



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

**BRISTOL TOWNSHIP
TRUMBULL COUNTY**

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, 2000	3
Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances – Non -Expendable Trust Funds – For the Year Ended December 31, 2000	4
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances – All Governmental Fund Types – For the Year Ended December 31, 1999	5
Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances – Non -Expendable Trust Funds – For the Year Ended December 31, 1999	6
Notes to the Financial Statements	7
Report of Independent Accountants on Compliance and on Internal Control Required by <i>Government Auditing Standards</i>	13

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REPORT OF INDEPENDENT ACCOUNTANTS

Bristol Township
Trumbull County
P.O. Box 254
Bristolville, Ohio 44402

To the Board of Trustees:

We have audited the accompanying financial statements of Bristol Township, Trumbull County, Ohio, (the Township) as of and for the years ended December 31, 2000 and December 31, 1999. 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 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. 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 and reserves for encumbrances of the Township as of December 31, 2000 and December 31, 1999, 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 September 20, 2001 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 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

September 20, 2001

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**BRISTOL TOWNSHIP
TRUMBULL COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND
CASH BALANCES - ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2000**

	Governmental Fund Types				(Memorandum Only)
	General	Special Revenue	Debt Service	Capital Projects	Total
Cash receipts:					
Local taxes	\$68,954	\$106,907	\$26,205		\$202,066
Charges for Services		32,985			32,985
Licenses, Permits, and Fees		14,921			14,921
Intergovernmental Receipts	105,313	78,209			183,522
Interest	6,011	630		27	6,668
All Other Revenue	18,442	4,179			22,621
Total cash receipts	198,720	237,831	26,205	27	462,783
Cash disbursements:					
Current:					
General government	143,019	1,994			145,013
Public Safety		33,333			33,333
Public Works	37,718	122,869			160,587
Health	7,763	17,786			25,549
Miscellaneous		23,928			23,928
Debt Service:					
Redemption of principal			21,570		21,570
Interest			4,635		4,635
Supplies and Materials					
Capital Outlay				7,273	7,273
Total program disbursements	188,500	199,910	26,205	7,273	421,888
Total receipts over/(under) program disbursements	10,220	37,921		(7,246)	40,895
Other sources	767	3,600			4,367
Total other financing receipts/(disbursements)	767	3,600			4,367
Excess of cash receipts and other financing receipts over/(under) cash disbursements and other financing disbursements	10,987	41,521		(7,246)	45,262
Fund cash balances January 1, 2000	112,347	187,598		7,246	307,191
Fund cash balances, December 31, 2000	\$123,334	\$229,119			\$352,453
Reserve for encumbrances, December 31, 2000	\$500	\$13,400			13,900

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

BRISTOL TOWNSHIP
TRUMBULL COUNTY

STATEMENT OF CASH RECEIPTS, CASH DISBURSMENTS AND CHANGES IN FUND CASH
BALANCES - NON-EXPENDABLE TRUSTS
FOR THE YEAR ENDED DECEMBER 31, 2000

	<u>Non-Expendable Trusts</u>
Operating cash receipts:	
Interest	90
Total operating cash receipts	90
Operating cash disbursements:	
Supplies and Materials	54
Total operating cash disbursements	54
Operating income/(loss)	36
Excess of receipts over/(under) disbursements before interfund transfers and advances	36
Net receipts over/(under) disbursements	36
Fund cash balances, January 1, 2000	7,963
Fund cash balances, December 31, 2000	<u>\$7,999</u>
Reserve for encumbrances, December 31, 2000	<u>\$0</u>

