LEE TOWNSHIP MONROE COUNTY Regular Audit December 31, 2005 and 2004



Board of Trustees Lee Township, Monroe County P. O. Box 219 Sardis, Ohio 43946

We have reviewed the *Independent Auditor's Report* of Lee Township, Monroe County, prepared by Perry and Associates, Certified Public Accountants, A.C., for the audit period January 1, 2004 through December 31, 2005. 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.

The financial statements in the attached report are presented in accordance with a regulatory basis of accounting prescribed or permitted by the Auditor of State. Due to a February 2, 2005 interpretation from the American Institute of Certified Public Accountants (AICPA), modifications were required to the *Independent Accountant's Report* on your financial statements. While the Auditor of State does not legally require your government to prepare financial statements pursuant to Generally Accepted Accounting Principles (GAAP), the AICPA interpretation requires auditors to formally acknowledge that you did not prepare your financial statements in accordance with GAAP. The attached report includes an opinion relating to GAAP presentation and measurement requirements, but does not imply the statements are misstated under the non-GAAP regulatory basis. The *Independent Accountant's Report* also includes an opinion on the financial statements using the regulatory format the Auditor of State permits.

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. Lee Township, Monroe County is responsible for compliance with these laws and regulations.

BETTY MONTGOMERY Auditor of State

Betty Montgomeny

May 23, 2006



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Perry & Associates

Certified Public Accountants, A.C.

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INDEPENDENT ACCOUNTANTS' REPORT

May 1, 2006

Lee Township Monroe County P.O. Box 219 Sardis, OH 43946

To the Board of Trustees:

We have audited the accompanying financial statements of Lee Township, Monroe County, Ohio, (the Township) as of and for the years ended December 31, 2005 and 2004. 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 the Comptroller General of the United States' *Government Auditing Standards*. Those standards require that we plan and perform the audit to reasonably assure 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 our audit provides a reasonable basis for our opinion.

As described more fully in Note 1, the Township has prepared these financial statements using accounting practices the Auditor of State prescribes or permits. These practices differ from accounting principles generally accepted in the United States of America (GAAP). Although we cannot reasonably determine the effects on the financial statements of the variances between these regulatory accounting practices and GAAP, we presume they are material.

Revisions to GAAP would require the Township to reformat its financial statement presentation and make other changes effective for the years ended December 31, 2005 and 2004. Instead of the combined funds the accompanying financial statements present for 2005 and 2004, the revisions require presenting entity wide statements and also to present it's larger (i.e. major) funds separately beginning in 2004. While the Township does not follow GAAP, generally accepted auditing standards requires us to include the following paragraph if the statements do not substantially conform to the new GAAP presentation requirements. The Auditor of State permits, but does not require governments to reformat their statements. The Township has elected not to reformat its statements. Since the Township does not use GAAP to measure financial statement amounts, the following paragraph does not imply the amounts reported are materially misstated under the accounting basis the Auditor of State permits.

LEE TOWNSHIP MONROE COUNTY Independent Accountants' Report Page 2

Our opinion on the fair presentation of the amounts reported pursuant to its non-GAAP basis is in the second following paragraph.

In our opinion, because of the effects of the matter discussed in the preceding two paragraphs, the financial statements referred to above for the years ended December 31, 2005 and 2004 do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Township as of December 31, 2005 and 2004 or their changes in financial position for the year then ended.

Also, in our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of Lee Township, Monroe County, as of December 31, 2005 and 2004, and its combined cash receipts and disbursements for the years then ended on the accounting basis Note 1 describes.

The aforementioned revision to generally accepted accounting principles also requires the Township to include Management's Discussion and Analysis for the years ended December 31, 2005 and 2004. The Government has not presented Management's Discussion and Analysis, which accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not required to be part of, the financial statements.

In accordance with *Government Auditing Standards*, we have also issued our report dated May 1, 2006, 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 grant agreements and other matters. While we did not opine on the internal control over financial reporting or on compliance, that report describes the scope of our testing of internal control over financial reporting and compliance, and the results of that testing. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*. You should read it in conjunction with this report in assessing the results of our audit.

