



**EDEN TOWNSHIP
LICKING COUNTY**

REGULAR AUDIT

FOR THE YEARS ENDED DECEMBER 31, 2000 - 1999



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

EDEN TOWNSHIP
LICKING COUNTY

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REPORT OF INDEPENDENT ACCOUNTANTS

Board of Trustees
Eden Township
Licking County
10431 Purity Road
St. Louisville, Ohio 43071

To the Board of Trustees:

We have audited the accompanying financial statements of Eden Township, Licking 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 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 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 July 12, 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. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

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

July 12, 2001

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**EDEN TOWNSHIP
LICKING COUNTY**

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

| | <u>Governmental Fund Types</u> | | <u>Fudiciary Fund Type</u> | <u>Totals (Memorandum Only)</u> |
|---|------------------------------------|----------------------------|--------------------------------|---|
| | <u>General</u> | <u>Special Revenue</u> | <u>Nonexpendable Trust</u> | |
| Cash Receipts: | | | | |
| Local Taxes | \$21,462 | \$40,604 | \$0 | \$62,066 |
| Intergovernmental | 38,942 | 65,769 | 0 | 104,711 |
| Licenses, Permits, and Fees | 3,386 | 0 | 0 | 3,386 |
| Earnings on Investments | 5,570 | 1,339 | 759 | 7,668 |
| Other Revenue | 2,505 | 0 | 0 | 2,505 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| Total Cash Receipts | 71,865 | 107,712 | 759 | 180,336 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| Cash Disbursements: | | | | |
| Current: | | | | |
| General Government | 58,121 | 0 | 0 | 58,121 |
| Public Safety | 0 | 27,810 | 0 | 27,810 |
| Public Works | 0 | 76,276 | 0 | 76,276 |
| Health | 5,617 | 0 | 0 | 5,617 |
| Debt Service: | | | | |
| Redemption of Principal | 0 | 8,752 | 0 | 8,752 |
| Interest and Fiscal Charges | 0 | 2,297 | 0 | 2,297 |
| Capital Outlay | 0 | 0 | 0 | 0 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| Total Cash Disbursements | 63,738 | 115,135 | 0 | 178,873 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| Total Receipts Over/(Under) Disbursements | 8,127 | (7,423) | 759 | 1,463 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| Fund Cash Balances, January 1 | 59,249 | 120,090 | 16,864 | 196,203 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| Fund Cash Balances, December 31 | <u>\$67,376</u> | <u>\$112,667</u> | <u>\$17,623</u> | <u>\$197,666</u> |

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

**EDEN TOWNSHIP
LICKING COUNTY**

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

| | <u>Governmental Fund Types</u> | | <u>Fudiciary Fund Type</u> | Totals (Memorandum Only) |
|---|------------------------------------|----------------------------|--------------------------------|---|
| | <u>General</u> | <u>Special Revenue</u> | <u>Nonexpendable Trust</u> | |
| Cash Receipts: | | | | |
| Local Taxes | \$20,499 | \$38,925 | \$0 | \$59,424 |
| Intergovernmental | 36,335 | 65,833 | 0 | 102,168 |
| Earnings on Investments | 5,896 | 0 | 648 | 6,544 |
| Other Revenue | 5,570 | 7,408 | 0 | 12,978 |
| | <u>68,300</u> | <u>112,166</u> | <u>648</u> | <u>181,114</u> |
| Cash Disbursements: | | | | |
| Current: | | | | |
| General Government | 56,582 | 781 | 0 | 57,363 |
| Public Safety | 0 | 16,500 | 0 | 16,500 |
| Public Works | 0 | 57,817 | 0 | 57,817 |
| Health | 4,493 | | 0 | 4,493 |
| Conservation - Recreation | | 1,219 | | 1,219 |
| Debt Service: | | | | |
| Redemption of Principal | 15,000 | 0 | 0 | 15,000 |
| Interest and Fiscal Charges | 581 | 0 | 0 | 581 |
| Capital Outlay | 11,925 | 50,776 | 0 | 62,701 |
| | <u>88,581</u> | <u>127,093</u> | <u>0</u> | <u>215,674</u> |
| Total Receipts Over/(Under) Disbursements | <u>(20,281)</u> | <u>(14,927)</u> | <u>648</u> | <u>(34,560)</u> |
| Other Financing Receipts/(Disbursements): | | | | |
| Proceeds from Sale of Public Debt: | | | | |
| Sale of Notes | 0 | 43,760 | 0 | 43,760 |
| Sale of Fixed Assets | 14,670 | 0 | 0 | 14,670 |
| | <u>14,670</u> | <u>43,760</u> | <u>0</u> | <u>58,430</u> |
| Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements | (5,611) | 28,833 | 648 | 23,870 |
| Fund Cash Balances, January 1 | 64,860 | 91,257 | 16,216 | 172,333 |
| Fund Cash Balances, December 31 | <u>\$59,249</u> | <u>\$120,090</u> | <u>\$16,864</u> | <u>\$196,203</u> |

