



OHIO AUDITOR OF STATE
KEITH FABER

**DANBURY TOWNSHIP
OTTAWA COUNTY**

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INDEPENDENT AUDITOR'S REPORT

Danbury Township
Ottawa County
5972 East Point Clinton Eastern Road
Marblehead, Ohio 43440-9782

To the Board of Trustees:

Report on the Audit of the Financial Statements

Unmodified and Adverse Opinions

We have audited the financial statements of Danbury Township, Ottawa County, Ohio (the Township), which comprises the cash balances, receipts and disbursements for each governmental and proprietary fund type and the fiduciary fund type combined total as of and for the years ended December 31, 2022 and 2021, and the related notes to the financial statements.

Unmodified Opinion on Regulatory Basis of Accounting

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the cash balances, receipts and disbursements for each governmental and proprietary fund type and the fiduciary fund type combined total as of and for the years ended December 31, 2022 and 2021, and the related notes to the financial statements, in accordance with the financial reporting provisions which Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(C) permit, described in Note 2.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the *Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles* section of our report, the accompanying financial statements do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Township, as of December 31, 2022 and 2021, or the changes in financial position or, where applicable, cash flows thereof for the years then ended.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are required to be independent of the Township, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

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

As described in Note 2 of the financial statements, the financial statements are prepared by the Township on the basis of the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(C), which is an accounting basis other than accounting principles generally accepted in the United States of America (GAAP), to satisfy these requirements. The effects on the financial statements of the variances between the regulatory basis of accounting described in Note 2 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material and pervasive.

Emphasis of Matter

As discussed in Note 14 to the financial statements, during 2021, the Township restated the beginning internal service fund cash balance to properly reflect the amount on hand with Jefferson Health Plan. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(C) permit. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Township's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and the financial audit standards in the Comptroller General of the United States' *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control. Accordingly, no such opinion is expressed.

- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Township's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 4, 2024, 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. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Township's 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

December 4, 2024

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Danbury Township
Ottawa County
Combined Statement of Receipts, Disbursements, and
Changes in Fund Balances (Regulatory Cash Basis)
All Governmental Fund Types
For the Year Ended December 31, 2022

	General	Special Revenue	Capital Projects	Totals (Memorandum Only)
Cash Receipts				
Property and Other Local Taxes	\$513,287	\$3,087,398		\$3,600,685
Charges for Services		217,499		217,499
Licenses, Permits and Fees	108,747	5,129		113,876
Fines and Forfeitures		8,026		8,026
Intergovernmental	71,391	500,097		571,488
Special Assessments	9,533			9,533
Earnings on Investments	47,353	6,463	\$4,437	58,253
Miscellaneous	16,287	34,044		50,331
<i>Total Cash Receipts</i>	<i>766,598</i>	<i>3,858,656</i>	<i>4,437</i>	<i>4,629,691</i>
Cash Disbursements				
Current:				
General Government	634,897			634,897
Public Safety		2,396,309		2,396,309
Public Works	371,947	733,803		1,105,750
Human Services		38,646		38,646
Health		8,052		8,052
Conservation-Recreation	11,432			11,432
Capital Outlay	534		2,001,755	2,002,289
Debt Service:				
Principal Retirement	81,714	425,011	800,000	1,306,725
Interest and Fiscal Charges	52,590	52,590	13,750	118,930
<i>Total Cash Disbursements</i>	<i>1,153,114</i>	<i>3,654,411</i>	<i>2,815,505</i>	<i>7,623,030</i>
<i>Excess of Receipts Over (Under) Disbursements</i>	<i>(386,516)</i>	<i>204,245</i>	<i>(2,811,068)</i>	<i>(2,993,339)</i>
Other Financing Receipts (Disbursements)				
Sale of Capital Assets			105,889	105,889
Other Financing Uses	(175)			(175)
<i>Total Other Financing Receipts (Disbursements)</i>	<i>(175)</i>		<i>105,889</i>	<i>105,714</i>
<i>Net Change in Fund Cash Balances</i>	<i>(386,691)</i>	<i>204,245</i>	<i>(2,705,179)</i>	<i>(2,887,625)</i>
<i>Fund Cash Balances, January 1</i>	<i>856,336</i>	<i>3,272,704</i>	<i>2,942,677</i>	<i>7,071,717</i>
<i>Fund Cash Balances, December 31</i>	<i>\$469,645</i>	<i>\$3,476,949</i>	<i>\$237,498</i>	<i>\$4,184,092</i>

See accompanying notes to the financial statements

Danbury Township
Ottawa County
Statement of Receipts, Disbursements, and
Change in Fund Balance (Regulatory Cash Basis)
Proprietary Fund Type
For the Year Ended December 31, 2022

	Proprietary Fund Type
	Internal Service
Operating Cash Receipts	
Charges for Services	<u>\$495,951</u>
Operating Cash Disbursements	
Claims	<u>264,017</u>
Other	<u>132,069</u>
<i>Total Operating Cash Disbursements</i>	<u>396,086</u>
<i>Operating Income</i>	<u>99,865</u>
Non-Operating Receipts	
Earnings on Investments	<u>667</u>
<i>Net Change in Fund Cash Balance</i>	<u>100,532</u>
<i>Fund Cash Balance, January 1</i>	<u>37,200</u>
<i>Fund Cash Balance, December 31</i>	<u><u>\$137,732</u></u>

See accompanying notes to the financial statements

Danbury Township
Ottawa County
Statement of Additions, Deductions, and
Change in Fund Balance (Regulatory Cash Basis)
Fiduciary Fund Type
For the Year Ended December 31, 2022

	<u>Fiduciary Fund Type</u>
	<u>Custodial</u>
	<u>Other</u>
	<u>Custodial</u>
Additions	
Intergovernmental	<u>\$7,080</u>
Deductions	
Other Distributions	<u>7,080</u>
<i>Net Change in Fund Cash Balance</i>	
<i>Fund Cash Balance, January 1</i>	<u>3,540</u>
<i>Fund Cash Balance, December 31</i>	<u>\$3,540</u>

See accompanying notes to the financial statements

Danbury Township
Ottawa County
Notes to the Financial Statements
For the Year Ended December 31, 2022

Note 1 - Reporting Entity

The constitution and laws of the State of Ohio establish the rights and privileges of Danbury Township, Ottawa County, Ohio (the Township) as a body corporate and politic. A publicly elected three-member Board of Trustees directs the Township. The Township provides general governmental services, road and bridge maintenance, cemetery maintenance, park operations, police and fire protection, and emergency medical services.

Public Entity Risk Pool

The Township participates in a public entity risk pool. Note 6 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

Basis of Presentation

The Township's financial statements consist of a combined statement of receipts, disbursements, and changes in fund balances (regulatory cash basis) for all governmental fund types, a statement of receipts, disbursements, and change in fund balance (regulatory cash basis) for the proprietary fund type, and a statement of additions, deductions, and change in fund balance (regulatory cash basis) for the fiduciary fund type, which are all organized on a fund type basis.

Fund Accounting

The Township uses funds 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 presented below:

General Fund The General 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.

