



**BROWN TOWNSHIP  
KNOX COUNTY**

**REGULAR AUDIT**

**FOR THE YEARS ENDED DECEMBER 31, 1999 - 1998**



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

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**STATE OF OHIO**



## TABLE OF CONTENTS

| <b>TITLE</b>  | <b>PAGE</b> |
|---|-------------|
| Report of Independent Accountants .....   | 1           |
| Combined Statement of Cash Receipts, Cash Disbursements, and Changes in<br>Fund Cash Balances – All Governmental Fund Types<br>For the Year Ended December 31, 1999 ..... | 3           |
| Combined Statement of Cash Receipts, Cash Disbursements, and Changes in<br>Fund Cash Balances – All Governmental Fund Types<br>For the Year Ended December 31, 1998 ..... | 4           |
| Notes to the Financial Statements .....   | 5           |
| Report on Compliance and on Internal Control Required By<br><i>Government Auditing Standards</i> .....  | 9           |

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## REPORT OF INDEPENDENT ACCOUNTANTS

Board of Trustees  
Brown Township  
Knox County  
20629 Danville Jelloway Road  
Danville, Ohio 43014

We have audited the accompanying financial statements of Brown Township, Knox County, Ohio, (the Township) as of and for the years ended December 31, 1999 and December 31, 1998. These financial statements are the responsibility of the Township's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

As discussed in Note 1, the Township prepares its financial statements on the basis of accounting prescribed or permitted by the Auditor of State, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of Brown Township, Knox County, as of December 31, 1999 and December 31, 1998, and its combined cash receipts and disbursements for the years then ended on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated March 17, 2000 on our consideration of the Township's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

This report is intended solely for the information and use of management, the Board of Trustees, and other officials authorized to receive this report under Section 117.26, Ohio Revised Code, and is not intended to be and should not be used by anyone other than these specified parties.

**JIM PETRO**  
Auditor of State

March 17, 2000



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

|  | <u>Governmental Fund Types</u> |                            | <b>Totals<br/>(Memorandum<br/>Only)</b> |
|--|--------------------------------|----------------------------|---|
|  | <u>General</u>                 | <u>Special<br/>Revenue</u> |   |
| Cash Receipts:   |                                |                            |   |
| Local Taxes  | \$14,376                       | \$60,397                   | \$74,773                                |
| Intergovernmental  | 34,612                         | 80,230                     | 114,842                                 |
| Licenses, Permits, and Fees  | 1,888                          | 320                        | 2,208                                   |
| Earnings on Investments  | 1,624                          | 1,190                      | 2,814                                   |
| Other Revenue  | 323                            | 0                          | 323                                     |
|  | <hr/>                          | <hr/>                      | <hr/>                                   |
| Total Cash Receipts  | 52,823                         | 142,137                    | 194,960                                 |
| Cash Disbursements:  |                                |                            |   |
| Current:   |                                |                            |   |
| General Government   | 47,006                         | 0                          | 47,006                                  |
| Public Safety  | 0                              | 15,819                     | 15,819                                  |
| Public Works   | 570                            | 92,002                     | 92,572                                  |
| Health   | 1,827                          | 25                         | 1,852                                   |
| Capital Outlay   | 56,223                         | 24,682                     | 80,905                                  |
|  | <hr/>                          | <hr/>                      | <hr/>                                   |
| Total Cash Disbursements   | 105,626                        | 132,528                    | 238,154                                 |
|  | <hr/>                          | <hr/>                      | <hr/>                                   |
| Total Receipts Over / (Under) Disbursements  | (52,803)                       | 9,609                      | (43,194)                                |
| Other Financing Sources / (Uses)   |                                |                            |   |
| Note Proceeds  | 15,969                         | 0                          | 15,969                                  |
| Sale of Fixed Assets   | 5,300                          | 0                          | 5,300                                   |
|  | <hr/>                          | <hr/>                      | <hr/>                                   |
| Total Other Financing Sources / (Uses)   | 21,269                         | 0                          | 21,269                                  |
|  | <hr/>                          | <hr/>                      | <hr/>                                   |
| Excess of Cash Receipts and Other Financing<br>Sources Over / (Under) Cash Disbursements<br>and Other Financing Uses | (31,534)                       | 9,609                      | (21,925)                                |
|  | <hr/>                          | <hr/>                      | <hr/>                                   |
| Fund Cash Balances, January 1  | 53,457                         | 43,936                     | 97,393                                  |
|  | <hr/>                          | <hr/>                      | <hr/>                                   |
| Fund Cash Balances, December 31  | <u>\$21,923</u>                | <u>\$53,545</u>            | <u>\$75,468</u>                         |

