and \$8,117,449 in FDIC insured certificates of deposit. The Township places no limit on the amount it may invest in any one issuer or investment type. As of December 31, 2019, 23% and 77% of the Township's investments were in money market funds and FDIC insured certificates of deposit, respectively.

Clearcreek Township
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Notes to the Basic Financial Statements
For the Year Ended December 31, 2019

Note 4 – Property Taxes

Property taxes include amounts levied against all real and public utility property located in the Township. Property tax revenue received during 2019 for real and public utility property taxes represents collections of 2018 taxes.

2019 real property taxes are levied after October 1, 2019, on the assessed value as of January 1, 2019, the lien date. Assessed values are established by State law at 35 percent of appraised market value. 2019 real property taxes are collected in and intended to finance 2020.

Real property taxes are payable annually or semi-annually. If paid annually, payment is due December 31; if paid semi-annually, the first payment is due December 31, with the remainder payable by June 20. Under certain circumstances, State statute permits later payment dates to be established.

Public utility personal property currently is assessed at varying percentages of true value; public utility real property is assessed at 35 percent of true value. 2019 public utility property taxes which became a lien December 31, 2018, are levied after October 1, 2019, and are collected in 2020 with real property taxes.

The full tax rate for all Township operations for the year ended December 31, 2019, was \$16.97 per \$1,000 of assessed value. The assessed values of real property and public utility tangible property upon which 2019 property tax receipts were based are as follows:

Real Property Tax Assessed Valuation	\$ 675,000,790
Public Utility Personal Property Assessed Valuation	<u>117,845,250</u>
Total	<u>\$ 792,846,040</u>

The County Treasurer collects property taxes on behalf of all taxing districts in the county, including the Township. The County Auditor periodically remits to the Township its portion of the taxes collected.

Clearcreek Township
Warren County, Ohio
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For the Year Ended December 31, 2019

Note 5 – Risk Management

The Township is exposed to various risks of property and casualty losses, and injuries to employees.

The Township insures against injuries to employees through the Ohio Bureau of Worker’s Compensation.

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 coverage for its members. York Risk Pooling Services, Inc. (formally known as American Risk Pooling Consultants, Inc.) (York or Management), functions as the administrator of the Pool and provides underwriting claims, loss control, risk management, and reinsurance services for the Pool. 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 and Property Coverage

The Pool is a member of American Public Entity Excess Pool (APEEP), which is also administered by York. APEEP provides the Pool with an excess risk-sharing program. Under this arrangement, OTARMA retains insured risks up to an amount specified in the contracts. At December 31, 2019, OTARMA retained \$350,000 for casualty claims and \$250,000 for property claims.

The aforementioned casualty and property reinsurance agreement does 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 net position at December 31, 2018, the most recent financial information available.

	2018
Cash and Investments:	\$33,097,416
Actuarial Liabilities:	\$7,874,610
Net Position:	\$25,222,806

At December 31, 2018 the liabilities above include approximately \$8.0 million of estimated incurred claims payable. The assets above also include approximately \$7.2 million of unpaid claims to be billed to approximately 1,018 member governments in the future, as of December 31, 2018. These amounts will be included in future contributions from members when the related claims are due for payment. As of December 31, 2019, the Township’s share of these unpaid claims collectible in future years is approximately \$40,000.

Clearcreek Township
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Based on discussions with OTARMA, the expected rates OTARMA charges to compute member contributions, which are used to pay claims as they become due, are not expected to change significantly from those used to determine the historical contributions detailed below. By contract, the annual liability of each member is limited to the amount of financial contributions required to be made to OTARMA for each year of membership.

The Township's contributions to OTARMA for 2019 totaled \$86,406.

After one year of membership, a member may withdraw on the anniversary of the date of joining OTARMA, if the member notifies OTARMA in writing 60 days prior to the anniversary date. Upon withdrawal, members are eligible for a full or partial refund of their capital contributions, minus the subsequent year's contribution. Withdrawing members have no other future obligation to the pool. Also upon withdrawal, payments for all casualty claims and claim expenses become the sole responsibility of the withdrawing member, regardless of whether a claim occurred or was reported prior to the withdrawal.

Note 6 – Defined Benefit Pension Plan

Plan Description – Ohio Public Employees Retirement System (OPERS)

Township employees, other than full-time firefighters, participate in the Ohio Public Employees Retirement System (OPERS). OPERS administers three separate pension plans. The traditional pension plan is a cost-sharing, multiple-employer defined benefit pension plan. The member-directed plan is a defined contribution plan and the combined plan is a combination cost-sharing, multiple-employer defined benefit/defined contribution pension plan. Participating employers are divided into state, local, law enforcement and public safety divisions. While members in the state and local divisions may participate in all three plans, law enforcement and public safety divisions exist only within the traditional plan.

