



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

TABLE OF CONTENTS

TITLE	PAGE
Report of Independent Accountants	1
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances - All Governmental Fund Types For the Year Ended December 31, 1999	3
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances - All Governmental Fund Types For the Year Ended December 31, 1998	4
Notes to the Financial Statements	5
Report of Independent Accountants on Compliance and on Internal Control Required by <i>Government Auditing Standards</i>	11
Schedule of Findings	13

This Page Intentionally Left Blank



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

111 Second Street, NW
Fourth Floor
Canton, Ohio 44702
Telephone 330-438-0617
800-443-9272
Facsimile 330-471-0001
www.auditor.state.oh.us

REPORT OF INDEPENDENT ACCOUNTANTS

Greene Township
Wayne County
4360 Troyer Road
Smithville, Ohio 44677

To the Board of Trustees:

We have audited the accompanying financial statements of Greene Township, Wayne County, Ohio, (the Township) as of and for the years ended December 31, 1999 and 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 audits 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 described 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 and reserves for encumbrances of Greene Township, Wayne County, as of December 31, 1999 and 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 31, 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.

A handwritten signature in black ink, appearing to read "Jim Petro".

Jim Petro
Auditor of State

March 31, 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>		<u>Total (Memorandum Only)</u>
	<u>General</u>	<u>Special Revenue</u>	
Cash Receipts:			
Local Taxes	\$59,238	\$116,501	\$175,739
Intergovernmental	91,044	92,684	183,728
Earnings on Investments	9,618		9,618
Other	694	1,673	2,367
	<u>160,594</u>	<u>210,858</u>	<u>371,452</u>
Total Cash Receipts			
Cash Disbursements:			
Current:			
General Government	54,802		54,802
Public Safety	32,904		32,904
Public Works		179,424	179,424
Health	15,983		15,983
Capital Outlay	14,930	2,996	17,926
	<u>118,619</u>	<u>182,420</u>	<u>301,039</u>
Total Cash Disbursements			
Total Cash Receipts Over/(Under) Cash Disbursements	41,975	28,438	70,413
Fund Cash Balances, January 1	<u>165,975</u>	<u>124,974</u>	<u>290,949</u>
Fund Cash Balances, December 31	<u>\$207,950</u>	<u>\$153,412</u>	<u>\$361,362</u>
Reserve for Encumbrances, December 31	<u>\$2,333</u>	<u>\$0</u>	<u>\$2,333</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>		<u>Total (Memorandum Only)</u>
	<u>General</u>	<u>Special Revenue</u>	
Cash Receipts:			
Local Taxes	\$58,027	\$115,647	\$173,674
Intergovernmental	89,451	86,483	175,934
Earnings on Investments	5,415	360	5,775
Other	2,796	61	2,857
	<u>155,689</u>	<u>202,551</u>	<u>358,240</u>
Cash Disbursements:			
Current:			
General Government	55,487		55,487
Public Safety	32,011		32,011
Public Works		154,754	154,754
Health	16,360		16,360
Capital Outlay	22,202		22,202
	<u>126,060</u>	<u>154,754</u>	<u>280,814</u>
Total Cash Disbursements	<u>126,060</u>	<u>154,754</u>	<u>280,814</u>
Total Cash Receipts Over/(Under) Cash Disbursements	29,629	47,797	77,426
Fund Cash Balances, January 1	<u>136,346</u>	<u>77,177</u>	<u>213,523</u>
Fund Cash Balances, December 31	<u>\$165,975</u>	<u>\$124,974</u>	<u>\$290,949</u>
Reserve for Encumbrances, December 31	<u>\$0</u>	<u>\$0</u>	<u>\$0</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

Greene Township, Wayne 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 contracts with the City Orrville and the Village of Smithville to provide fire protection.

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 cash disbursements basis of accounting. Receipts are recognized when received in cash rather than when earned, and disbursements are recognized when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved.)

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

C. Cash and Investments

Investments are included in the fund cash balances. Accordingly, purchases of investments are not recorded as disbursements, and sales of investments are not recorded as receipts. Gains or losses at the time of sale are recorded as receipts or disbursements, respectively. During 1999, the Township invested funds in short-term repurchase agreements through a cash management program offered by a local bank.

D. Fund Accounting

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

General Fund

The General Fund is the general operating fund. It is used to account for all financial resources except those required by law or contract to be restricted.

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:

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

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Fund Accounting (Continued)

Special Revenue Funds (Continued)

Road and Bridge Fund - This fund receives property taxes and intergovernmental receipts for constructing, maintaining and repairing Township roads.

E. 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. 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 also approve estimated resources.

Encumbrances

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

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

F. Property, Plant and Equipment

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

G. Unpaid Vacation and Sick Leave

Employees are entitled to cash payments for unused vacation and sick leave in certain circumstances, such as upon leaving employment. Unpaid vacation and sick leave are not reflected as liabilities under the cash basis of accounting used by the Township.

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

2. EQUITY IN POOLED CASH AND INVESTMENTS

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

	<u>1999</u>	<u>1998</u>
Demand deposits	\$3,169	\$148,693
Money Market account		142,256
Repurchase Agreement	<u>358,193</u>	<u> </u>
Total deposits and investments	<u><u>\$361,362</u></u>	<u><u>\$290,949</u></u>

Deposits

Deposits are either insured by the Federal Depository Insurance Corporation or collateralized by the financial institution's public entity deposit pool.

Investments

The Township invested in money market accounts and repurchase agreements during the accounting period. These items are valued at cost.