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

Police District Fund The Police District Fund receives property taxes, fines, intergovernmental receipts, and donations for providing police protection for the Township.

Fire & EMS Levy Fund The Fire & EMS Levy Fund receives property taxes, donations, and charges for services from emergency medical services to be used for providing fire and emergency medical services.

Danbury Township
Ottawa County
Notes to the Financial Statements
For the Year Ended December 31, 2022

Capital Projects Funds These funds account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. The Township had the following significant Capital Projects Fund:

Fire Station Bond Fund The Fire Station Bond Fund received proceeds from the sale of bonds and bond anticipation notes. The proceeds were used to construct a new fire station.

Internal Service Fund This fund accounts for services provided by one department to other departments of the government unit. The Township had the following Internal Service Fund:

Self-funded Insurance Medical Fund The Self-funded Insurance Medical Fund accounts for insurance premium payments from other funds to pay medical claims of employees enrolled in the health insurance plan.

Fiduciary Funds Fiduciary funds include private purpose trust funds, investment trust funds, and custodial funds. Trust funds account for assets held under a trust agreement meeting certain criteria. The Township did not have any private purpose trust or investment trust funds.

Custodial Funds are purely custodial in nature and are used to report fiduciary activity that is not required to be reported in a trust fund. The Township's custodial fund accounts for receipts and corresponding debt service payments from another township within the county to the Ohio Public Works Commission for a joint road project in which the Township serves as the fiscal agent.

Basis of Accounting

These financial statements follow the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(C). This basis is similar to the cash receipts and disbursements accounting basis. The Township recognizes receipts when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(C) permit.

Budgetary Process

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

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

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

Danbury Township
Ottawa County
Notes to the Financial Statements
For the Year Ended December 31, 2022

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

A summary of 2022 budgetary activity appears in Note 3.

Deposits and Investments

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

The Township's investment in STAR Ohio is measured 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.

Capital Assets

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

Accumulated Leave

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. The financial statements do not include a liability for unpaid leave.

Fund Balance

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

Nonspendable The Township classifies assets as *nonspendable* when legally or contractually required to maintain the amounts intact. For regulatory purposes, nonspendable fund balance includes unclaimed monies that are required to be held for five years before they may be utilized by the Township and the nonspendable portion of the corpus in permanent funds.

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

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

Assigned Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as *restricted* or *committed*. For regulatory purposes, assigned fund balance in the General Fund is limited to encumbrances outstanding at year end.

Danbury Township
Ottawa County
Notes to the Financial Statements
For the Year Ended December 31, 2022

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

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

For regulatory purposes, limited disclosure related to fund balance is included in Note 11.

Note 3 - Budgetary Activity

Budgetary activity for the year ended December 31, 2022 follows:

2022 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$654,600	\$766,598	\$111,998
Special Revenue	3,561,200	3,858,656	297,456
Capital Projects		110,326	110,326
Internal Service		496,618	496,618
Total	\$4,215,800	\$5,232,198	\$1,016,398

2022 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$1,512,420	\$1,158,982	\$353,438
Special Revenue	6,544,186	3,691,248	2,852,938
Capital Projects	2,815,672	2,815,505	167
Internal Service		396,086	(396,086)
Total	\$10,872,278	\$8,061,821	\$2,810,457

Note 4 - Deposits and Investments

To improve cash management, cash received by the Township is pooled. Monies for Township funds are maintained in this pool. The Ohio Revised Code prescribes allowable deposits and investments. The Township also has segregated accounts, which include amounts with fiscal and escrow agents that are not part of this pool. A summary of the Township's deposit accounts are as follows:

Danbury Township
Ottawa County
Notes to the Financial Statements
For the Year Ended December 31, 2022

	<u>2022</u>
<i>Cash Management Pool (the Pool):</i>	
Demand deposits	\$510,923
Other time deposits (savings accounts)	<u>1,645,815</u>
Total deposits	2,156,738
STAR Ohio	2,030,894
<i>Total carrying amount of deposits and investments held in the Pool</i>	<u><u>\$4,187,632</u></u>

Segregated Accounts - Not held in the Pool:

Jefferson Health Plan	<u>137,732</u>
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The Township does not use a separate payroll clearing account. The expenditures included in the accompanying financial statements reflect net payroll plus all remitted payroll withholdings. At December 31, 2022 the Township is holding \$28,893 in unremitted employee payroll withholdings.

The Township also has an account held outside of the deposit pool for self-insurance through Jefferson Health Plan.

Deposits

Deposits are insured by the Federal Deposit Insurance Corporation or collateralized by securities specifically pledged by the financial institution to the Township.

Investments

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

Note 5 - Property Taxes

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

Public utilities are also taxed on personal and real property located within the Township.

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

Danbury Township
Ottawa County
Notes to the Financial Statements
For the Year Ended December 31, 2022

Note 6 - Risk Management

Risk Pool Membership

The Township is a member of the Ohio Township Association Risk Management Authority (The Pool). The Pool assumes the risk of loss up to the limits of the Township's policy. The Pool covers the following risks:

- General liability and casualty
- Public official's liability
- Cyber
- Law enforcement liability
- Automobile liability
- Vehicles
- Property
- Equipment breakdown

The Pool reported the following summary of assets and actuarially-measured liabilities available to pay those liabilities as of December 31:

<u>2022</u>	
Cash and investments	\$32,288,098
Actuarial liabilities	\$9,146,434

Self-Insurance

The Township is also self-insured for employee health insurance. The Self-funded Insurance Medical Fund pays covered claims to service providers, and recovers these costs from charges to other funds based on an actuarially determined cost per employee. Jefferson Health Plan also holds and invests cash from these claims payments that belong to the Township. At June 30, 2022 there was a balance of \$75,278. A comparison of self-insurance activity cash and investments to the actuarially measured liability reported by Jefferson Health Plan as of June 30, 2022 (the latest information available) follows:

	<u>2022</u>
Assets	\$134,510
Actuarial liabilities	(\$59,232)

Note 7 - Defined Benefit Pension Plans

Ohio Public Employees Retirement System

The Township's full-time certified police officers belong to the Ohio Public Employees Retirement System - Law Enforcement (OPERS-LE). Certain other employees belong to the Ohio Public Employees Retirement System - General (OPERS-G). OPERS is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes this plan's benefits, which include postretirement health care and survivor and disability benefits.

Danbury Township
Ottawa County
Notes to the Financial Statements
For the Year Ended December 31, 2022

The Ohio Revised Code also prescribes contribution rates. OPERS-LE members contributed 13 percent of their gross salaries, and the Township contributed an amount equaling 18.1 percent of participants' gross salaries. OPERS-G members contributed 10 percent of their gross salaries, and the Township contributed an amount equaling 14 percent of participants' gross salaries. The Township has paid all contributions required through December 31, 2022.

Ohio Police and Fire Retirement System

The Township's full-time certified fire fighters belong to the Police and Fire Pension Fund (OP&F). OP&F is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes this plan's benefits, which include postretirement healthcare and survivor and disability benefits. The Ohio Revised Code also prescribes contribution rates. OP&F participants contributed 12.25 percent of their wages. The Township contributed to OP&F an amount equal to 24 percent of full-time fire fighters' wages. The Township has paid all contributions required through December 31, 2022.

