



**KNOX TOWNSHIP
VINTON COUNTY**

REGULAR AUDIT

FOR THE YEARS ENDED DECEMBER 31, 1999-1998



**JIM PETRO
AUDITOR OF STATE**

STATE OF OHIO

**KNOX TOWNSHIP
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REPORT OF INDEPENDENT ACCOUNTANTS

Knox Township
Vinton County
75173 Lively Ridge Road
Albany, Ohio 45710

To the Board of Township Trustees:

We have audited the accompanying financial statements of Knox Township, Vinton 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 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 audit provides 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 Knox Township, Vinton 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 April 7, 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 § 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

April 7, 2000

**KNOX TOWNSHIP
 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>		Totals (Memorandum Only)
	<u>General</u>	<u>Special Revenue</u>	
Cash Receipts:			
Taxes	\$5,731	\$11,528	\$17,259
Intergovernmental Receipts	11,115	73,455	84,570
Interest	737		737
	<hr/>	<hr/>	<hr/>
Total Cash Receipts	17,583	84,983	102,566
	<hr/>	<hr/>	<hr/>
Cash Disbursements:			
Current:			
General Government	12,871	366	13,237
Public Safety	89		89
Public Works		53,747	53,747
Health	196	3,705	3,901
	<hr/>	<hr/>	<hr/>
Total Cash Disbursements	13,156	57,818	70,974
	<hr/>	<hr/>	<hr/>
Excess of Cash Receipts Over/(Under) Cash Disbursements	4,427	27,165	31,592
	<hr/>	<hr/>	<hr/>
Fund Cash Balances, January 1	2,618	18,992	21,610
	<hr/>	<hr/>	<hr/>
Fund Cash Balances, December 31	<u>\$7,045</u>	<u>\$46,157</u>	<u>\$53,202</u>

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

**KNOX TOWNSHIP
STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCE
NONEXPENDABLE TRUST FUND
FOR THE YEAR ENDED DECEMBER 31, 1999**

	Nonexpendable Trust
Operating Cash Receipts:	
Interest	\$7
Total Operating Cash Receipts	7
Operating Income/(Loss)	7
Fund Cash Balance, January 1	263
Fund Cash Balance, December 31	\$270

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

**KNOX TOWNSHIP
 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>		Totals (Memorandum Only)
	<u>General</u>	<u>Special Revenue</u>	
Cash Receipts:			
Taxes	\$5,528	\$11,532	\$17,060
Intergovernmental Receipts	8,460	60,768	69,228
Interest	254	508	762
Other Revenue	1,681	3,844	5,525
	<hr/>	<hr/>	<hr/>
Total Cash Receipts	15,923	76,652	92,575
	<hr/>	<hr/>	<hr/>
Cash Disbursements:			
Current:			
General Government	16,595		16,595
Public Safety	1,500	2,604	4,104
Public Works		71,864	71,864
Health	167	4,736	4,903
Capital Outlay	1,300		1,300
	<hr/>	<hr/>	<hr/>
Total Cash Disbursements	19,562	79,204	98,766
	<hr/>	<hr/>	<hr/>
Excess of Cash Receipts Over/(Under) Cash Disbursements	(3,639)	(2,552)	(6,191)
	<hr/>	<hr/>	<hr/>
Fund Cash Balances, January 1	6,257	21,544	27,801
	<hr/>	<hr/>	<hr/>
Fund Cash Balances, December 31	<u>\$2,618</u>	<u>\$18,992</u>	<u>\$21,610</u>

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

**KNOX TOWNSHIP
STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCE
NONEXPENDABLE TRUST FUND
FOR THE YEAR ENDED DECEMBER 31, 1998**

	Nonexpendable Trust
Operating Cash Receipts:	
Interest	\$8
Total Operating Cash Receipts	8
Operating Income/(Loss)	8
Fund Cash Balance, January 1	255
Fund Cash Balance, December 31	\$263

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

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

Knox Township, Vinton 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 of Trustees. The Township provides general governmental services, including maintenance of roads and 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 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.

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

C. Cash and Investments

Cash accounts are valued at cost. The Township had no investments.

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:

1. 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.

2. 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 Fund:

Gasoline Tax Fund - This fund received gasoline tax money to construct, maintain and repair Township roads.