OPERS provides retirement, disability, survivor and death benefits, and annual cost-of-living adjustments to members of the traditional and combined plans. Authority to establish and amend benefits is provided by Chapter 145 of the Ohio Revised Code. OPERS issues a stand-alone financial report that includes financial statements, required supplementary information and detailed information about OPERS' fiduciary net position that may be obtained by visiting <https://www.opers.org/financial/reports.shtml>, by writing to the Ohio Public Employees Retirement System, 277 East Town Street, Columbus, Ohio 43215-4642, or by calling 800-222-7377.

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Senate Bill (SB) 343 was enacted into law with an effective date of January 7, 2013. In the legislation, members in the traditional and combined plans were categorized into three groups with varying provisions of the law applicable to each group. The following table provides age and service requirements for retirement and the retirement formula applied to final average salary (FAS) for the three member groups under the traditional and combined plans as per the reduced benefits adopted by SB 343 (see OPERS' CAFR referenced above for additional information, including requirements for reduced and unreduced benefits):

Group A Eligible to retire prior to January 7, 2013 or five years after January 7, 2013	Group B 20 years of service credit prior to January 7, 2013 or eligible to retire ten years after January 7, 2013	Group C Members not in other Groups and members hired on or after January 7, 2013
State and Local	State and Local	State and Local
Age and Service Requirements: Age 60 with 60 months of service credit or Age 55 with 25 years of service credit	Age and Service Requirements: Age 60 with 60 months of service credit or Age 55 with 25 years of service credit	Age and Service Requirements: Age 57 with 25 years of service credit or Age 62 with 5 years of service credit
Formula: 2.2% of FAS multiplied by years of service for the first 30 years and 2.5% for service years in excess of 30	Formula: 2.2% of FAS multiplied by years of service for the first 30 years and 2.5% for service years in excess of 30	Formula: 2.2% of FAS multiplied by years of service for the first 35 years and 2.5% for service years in excess of 35
Public Safety	Public Safety	Public Safety
Age and Service Requirements: Age 48 with 25 years of service credit or Age 52 with 15 years of service credit	Age and Service Requirements: Age 48 with 25 years of service credit or Age 52 with 15 years of service credit	Age and Service Requirements: Age 52 with 25 years of service credit or Age 56 with 15 years of service credit
Law Enforcement	Law Enforcement	Law Enforcement
Age and Service Requirements: Age 52 with 15 years of service credit	Age and Service Requirements: Age 48 with 25 years of service credit or Age 52 with 15 years of service credit	Age and Service Requirements: Age 48 with 25 years of service credit or Age 56 with 15 years of service credit
Public Safety and Law Enforcement	Public Safety and Law Enforcement	Public Safety and Law Enforcement
Formula: 2.5% of FAS multiplied by years of service for the first 25 years and 2.1% for service years in excess of 25	Formula: 2.5% of FAS multiplied by years of service for the first 25 years and 2.1% for service years in excess of 25	Formula: 2.5% of FAS multiplied by years of service for the first 25 years and 2.1% for service years in excess of 25

Final average Salary (FAS) represents the average of the three highest years of earnings over a member's career for Groups A and B. Group C is based on the average of the five highest years of earnings over a member's career.

Members who retire before meeting the age and years of service credit requirement for unreduced benefits receive a percentage reduction in the benefit amount.

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When a traditional plan benefit recipient has received benefits for 12 months, an annual cost-of-living adjustment (COLA) is provided. This COLA is calculated on the base retirement benefit at the date of retirement and is not compounded. Members retiring under the combined plan receive a cost-of-living adjustment of the defined benefit portion of their pension benefit. For those retiring prior to January 7, 2013, the COLA will continue to be a 3 percent simple annual COLA. For those retiring subsequent to January 7, 2013, beginning in calendar year 2019, the COLA will be based on the average percentage increase in the Consumer Price Index, capped at 3 percent.

Defined contribution plan benefits are established in the plan documents, which may be amended by the Board. Member-directed plan and combined plan members who have met the retirement eligibility requirements may apply for retirement benefits. The amount available for defined contribution benefits in the combined plan consists of the member's contributions plus or minus the investment gains or losses resulting from the member's investment selections. Combined plan members wishing to receive benefits must meet the requirements for both the defined benefit and defined contribution plans. Member-directed participants must have attained the age of 55, have money on deposit in the defined contribution plan and have terminated public service to apply for retirement benefits. The amount available for defined contribution benefits in the member-directed plan consists of the members' contributions, vested employer contributions and investment gains or losses resulting from the members' investment selections. Employer contributions and associated investment earnings vest over a five-year period, at a rate of 20 percent each year. At retirement, members may select one of several distribution options for payment of the vested balance in their individual OPERS accounts. Options include the purchase of a monthly defined benefit annuity from OPERS (which includes joint and survivor options), partial lump-sum payments (subject to limitations), a rollover of the vested account balance to another financial institution, receipt of entire account balance, net of taxes withheld, or a combination of these options.