Social Security

Several Township employees contributed to Social Security. This plan provides retirement benefits, including survivor and disability benefits to participants. Employees contributed 6.2 percent of their gross salaries. The Township contributed an amount equal to 6.2 percent of participants' gross salaries. The Township has paid all contributions required through December 31, 2022.

Note 8 - Postemployment Benefits

Both OPERS and OP&F offer cost-sharing, multiple-employer defined benefit postemployment plans, which include multiple health care plans including medical coverage, prescription drug coverage, deposits to a Health Reimbursement Arrangement, and Medicare Part B premium reimbursements, to qualifying benefit recipients. The portion of employer contributions allocated to health care for OPERS members in the traditional pension plan and combined plan was 0 percent during calendar year 2022. The portion of employer contributions allocated to health care for OPERS members in the member-directed plan was 4.0 percent during calendar year 2022. OP&F contributes 0.5 percent to fund these benefits.

Beginning January 1, 2019, OP&F changed its retiree health care model to a stipend-based health care model. A stipend funded by OP&F was placed in individual Health Reimbursement Accounts that retirees use to be reimbursed for health care expenses.

Effective January 1, 2022, OPERS discontinued the group plans currently offered to non-Medicare retirees and re-employed retirees. Instead, eligible non-Medicare retirees will select an individual medical plan. OPERS will provide a subsidy or allowance via an HRA allowance to those retirees who meet health care eligibility requirements. Retirees will be able to seek reimbursement for plan premiums and other qualified medical expenses.

Danbury Township
Ottawa County
Notes to the Financial Statements
For the Year Ended December 31, 2022

Note 9 - Debt

Debt outstanding at December 31, 2022 was as follows:

	Principal	Interest Rate
Ohio Public Works Commission - Loan CE41T	\$33,622	0.00%
Fire Station Improvement Bonds, Series 2021	4,547,000	2.17%
Total	\$4,580,622	

During 2018, the Township entered into a \$67,246 loan through the Ohio Public Works Commission (OPWC) in accordance with Ohio Rev. Code Section 164.05 for Quarry Road TR 218 improvements. The loan is interest free and will be repaid in semiannual installments of \$3,362 with the final payment in January 2028.

During 2021, the Township issued the Fire Station Improvement Bonds, Series 2021 in the amount of \$5,038,500 at an interest rate of 2.17%. The proceeds of the bond were used to construct a new fire station. Principal and interest payments are due December 1 with an interest only payment due June 1. The final maturity date is December 1, 2035.

Amortization

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

Year Ending December 31:	Fire Station Improvement Bonds	
OPWC Loan	OPWC Loan	Fire Station Improvement Bonds
2023	\$6,725	\$405,170
2024	6,725	405,018
2025	6,725	405,226
2026	6,725	405,282
2027	6,722	405,186
2028-2032		2,026,016
2033-2035		1,215,398
Total	<u>\$33,622</u>	<u>\$5,267,296</u>

Note 10 - Contingent Liabilities

The Township is awaiting final accounting from Ohio Public Entity Consortium Health Cooperative (OPECHC), a public entity risk pool for health insurance that the Township belonged to until December 31, 2017. The Township withdrew from this pool effective January 1, 2018. An estimate for run-out claims has been paid. However, any possible final loss is not reasonably estimated currently.

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

Danbury Township
Ottawa County
Notes to the Financial Statements
For the Year Ended December 31, 2022

Note 11 - Fund Balances

Encumbrances are commitments related to unperformed contracts for goods or services. Encumbrance accounting is utilized to the extent necessary to assure effective budgetary control and accountability and to facilitate effective cash planning and control. At year end the balances of these amounts were as follows:

Fund Balances	General	Special Revenue	Total
Outstanding Encumbrances	<u>\$5,693</u>	<u>\$36,837</u>	<u>\$42,530</u>

The fund balance of Special Revenue funds is either restricted or committed. The fund balance of Capital Projects funds is restricted, committed, or assigned. These restricted, restricted committed, and assigned amounts in the Special Revenue funds would include the outstanding encumbrances. In the General Fund, outstanding encumbrances are considered assigned.

Note 12 - Compliance

Contrary to Ohio law, the Township did not account for self-insurance activity in an Internal Service Fund.

Also contrary to Ohio law, the Township did not record various receipts in the proper funds.

Also contrary to Ohio law, the Township did not record property tax receipts in the appropriate funds.

Also contrary to Ohio law, the Township did not record proceeds from the sale of land in the appropriate fund.

Danbury Township
Ottawa County
Combined Statement of Receipts, Disbursements, and
Changes in Fund Balances (Regulatory Cash Basis)
All Governmental Fund Types
For the Year Ended December 31, 2021

	<u>General</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	Totals (Memorandum Only)
Cash Receipts				
Property and Other Local Taxes	\$473,467	\$2,913,637		\$3,387,104
Charges for Services		192,669		192,669
Licenses, Permits and Fees	106,031	5,144		111,175
Fines and Forfeitures		5,499		5,499
Intergovernmental	87,221	577,235		664,456
Special Assessments	775			775
Earnings on Investments	5,497	387		5,884
Miscellaneous	<u>14,634</u>	<u>122,218</u>		<u>136,852</u>
<i>Total Cash Receipts</i>	<i>687,625</i>	<i>3,816,789</i>		<i>4,504,414</i>
Cash Disbursements				
Current:				
General Government	491,304	4,691		495,995
Public Safety		1,877,364		1,877,364
Public Works	30,909	1,034,340		1,065,249
Health		10,110		10,110
Conservation-Recreation	11,498			11,498
Capital Outlay			\$2,833,559	2,833,559
Debt Service:				
Principal Retirement		6,726	191,500	198,226
Interest and Fiscal Charges			<u>70,764</u>	<u>70,764</u>
<i>Total Cash Disbursements</i>	<i>533,711</i>	<i>2,933,231</i>	<i>3,095,823</i>	<i>6,562,765</i>
<i>Excess of Receipts Over (Under) Disbursements</i>	<i>153,914</i>	<i>883,558</i>	<i>(3,095,823)</i>	<i>(2,058,351)</i>
Other Financing Receipts				
Sale of Bonds			5,038,500	5,038,500
Sale of Notes			<u>1,000,000</u>	<u>1,000,000</u>
<i>Total Other Financing Receipts</i>			<i>6,038,500</i>	<i>6,038,500</i>
<i>Net Change in Fund Cash Balances</i>	<i>153,914</i>	<i>883,558</i>	<i>2,942,677</i>	<i>3,980,149</i>
<i>Fund Cash Balances, January 1</i>	<i>702,422</i>	<i>2,389,146</i>		<i>3,091,568</i>
<i>Fund Cash Balances, December 31</i>	<i><u>\$856,336</u></i>	<i><u>\$3,272,704</u></i>	<i><u>\$2,942,677</u></i>	<i><u>\$7,071,717</u></i>

See accompanying notes to the financial statements

Danbury Township
Ottawa County
Statement of Receipts, Disbursements, and
Change in Fund Balance (Regulatory Cash Basis)
Proprietary Fund Type
For the Year Ended December 31, 2021