3. BUDGETARY ACTIVITY

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

1999 Budgeted vs. Actual Receipts

<u>Fund Type</u>	<u>Budgeted Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
General	\$149,135	\$160,594	\$11,459
Special Revenue	<u>218,225</u>	<u>210,858</u>	<u>(7,367)</u>
Total	<u><u>\$367,360</u></u>	<u><u>\$371,452</u></u>	<u><u>\$4,092</u></u>

1999 Budgeted vs. Actual Budgetary Basis Expenditures

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General	\$300,300	\$120,952	\$179,348
Special Revenue	<u>330,700</u>	<u>182,420</u>	<u>148,280</u>
Total	<u><u>\$631,000</u></u>	<u><u>\$303,372</u></u>	<u><u>\$327,628</u></u>

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

3. BUDGETARY ACTIVITY (Continued)

1998 Budgeted vs. Actual Receipts

<u>Fund Type</u>	<u>Budgeted Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
General	\$137,965	\$155,689	\$17,724
Special Revenue	<u>204,850</u>	<u>202,551</u>	<u>(2,299)</u>
Total	<u>\$342,815</u>	<u>\$358,240</u>	<u>\$15,425</u>

1998 Budgeted vs. Actual Budgetary Basis Expenditures

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General	\$266,900	\$126,060	\$140,840
Special Revenue	<u>272,300</u>	<u>154,754</u>	<u>117,546</u>
Total	<u>\$539,200</u>	<u>\$280,814</u>	<u>\$258,386</u>

4. NONCOMPLIANCE

The Township invested in repurchase agreements without filing an investment policy with the Auditor of State, contrary to Ohio Rev. Code Section 135.14.

5. PROPERTY TAX

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

Tangible personal property tax is assessed by the property owners, who must file a list of such property with 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.

6. RETIREMENT SYSTEM

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

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

6. RETIREMENT SYSTEM (Continued)

Contribution rates are also prescribed by the Ohio Revised Code. For 1999 and 1998, PERS members contributed 8.5% of their gross salaries. 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 for the following risks:

- | | |
|---------------------------|-----------------------------|
| -Property | -Vehicles |
| -General Liability | -Public Officials Liability |
| -Commercial Inland Marine | -Employers Liability |

This Page Intentionally Left Blank



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

111 Second Street, NW
Fourth Floor
Canton, Ohio 44702
Telephone 330-438-0617
800-443-9272
Facsimile 330-471-0001
www.auditor.state.oh.us

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

Greene Township
Wayne County
4360 Troyer Road
Smithville, Ohio 44677

To the Board of Trustees:

We have audited the financial statements of Greene Township, Wayne County, Ohio, (the Township) as of and for the years ended December 31, 1999 and 1998, and have issued our report thereon dated March 31, 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 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 an instance of noncompliance that is required to be reported under *Government Auditing Standards* which is described in the accompanying Schedule of Findings as item 1999-40985-001. We also noted certain immaterial instances of noncompliance that we have reported to the management of the Township in a separate letter dated March 31, 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 a matter involving the internal control over financial reporting that does not require inclusion in this report, that we have reported to the management of the Township in a separate letter dated March 31, 2000.

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

A handwritten signature in black ink, appearing to read "Jim Petro". The signature is fluid and cursive, with a large loop at the end.

Jim Petro
Auditor of State

March 31, 2000

**SCHEDULE OF FINDINGS
DECEMBER 31, 1999 AND 1998**

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

FINDING NUMBER 1999-40985-001

Noncompliance Citation

Ohio Rev. Code Section 135.14 requires that investments or deposits made under Ohio Rev. Code Section 135.14 cannot be made unless a written investment policy, approved by the Clerk or governing board, is on file with the Auditor of State, with the following two exceptions:

- & If a written investment policy is not filed with the Auditor of State, the Clerk or governing board is permitted to invest only in interim deposits or the State Treasurer's investment pool, STAR Ohio.
- & A subdivision whose average annual portfolio of investments is \$100,000 or less is not required to file an investment policy, provided that the Clerk or Board of Trustees certifies to the Auditor of State that the Clerk or Board of Trustees will comply and is in compliance with the provisions of Ohio Rev. Code sections 135.01 to 135.21.

In 1999, the Township enrolled in a cash management program offered by a local bank. The cash management program holds Township deposits in sweep accounts which are invested in over-night repurchase agreements. The investments in repurchase agreements, on average, exceeded \$100,000.

Since repurchase agreements do not qualify as interim deposits and the Township's average investment balance exceeded \$100,000, the Township should file a written investment policy with the Auditor of State.

The Township's policy should authorize the Clerk to invest funds and include the following:

- & Investment types considered permissible by the Board;
- & Investment types which are prohibited by the Board;
- & Investment maturity requirements;
- & Acceptable portfolio risk;
- & Township investment goals (ie. preservation of investment principle, emphasis on income or capital gains, etc.);

This list is not all inclusive. Township management will need to assess the extent of its policy requirements based on the level of investment activity, investment types, and investment goals of the Board.

In addition, the investment policy must be signed by:

- & All entities conducting investment business with the Clerk or Board of Trustees (except the Treasurer of State);
- & All brokers, dealers, and financial institutions, described in Section 135.14(M)(1), initiating transactions with the Clerk or Board of Trustees by giving advice or making investment recommendations;
- & All brokers, dealers, and financial institutions, described in Section 135.14(M)(1), executing transactions initiated by the Clerk or Board of Trustees.



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

88 East Broad Street
P.O. Box 1140
Columbus, Ohio 43216-1140

Telephone 614-466-4514
800-282-0370

Facsimile 614-466-4490

GREENE TOWNSHIP

WAYNE COUNTY

CLERK'S CERTIFICATION

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

Susan Babbitt

CLERK OF THE BUREAU

**CERTIFIED
MAY 9, 2000**