Clearcreek Township
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Funding Policy – The Ohio Revised Code (ORC) provides statutory authority for member and employer contributions as follows:

	<u>State and Local</u>	<u>Public Safety</u>	<u>Law Enforcement</u>
2019 Statutory Maximum Contribution Rates			
Employer	14.0%	18.1%	18.1%
Employee (3)	10.0%	(1)	(2)
2019 Actual Contribution Rates			
Employer:			
Pension	14.0%	18.1%	18.1%
Post-employment Health Care Benefits (4)	<u>0.0%</u>	<u>0.0%</u>	<u>0.0%</u>
Total Employer	<u>14.0%</u>	<u>18.1%</u>	<u>18.1%</u>
Employee	<u>10.0%</u>	<u>12.0%</u>	<u>13.0%</u>

- (1) This rate is determined by OPERS' Board and has no maximum rate established by ORC.
- (2) This rate is also determined by OPERS' Board, but is limited by ORC to not more than 2 percent greater than the Public Safety rate.
- (3) Member contributions within the combined plan are not used to fund the defined benefit retirement allowance.
- (4) This employer health care rate is for the traditional and combined plans. The employer contribution for the member-directed plan is 4 percent.

Employer contribution rates are actuarially determined and are expressed as a percentage of covered payroll. The Township's contractually required contribution was \$417,112 for year 2019.

Plan Description – Ohio Police & Fire Pension Fund (OPF)

Plan Description – Township full-time firefighters participate in Ohio Police and Fire Pension Fund (OPF), a cost-sharing, multiple-employer defined benefit pension plan administered by OPF. OPF provides retirement and disability pension benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefit provisions are established by the Ohio State Legislature and are codified in Chapter 742 of the Ohio Revised Code. OPF issues a publicly available financial report that includes financial information and required supplementary information and detailed information about OPF fiduciary net position. The report that may be obtained by visiting the OPF website at www.op-f.org or by writing to the Ohio Police and Fire Pension Fund, 140 East Town Street, Columbus, Ohio 43215-5164.

Upon attaining a qualifying age with sufficient years of service, a member of OPF may retire and receive a lifetime monthly pension. OPF offers four types of service retirement: normal, service commuted, age/service commuted and actuarially reduced. Each type has different eligibility guidelines and is calculated using the member's average annual salary. The following discussion of the pension formula

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For the Year Ended December 31, 2019

relates to normal service retirement.

For members hired after July 1, 2013, the minimum retirement age is 52 for normal service retirement with at least 25 years of service credit. For members hired on or before after July 1, 2013, the minimum retirement age is 48 for normal service retirement with at least 25 years of service credit.

The annual pension benefit for normal service retirement is equal to a percentage of the allowable average annual salary. The percentage equals 2.5 percent for each of the first 20 years of service credit, 2.0 percent for each of the next five years of service credit and 1.5 percent for each year of service credit in excess of 25 years. The maximum pension of 72 percent of the allowable average annual salary is paid after 33 years of service credit (see OPF’s CAFR referenced above for additional information, including requirements for Deferred Retirement Option Plan provisions and reduced and unreduced benefits).

Under normal service retirement, retired members who are at least 55 years old and have been receiving OPF benefits for at least one year may be eligible for a cost-of-living allowance adjustment. The age 55 provision for receiving a COLA does not apply to those who are receiving a permanent and total disability benefit, surviving beneficiaries, and statutory survivors. Members participating in the DROP program have separate eligibility requirements related to COLA.

Members retiring under normal service retirement, with less than 15 years of service credit on July 1, 2013, and members whose pension benefit became effective on or after July 1, 2013, will receive a COLA equal to a percentage of the member’s base pension benefit where the percentage is the lesser of three percent or the percentage increase in the consumer price index, if any, over the 12 month period that ends on the thirtieth day of September of the immediately preceding year, rounded to the nearest one-tenth of one percent.

Funding Policy – The Ohio Revised Code (ORC) provides statutory authority for member and employer contributions as follows:

	Police	Firefighters
2019 Statutory Maximum Contribution Rates		
Employer	19.50%	24.00%
Employee	12.25%	12.25%
 2019 Actual Contribution Rates		
Employer:		
Pension	19.00%	23.50%
Post-employment Health Care Benefits	0.50%	0.50%
Total Employer	19.50%	24.00%
Employee	12.25%	12.25%

Employer contribution rates are expressed as a percentage of covered payroll. The Township’s contractually required contribution to OPF was \$1,200,625 for 2019.