3. Fiduciary Funds (Nonexpendable Trust Fund)

This fund is used to account for resources restricted by a legally binding trust agreement.

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. Budgetary Process

The Ohio Revised Code requires that each fund be budgeted annually.

1. Appropriations

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund 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.

2. 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.

3. 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.

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>\$53,472</u>	<u>\$21,873</u>

Deposits: Deposits are insured by the Federal Deposit Insurance Corporation.

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

3. BUDGETARY ACTIVITY

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

1999 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 12,605	\$ 17,583	\$ 4,978
Special Revenue	78,384	84,983	6,599
Nonexpendable Trust	8	7	(1)
Total	\$ 90,997	\$ 102,573	\$ 11,576

1999 Budgeted vs. Actual Disbursements			
Fund Type	Appropriation Authority	Actual Disbursements	Variance
General	\$ 14,901	\$ 13,156	\$ 1,745
Special Revenue	82,038	57,818	24,220
Nonexpendable Trust	270	0	270
Total	\$ 97,209	\$ 70,974	\$ 26,235

1998 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 17,108	\$ 15,923	\$ (1,185)
Special Revenue	67,286	76,652	9,366
Nonexpendable Trust	7	8	1
Total	\$ 84,401	\$ 92,583	\$ 8,182

1998 Budgeted vs. Actual Disbursements			
Fund Type	Appropriation Authority	Actual Disbursements	Variance
General	\$ 22,371	\$ 19,562	\$ 2,809
Special Revenue	83,165	79,204	3,961
Nonexpendable Trust	262	0	262
Total	\$ 105,798	\$ 98,766	\$ 7,032

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

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.

5. RETIREMENT SYSTEMS

The Township's elected officials and employees belong to the Public Employees Retirement System (PERS) of Ohio. PERS is a cost-sharing, multiple-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, 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.

6. RISK MANAGEMENT

The Township is a member of the Ohio Township Association Risk Management Authority (OTARMA). The OTARMA assumes the risk of loss up to the limits of the Township's policy. The OTARMA may assess supplemental premiums. The following risks are covered by the OTARMA:

- General property and liability
- Wrongful acts
- Vehicles

The Township has secured public official's bonds through a private carrier.

The Township provides medical insurance to the full-time employee through a private carrier.



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

Knox Township
Vinton County
75173 Lively Ridge Road
Albany, Ohio 45710

To the Board of Township Trustees:

We have audited the accompanying financial statements of Knox Township, Vinton County, Ohio, (the Township), as of and for the years ended December 31, 1999 and 1998, and have issued our report thereon dated April 7, 2000. 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.

Compliance

As part of obtaining reasonable assurance about whether Knox 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 April 7, 2000.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Knox 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 April 7, 2000.

Knox Township
Vinton County
Report of Independent Accountants on Compliance and on Internal Control
Required by *Government Auditing Standards*
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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.

Jim Petro
Auditor of State

April 7, 2000

**KNOX TOWNSHIP
SCHEDULE OF PRIOR AUDIT FINDINGS**

DECEMBER 31, 1999 and 1998

Finding Number	Finding Summary	Fully Corrected?	Comments
1996-40782-001	Ohio Rev. Code Section 117.38 filing of annual report.	Fully Corrected	The annual reports were filed in 1998 and 1999.
1996-40782-002	Ohio Rev. Code Section 5705.41(B) prohibiting making a disbursement until appropriated	Fully Corrected	The Township had no material disbursement that exceeded appropriations
1996-40782-003	Ohio Rev. Code Section 5705.41(D) encumbrance of monies.	Fully Corrected	Purchase orders were used in 1999 when the Township went on the UAN system.
1996-40782-004	Ohio Admin. Code Sections 117-3-08, 117-3-09 and 117-3-10 maintaining the proper ledgers.	Fully Corrected	Proper ledgers were maintained in 1999 when the Township went on the UAN system.
1996-40782-005	Monitoring Financial Activities by the Township Trustees.	Partially Corrected	The Township Trustees began approving the Financial Statements in 1999. However they did not sign off on the reports or the bank reconciliation.



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OFFICE OF THE AUDITOR

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KNOX TOWNSHIP

VINTON 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
JUNE 6, 2000**