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

**BRISTOL TOWNSHIP
TRUMBULL COUNTY**

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

	Governmental Fund Types				(Memorandum Only)
	General	Special Revenue	Debt Service	Capital Projects	Total
Cash receipts:					
Local taxes	\$47,667	\$94,297	\$26,205	\$10,000	\$178,169
Charges for Services		31,380			31,380
Licenses, Permits, and Fees		14,557			14,557
Intergovernmental Receipts	100,387	71,087			171,474
Interest	5,767	405		302	6,474
All Other Revenue	17,065	19,049			36,114
Total cash receipts	170,886	230,775	26,205	10,302	438,168
Cash disbursements:					
Current:					
General government	140,254	4,520			144,774
Public Safety		33,824			33,824
Public Works	16,181	91,717			107,898
Health	3,771	18,579			22,350
Miscellaneous		19,602			19,602
Debt Service:					
Redemption of principal			20,436		20,436
Interest			5,769		5,769
Supplies and Materials		3,091			3,091
Capital outlay	20,643	23,669		44,695	89,007
Total program disbursements	180,849	195,002	26,205	44,695	446,751
Total receipts over/(under) program disbursements	(9,963)	35,773		(34,393)	(8,583)
Other sources	715	5,550			6,265
Total other financing receipts/(disbursements)	715	5,550			6,265
Excess of cash receipts and other financing receipts over/(under) cash disbursements and other financing disbursements	(9,248)	41,323		(34,393)	(2,318)
Fund cash balances January 1, 1999	121,595	146,275		41,639	309,509
Fund cash balances, December 31, 1999	<u>\$112,347</u>	<u>\$187,598</u>		<u>\$7,246</u>	<u>\$307,191</u>
Reserve for encumbrances, December 31, 1999	<u>\$23,837</u>	<u>\$7,593</u>		<u>\$8,044</u>	<u>39,474</u>

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

**BRISTOL TOWNSHIP
TRUMBULL COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSMENTS AND CHANGES IN FUND CASH
BALANCES - NON-EXPENDABLE TRUSTS
FOR THE YEAR ENDED DECEMBER 31, 1999**

	<u>Non-Expendable Trusts</u>
Operating cash receipts:	
Interest	120
Total operating cash receipts	120
Operating cash disbursements:	
Supplies and Materials	75
Total operating cash disbursements	75
Operating income/(loss)	45
Excess of receipts over/(under) disbursements before interfund transfers and advances	45
Net receipts over/(under) disbursements	45
Fund cash balances, January 1, 1999	7,918
Fund cash balances, December 31, 1999	<u>\$7,963</u>
Reserve for encumbrances, December 31, 1999	<u>\$0</u>

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

**BRISTOL TOWNSHIP
TRUMBULL COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

Bristol Township, Trumbull 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 road and bridge maintenance, cemetery maintenance, fire protection and paramedic medical 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. Cash and Investments

The Townships funds are held in an interest bearing checking account and Certificates of deposit which are valued at cost.

Investments are reported as assets. 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.

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 Funds:

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

**BRISTOL TOWNSHIP
TRUMBULL COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)

Fire Special Levy Fund - This fund receives revenue from a voted levy. Expenditures are limited to operation of the Volunteer Fire Department, primarily equipment purchases and operation.

Road and Bridge Fund - This fund receives property tax money for constructing, maintaining and repairing township roads and bridges.

3. Debt Service Fund

The Debt Service Fund is used to accumulate resources for the payment of bond and note indebtedness. The township had the following significant Debt Service Fund:

General Note Retirement Fund -This fund receives property taxes which are used for repayment of general obligation notes.

4. Capital Project Fund

These funds are used to account for receipts that are restricted for the acquisition or construction of major capital projects (except those financed through enterprise or trust funds). The Township had the following significant Capital Project Fund:

Capital Equipment Fund - This fund has property taxes which are used for the purchase and maintenance of equipment.

5. Fiduciary Funds (Non-Expendable Trust 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.

Cemetery Bequest Fund - This fund uses its revenues for the care and maintenance of cemetery plots.

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, 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.

2. 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.

**BRISTOL TOWNSHIP
TRUMBULL COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)

Trust funds are used to account for resources restricted by legally binding trust agreements. If the agreement requires the Township to maintain the copies of the trust, the fund is classified as a non-expandable trust fund. Other trust funds are classified as expendable. The Township had the following significant non-expendable trust fund :

3. 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 2000 and 1999 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.