Clearcreek Township
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For the Year Ended December 31, 2019

Note 7 - Postemployment Benefits

Ohio Public Employees Retirement System

Plan Description – The Ohio Public Employees Retirement System (OPERS) administers three separate pension plans: the traditional pension plan, a cost-sharing, multiple-employer defined benefit pension plan; the member-directed plan, a defined contribution plan; and the combined plan, a cost-sharing, multiple-employer defined benefit pension plan that has elements of both a defined benefit and defined contribution plan.

OPERS maintains a cost-sharing, multiple-employer defined benefit post-employment health care trust, which funds multiple health care plans including medical coverage, prescription drug coverage and deposits to a Health Reimbursement Arrangement to qualifying benefit recipients of both the traditional pension and the combined plans. This trust is also used to fund health care for member-directed plan participants, in the form of a Retiree Medical Account (RMA). At retirement or refund, member directed plan participants may be eligible for reimbursement of qualified medical expenses from their vested RMA balance.

In order to qualify for postemployment health care coverage, age and service retirees under the traditional pension and combined plans must have twenty or more years of qualifying Ohio service credit. Health care coverage for disability benefit recipients and qualified survivor benefit recipients is available. The health care coverage provided by OPERS meets the definition of an Other Post Employment Benefit (OPEB) as described in GASB Statement 75. See OPERS' CAFR referenced below for additional information.

The Ohio Revised Code permits, but does not require OPERS to provide health care to its eligible benefit recipients. Authority to establish and amend health care coverage is provided to the Board in Chapter 145 of the Ohio Revised Code.

Disclosures for the health care plan are presented separately in the OPERS financial report. Interested parties may obtain a copy by visiting <https://www.opers.org/financial/reports.shtml>, by writing to OPERS, 277 East Town Street, Columbus, Ohio 43215-4642, or by calling (614) 222-5601 or (800) 222-7377.

Funding Policy – The Ohio Revised Code provides the statutory authority requiring public employers to fund postemployment health care through their contributions to OPERS. A portion of each employer's contribution to OPERS is set aside to fund OPERS health care plans.

Employer contribution rates are expressed as a percentage of the earnable salary of active members. In 2019, state and local employers contributed at a rate of 14.0 percent of earnable salary and public safety and law enforcement employers contributed at 18.1 percent. These are the maximum employer contribution rates permitted by the Ohio Revised Code. Active member contributions do not fund health care.

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Each year, the OPERS Board determines the portion of the employer contribution rate that will be set aside to fund health care plans. For 2019, OPERS did not allocate any employer contribution to health care for members in the Traditional Pension Plan and Combined Plan. The OPERS Board is also authorized to establish rules for the retiree or their surviving beneficiaries to pay a portion of the health care provided. Payment amounts vary depending on the number of covered dependents and the coverage selected. The employer contribution as a percentage of covered payroll deposited into the RMA for participants in the Member-Directed Plan for 2019 was 4.0 percent.

Employer contribution rates are actuarially determined and are expressed as a percentage of covered payroll. The Township's contractually required contribution was \$0 for the year 2019.

Ohio Police and Fire Pension Fund

Plan Description – The Township contributes to the Ohio Police and Fire Pension Fund (OPF) sponsored healthcare program, a cost-sharing, multiple-employer defined post-employment healthcare plan administered by a third-party provider. This program is not guaranteed and is subject to change at any time upon action of the Board of Trustees. OPF provides health care benefits including coverage for medical, prescription drug, dental, vision, and Medicare Part B Premium to retirees, qualifying benefit recipients and their eligible dependents.

OPF provides access to postretirement health care coverage for any person who receives or is eligible to receive a monthly service, disability, or statutory survivor benefit, or is a spouse or eligible dependent child of such person. The health care coverage provided by OPF meets the definition of an Other Post Employment Benefit (OPEB) as described in Government Accounting Standards Board (GASB) Statement No. 75.

The Ohio Revised Code allows, but does not mandate, OPF to provide OPEB benefits. Authority for the OPF Board of Trustees to provide health care coverage to eligible participants and to establish and amend benefits is codified in Chapter 742 of the Ohio Revised Code.

OPF issues a publicly available financial report that includes financial information and required supplementary information for the plan. The report may be obtained by visiting the OPF website at www.op-f.org or by writing to the Ohio Police and Fire Pension Fund, 140 East Town Street, Columbus, Ohio 43215-5164.