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

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES  
ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 1998**

|   | <u>Governmental Fund Types</u> |                            | <b>Totals<br/>(Memorandum<br/>Only)</b> |
|---|--------------------------------|----------------------------|---|
|   | <u>General</u>                 | <u>Special<br/>Revenue</u> |   |
| Cash Receipts:                            |                                |                            |   |
| Local Taxes                               | \$13,835                       | \$58,094                   | \$71,929                                |
| Intergovernmental                         | 55,294                         | 77,165                     | 132,459                                 |
| Licenses, Permits, and Fees               | 1,295                          | 80                         | 1,375                                   |
| Earnings on Investments                   | 1,618                          | 482                        | 2,100                                   |
| Other Revenue                             | 2,164                          | 0                          | 2,164                                   |
|   | <hr/>                          | <hr/>                      | <hr/>                                   |
| Total Cash Receipts                       | 74,206                         | 135,821                    | 210,027                                 |
| Cash Disbursements:                       |                                |                            |   |
| Current:                                  |                                |                            |   |
| General Government                        | 43,893                         | 0                          | 43,893                                  |
| Public Safety                             | 0                              | 15,817                     | 15,817                                  |
| Public Works                              | 4,470                          | 80,982                     | 85,452                                  |
| Health                                    | 1,891                          | 25                         | 1,916                                   |
| Capital Outlay                            | 2,000                          | 30,612                     | 32,612                                  |
|   | <hr/>                          | <hr/>                      | <hr/>                                   |
| Total Cash Disbursements                  | 52,254                         | 127,436                    | 179,690                                 |
|   | <hr/>                          | <hr/>                      | <hr/>                                   |
| Total Receipts Over/(Under) Disbursements | 21,952                         | 8,385                      | 30,337                                  |
|   | <hr/>                          | <hr/>                      | <hr/>                                   |
| Fund Cash Balances, January 1             | 31,505                         | 35,551                     | 67,056                                  |
|   | <hr/>                          | <hr/>                      | <hr/>                                   |
| Fund Cash Balances, December 31           | <u>\$53,457</u>                | <u>\$43,936</u>            | <u>\$97,393</u>                         |

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



**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 1999 AND 1998**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Description of the Entity**

Brown Township, Knox County, Ohio, (the Township) is a body corporate and politic established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The Township is directed by a publicly-elected three-member Board of Trustees. The Township provides general governmental services, including road and bridge maintenance, cemetery maintenance, fire protection and emergency medical services. The Township contracts with the Village of Danville to provide fire services.

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

**B. Basis of Accounting**

These financial statements follow the basis of accounting prescribed or permitted by the Auditor of State, which is similar to the cash receipts and disbursements basis of accounting. Receipts are recognized when received in cash rather than when earned, and disbursements are recognized when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as prescribed or permitted by the Auditor of State.

**C. Fund Accounting**

The Township uses fund accounting to segregate cash and investments that are restricted as to use. The Township classifies its funds into the following types:

**General Fund**

The General Fund is the general operating fund. It is used to account for all financial resources except those required to be accounted for in another fund.

**Special Revenue Funds**

These funds are used to account for proceeds from specific sources (other than from trusts or for capital projects) that are restricted to expenditure for specific purposes. The Township had the following significant Special Revenue Funds:

Motor Vehicle License Tax Fund - This fund receives motor vehicle tax money for constructing, maintaining, and repairing Township roads.

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

Road and Bridge Fund - This fund receives tax and other intergovernmental revenues for maintaining Township roads.

Fire District Fund - This fund receives tax and other intergovernmental revenues to contract for fire and emergency medical services.

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 1999 AND 1998  
(Continued)**

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

**D. Budgetary Process**

The Ohio Revised Code requires that each fund 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. The County Budget Commission must also approve the annual appropriation measure. Appropriations lapse at year end.

**Estimated Resources**

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

**Encumbrances**

The Ohio Revised Code requires the Township to reserve (encumber) appropriations when individual commitments are made.

A summary of 1999 and 1998 budgetary activity appears in Note 3.

**E. Property, Plant and Equipment**

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

**2. EQUITY IN POOLED CASH**

The Township maintains a cash pool used by all funds. The Ohio Revised Code prescribes allowable deposits. The carrying amount of cash at December 31 was as follows:

|                 | <u>1999</u>     | <u>1998</u>     |
|-----------------|-----------------|-----------------|
| Demand deposits | <u>\$75,468</u> | <u>\$97,393</u> |

**Deposits:** Deposits are insured by the Federal Depository Insurance Corporation.

**3. BUDGETARY ACTIVITY**

Budgetary activity for the years ending December 31, 1999 and December 31, 1998 was as follows:

| <b>1999 Budgeted vs. Actual Receipts</b> |                      |                    |          |
|--|----------------------|--------------------|----------|
| Fund Type                                | Budgeted<br>Receipts | Actual<br>Receipts | Variance |
| General                                  | \$68,776             | \$74,092           | \$5,316  |
| Special Revenue                          | 131,416              | 142,137            | 10,721   |
| Total                                    | \$200,192            | \$216,229          | \$16,037 |