Respectfully Submitted,

Perry and Associates

Certified Public Accountants, A.C.

COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2005

Governmental Fund Types Totals Special Debt (Memorandum Only) General Revenue Service Cash Receipts: Local Taxes 23,312 17,670 40,982 Intergovernmental 17,532 275,772 15,330 308,634 Licenses, Permits, and Fees 3,150 3,150 Earnings on Investments 292 36 328 Other Revenue 111 1,864 1,975 Total Cash Receipts 41,247 298,492 15,330 355,069 Cash Disbursements: Current: General Government 36,224 36,224 Public Safety 9,986 9,986 Public Works 6,706 266,035 272,741 Health 7,084 7,924 15,008 Debt Service: Redemption of Principal 27,387 27,387 Interest and Fiscal Charges 1,834 1,834 Capital Outlay 31,895 31,895 **Total Cash Disbursements** 50,014 315,840 29,221 395,075 Total Cash Receipts Over/(Under) Cash Disbursements (8,767)(17,348)(13.891)(40,006)Other Financing Receipts/(Disbursements): Proceeds from Sale of Public Debt: Debt Proceeds 31,895 31,895 Sale of Fixed Assets 12,500 12,500 Transfers-In 2,734 5,558 8,292 Transfers-Out (8,292)(8,292)Total Other Financing Receipts/(Disbursements) 2,734 29,161 12,500 44,395 Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements (6,033)11,813 (1,391)4,389 Fund Cash Balances, January 1 19,177 31,151 12,752 63,080 Fund Cash Balances, December 31 13,144 \$ 42,964 11,361 \$ 67,469

The notes to the financial statements are an integral part of the financial statements

COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2004

	Governmental Fund Types							
		Seneral		Special Revenue	De Serv		(Mei	Totals norandum Only)
Cash Receipts:								
Local Taxes	\$	22,915	\$	16,541			\$	39,456
Intergovernmental		41,543		130,759		15,955		188,257
Licenses, Permits, and Fees				3,300				3,300
Earnings on Investments		172		36				208
Other Revenue		632		2,007			-	2,639
Total Cash Receipts		65,262		152,643		15,955		233,860
Cash Disbursements:								
Current:								
General Government		37,361		2,752				40,113
Public Safety				9,793				9,793
Public Works		7,329		130,764				138,093
Health		5,041		8,696				13,737
Conservation - Recreation		3,060						3,060
Debt Service:								
Redemption of Principal						12,056		12,056
Interest and Fiscal Charges						2,114		2,114
Capital Outlay		12,734		6,866				19,600
Total Cash Disbursements		65,525		158,871		14,170		238,566
Total Cash Receipts Over/(Under) Cash Disbursements		(263)		(6,228)		1,785		(4,706)
Other Financing Receipts/(Disbursements):								
Proceeds from Sale of Public Debt:								
Transfers-In		2,208		2,600				4,808
Transfers-Out				(4,808)				(4,808)
Total Other Financing Receipts/(Disbursements)		2,208		(2,208)		0		0
Excess of Cash Receipts and Other Financing								
Receipts Over/(Under) Cash Disbursements								
and Other Financing Disbursements		1,945		(8,436)		1,785		(4,706)
Fund Cash Balances, January 1		17,232		39,587		10,967		67,786
Fund Cash Balances, December 31	\$	19,177	\$	31,151	\$	12,752	\$	63,080

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

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2005 AND 2004

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

Lee Township, Monroe 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 and a publicly elected Clerk. The Township provides road and bridge maintenance, cemetery maintenance, fire protection and emergency medical services. The Township contracts with the Sardis Volunteer Fire Departments to provide fire protection 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 Township Clerk invests all available funds of the Township in an interest-bearing checking account.

D. Fund Accounting

The Township uses fund accounting to segregate cash that is 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 has the following significant Special Revenue Funds:

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2005 AND 2004 (Continued)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Fund Accounting (Continued)

2. Special Revenue Funds (Continued)

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

<u>Road and Bridge Fund</u> – This fund receives property tax money for constructing, maintaining and repairing Township roads and bridges.