	Proprietary Fund Type
	Internal Service
Operating Cash Receipts	
Charges for Services	<u>\$389,523</u>
Operating Cash Disbursements	
Claims	267,043
Other	<u>118,726</u>
<i>Total Operating Cash Disbursements</i>	<u>385,769</u>
<i>Operating Income</i>	<u>3,754</u>
Non-Operating Receipts	
Earnings on Investments	<u>404</u>
<i>Net Change in Fund Cash Balance</i>	4,158
<i>Fund Cash Balance, January 1 (Restated)</i>	<u>33,042</u>
<i>Fund Cash Balance, December 31</i>	<u>\$37,200</u>

See accompanying notes to the financial statements

Danbury Township
Ottawa County
Statement of Additions, Deductions, and
Change in Fund Balance (Regulatory Cash Basis)
Fiduciary Fund Type
For the Year Ended December 31, 2021

	<u>Fiduciary Fund Type</u>
	<u>Custodial</u>
	<u>Other</u>
	<u>Custodial</u>
Additions	
Intergovernmental	\$10,620
Deductions	
Other Distributions	7,080
<i>Net Change in Fund Cash Balance</i>	3,540
<i>Fund Cash Balance, January 1</i>	3,540
<i>Fund Cash Balance, December 31</i>	<u>\$3,540</u>

See accompanying notes to the financial statements

Danbury Township
Ottawa County
Notes to the Financial Statements
For the Year Ended December 31, 2021

Note 1 - Reporting Entity

The constitution and laws of the State of Ohio establish the rights and privileges of Danbury Township, Ottawa County, Ohio (the Township) as a body corporate and politic. A publicly elected three-member Board of Trustees directs the Township. The Township provides general governmental services, road and bridge maintenance, cemetery maintenance, park operations, police and fire protection, and emergency medical services.

Public Entity Risk Pool

The Township participates in a public entity risk pool. Note 6 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

Basis of Presentation

The Township's financial statements consist of a combined statement of receipts, disbursements, and changes in fund balances (regulatory cash basis) for all governmental fund types, a statement of receipts, disbursements, and change in fund balance (regulatory cash basis) for the proprietary fund type, and a statement of additions, deductions, and change in fund balance (regulatory cash basis) for the fiduciary fund type, which are all organized on a fund type basis.

Fund Accounting

The Township uses funds 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 presented below:

General Fund The General 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.

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

Police District Fund The Police District Fund receives property taxes, fines, intergovernmental receipts, and donations for providing police protection for the Township.

Fire & EMS Levy Fund The Fire & EMS Levy Fund receives property taxes, donations, and charges for services from emergency medical services to be used for providing fire and emergency medical services.

Road and Bridge Fund The Road and Bridge Fund receives property tax money for constructing, maintaining and repairing Township roads and bridges.

Danbury Township
Ottawa County
Notes to the Financial Statements
For the Year Ended December 31, 2021

Capital Projects Funds These funds account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. The Township had the following significant Capital Projects Fund:

Fire Station Bond Fund The Fire Station Bond Fund received proceeds from the sale of bonds and bond anticipation notes. The proceeds were used to construct a new fire station.

Internal Service Fund This fund accounts for services provided by one department to other departments of the government unit. The Township had the following Internal Service Fund:

Self-funded Insurance Medical Fund The Self-funded Insurance Medical Fund accounts for insurance premium payments from other funds to pay medical claims of employees enrolled in the health insurance plan.

Fiduciary Funds Fiduciary funds include private purpose trust funds, investment trust funds, and custodial funds. Trust funds account for assets held under a trust agreement meeting certain criteria. The Township did not have any private purpose trust or investment trust funds.

Custodial Funds are purely custodial in nature and are used to report fiduciary activity that is not required to be reported in a trust fund. The Township's custodial fund accounts for receipts and corresponding debt service payments from another township within the county to the Ohio Public Works Commission for a joint road project in which the Township serves as the fiscal agent.

Basis of Accounting

These financial statements follow the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(C). This basis is similar to the cash receipts and disbursements accounting basis. The Township recognizes receipts when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(C) permit.

Budgetary Process

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

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

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

Danbury Township
Ottawa County
Notes to the Financial Statements
For the Year Ended December 31, 2021

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

A summary of 2021 budgetary activity appears in Note 3.

Deposits and Investments

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

The Township's investment in STAR Ohio is measured 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.

Capital Assets

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

Accumulated Leave

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. The financial statements do not include a liability for unpaid leave.

Fund Balance

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

Nonspendable The Township classifies assets as *nonspendable* when legally or contractually required to maintain the amounts intact. For regulatory purposes, nonspendable fund balance includes unclaimed monies that are required to be held for five years before they may be utilized by the Township and the nonspendable portion of the corpus in permanent funds.

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

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

Assigned Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as *restricted* or *committed*. For regulatory purposes, assigned fund balance in the General Fund is limited to encumbrances outstanding at year end.

Danbury Township
Ottawa County
Notes to the Financial Statements
For the Year Ended December 31, 2021

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

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

For regulatory purposes, limited disclosure related to fund balance is included in Note 11.

Note 3 - Budgetary Activity

Budgetary activity for the year ended December 31, 2021 follows:

2021 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$703,100	\$687,625	(\$15,475)
Special Revenue	3,179,709	3,816,789	637,080
Capital Projects	6,035,800	6,038,500	2,700
Internal Service		389,927	389,927
Total	\$9,918,609	\$10,932,841	\$1,014,232

2021 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$823	\$534,852	(\$534,029)
Special Revenue	28,881	2,936,739	(2,907,858)
Capital Projects		3,095,823	(3,095,823)
Internal Service		385,769	(385,769)
Total	\$29,704	\$6,953,183	(\$6,923,479)

Note 4 - Deposits and Investments

To improve cash management, cash received by the Township is pooled. Monies for Township funds are maintained in this pool. The Ohio Revised Code prescribes allowable deposits and investments. The Township also has segregated accounts, which include amounts with fiscal and escrow agents that are not part of this pool. A summary of the Township's deposit accounts are as follows:

Danbury Township
Ottawa County
Notes to the Financial Statements
For the Year Ended December 31, 2021

	2021
<i>Cash Management Pool (the Pool):</i>	
Demand deposits	\$3,455,826
Other time deposits (savings accounts)	<u>1,622,698</u>
Total deposits	5,078,524
STAR Ohio	1,996,733
<i>Total carrying amount of deposits and investments held in the Pool</i>	<u><u>\$7,075,257</u></u>
<i>Segregated Accounts - Not held in the Pool:</i>	
Jefferson Health Plan	<u><u>\$37,200</u></u>

The Township does not use a separate payroll clearing account. The expenditures included in the accompanying financial statements reflect net payroll plus all remitted payroll withholdings. At December 31, 2021 the Township is holding \$27,216 in unremitted employee payroll withholdings.

The Township also has an account held outside of the deposit pool for self-insurance through Jefferson Health Plan.

Deposits

Deposits are insured by the Federal Deposit Insurance Corporation or collateralized by securities specifically pledged by the financial institution to the Township.

