

HALE TOWNSHIP

HARDIN COUNTY, OHIO

AUDITED FINANCIAL STATEMENTS

JANUARY 1, 1998 - DECEMBER 31, 1999

**HALE TOWNSHIP
HARDIN, OHIO**

JANUARY 1, 1998 TO DECEMBER 31, 1999

Table of Contents

Report of Independent Accountants

Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances - All Governmental Fund Types For the Year Ended December 31, 1999	1
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances - All Fiduciary Funds For the Year Ended December 31, 1999	2
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 Fiduciary Funds For the Year Ended December 31, 1999	4
Notes to the Financial Statements	5-9
Report on Compliance and on Internal Control Required by <i>Government Auditing Standards</i>	



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

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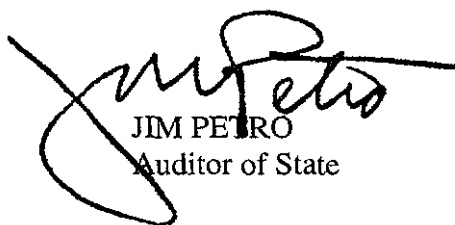
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Hale Township
310 West Mansfield Road
Mt. Victory, Ohio 43340

We have reviewed the Independent Auditor's Report of Hale Township, Hardin County, prepared by Vanessa Blevins, CPA. for the audit period January 1, 1998 to December 31, 1999. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. Hale Township is responsible for compliance with these laws and regulations.



JIM PETRO
Auditor of State

June 24, 2000

Vanessa L. Blevins, CPA

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REPORT OF INDEPENDENT ACCOUNTANTS

Hale Township
310 West Mansfield Rd.
Mt. Victory, Ohio 43340

To the Members of the Board of Township Trustees:

We have audited the accompanying financial statements of Hale Township, Hardin 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 audit.

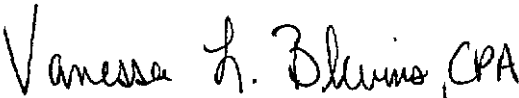
We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable 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 audit provides 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 of Hale Township, Hardin County, Ohio, 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 June 1, 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 the officials authorized to receive this report under Section 117.26, Ohio Revised Code. However, this report is a public record and is available upon specific request.


Vanessa L. Blevins, CPA

June 10, 2000

**HALE TOWNSHIP
HARDIN COUNTY, OHIO**

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

	General	Special Revenue	Total (Memorandum Only)
Cash receipts:			
Taxes	\$ 12,189	\$ 30,293	\$ 42,482
Charges for Services	-	-	-
Intergovernmental	47,356	62,129	109,485
Fines, licenses, and permits	450	4,750	5,200
Interest Revenue	3,674	1,346	5,020
Miscellaneous	203	2,029	2,232
Total cash receipts	63,872	100,547	164,419
Cash disbursements:			
<i>Current:</i>			
Public safety	-	12,485	12,485
Public health services	3,820	10,492	14,312
Public works	-	86,276	86,276
General government	24,262	549	24,811
Miscellaneous	112	1,646	1,758
Capital outlay	2,828	-	2,828
Total cash disbursements	31,022	111,448	142,470
Total receipts over/(under) disbursements	32,850	(10,901)	21,949
Other financing receipts/(disbursements):			
Transfers-in	-	5,000	5,000
Transfers-out	(5,000)	-	(5,000)
Other Financing Sources	57	-	57
Contingencies	(6,264)	-	(6,264)
Total other financing receipts/(disbursements)	(11,207)	5,000	(6,207)
Total of Rec. and Other Sources Over (Under) Disbursements and Other Uses	21,643	(5,901)	15,742
Fund cash balances, January 1, 1999	70,565	59,075	129,640
Fund cash balances, December 31, 1999	\$ 92,208	\$ 53,174	\$ 145,382

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

**HALE TOWNSHIP
HARDIN COUNTY, OHIO**

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

	Nonexpendable Trust
Operating Cash receipts:	
Interest	\$ 53
Total operating cash receipts	53
Cash disbursements:	
Supplies and materials	-
Total operating cash disbursements	-
Operating income/(loss)	53
Fund cash balances, January 1, 1999	1,222
Fund cash balances, December 31, 1999	\$ 1,275

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

**HALE TOWNSHIP
HARDIN COUNTY, OHIO**

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

	General	Special Revenue	Total (Memorandum Only)
Cash receipts:			
Taxes	\$ 11,649	\$ 29,018	\$ 40,667
Charges for services	-	-	-
Intergovernmental	48,328	61,505	109,833
Fines, licenses, and permits	1,000	5,265	6,265
Interest Revenue	2,602	1,913	4,515
Miscellaneous	1,785	1,464	3,249
	<hr/>	<hr/>	<hr/>
Total cash receipts	65,364	99,165	164,529
Cash disbursements:			
Current:			
Public safety	-	12,095	12,095
Public health services	3,036	12,928	15,964
Public Works	-	85,170	85,170
Miscellaneous	1,845	710	2,555
General government	26,621	525	27,146
Capital outlay	5,757	3,154	8,911
	<hr/>	<hr/>	<hr/>
Total cash disbursements	37,259	114,582	151,841
Total receipts over disbursements	28,105	(15,417)	12,688
Other financing receipts/(disbursements):			
Transfers-in	-	9,000	9,000
Transfers-out	(9,000)	-	(9,000)
Other financing sources	-	-	-
Contingencies	(4,245)	-	(4,245)
	<hr/>	<hr/>	<hr/>
Total other financing receipts/(disbursements)	(13,245)	9,000	(4,245)
Total of Rec. and Other Sources Over (Under) Disbursements and Other Uses	14,860	(6,417)	8,443
Fund cash balances, January 1, 1999	55,705	65,494	121,199
	<hr/>	<hr/>	<hr/>
Fund cash balances, December 31, 1999	<u>\$ 70,565</u>	<u>\$ 59,077</u>	<u>\$ 129,642</u>