Funding Policy – The Ohio Revised Code provides for contribution requirements of the participating employers and of plan members to the OPF defined benefit pension plan. Participating employers are required to contribute to the pension plan at rates expressed as percentages of the payroll of active pension plan members, currently 19.5 percent and 24 percent of covered payroll for police and fire employer units, respectively. The Ohio Revised Code states that the employer contribution may not exceed 19.5 percent of covered payroll for police employer units and 24 percent of covered payroll for fire employer units. Active members do not make contributions to the OPEB Plan.

OPF maintains funds for health care in two separate accounts. There is one account for health care benefits and one account for Medicare Part B reimbursements. A separate health care trust accrual account is maintained for health care benefits. One for health care benefits under IRS Code Section 115 trust. An Internal Revenue Code 401(h) account is maintained for Medicare Part B reimbursements.

Clearcreek Township
Warren County, Ohio
Notes to the Basic Financial Statements
For the Year Ended December 31, 2019

The Board of Trustees is authorized to allocate a portion of the total employer contributions made into the pension plan to the Section 115 trust and the Section 401(h) account as the employer contribution for retiree health care benefits. For 2019, the portion of employer contributions allocated to health care was 0.5 percent of covered payroll. The amount of employer contributions allocated to the health care plan each year is subject to the Trustees' primary responsibility to ensure that pension benefits are adequately funded and is limited by the provisions of Sections 115 and 401(h).

The OPF Board of Trustees is also authorized to establish requirements for contributions to the health care plan by retirees and their eligible dependents or their surviving beneficiaries. Payment amounts vary depending on the number of covered dependents and the coverage selected.

Beginning January 1, 2019, OPF is changing its retiree health care model and the current self-insured health care plan will no longer be offered. In its place is a stipend-based health care model. A stipend funded by OPF will be placed in individual Health Reimbursement Accounts that retirees will use to be reimbursed for health care expenses.

The Township's contractually required contribution to OPF was \$25,013 for 2019.

Note 8 – Interfund Activity

Transfers

During 2019, the following transfers were made:

Transfer from Fund	Transfer to Fund	Amount
General	Road and Bridge	\$ 7,146
	Police District	78,416
	Fire District	98,186
	Ambulance and EMS	10,949
		\$ 194,697

The above transfers were completed to move unrestricted receipts collected in the General Fund to finance various programs accounted for in other funds, in accordance with budgetary authorizations.

Note 9 – Contingent Liabilities

Amounts grantor agencies pay to the Township are subject to audit and adjustment by the grantor, principally the federal, state and local governments. Grantors 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.

Clearcreek Township
Warren County, Ohio
Notes to the Basic Financial Statements
For the Year Ended December 31, 2019

NOTE 10 – Clearcreek Fire District

The Clearcreek Fire District (the District) serves the people of Clearcreek Township and the City of Springboro (the City). It is primarily supported by a 7.35 mill property tax that is paid by those people who live within the District. The District also has an emergency medical services fund that generates income from billing for advanced life support emergency medical services.

The Township administers the District with the Fire Chief reporting to the Township Administrator and the Board of Trustees. As such, the financial activity of the District has been reported in the Township's financial statements.

NOTE 11 – Coterminus Agreement with the City of Springboro

The Township and the City of Springboro (the City) have a Coterminus Agreement (the Agreement) that defines the boundary of the Township to include all portions of the City. The Agreement, which expires in December 2028, has several stipulations that benefit both governments:

- 50% of the property taxes collected by the Township inside the City will be returned to the City for recreational purposes. The Agreement also stipulates that no distinction be made between township and city residents in all recreational, library, or cultural activities sponsored, conducted, or permitted by the City or Township.
- The City will not form a separate fire district during the term of the Agreement.
- The City will not erect a new township out of the portion of Clearcreek Township located within the City limits and will not annex Township property without Township Board approval.

A necessary effect of the Agreement means that all township elections for trustee and fiscal officer are held within both the Township and the City. This allows City residents (in addition to the township residents) the opportunity to vote for those offices. This is also a consideration in the Clearcreek Fire District as well, since all Township and City residents will have representation for this vital public service. City residents pay for the Fire/EMS levy as part of their biannual property taxes, as do unincorporated Township residents.

Clearcreek Township
Warren County, Ohio
Notes to the Basic Financial Statements
For the Year Ended December 31, 2019

NOTE 12 – Restatement

The Township has posted various adjustments to correct for posting errors that impact the balances of the previously issued December 31, 2018 financial statements.

The following adjustments are necessary to reconcile the previously issued December 31, 2018 financial statements.