**EDEN TOWNSHIP
LICKING COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

Eden Township, Licking 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 emergency medical services. The Township contracts with the MaryAnn Township Fire Department and Newton Township Fire Department to provide fire services and ambulance 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

Certificates of deposit 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 expenditures for specific purposes. The Township had the following significant Special Revenue Funds:

**EDEN TOWNSHIP
LICKING COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Fund Accounting (Continued)

2. Special Revenue Funds (Continued)

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

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

Fire Fund - This fund receives local tax money to fund the Township's fire and emergency services.

3. Fiduciary Funds (Trust Fund)

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.

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 and 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.

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 individual commitments are made. Encumbrances outstanding at year end are canceled, and re-appropriated in the subsequent year. The Township did not encumber all commitments required by Ohio law.

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.

**EDEN TOWNSHIP
LICKING COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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 AND INVESTMENTS

The Township maintains a cash and investments pool used by all funds except the non-expendable trust fund. 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 | \$161,449 | \$159,987 |
| Certificates of deposit | 36,217 | 36,216 |
| Total deposits | \$197,666 | \$196,203 |

Deposits: Deposits are either insured by the Federal Depository Insurance Corporation or 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:

| 2000 Budgeted vs. Actual Receipts | | | |
|--|----------------------|--------------------|----------|
| Fund Type | Budgeted Receipts | Actual Receipts | Variance |
| General | \$64,714 | \$71,865 | \$7,151 |
| Special Revenue | 102,550 | 107,712 | 5,162 |
| Non-Expendable Trust | 0 | 759 | 759 |
| Total | \$167,264 | \$180,336 | \$13,072 |

| 2000 Budgeted vs. Actual Budgetary Basis Expenditures | | | |
|--|----------------------------|---------------------------|-----------|
| Fund Type | Appropriation Authority | Budgetary Expenditures | Variance |
| General | \$132,259 | \$63,738 | \$68,521 |
| Special Revenue | 217,658 | 115,135 | 102,523 |
| Non-Expendable Trust | 16,217 | 0 | 16,217 |
| Total | \$366,134 | \$178,873 | \$187,261 |

**EDEN TOWNSHIP
LICKING COUNTY**

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

3. BUDGETARY ACTIVITY (Continued)

| 1999 Budgeted vs. Actual Receipts | | | |
|--|----------------------|--------------------|-----------------|
| Fund Type | Budgeted Receipts | Actual Receipts | Variance |
| General | \$57,103 | \$82,970 | \$25,867 |
| Special Revenue | 90,780 | 155,926 | 65,146 |
| Non-Expendable Trust | 0 | 648 | 648 |
| Total | <u>\$147,883</u> | <u>\$239,544</u> | <u>\$91,661</u> |

| 1999 Budgeted vs. Actual Budgetary Basis Expenditures | | | |
|--|----------------------------|---------------------------|------------------|
| Fund Type | Appropriation Authority | Budgetary Expenditures | Variance |
| General | \$121,962 | \$88,581 | \$33,381 |
| Special Revenue | 182,038 | 127,093 | 54,945 |
| Non-Expendable | 16,217 | 0 | 16,217 |
| Total | <u>\$320,217</u> | <u>\$215,674</u> | <u>\$104,543</u> |

Expenditures exceeded appropriations in the Road and Bridge Fund in 1999, in violation of Ohio law.

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 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 obligations outstanding at December 31, 2000 were as follows:

| | Principal | Interest Rate |
|-------------------------|-----------------|------------------|
| General Obligation Note | <u>\$35,008</u> | 5% |

**EDEN TOWNSHIP
LICKING COUNTY**

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

5. DEBT (Continued)

On 1999, a promissory note was issued in the amount of \$43,760 to finance the purchase of a new back hoe. The note is collateralized by the new back hoe.

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

| <u>Year ending December 31:</u> | <u>Promissory Note</u> |
|-------------------------------------|----------------------------|
| 2001 | \$10,590 |
| 2002 | 10,130 |
| 2003 | 9,671 |
| 2004 | <u>9,211</u> |
| Total | <u><u>\$39,602</u></u> |

6. RETIREMENT SYSTEMS

The Township's 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.