Investments

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

Note 5 - Property Taxes

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

Public utilities are also taxed on personal and real property located within the Township.

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

Danbury Township
Ottawa County
Notes to the Financial Statements
For the Year Ended December 31, 2021

Note 6 - Risk Management

Risk Pool Membership

The Township is a member of the Ohio Township Association Risk Management Authority (The Pool). The Pool assumes the risk of loss up to the limits of the Township's policy. The Pool covers the following risks:

- General liability and casualty
- Public official's liability
- Cyber
- Law enforcement liability
- Automobile liability
- Vehicles
- Property
- Equipment breakdown

The Pool reported the following summary of assets and actuarially-measured liabilities available to pay those liabilities as of December 31:

<u>2021</u>	
Cash and investments	\$34,880,599
Actuarial liabilities	\$10,601,444

Self-Insurance

The Township is also self-insured for employee health insurance. The Self-funded Insurance Medical Fund pays covered claims to service providers, and recovers these costs from charges to other funds based on an actuarially determined cost per employee. Jefferson Health Plan also holds and invests cash from these claims payments that belong to the Township. At June 30, 2021 there was a balance of \$49,129. A comparison of self-insurance activity cash and investments to the actuarially measured liability reported by Jefferson Health Plan as of June 30, 2021 (the latest information available) follows:

	<u>2021</u>
Assets	\$86,535
Actuarial liabilities	(\$37,406)

Note 7 - Defined Benefit Pension Plans

Ohio Public Employees Retirement System

The Township's full-time certified police officers belong to the Ohio Public Employees Retirement System - Law Enforcement (OPERS-LE). Certain other employees belong to the Ohio Public Employees Retirement System - General (OPERS-G).

Danbury Township
Ottawa County
Notes to the Financial Statements
For the Year Ended December 31, 2021

OPERS is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes this plan's benefits, which include postretirement health care and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. OPERS-LE members contributed 13 percent of their gross salaries, and the Township contributed an amount equaling 18.1 percent of participants' gross salaries. OPERS-G members contributed 10 percent of their gross salaries, and the Township contributed an amount equaling 14 percent of participants' gross salaries. The Township has paid all contributions required through December 31, 2021.

Ohio Police and Fire Retirement System

The Township's full-time certified fire fighters belong to the Police and Fire Pension Fund (OP&F). OP&F is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes this plan's benefits, which include postretirement healthcare and survivor and disability benefits. The Ohio Revised Code also prescribes contribution rates. OP&F participants contributed 12.25 percent of their wages. The Township contributed to OP&F an amount equal to 24 percent of full-time fire fighters' wages. The Township has paid all contributions required through December 31, 2021.

Social Security

Several Township employees contributed to Social Security. This plan provides retirement benefits, including survivor and disability benefits to participants. Employees contributed 6.2 percent of their gross salaries. The Township contributed an amount equal to 6.2 percent of participants' gross salaries. The Township has paid all contributions required through December 31, 2021.

Note 8 - Postemployment Benefits

Both OPERS and OP&F offer cost-sharing, multiple-employer defined benefit postemployment plans, which include multiple health care plans including medical coverage, prescription drug coverage, deposits to a Health Reimbursement Arrangement, and Medicare Part B premium reimbursements, to qualifying benefit recipients. The portion of employer contributions allocated to health care for OPERS members in the traditional pension plan and combined plan was 0 percent during calendar year 2021. The portion of employer contributions allocated to health care for OPERS members in the member-directed plan was 4.0 percent during calendar year 2021. OP&F contributes 0.5 percent to fund these benefits.

Beginning January 1, 2019, OP&F changed its retiree health care model to a stipend-based health care model. A stipend funded by OP&F was placed in individual Health Reimbursement Accounts that retirees use to be reimbursed for health care expenses.

Effective January 1, 2022, OPERS discontinued the group plans currently offered to non-Medicare retirees and re-employed retirees. Instead, eligible non-Medicare retirees will select an individual medical plan. OPERS will provide a subsidy or allowance via an HRA allowance to those retirees who meet health care eligibility requirements. Retirees will be able to seek reimbursement for plan premiums and other qualified medical expenses.

Danbury Township
Ottawa County
Notes to the Financial Statements
For the Year Ended December 31, 2021

Note 9 - Debt

Debt outstanding at December 31, 2021 was as follows:

	Principal	Interest Rate
Ohio Public Works Commission - Loan CE41T	\$40,347	0.00%
Fire Station Improvement Bonds, Series 2021	4,847,000	2.17%
Fire Station Construction Bond Anticipation Notes, Series 2021	1,000,000	1.375%
Total	\$5,887,347	

During 2018, the Township entered into a \$67,246 loan through the Ohio Public Works Commission (OPWC) in accordance with Ohio Rev. Code Section 164.05 for Quarry Road TR 218 improvements. The loan is interest free and will be repaid in semiannual installments of \$3,362 with the final payment in January 2028.

During 2021, the Township issued the Fire Station Improvement Bonds, Series 2021 in the amount of \$5,038,500 at an interest rate of 2.17%. The proceeds of the bond were used to construct a new fire station. Principal and interest payments are due December 1 with an interest only payment due June 1. The final maturity date in the issue is December 1, 2035.

During 2021, the Township issued the Fire Station Construction Bond Anticipation Notes (BAN), Series 2021 in the amount of \$1,000,000 at an interest rate of 1.375%. The proceeds of the notes were used to construct a new fire station. The maturity date is April 8, 2022 and is to be paid in full along with \$13,750 in interest.

Amortization

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

Year Ending December 31:	OPWC Loan	Fire Station Improvement Bond	Fire Station Construction BAN
2022	\$6,725	\$405,180	\$1,013,750
2023	6,725	405,170	
2024	6,725	405,018	
2025	6,725	405,226	
2026	6,725	405,282	
2027-2031	6,722	2,025,860	
2032-2035		1,620,740	
Total	\$40,347	\$5,672,476	\$1,013,750

Danbury Township
Ottawa County
Notes to the Financial Statements
For the Year Ended December 31, 2021

Note 10 - Contingent Liabilities

The Township is awaiting final accounting from Ohio Public Entity Consortium Health Cooperative (OPECHC), a public entity risk pool for health insurance that the Township belonged to until December 31, 2017. The Township withdrew from this pool effective January 1, 2018. An estimate for run-out claims has been paid. However, any possible final loss is not reasonably estimated currently.

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

Note 11 - Fund Balances

Encumbrances are commitments related to unperformed contracts for goods or services. Encumbrance accounting is utilized to the extent necessary to assure effective budgetary control and accountability and to facilitate effective cash planning and control. At year end the balances of these amounts were as follows:

Fund Balances	General	Special Revenue	Total
Outstanding Encumbrances	\$1,141	\$3,508	<u>\$4,649</u>

The fund balance of Special Revenue funds is either restricted or committed. The fund balance of Capital Projects funds is restricted, committed, or assigned. These restricted, restricted committed, and assigned amounts in the Special Revenue and Capital Projects funds would include the outstanding encumbrances. In the General Fund, outstanding encumbrances are considered assigned.