	General Fund	Police District Fund	Fire District Fund	Other Governmental Funds	Total Governmental Funds
Fund Balance, December 31, 2018, as Previously Issued	\$ 2,052,934	\$ 4,024,570	\$ 5,467,922	\$ 1,471,429	\$ 13,016,855
Adjustment to Correct Various Posting Errors	4,382	26,484	20,057	4,475	55,398
Fund Balance, December 31, 2018, Restated	\$ 2,057,316	\$ 4,051,054	\$ 5,487,979	\$ 1,475,904	\$ 13,072,253

NOTE 13 – Subsequent Event

The United States and the State of Ohio declared a state of emergency in March 2020 due to the COVID-19 pandemic. The financial impact of COVID-19 and the ensuing emergency measures will impact subsequent periods of the Township. The Township's investment portfolio has incurred a significant decline in fair value, consistent with the general decline in financial markets. However, because the values of individual investments fluctuate with market conditions, and due to market volatility, the amount of losses that will be recognized in subsequent periods, if any, cannot be determined. In addition, the impact on the Township's future operating costs, revenues, and any recovery from emergency funding, either federal or state, cannot be estimated.

Supplementary Information

Clearcreek Township
Warren County, Ohio
Schedule of Receipts, Disbursements and Changes
In Fund Balance - Budget and Actual - Budget Basis
General Fund
For the Year Ended December 31, 2019

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget Favorable (Unfavorable)</u>
	<u>Original</u>	<u>Final</u>		
Receipts				
Property and Other Local Taxes	\$ 1,186,000	\$ 1,186,000	\$ 1,263,925	\$ 77,925
Licenses, Permits and Fees	206,000	206,000	237,439	31,439
Fines and Forfeitures	17,000	17,000	10,149	(6,851)
Intergovernmental	393,057	393,057	446,854	53,797
Interest	108,600	108,600	252,583	143,983
Other	37,000	37,000	41,386	4,386
<i>Total Receipts</i>	<u>1,947,657</u>	<u>1,947,657</u>	<u>2,252,336</u>	<u>304,679</u>
Disbursements				
Current				
General Government				
Administration				
Personal Services	501,411	513,649	501,963	11,686
Other	281,768	281,768	214,146	67,622
Zoning				
Personal Services	170,593	173,093	163,959	9,134
Other	48,750	46,250	43,599	2,651
Public Safety				
Other	5,600	5,600	568	5,032
Public Works				
Other	276,000	276,000	258,412	17,588
Health				
Other	21,000	21,000	20,829	171
Conservation and Recreation				
Personal Services	162,489	167,489	143,034	24,455
Other	320,479	470,479	450,086	20,393
Capital Outlay	135,000	135,000	131,046	3,954
<i>Total Disbursements</i>	<u>1,923,090</u>	<u>2,090,328</u>	<u>1,927,642</u>	<u>162,686</u>
<i>Excess of Receipts Over (Under) Disbursements</i>	<u>24,567</u>	<u>(142,671)</u>	<u>324,694</u>	<u>467,365</u>
Other Financing Sources (Uses)				
Transfers Out	(160,000)	(195,000)	(194,697)	303
<i>Total Other Financing Sources (Uses)</i>	<u>(160,000)</u>	<u>(195,000)</u>	<u>(194,697)</u>	<u>303</u>
<i>Net Change in Fund Balance</i>	(135,433)	(337,671)	129,997	467,668
<i>Fund Balance at Beginning of Year</i>	2,002,986	2,002,986	2,002,986	-
<i>Prior Year Encumbrances</i>	54,330	54,330	54,330	-
<i>Fund Balance at End of Year</i>	<u>\$ 1,921,883</u>	<u>\$ 1,719,645</u>	<u>\$ 2,187,313</u>	<u>\$ 467,668</u>

Clearcreek Township
Warren County, Ohio
Schedule of Receipts, Disbursements and Changes
In Fund Balance - Budget and Actual - Budget Basis
Police District Fund
For the Year Ended December 31, 2019

	Budgeted Amounts		Actual	Variance with Final Budget Favorable (Unfavorable)
	Original	Final		
Receipts				
Property and Other Local Taxes	\$ 2,283,000	\$ 2,283,000	\$ 2,522,798	\$ 239,798
Licenses, Permits and Fees	57,000	57,000	64,186	7,186
Intergovernmental	266,500	266,500	294,873	28,373
Other	19,000	19,000	63,217	44,217
<i>Total Receipts</i>	2,625,500	2,625,500	2,945,074	319,574
Disbursements				
Current				
Public Safety				
Police Protection				
Personal Services	2,470,916	2,517,916	2,142,017	375,899
Other	618,331	571,331	450,457	120,874
Capital Outlay	170,000	170,000	162,374	7,626
<i>Total Disbursements</i>	3,259,247	3,259,247	2,754,848	504,399
<i>Excess of Receipts Over (Under) Disbursements</i>	(633,747)	(633,747)	190,226	823,973
Other Financing Sources (Uses)				
Transfers In	63,000	63,000	78,416	15,416
<i>Total Other Financing Sources (Uses)</i>	63,000	63,000	78,416	15,416
<i>Net Change in Fund Balance</i>	(570,747)	(570,747)	268,642	839,389
<i>Fund Balance at Beginning of Year</i>	3,912,762	3,912,762	3,912,762	-
<i>Prior Year Encumbrances</i>	138,292	138,292	138,292	-
<i>Fund Balance at End of Year</i>	\$ 3,480,307	\$ 3,480,307	\$ 4,319,696	\$ 839,389