<u>Federal Emergency Management Agency – (FEMA) Fund</u> – The Township received money from the Federal and State Emergency Management Agencies to provide flood damage relief.

3. Debt Service Funds

The debt service fund is used to accumulate resources for the payment of bonds and note indebtedness. The Township has the following significant Debt Service Funds:

<u>Grader Debt Service Fund</u> – This fund receives gasoline tax money for principal and interest payments related to Township debt.

<u>Paving Debt Service Fund</u> – This fund receives gasoline tax money for principal and interest payments related to Township debt.

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.

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2005 AND 2004 (Continued)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. Budgetary Process (Continued)

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 reappropriated in the subsequent year.

A summary of 2005 and 2004 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. Accumulated Leave

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. Unpaid leave is not reflected as a liability under the Township's basis of accounting. The township had no employees during this audit period eligible for leave.

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:

	2005	2004
Demand deposits	\$67,469	\$63,080

Deposits are insured by the Federal Deposit Insurance Corporation.

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2005 AND 2004 (Continued)

3. BUDGETARY ACTIVITY

Budgetary activity for the years ended December 31, 2005 and 2004 follows:

2005 Budgeted vs. Actual Receipts

	Budgeted	Actual	
Fund Type	Receipts	Receipts	Variance
General	\$43,981	\$43,981	\$0
Special Revenue	336,031	335,945	(\$86)
Debt Service	27,830	27,830	0
Total	\$407,842	\$407,756	(\$86)

2005 Budgeted vs. Actual Budgetary Basis Expenditures

	Appropriation	Budgetary	
Fund Type	Authority	Expenditures	Variance
General	\$63,158	\$50,014	\$13,144
Special Revenue	367,182	324,132	43,050
Debt Service	40,582	29,221	11,361
Total	\$470,922	\$403,367	\$67,555

2004 Budgeted vs. Actual Receipts

	Budgeted	Actual	
Fund Type	Receipts	Receipts	Variance
General	\$67,470	\$67,470	\$0
Special Revenue	159,935	155,243	(4,692)
Debt Service	15,955	15,955	0
Total	\$243,360	\$238,668	(\$4,692)

2004 Budgeted vs. Actual Budgetary Basis Expenditures

	Appropriation	Budgetary	_
Fund Type	Authority	Expenditures	Variance
General	\$84,702	\$65,525	\$19,177
Special Revenue	199,523	163,679	35,844
Debt Service	26,921	14,170	12,751
Total	\$311,146	\$243,374	\$67,772

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2005 AND 2004 (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.

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.

5. DEBT

Debt outstanding at December 31, 2005 was as follows:

	<u>Principal</u>	<u>Interest Rate</u>
Ohio Public Works Commission Loan	\$25,726	2.00 %
Promissory Note	<u>\$31,895</u>	4.40 %
Total	\$57,621	

The Ohio Public Works Commission (OPWC) loan was for a joint paving project between Lee Township and Malaga Township, Monroe County, in the amounts of \$44,778 and \$11,322, respectively. The Townships have recorded their respective loan proceeds within their respective financial statements, with Lee Township designated by the OPWC as the fiscal agent. As fiscal agent, Lee Township will make the required combined principal and interest payments to the OPWC, with Malaga Township paying its required debt service directly to Lee Township. Malaga Township's required payments are reflected within Lee Township's financial statements as intergovernmental revenue within the Debt Service Fund. The loans of both Townships are collateralized by gasoline tax receipts.

If Malaga Township defaults on a required payment on their portion of the OPWC loan, Lee Township assumes no liability for the default.

The promissory note is for a John Deere tractor to be used on Township road maintenance. The equipment serves as collateral for the note.