Note 12 - Compliance

Contrary to Ohio law, the Township did not account for self-insurance activity in an internal service fund.

Also contrary to Ohio law, the Township did not record various receipts in the proper funds.

Also contrary to Ohio law, the Township did not record property tax receipts and debt service payments in the appropriate funds.

Also contrary to Ohio law, the Township did not properly adopt appropriations. This also led to budgetary expenditures exceeding appropriations in various funds, contrary to Ohio law.

Note 13 - Construction and Contractual Commitments

The Township has fire station construction project, which was awarded in 2021 with work to continue in 2022.

Note 14 - Restatement of Beginning Fund Balance

During 2021 the Township restated its Self-funded Insurance Medical Fund internal service fund January 1 beginning fund balance in the amount of \$33,042 to properly reflect the amount on hand with Jefferson Health Plan.



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

Danbury Township
Ottawa County
5972 East Point Clinton Eastern Road
Marblehead, Ohio 43440-9782

To the Board of Trustees:

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the cash balances, receipts, and disbursements for each governmental and proprietary fund type and the fiduciary fund type combined total as of and for the years ended December 31, 2022 and 2021 and the related notes to the financial statements of Danbury Township, Ottawa County, Ohio (the Township) and have issued our report thereon dated December 4, 2024, wherein we noted the Township followed financial reporting provisions Ohio Rev. Code § 117.38 and Ohio Admin. Code 117-2-03(C) permit. We also noted during 2021 the Township restated the beginning internal service fund cash balance to properly reflect the amount on hand with Jefferson Health Plan.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Township's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control. Accordingly, we do not express an opinion on the effectiveness of the Township's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Township's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the deficiencies described in the accompanying schedule of findings as items 2022-001, 2022-002, and 2022-004 through 2022-006 to be material weaknesses.

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

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. We consider the deficiencies described in the accompanying schedule of findings as items 2022-003 and 2022-007 to be significant deficiencies.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Township's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings as items 2022-002 through 2022-006.

Township's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the Township's response to the findings identified in our audit and described in the accompanying schedule of findings. The Township's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Township's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Township's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Keith Faber
Auditor of State
Columbus, Ohio

December 4, 2024

**DANBURY TOWNSHIP
OTTAWA COUNTY**

**SCHEDULE OF FINDINGS
DECEMBER 31, 2022 AND 2021**

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

FINDING NUMBER 2022-001

Material Weakness - Financial Reporting

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.

The following errors requiring adjustment to the financial statements and notes to the financial statements were identified:

- In 2022, General Fund appropriation authority was increased in the amount of \$421,947 in order to bring the amount reported in the Budgetary Activity note to the financial statements in line with the authorized budget amount;
- In 2022, General Fund budgetary expenditures were increased in the amount of \$707,337 in order to bring the amount reported in the Budgetary Activity note to the financial statements in line with the actual amount;
- In 2022, General Fund principal retirement and interest and fiscal charges disbursements in the amounts of \$81,714 and \$52,590, respectively, were incorrectly classified as general government disbursements;
- In 2022, Special Revenue Fund Type fund cash balances, January 1 on the Combined Statement of Receipts, Disbursements, and Changes in Fund Balances (Regulatory Cash Basis) - All Governmental Fund Types was increased in the amount of \$378,278 in order to bring the amount reported on the statement in line with the prior year ending balance at December 31, 2021;
- In 2022, Special Revenue Fund Type budgeted receipts and appropriation authority were increased in the amounts of \$358,700 and \$1,704,469, respectively, in order to bring the amounts reported in the Budgetary Activity note to the financial statements in line with the authorized budget amounts;
- In 2022, Special Revenue Fund Type budgetary expenditures were increased in the amount of \$1,053,887 in order to bring the amount reported in the Budgetary Activity note to the financial statements in line with the actual amount;
- In 2022, Debt Service Fund Type fund cash balances, January 1 on the Combined Statement of Receipts, Disbursements, and Changes in Fund Balances (Regulatory Cash Basis) - All Governmental Fund Types was decreased in the amount of \$122,652 in order to bring the amount reported on the statement in line with the prior year ending balance at December 31, 2021;
- In 2022, Capital Projects Fund Type fund cash balances, January 1 on the Combined Statement of Receipts, Disbursements, and Changes in Fund Balances (Regulatory Cash Basis) - All Governmental Fund Types was decreased in the amount of \$262,264 in order to bring the amount reported on the statement in line with the prior year ending balance at December 31, 2021;
- In 2022, Capital Projects Fund Type principal retirement and interest and fiscal charges disbursements in the amounts of \$800,000 and \$13,750, respectively, were improperly classified as capital outlay disbursements;
- In 2022, Capital Projects Fund Type appropriation authority was increased in the amount of \$2,815,672 in order to bring the amount reported in the Budgetary Activity note to the financial statements in line with the authorized budget amount;
- In 2022, Capital Projects Fund Type actual receipts were increased in the amount of \$4,437 in order to bring the amount reported in the Budgetary Activity note to the financial statements in line with the actual amount;

FINDING NUMBER 2022-001
(Continued)

- In 2022, Capital Projects Fund Type budgetary expenditures were increased in the amount of \$2,815,505 in order to bring the amount reported in the Budgetary Activity note to the financial statements in line with the actual amount;
- In 2022, Internal Service Fund actual receipts were increased in the amount of \$336,832 in order to bring the amount reported in the Budgetary Activity note to the financial statements in line with the actual amount;
- In 2022, Custodial Fund Type fund cash balance, January 1 on the Statement of Additions, Deductions, and Change in Fund Balance (Regulatory Cash Basis) - Fiduciary Fund Type was increased in the amount of \$3,540 in order to bring the amount reported on the statement in line with the prior year ending balance at December 31, 2021;
- In 2022, Custodial Fund intergovernmental additions and other distributions deductions were both increased in the amount of \$7,080 to properly account for activity related to the Township serving as the fiscal agent for an Ohio Public Works Commission multi-project loan;
- The Debt note to the financial statements omitted the December 31, 2022 Fire Station Improvement Bonds, Series 2021 outstanding balance in the amount of \$4,547,000. The Debt note to the financial statements amortization table also omitted \$5,267,296 in years 2023-2035 principal and interest repayments associated with the Fire Station Improvement Bonds, Series 2021;
- In 2021, General Fund budgeted receipts were increased in the amount of \$48,500 in order to bring the amount reported in the Budgetary Activity note to the financial statements in line with the authorized budget amount;
- In 2021, General Fund budgetary expenditures were increased in the amount of \$83,207 in order to bring the amount reported in the Budgetary Activity note to the financial statements in line with the actual amount;
- In 2021, Special Revenue Fund Type fund cash balances, January 1 on the Combined Statement of Receipts, Disbursements, and Changes in Fund Balances (Regulatory Cash Basis) - All Governmental Fund Types was increased in the amount of \$384,991 in order to bring the amount reported on the statement in line with the prior audit report ending balance at December 31, 2020;
- In 2021, Special Revenue Fund Type budgeted receipts were increased in the amount of \$541,344 in order to bring the amount reported in the Budgetary Activity note to the financial statements in line with the authorized budget amount;
- In 2021, Special Revenue Fund Type actual receipts and budgetary expenditures were increased in the amounts of \$1,015,798 and \$299,378, respectively, in order to bring the amounts reported in the Budgetary Activity note to the financial statements in line with the actual amounts;
- In 2021, Debt Service Fund Type fund cash balances, January 1 on the Combined Statement of Receipts, Disbursements, and Changes in Fund Balances (Regulatory Cash Basis) - All Governmental Fund Types was decreased in the amount of \$122,652 in order to bring the amount reported on the statement in line with the prior audit report ending balance at December 31, 2020;
- In 2021, Capital Projects Fund Type fund cash balances, January 1 on the Combined Statement of Receipts, Disbursements, and Changes in Fund Balances (Regulatory Cash Basis) - All Governmental Fund Types was decreased in the amount of \$262,264 in order to bring the amount reported on the statement in line with the prior audit report ending balance at December 31, 2020;
- In 2021, Capital Projects Fund Type principal retirement and interest and fiscal charges disbursements in the amounts of \$191,500 and \$70,764, respectively, were improperly classified as capital outlay disbursements;
- In 2021, Capital Projects Fund Type budgeted receipts were increased in the amount of \$6,035,800 in order to bring the amount reported in the Budgetary Activity note to the financial statements in line with the authorized budget amount;
- In 2021, Capital Projects Fund Type actual receipts and budgetary expenditures were increased in the amounts of \$6,038,500 and \$3,095,823, respectively, in order to bring the amounts reported in the Budgetary Activity note to the financial statements in line with the actual amounts;