Clearcreek Township
Warren County, Ohio
Schedule of Receipts, Disbursements and Changes
In Fund Balance - Budget and Actual - Budget Basis
Fire District Fund
For the Year Ended December 31, 2019

	Budgeted Amounts		Actual	Variance with Final Budget Favorable (Unfavorable)
	Original	Final		
Receipts				
Property and Other Local Taxes	\$ 5,161,000	\$ 5,161,000	\$ 5,527,513	\$ 366,513
Licenses, Permits and Fees	1,000	1,000	-	(1,000)
Intergovernmental	550,000	550,000	629,349	79,349
Other	46,000	46,000	89,085	43,085
<i>Total Receipts</i>	<u>5,758,000</u>	<u>5,758,000</u>	<u>6,245,947</u>	<u>487,947</u>
Disbursements				
Current				
Public Safety				
Fire and EMS Services				
Personal Services	6,950,635	7,090,635	6,900,844	189,791
Other	809,087	809,087	710,361	98,726
<i>Total Disbursements</i>	<u>7,759,722</u>	<u>7,899,722</u>	<u>7,611,205</u>	<u>288,517</u>
<i>Excess of Receipts Over (Under) Disbursements</i>	<u>(2,001,722)</u>	<u>(2,141,722)</u>	<u>(1,365,258)</u>	<u>776,464</u>
Other Financing Sources (Uses)				
Transfer In	106,000	106,000	98,186	(7,814)
<i>Total Other Financing Sources (Uses)</i>	<u>106,000</u>	<u>106,000</u>	<u>98,186</u>	<u>(7,814)</u>
<i>Net Change in Fund Balance</i>	(1,895,722)	(2,035,722)	(1,267,072)	768,650
<i>Fund Balance at Beginning of Year</i>	5,378,456	5,378,456	5,378,456	-
<i>Prior Year Encumbrances</i>	109,523	109,523	109,523	-
<i>Fund Balance at End of Year</i>	<u>\$ 3,592,257</u>	<u>\$ 3,452,257</u>	<u>\$ 4,220,907</u>	<u>\$ 768,650</u>

Clearcreek Township
Warren County, Ohio
Notes to Supplementary Information
December 31, 2019

Note 1 – Budgetary Process

All funds, except agency funds, are legally required to be budgeted and appropriated. The major documents prepared are the tax budget, the certificate of estimated resources, and the appropriations ordinance, all of which are prepared on the budgetary basis of accounting. The tax budget demonstrates a need for existing or increased tax rates. The certificate of estimated resources establishes a limit on the amount the Township may appropriate.

The appropriations ordinance is the Township’s authorization to spend resources and sets limits on disbursements plus encumbrances at the level of control selected by the Township. The legal level of control has been established at the fund, function, department, and object level for all funds.

The certificate of estimated resources may be amended during the year if projected increases or decreases in receipts are identified by the Township Fiscal Officer. The amounts reported as the original budgeted amounts on the budgetary statements reflect the amounts on the certificate of estimated resources when the original appropriations were adopted. The amounts reported as the final budgeted amounts on the budgetary statements reflect the amounts on the amended certificate of estimated resources in effect at the time final appropriations were passed by the Township Trustees.

The appropriations ordinance is subject to amendment throughout the year with the restriction that appropriations cannot exceed estimated resources. The amounts reported as the original budgeted amounts reflect the first appropriation ordinance for that fund that covered the entire year, including amounts automatically carried forward from prior years. The amounts reported as the final budgeted amounts represent the final appropriation amounts passed by the Township Trustees during the year.

Note 2 – Budgetary Basis of Accounting

The budgetary basis as provided by law is based upon accounting for certain transactions on the basis of cash receipts, disbursements, and encumbrances. The Schedule of Receipts, Disbursements and Changes in Fund Balance – Budget and Actual – Budget Basis presented for the General, Police District and Fire District Funds are prepared on the budgetary basis to provide a meaningful comparison of actual results with the budget. The differences between the budgetary basis and the cash basis are outstanding year-end encumbrances, which are treated as disbursements (budgetary basis) rather than as restricted, committed or assigned fund balance (cash basis). The following table summarizes the adjustments necessary to reconcile the cash basis statements to the budgetary basis schedules.