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 1999 AND 1998  
(Continued)**

**3. BUDGETARY ACTIVITY (continued)**

**1999 Budgeted vs. Actual Budgetary Basis Expenditures**

| Fund Type       | Appropriation<br>Authority | Budgetary<br>Expenditures | Variance        |
|-----------------|----------------------------|---------------------------|-----------------|
| General         | \$122,716                  | \$105,626                 | \$17,090        |
| Special Revenue | 174,870                    | 132,528                   | 42,342          |
| Total           | <u>\$297,586</u>           | <u>\$238,154</u>          | <u>\$59,432</u> |

**1998 Budgeted vs. Actual Receipts**

| Fund Type       | Budgeted<br>Receipts | Actual<br>Receipts | Variance        |
|-----------------|----------------------|--------------------|-----------------|
| General         | \$44,723             | \$74,206           | \$29,483        |
| Special Revenue | 131,398              | 135,821            | 4,423           |
| Total           | <u>\$176,121</u>     | <u>\$210,027</u>   | <u>\$33,906</u> |

**1998 Budgeted vs. Actual Budgetary Basis Expenditures**

| Fund Type       | Appropriation<br>Authority | Budgetary<br>Expenditures | Variance        |
|-----------------|----------------------------|---------------------------|-----------------|
| General         | \$76,227                   | \$52,254                  | \$23,975        |
| Special Revenue | 166,949                    | 127,436                   | 39,513          |
| Total           | <u>\$243,176</u>           | <u>\$179,690</u>          | <u>\$63,488</u> |

**4. PROPERTY TAX**

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

Tangible personal property tax is assessed by the property owners, who must file a list of such property to the County by each April 30.

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

**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 1999 AND 1998**  
**(Continued)**

**5. DEBT**

Debt outstanding at December 31, 1999 was as follows:

|                          | Principal | Interest<br>Rate |
|--------------------------|-----------|------------------|
| General Obligation Notes | \$15,969  | 5.75%            |

On July 7, 1999, the Township issued notes for the purchase of a new mower. The loan will be repaid in annual installments of \$3,766, including interest, over 5 years.

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

| Year ending<br>December 31: | General<br>Obligation<br>Notes |
|-----------------------------|--------------------------------|
| 2000                        | \$3,766                        |
| 2001                        | 3,766                          |
| 2002                        | 3,766                          |
| 2003                        | 3,766                          |
| 2004                        | 3,766                          |
| Total                       | \$18,830                       |

**6. RETIREMENT SYSTEMS**

The Township's employees belong to the Public Employees Retirement System (PERS) of Ohio. PERS is a cost-sharing, multi-employer plan. The plan provides retirement benefits, including postretirement healthcare, and survivor and disability benefits to participants as prescribed by the Ohio Revised Code.

Contribution rates are also prescribed by the Ohio Revised Code. For 1999 and 1998, employees contributed 8.5% of their wages. The Township contributed an amount equal to 13.55% of participants' gross salaries. The Township has paid all contributions required through December 31, 1999.

**7. RISK MANAGEMENT**

The Township has obtained commercial insurance from the Ohio Government Risk Management Plan for the following risks:

- General liability
- Official's liability
- Automobile
- Property



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

Board of Trustees  
Brown Township  
Knox County  
20629 Danville Jelloway  
Danville, Ohio 43014

We have audited the financial statements of Brown Township, Knox County, Ohio (the Township) as of and for the years ended December 31, 1999 and December 31, 1998, and have issued our report thereon dated March 17, 2000. We conducted our audits in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Compliance**

As part of obtaining reasonable assurance about whether the Township's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*. However, we noted certain immaterial instances of noncompliance that we have reported to management of the Township in a separate letter dated March 17, 2000.

**Internal Control Over Financial Reporting**

In planning and performing our audits, we considered the Township's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted other matters involving the internal control over financial reporting that do not require inclusion in this report, that we have reported to management of the Township in a separate letter dated March 17, 2000.

Board of Trustees  
Brown Township  
Knox County  
Report on Compliance and on Internal Control Required by  
*Government Auditing Standards*  
Page 2

This report is intended for the information and use of management and Board of Trustees, and is not intended to be and should not be used by anyone other than these specified parties.

**JIM PETRO**  
Auditor of State

March 17, 2000



STATE OF OHIO  
OFFICE OF THE AUDITOR  

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JIM PETRO, AUDITOR OF STATE

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**BROWN TOWNSHIP**

**KNOX COUNTY**

**CLERK'S CERTIFICATION**

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

*Susan Babbitt*

**CLERK OF THE BUREAU**

**CERTIFIED  
APRIL 18, 2000**