FINDING NUMBER 2022-001
(Continued)

- In 2021, Custodial Fund intergovernmental additions were increased in the amount of \$10,620 and other distributions deductions were increased in the amount of \$7,080 to properly account for activity related to the Township serving as the fiscal agent for an Ohio Public Works Commission multi-project loan; and
- The Debt note to the financial statements omitted the December 31, 2021 Fire Station Improvement Bonds, Series 2021 outstanding balance in the amount of \$4,847,000 and the Fire Station Construction Bond Anticipation Notes, Series 2021 outstanding balance in the amount of \$1,000,000. The Debt note to the financial statements amortization table also omitted \$5,672,476 in years 2022-2035 principal and interest repayments associated with the Fire Station Improvement Bonds, Series 2021 and \$1,013,750 in year 2022 principal and interest repayments associated with the Fire Station Construction Bond Anticipation Notes, Series 2021.

These errors were the result of inadequate policies and procedures in reviewing the financial statements and notes to the financial statements. Failure to complete accurate financial statements could lead to the Township Board of Trustees making misinformed decisions. The accompanying financial statements, notes to the financial statements, and accounting records have been adjusted to correct these errors. In addition to the adjustments noted above, we also identified misstatements ranging from \$5 to \$218,286 that we have brought to the Township's attention.

The Township should adopt policies and procedures, including a final review of the financial statements and notes to the financial statements by the Fiscal Officer and Board of Trustees, to help identify and correct errors and omissions.

FINDING NUMBER 2022-002

Noncompliance Citation and Material Weakness

Ohio Rev. Code § 9.833(C)(2) requires governments that offer self-insurance programs to establish a special fund to reserve funds to cover potential cost of health care benefits for the officers and employees of the political subdivision. **Ohio Rev. Code § 5705.13(A)** permits a Township to accumulate currently available resources in a reserve balance account in the general fund or in an internal service fund to provide for the payment of claims and deductibles. GASB Cod. C50.126 through C50.131 (GASB Statement No. 66) permits the use of governmental funds or internal service funds for this purpose.

The Township offers a self-insurance program to provide medical insurance to its employees and belongs to a "claims servicing pool" where the total Township's payments for claims and deductibles are pooled and invested by Jefferson Health Plan. The Township must have either a special fund to cover potential cost of health care benefits for the officers and employees of the political subdivision, or may alternatively use a reserve balance account in the General Fund to set aside currently available resources for the payment of claims and deductibles under its self-insurance program. However, due to deficiencies in controls over compliance, the Township accounted for the expenses related to its share of claims for its employees in the General and Special Revenue Funds as claim payments paid directly to Jefferson Health Plan. The Township did not account for activity in a reserve balance account in the General Fund, an internal service fund, or a special fund. Additionally, because the Township failed to account for this activity in accordance with the provisions above, the Township also failed to properly budget for this activity and disclose the self-insurance activity in the notes to the financial statements. Failing to establish a reserve balance account in the General Fund, an internal service fund, or a special fund could result in further noncompliance with Ohio law.

FINDING NUMBER 2022-002
(Continued)

The accompanying financial statements and notes to the financial statements have been adjusted to correct these errors.

The Township should accumulate currently available resources in a reserve balance account in the General Fund, an internal service fund, or in a special fund as required by law. In addition, the Township should review Auditor of State Bulletins 2001-005 and 2011-008, to help ensure accurate self-insurance reporting.

FINDING NUMBER 2022-003

Noncompliance Citation and Significant Deficiency

Ohio Rev. Code § 5705.10(D) provides in part that all revenue derived from a source other than the general property tax and which the law prescribes shall be used for a particular purpose, shall be paid into a special fund for such purpose.

The Township inappropriately recorded real estate property taxes, manufactured home taxes, homestead and rollbacks, motor vehicle license, Ohio Public Works Commission fiscal agent receipts, and gasoline tax receipts. Given the sources of the revenues, these should have been recorded in the funds identified in the following table. Audit adjustments are reflected in the financial statements and in the accounting records correcting the misstatements.

Fund Type / Fund	2022 Posting Errors	2021 Posting Errors
General Fund	(\$27,169)	(\$1,570)
Special Revenue Fund Type:		
Fire District Fund	39,441	(1,970)
Police District Fund	(12,272)	
Fire and EMS Levy Fund	1,554	
Motor Vehicle License Tax Fund		6,540
Gasoline Tax Fund	7,080	(3,000)
Road and Bridge Fund	(7,080)	(3,540)
Debt Service Fund Type:		
General (Bond) (Note) Retirement Fund	(1,554)	
Custodial Fund Type:		
Ohio Public Works Commission Fund		3,540

The lack of controls over the posting of financial transactions decreases the reliability of financial data at year-end and can result in undetected errors and irregularities. The Township should implement controls to help ensure all transactions are reviewed to help ensure posting to the proper funds.

FINDING NUMBER 2022-004

Noncompliance Citation and Material Weakness

Ohio Rev. Code § 5705.10(C) provides that all revenue derived from a special levy shall be credited to a special fund for the purpose for which they levy was made.

The Township inappropriately recorded \$152,998 of Fire & EMS Levy receipts and \$200,000 in related debt service disbursements in the Debt Service Fund in 2022. Additionally, the Township inappropriately recorded \$384,917 of Fire & EMS Levy receipts and \$262,264 in related debt service disbursements in the Debt Service Fund in 2021. Given the source of the revenue, these should have been recorded in the Fire & EMS Levy Fund. Audit adjustments are reflected in the financial statements and in the accounting records correcting the misstatement.