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 basis of accounting used by the Township.

2. EQUITY IN POOLED CASH

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>2000</u>	<u>1999</u>
Demand deposits	\$297,342	\$254,679
Certificates of deposit	63,110	60,475
Total deposits	<u>\$360,452</u>	<u>\$315,154</u>

Deposits: Deposits are either (1) insured by the Federal Depository Insurance Corporation, or (2) collateralized by the financial institution's public entity deposit pool.

3. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 2000 and December 31, 1999 follows:

**BRISTOL TOWNSHIP
TRUMBULL COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999
(Continued)**

3. BUDGETARY ACTIVITY - (Continued)

2000 Budgeted vs. Actual Receipts

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$176,991	\$199,487	\$22,496
Special Revenue	241,095	241,431	336
Debt Service	26,205	26,205	0
Capital Projects	7,246	27	(7,219)
Fiduciary	165	90	(75)
Total	<u>\$451,702</u>	<u>\$467,240</u>	<u>\$15,538</u>

2000 Budgeted vs. Actual Budgetary Basis Expenditures

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$289,337	\$189,000	\$100,337
Special Revenue	428,695	213,310	215,385
Debt Service	26,205	26,205	0
Capital Projects	8,044	7,273	771
Fiduciary	8,128	54	8,074
Total	<u>\$760,409</u>	<u>\$435,842</u>	<u>\$324,567</u>

1999 Budgeted vs. Actual Receipts

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$202,383	\$171,601	(\$30,782)
Special Revenue	217,594	236,325	18,731
Debt Service	26,205	26,205	0
Capital Projects	11,100	10,302	(798)
Fiduciary	5,815	120	(5,695)
Total	<u>\$463,097</u>	<u>\$444,553</u>	<u>(\$18,544)</u>

1999 Budgeted vs. Actual Budgetary Basis Expenditures

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$320,507	\$204,686	\$115,821
Special Revenue	367,864	202,595	165,269
Debt Service	26,205	26,205	0
Capital Projects	52,739	52,739	0
Fiduciary	13,733	75	13,658
Total	<u>\$781,048</u>	<u>\$486,300</u>	<u>\$294,748</u>

**BRISTOL TOWNSHIP
TRUMBULL COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999
(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. DEBT

Debt outstanding at December 31, 2000 was as follows:

	Principal	Interest Rate
General Obligation Notes.	\$72,101	5.40%

The general obligation notes were issue to finance the purchase of a fire truck to be used for Township fire protection. The notes are collateralized solely by the Township's taxing authority.

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

Year ending December 31:	General Obligation Notes
2001	\$26,205
2002	26,205
2003	26,163
Total	\$78,573

6. RETIREMENT SYSTEMS

The Township employees belong to the Public Employees Retirement System of Ohio (PERS) which is a cost-sharing, multiple-employer plan. PERS provides retirement benefits including post-retirement 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. PERS members contributed 8.5% of their gross salaries. The Township contributed an amount equal to 13.55% in 1999 and 10.84 % in 2000 of participants gross salaries. The Township paid all contributions required through December 31, 2000.

**BRISTOL TOWNSHIP
TRUMBULL COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999
(Continued)**

7. RISK MANAGEMENT

The Township has obtained commercial insurance for the following risks:

- Comprehensive property and general liability
- Vehicles
- Errors and omissions



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JIM PETRO, AUDITOR OF STATE

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

Bristol Township
Trumbull County
P.O. Box 254
Bristolville, Ohio 44402

To the Board of Trustees:

We have audited the accompanying financial statements of Bristol Township, Trumbull County, Ohio (the Township), as of and for the years ended December 31, 2000 and December 31, 1999, and have issued our report thereon dated September 20, 2001. We conducted our audit in accordance with 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.

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 no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered 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 September 20, 2001.

Bristol Township
Trumbull County
Report of Independent Accountants 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 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

September 20, 2001



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

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BRISTON TOWNSHIP

TRUMBULL 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
NOVEMBER 13, 2001**