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

**HALE TOWNSHIP
HARDIN COUNTY, OHIO**

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

	Nonexpendable Trust
Operating Cash receipts:	
Interest	\$ 56
Total operating cash receipts	56
Cash disbursements:	
Supplies and materials	-
Total operating cash disbursements	-
Operating income/(loss)	56
Fund cash balances, January 1, 1998	1,166
Fund cash balances, December 31, 1998	\$ 1,222

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

**HALE TOWNSHIP
HARDIN COUNTY, OHIO**

NOTES TO FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

Hale Township, Hardin County, (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. The Township provides general governmental services. The Township contracts with the Hardin County Sheriff's department to provide security of persons and property.

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. Cash and Investments

Certificates of deposit are valued at cost.

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 for constructing, maintaining and repairing Township roads.

**HALE TOWNSHIP
HARDIN COUNTY, OHIO**

**NOTES TO FINANCIAL STATEMENTS
(Continued)**

Fiduciary Funds (Trust and Agency Funds) - Trust funds are used to account for resources restricted by legally binding trust agreements. If the agreement requires the Township to maintain the corpus of the trust, the fund is classified as a nonexpendable trust fund. Other trust funds are classified as expendable. Funds for which the Township is acting in an agency capacity are classified as agency funds. The Township had the following significant fiduciary funds:

Howard Butler Wagner Bequest Fund - Used to account for moneys pledged for cemetery maintenance. Only the interest may be expended.

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 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 commitments are made. Encumbrances outstanding at year end are canceled, and reappropriated in the subsequent year.

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 disbursements when paid. These items are not reflected as assets on the accompanying financial statements.

**HALE TOWNSHIP
HARDIN COUNTY, OHIO**

NOTES TO FINANCIAL STATEMENTS
(Continued)

2. BUDGETARY ACTIVITY

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

1999 Budgeted vs. Actual Receipts

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 64,278	\$ 63,928	\$ (350)
Special Revenue	121,543	105,547	(15,996)
Fiduciary	50	53	3
Total	<u>\$ 185,871</u>	<u>\$ 169,528</u>	<u>\$ (16,343)</u>

1999 Budgeted vs. Actual Budgetary Basis Expenditures

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 112,141	\$ 42,286	\$ 69,855
Special Revenue	168,383	111,448	56,935
Fiduciary	151	-	151
Total	<u>\$ 280,675</u>	<u>\$ 153,734</u>	<u>\$ 126,941</u>

1998 Budgeted vs. Actual Receipts

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 62,162	\$ 65,364	\$ 3,202
Special Revenue	103,938	108,164	4,226
Fiduciary	62	56	(6)
Total	<u>\$ 166,162</u>	<u>\$ 173,584</u>	<u>\$ 7,422</u>

1998 Budgeted vs. Actual Budgetary Basis Expenditures

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 97,229	\$ 50,503	\$ 46,726
Special Revenue	152,612	114,583	38,029
Fiduciary	107	-	107
Total	<u>\$ 249,948</u>	<u>\$ 165,086</u>	<u>\$ 84,862</u>

**HALE TOWNSHIP
HARDIN COUNTY, OHIO**

**NOTES TO FINANCIAL STATEMENTS
(Continued)**

2. EQUITY IN POOLED CASH AND INVESTMENTS

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

	<u>1999</u>	<u>1998</u>
Demand deposits	\$ 145,382	\$ 129,641
Certificates of deposit	1,275	1,221
Total deposits	<u>\$ 146,657</u>	<u>\$ 130,862</u>

Deposits

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

4. PROPERTY TAX

Real property taxes become a lien on January 1 preceding the October 1 date for which rates are adopted by the Board. 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 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.

6. RETIREMENT SYSTEMS

The Township's full-time employees 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.

**HALE TOWNSHIP
HARDIN COUNTY, OHIO**

**NOTES TO FINANCIAL STATEMENTS
(Continued)**

Contribution rates are also prescribed by the Ohio Revised Code. For 1999 and 1998, PERS members contributed 8.5 percent of their gross salaries. The Township contributed an amount equal to 13.55 percent 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:

- General liability
- Public Officials Liability
- Automobile Liability, Comprehensive and Collision
- Property Coverage

The Township provides health coverages for an official through a private carrier.

Vanessa L. Blevins, CPA

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

Hale Township
310 West Mansfield Road
Mt. Victory, Ohio 43340

To the Members of the Board of Township Trustees:

We have audited the financial statements of Hale Township, Hardin County, (the Township) as of and for the years ended December 31, 1999 and 1998, and have issued our report thereon dated June 10, 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

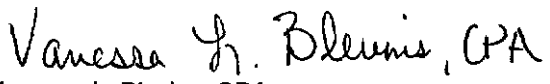
As part of obtaining reasonable assurance about whether the Township's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audits 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 Hale Township in a separate letter dated June 10, 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 June 10, 2000.

This report is intended for the information of the board of trustees and management. However, this report is a matter of public record and its distribution is not limited.

Sincerely,


Vanessa L. Blevins, CPA



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

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P.O. Box 1140
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HALE TOWNSHIP

HARDIN 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.

By: Susan Babbitt

Date: JULY 13, 2000