The lack of controls over the posting of financial transactions decreases the reliability of financial data at year-end and can result in undetected errors and irregularities. The Township should implement controls to help ensure all transactions are reviewed to help ensure posting to the proper funds.

FINDING NUMBER 2022-005

Noncompliance Citation and Material Weakness

Ohio Rev. Code § 5705.10(F) requires revenue received from the sale of a permanent improvement to be paid into the sinking fund, the bond retirement fund, or a special fund for the construction or acquisition of permanent improvements. **Ohio Rev. Code § 5705.01(E)** defines "permanent improvement" or "improvement" to mean "any property, asset, or improvement with an estimated life or usefulness of five years or more, including land and interests therein, and reconstructions, enlargements, and extensions thereof having an estimated life or usefulness of five years or more."

In 2022, the Township inappropriately recorded \$105,889 from the sale of land in the General Fund. Given the source of the revenue, these receipts should have been recorded in a Capital Projects Fund. Audit adjustments are reflected in the accounting records, financial statements, and notes to the financial statements correcting the misstatement.

The lack of controls over the posting of financial transactions decreases the reliability of financial data at year-end and can result in undetected errors and irregularities. The Township should implement controls to help ensure all transactions are reviewed to help ensure posting to the proper funds.

FINDING NUMBER 2022-006

Noncompliance Citation and Material Weakness

Ohio Rev. Code § 5705.38(A) requires on or about the first day of each fiscal year, the taxing authority of each subdivision or other taxing unit shall pass an appropriation measure. If it desires to postpone the passage of the annual appropriation measure until an amended certificate is received based on the actual balances, it may pass a temporary appropriation measure for meeting the ordinary expenses of the taxing until no later than the first day of April and the appropriations made in the temporary measure shall be chargeable to the appropriations in the annual appropriation measure for that fiscal year when passed.

Ohio Rev. Code § 5705.41(B) prohibits a subdivision or taxing authority unit from making any expenditure of money unless it has been appropriated in accordance with the Ohio Revised Code.

FINDING NUMBER 2022-006
(Continued)

There was no evidence the Township approved a permanent appropriation measure for 2021; however, appropriations were recorded by the Fiscal Officer in the accounting system and in the notes to the financial statements.

These errors were due to deficiencies in the budgetary compliance and monitoring control policies and procedures. The accompanying notes to the financial statements were adjusted to reflect budgeted disbursements as \$823 in the General Fund and \$28,881 in the Special Revenue Fund Type, which agree to the legally adopted amounts plus prior year carryover encumbrances which are carried over automatically and need not be reappropriated. In addition, expenditures exceeded appropriations in the General, Special Revenue, and Capital Projects funds in 2021 as annual appropriation measures were not formally approved by the Board of Trustees. Failure to approve an appropriation measure can lead to improper budgeting and limits the effectiveness of management monitoring. Additionally, failure to have adequate appropriations in place at the time expenditures are made could cause expenditures to exceed available resources, further resulting in deficit spending practices.

The Township should formally approve annual appropriation measures in the minutes at the proper legal level of control and submit them to the County Budget Commission. Any subsequent changes to original appropriation measures should be approved by the Board of Trustees, submitted to the County Budget Commission, and documented in the minutes. Additionally, expenditures should be limited to established appropriation limitations.

FINDING NUMBER 2022-007

Significant Deficiency - Bank Reconciliations

Sound accounting practices require that when designing the public office's system of internal control and the specific control activities, management should ensure adequate security of assets and records, and verify the existence and valuation of assets and liabilities and periodically reconcile them to the accounting records.

The reconciliation of cash (bank) balances to accounting system records (book) is the most basic and primary control process performed. Lack of completing an accurate and timely reconciliation may allow for accounting errors, theft and fraud to occur without timely detection.

The Fiscal Officer is responsible for reconciling the book (fund) balance to the total bank balance on a monthly basis, and the Board of Trustees are responsible for reviewing the reconciliations and related support.

Monthly bank to book reconciliations were not properly prepared for 2022 and 2021. Failure to reconcile monthly increases the possibility that the Township will not be able to identify, assemble, analyze, classify, and record its transactions correctly or to document compliance with finance related legal and contractual requirements. Further, the lack of accurate monthly reconciliations increases the risk of theft/fraud over the cash cycle and could lead to inaccurate reporting in the annual financial statements. The Board of Trustees reviewed the reconciliations; however, because of the lack of accurate bank reconciliations, these reviews could not be effective. The outstanding payment list includes various duplicate payments, payments that were listed in the incorrect amounts, and some items listed cleared but were never removed from the list.

The totals for these items included on the December 31, 2022 and 2021 outstanding checks lists were \$35,098 (0.84% of reported Township fund balances) and \$12,599 (0.18% of reported Township fund balances), respectively.

FINDING NUMBER 2022-007
(Continued)

The Fiscal Officer should record all transactions and prepare complete and accurate monthly bank to book cash reconciliations, which include all bank accounts and all fund balances. Variances should be investigated, documented and corrected. In addition, the Board of Trustees should review the monthly cash reconciliations including the related support (such as reconciling items) and document the reviews.

Officials' Response:

We acknowledge the issue you have brought to our attention and are extremely fortunate to have Brinkley on board as our new Fiscal Officer. She has several resources to assist her with the duties that lie ahead including training with an experienced Fiscal Officer from another township in Ottawa County. Our bank reconciliations are up to date, management "sign-offs" are in place and your adjustments and other recommendations are currently underway.

**DANBURY TOWNSHIP
BOARD OF TRUSTEES**

5972 E. Port Clinton Rd.

Marblehead, Ohio 43440

Members of Board:
John Paul Dress
David M. Hirt

Brinkley Paul, Fiscal Officer
(419) 732-3039
Fax: (419) 734-3137

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
DECEMBER 31, 2022 AND 2021**

Finding Number	Finding Summary	Status	Additional Information
2020-001	Finding was initially reported during the audit of the 2016 financial statements. Material weakness for errors in financial reporting.	Not corrected and reissued as Finding 2022-001 in this report.	This matter is being repeated due to deficiencies in the Township's internal controls over financial reporting. Our bank reconciliations are up to date, management "sign-offs" are in place and your adjustments and other recommendations are currently underway.
2020-002	Finding was initially reported during the audit of the 2018 financial statements. Material weakness and noncompliance with Ohio Rev. Code § 9.833 for the failure to properly account for self-insurance activity.	Not corrected and reissued as Finding 2022-002 in this report.	This matter is being repeated due to deficiencies in the Township's internal controls over properly reporting self-insurance. Our bank reconciliations are up to date, management "sign-offs" are in place and your adjustments and other recommendations are currently underway.
2020-003	Significant deficiency and noncompliance with Ohio Rev. Code § 5705.10(D) for the failure to record receipts in the proper funds.	Not corrected and reissued as Finding 2022-003 in this report.	This matter is being repeated due to deficiencies in the Township's internal controls over proper fund reporting. Our bank reconciliations are up to date, management "sign-offs" are in place and your adjustments and other recommendations are currently underway.

OHIO AUDITOR OF STATE KEITH FABER



DANBURY TOWNSHIP

OTTAWA 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 12/24/2024

65 East State 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