	<u>General</u>	<u>Police District</u>	<u>Fire District</u>
Change in Fund Balance - Cash Basis	\$ 455,235	\$ 291,137	\$ (1,267,072)
Encumbrances	<u>(325,238)</u>	<u>(22,495)</u>	<u>-</u>
Change in Fund Balance - Budgetary Basis	<u>\$ 129,997</u>	<u>\$ 268,642</u>	<u>\$ (1,267,072)</u>

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OHIO AUDITOR OF STATE KEITH FABER



Corporate Centre of Blue Ash
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Blue Ash, Ohio 45242-1817
(513) 361-8550 or (800) 368-7419
SouthwestRegion@ohioauditor.gov

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

Clearcreek Township
Warren County
7593 Bunnell Hill Road
Springboro, Ohio 45036

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 the governmental activities, each major fund, and the aggregate remaining fund information of Clearcreek Township, Warren County, (the Township) as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Township's basic financial statements and have issued our report thereon dated July 21, 2020, wherein we noted the financial impact of COVID-19 and the ensuing emergency measures will impact subsequent periods of the Township.

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. Given these limitations, we did not identify any deficiencies in internal control that we consider material weaknesses. We did identify a certain deficiency in internal control, described in the accompanying schedule of findings that we consider a significant deficiency. We consider finding 2019-001 to be a significant deficiency.

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 no instances of noncompliance or other matters we must report under *Government Auditing Standards*.

Township's Response to Findings

The Township's response to the finding identified in our audit is described in the accompanying schedule of findings. We did not subject the Township's response to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

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 report is not suitable for any other purpose.



Keith Faber
Auditor of State

Columbus, Ohio

July 21, 2020

CLEARCREEK TOWNSHIP
WARREN COUNTY

SCHEDULE OF FINDINGS
DECEMBER 31, 2019

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

FINDING NUMBER 2019-001

Significant Deficiency

In our audit engagement letter, as required by AU-C Section 210, *Terms of Engagement*, paragraph .06, management acknowledged its responsibility for the preparation and fair presentation of their financial statements; 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 as discussed in AU-C Section 210 paragraphs .A14 & .A16.

We identified the following conditions related to the Township's financial statements at December 31, 2019:

- The Township improperly posted \$110,000 in real estate tax receipts to the Fire District fund instead of the Police District fund, resulting in an understatement of Property Taxes receipts and fund balance in the Police District fund and an overstatement of Property Taxes receipts and fund balance in the Fire District fund.
- The Township improperly posted \$2,984 in motor vehicle tax receipts to the Gasoline Tax fund instead of the Motor Vehicle License Tax fund, resulting in an understatement of Intergovernmental receipts and fund balance in the Motor Vehicle License Tax fund and an overstatement of Intergovernmental receipts and fund balance in the Gasoline Tax fund.

The financial statements and accounting records have been adjusted for these errors, where applicable.

The Township did not have procedures in place to ensure the accuracy of accounting and financial reporting. Failure to accurately account for transactions and prepare accurate financial statements increases the risk that errors, theft and fraud could occur and not be detected in a timely manner.

Due care should be exercised when preparing the financial statements to prevent errors and to assist in properly reflecting the Township's financial activity.

Officials' Response:

Management concurs with the findings above. The incorrect posting for property taxes resulted from an incorrect tax settlement sheet from the County Auditor. However, the responsibility to check the figures belongs to the Fiscal Office. Changes to the posting process and further checks to posting property taxes will be implemented.

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CLEARCREEK TOWNSHIP GOVERNMENT CENTER

7593 Bunnell Hill Road, Springboro, Ohio 45066
(937) 748-1267 FAX (937) 748-3252



Board of Trustees

Ed Wade
Jason Gabbard
Steve Muterspaw

Fiscal Officer

Russell Carolus

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

DECEMBER 31, 2019

Finding Number	Finding Summary	Status	Additional Information
2018-001	Initially occurred in 2018 – Inaccurate cash reconciliations	Fully Corrected	

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OHIO AUDITOR OF STATE KEITH FABER



CLEARCREEK TOWNSHIP

WARREN COUNTY

AUDITOR OF STATE OF OHIO CERTIFICATION

This is a true and correct copy of the report, which is required to be filed pursuant to Section 117.26, Revised Code, and which is filed in the Office of the Ohio Auditor of State in Columbus, Ohio.



Certified for Release 8/6/2020

88 East Broad Street, Columbus, Ohio 43215
Phone: 614-466-4514 or 800-282-0370

This report is a matter of public record and is available online at
www.ohioauditor.gov