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

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2005 AND 2004 (Continued)

5. **DEBT** (Continued)

	Ohio Public		
	Works		
	Commission		
	Loan – Lee		
	Township	Promissory	
	Portion	Note	
Year ending December 31:			
2006	\$4,963 \$7,250		
2007	4,963	7,250	
2008	4,963	7,250	
2009	4,963	7,250	
2010	4,963 7,250		
2011	2,481		
Total	\$27,296	\$36,250	

6. RETIREMENT SYSTEMS

The Township's elected officials and employees belong to the Ohio Public Employees Retirement System (OPERS) of Ohio. OPERS is a cost-sharing, multi-employer plan. This plan 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. For 2005 and 2004, members of OPERS 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, 2005.

7. RISK MANAGEMENT

Risk Pool Membership

The Township belongs to the Ohio Government Risk Management Plan (the "Plan"), an unincorporated non-profit association providing a formalized, jointly administered self-insurance risk management program and other administrative services to approximately 500 Ohio governments ("Members").

Pursuant to Section 2744.081 of the Ohio Rev. Code, the Plan is a separate legal entity. The Plan provides property, liability, errors and omissions, law enforcement, automobile, excess liability, crime, surety and bond, inland marine and other coverages, modified for each Member's needs. The Plan pays judgments, settlements and other expenses resulting from covered claims that exceed the Member's deductible.

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2005 AND 2004 (Continued)

7. RISK MANAGEMENT (Continued)

Risk Pool Membership (Continued)

The Plan issues its own policies and reinsures with A-VII or better rated carriers, except for a 5% portion the Plan retains. With policies effective September 1, 2003 and after, The Plan pays the lesser of 5% or \$25,000 for casualty losses up to the coverage limit and the lesser of 5% or \$50,000 for property losses up to the coverage limit. The individual members are only responsible for their self-retention (deductible) amounts, which vary from member to member.

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

	2004	2003
Assets	\$6,685,522	\$5,402,167
Liabilities	(2,227,808)	(1,871,123)
Members' Equity	\$4,457,714	\$3,531,044

You can read the complete audited financial statements for The Ohio Government Risk Management Plan at the Plan's website, www.ohioplan.org.

8. CONTINGENT LIABILITIES

Amounts received from grantor agencies are subject to audit and adjustment by the grantor, principally the federal government. Any disallowed costs may require refunding to the grantor. Amounts, which may be disallowed, if any, are not presently determinable. However, based on prior experience, management believes such refunds, if any, would not be material.

Perry & Associates

Certified Public Accountants, A.C.

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INDEPENDENT ACCOUNTANTS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS REQUIRED BY GOVERNMENT AUDITING STANDARDS

May 1, 2006

Lee Township Monroe County P.O. Box 219 Sardis, OH 43946

To the Board of Trustees:

We have audited the financial statements of Lee Township, Monroe County, (the Township) as of and for the years ended December 31, 2005 and 2004, and have issued our report thereon dated May 1, 2006, wherein we noted the Township followed accounting practices the Auditor of State prescribes rather than accounting principles generally accepted in the United States of America. 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 the Comptroller General of the United States' *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Township's internal control over financial reporting to determine our auditing procedures to express our opinion on the financial statements and not to opine on the internal control over financial reporting. Our consideration of the internal control would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a reportable 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 caused by error or fraud in amounts material to the financial statements we audited may occur and not be timely detected by employees when performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider material weaknesses. In a separate letter to the Township's management dated May 1, 2006, we reported other matters involving internal control over financial reporting we did not deem reportable conditions.

Independent Accountants' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by *Government Auditing Standards* Page 2

Compliance and Other Matters

As part of reasonably assuring whether the Township's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect 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 an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

We intend this report solely for the information and use of management and Township Trustees. It is not intended for anyone other than these specified parties.

Respectfully Submitted,

Perry and Associates

Certified Public Accountants, A.C.

SCHEDULE OF PRIOR AUDIT FINDINGS DECEMBER 31, 2005 AND 2004

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <i>Explain</i>
2003-001	ORC § 5705.41 (B) – Expenditures exceeding Appropriations	Yes	Corrected
2003-002	ORC § 5705.36 – Request for Amended Certificates	Yes	Corrected



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LEE TOWNSHIP

MONROE 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.

CLERK OF THE BUREAU

Susan Babbitt

CERTIFIED JUNE 06, 2006