Contribution rates are also prescribed by the Ohio Revised Code. For 2000 and 1999, members of PERS 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 has paid all contributions required through December 31, 2000.

7. RISK MANAGEMENT

The Township belongs to the Ohio Municipal Joint Self-Insurance Pool, (the "Pool"), an unincorporated non-profit association available to municipal corporations and their instrumentalities. Pursuant to Section 2744.081 of the Ohio Revised Code, the Plan is deemed a separate legal entity. The Pool provides a program of property and casualty insurance for its members. The Plan pays judgments, settlements and other expenses resulting for covered claims that exceed the members' deductibles.

Casualty excess-of-loss contracts at December 31, 2000 and 1999 generally protect against individual losses over \$150,000 (\$100,000 for policies issued after March 31, 2000).

Property coverage contracts protect against losses, subject to a deductible of \$50,000 per occurrence, limited to an annual aggregate loss of the greater of \$300,000 or 1% of total coverage.

EDEN TOWNSHIP
LICKING COUNTY

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

7. RISK MANAGEMENT (Continued)

The Pool's audited financial statements conform with generally accepted accounting principles, and reported the following assets, liabilities and retained (deficit) earnings at December 31:

| | <u>2000</u> | <u>1999</u> |
|-----------------------------|--------------------|------------------|
| Assets | \$2,958,827 | \$4,151,450 |
| Liabilities | <u>3,863,373</u> | <u>3,461,914</u> |
| Retained (deficit) earnings | <u>(\$904,546)</u> | <u>\$689,536</u> |

The Township also provides health insurance and dental and vision coverage to full-time employees through a private carrier.



STATE OF OHIO
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REPORT ON COMPLIANCE AND ON INTERNAL CONTROL REQUIRED BY GOVERNMENT AUDITING STANDARDS

Board of Trustees
Eden Township
Licking County
10431 Purity Road
St. Louisville, Ohio 43071

To the Board of Trustees:

We have audited the accompanying financial statements of Eden Township, Licking 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 July 12, 2001. We conducted our audit in accordance with generally accepted auditing standards 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 instances of noncompliance that are required to be reported under *Government Auditing Standards* which are described in the accompanying schedule of findings as items 2000-40645-001 and 2000-40645-002. We also noted certain immaterial instances of noncompliance that we have reported to management of the Township in a separate letter dated July 12, 2001.

Internal Control Over Financial Reporting

In planning and performing our audit, 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 July 12, 2001.

Eden Township
Licking County
Report 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

July 12, 2001

EDEN TOWNSHIP
LICKING COUNTY

SCHEDULE OF FINDINGS
DECEMBER 31, 2000 AND DECEMBER 31, 1999

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

FINDING NUMBER 2000-40645-001

Ohio Rev. Code Section 5705.41(D) states that no orders or contracts involving the expenditure of money are to be made unless there is a certificate of the fiscal officer that the amount required for the order or contract has been lawfully appropriated and is in the treasury or in the process of collection to the credit of an appropriate fund from any previous encumbrances.

This section also provides an exception to the above requirement:

Then and Now Certificate - If no certificate is furnished as required, upon receipt of the fiscal officer's certificate that a sufficient sum was, both at the time of the contract or order and at the time of the certificate, appropriated and free of any previous encumbrances, the Township may authorize the issuance of a warrant in payment of the amount due upon such contract or order by resolution within the thirty days from the receipt of such certificate, if such expenditure is otherwise valid.

If the amount involved is less than one thousand dollars, the fiscal officer may authorize it to be paid without the affirmation of the Board of Trustees.

100%, in 1999, and 47%, in 2000, of the transactions tested were not certified by the fiscal officer until the time of payment. There was no indication that then and now certificates were utilized. We recommend the Township certify that funds are available before purchase or utilize then and now certificates.

FINDING NUMBER 2000-40645-002

Ohio Rev Code Section 5705.41 (B) states no subdivision or taxing unit is to expend money unless it has been appropriated.

The following fund had expenditures in excess of appropriations at the legal level of control as of December 31, 1999:

1999

| Fund | Expenditures | Appropriations | Amount in Excess |
|-----------------|---------------------|-----------------------|-------------------------|
| Road and Bridge | \$44,904.00 | \$20,582.00 | \$24,323.00 |

We recommend that when a fund's revenues exceed estimates that the Clerk obtain an amended certificate of estimated resources and request that the Trustees increase appropriations accordingly if this additional revenue is going to be utilized.



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

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EDEN TOWNSHIP

LICKING 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
AUGUST 28, 2001**