HARLEM TOWNSHIP DELAWARE COUNTY, OHIO

Financial Statements December 31, 2006 and 2005

Wolf, Rogers, Dickey & Co. *Certified Public Accountants*



Mary Taylor, CPA Auditor of State

Board of Trustees Harlem Township 13060 Center Village Road Galena, Ohio 43021

We have reviewed the *Independent Auditors' Report* of Harlem Township, Delaware County, prepared by Wolf, Rogers, Dickey & Co., for the audit period January 1, 2005 through December 31, 2006. 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 Auditors' 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 Auditors' 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. Harlem Township is responsible for compliance with these laws and regulations.

Mary Taylor, CPA Auditor of State

Mary Saylor

October 12, 2007

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Harlem Township Delaware County, Ohio

For the Years Ended December 31, 2006 and 2005

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Independent Auditors' Report

Harlem Township Delaware County, Ohio

To the Board of Trustees:

We have audited the accompanying financial statements of Harlem Township, Delaware County, Ohio (the Township), as of and for the years ended December 31, 2006 and 2005. 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 that 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 of Ohio 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, 2006 and 2005. Instead of the combined funds the accompanying financial statements present for 2006 and 2005, the revisions require presenting entity-wide statements and also to present larger (i.e. major) funds separately. While the Township does not follow GAAP, generally accepted auditing standards require us to include the following paragraph if the statements do not substantially conform to the new GAAP presentation requirements. The Auditor of State of Ohio permits, but does not require governments to reformat their statements. The Township has elected not to reformat its statements. Since this 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 of Ohio permits. 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 the effects of the matter discussed in the preceding two paragraphs, the financial statements referred to above for the years ended December 31, 2006 and 2005 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, 2006 and 2005, or their changes in financial position for the years then ended.

Also, 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 Harlem Township, Delaware County, Ohio as of December 31, 2006 and 2005, 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, 2006 and 2005. The Township 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 July 25, 2007, on our consideration of the Township's internal control over financial reporting and our tests of its compliance with certain provision of laws, regulations, contracts, 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* and should be read in conjunction with this report in considering the results of our audit.

Wolf, Rogers, Dukey & Co.

Certified Public Accountants

July 25, 2007

Harlem Township Delaware 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, 2006

				Totals
		Special	Debt	(Memorandum
	<u>General</u>	Revenue	<u>Service</u>	Only)
Cash receipts:				
Local taxes	\$ 261,006	376,945	64,344	702,295
Intergovernmental	173,931	153,598	8,046	335,575
Licenses, permits and fees	17,413	10,135	-	27,548
Special assessments	-	1,851	-	1,851
Earnings on investments	19,954	17,611	-	37,565
Other revenue	5,121	13,487		<u>18,608</u>
Total cash receipts	<u>477,425</u>	573,627	72,390	1,123,442
Cash disbursements:				
Current:				
General government	273,473	-	-	273,473
Public safety	-	477,172	-	477,172
Public works	69,079	102,625	-	171,704
Health	13,028	4,825	-	17,853
Conservation – recreation	5,305	-	-	5,305
Debt service:				
Redemption of principal	-	-	70,000	70,000
Interest and fiscal charges	-	-	5,715	5,715
Capital outlay	31,801	<u>19,016</u>		50,817
Total cash disbursements	<u>392,686</u>	603,638	<u>75,715</u>	1,072,039
Total receipts over (under)				
disbursements	84,739	(30,011)	(3,325)	51,403
Fund cash balances, January 1	<u>171,692</u>	744,170	6,652	922,514
Fund cash balances, December 31	\$ <u>256,431</u>	<u>714,159</u>	3,327	973,917
Reserve for encumbrances	\$ 22,369	21,000		43,369

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

Harlem Township Delaware 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, 2005

		Special	Debit	Totals (Memorandum
	<u>General</u>	Revenue	<u>Service</u>	Only)
Cash receipts:	¢ 212.722	261.012	64.450	C40.004
Local taxes	\$ 213,723	361,912	64,459	640,094
Intergovernmental	211,779	144,160 8,080	8,276	364,215 23,484
Licenses, permits and fees Special assessments	15,404	1,753	-	1,753
Earnings on investments	5,886	420	-	6,306
Other revenue	4,920	16,240	-	21,160
Other revenue		10,240		21,100
Total cash receipts	<u>451,712</u>	532,565	<u>72,735</u>	1,057,012
Cash disbursements:				
Current:				
General government	248,097	-	-	248,097
Public safety	-	292,265	-	292,265
Public works	94,172	93,474	-	187,646
Health	11,895	9,942	-	21,837
Conservation – recreation	5,565	-	-	5,565
Debt service:				
Redemption of principal	-	-	65,000	65,000
Interest and fiscal charges	-	-	10,058	10,058
Capital outlay	12,499	28,800		41,299
Total cash disbursements	372,228	<u>424,481</u>	<u>75,058</u>	871,767
Total receipts over (under) disbursements	79,484	108,084	(2,323)	185,245
Fund cash balances, January 1	92,208	<u>636,086</u>	8,975	<u>737,269</u>
Fund cash balances, December 31	\$ <u>171,692</u>	<u>744,170</u>	<u>6,652</u>	922,514
Reserve for encumbrances	\$ <u>2,703</u>	8,083		<u>10,786</u>

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

(1) Summary of Significant Accounting Policies

Description of the Entity

Harlem Township, Delaware County, Ohio (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 road and bridge maintenance and cemetery maintenance. The Township contracts with the Delaware 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.

Basis of Accounting

These financial statements follow the basis of accounting prescribed or permitted by the Auditor of State of Ohio, 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 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 of Ohio.

Cash and Investments

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. Certificates of deposit are valued at cost.

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 to be accounted for in another fund.

(1) Summary of Significant Accounting Policies, continued

Fund Accounting, continued

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.

Fire District Fund – This fund receives tax money from a special fire levy for covering the cost of fire protection.

Debt Service Fund

This fund is used to accumulate resources for the payment of bonds and note indebtedness. The Township had the following significant Debt Service Fund:

General Bond Retirement Fund – This fund receives tax money earmarked to retire the bonded debt associated with the construction of the fire house.

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 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.

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 individual commitments are made. Encumbrances outstanding at year end are carried over, and need not be re-appropriated.

(1) Summary of Significant Accounting Policies, continued

A summary of 2005 and 2006 budgetary activity appears in Note 3.

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.

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.

(2) Equity in Pooled Cash and Investments

The Township maintains a cash and investment 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:

	2006	2005
Demand deposits Certificates of deposit	\$ 573,917 400,000	522,514 400,000
Total deposits and investments	\$ <u>973,917</u>	922,514

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 ended December 31, 2006 and 2005 follows:

2006 Budgeted	vs. Actual	Receipts

Fund Type	•	Budgeted Receipts	Actual Receipts	Variance
General Special Revenue Debt Service	\$	380,460 549,978 71,311	477,425 573,627 72,390	96,965 23,649 1,079
Total	\$	1,001,749	1,123,442	121,693

(3) Budgetary Activity, continued

, -	2006 Budgeted vs. Actual 1	Budgetary Bas	is Expenditures	
	A	Appropriation	Budgetary	
Fund Type	<u>-</u>	Authority	Expenditures	Variance
General	\$	449,498	415,055	34,443
Special Revenue		951,350	624,638	326,712
Debt Service		<u>77,655</u>	<u>75,715</u>	1,940
Total	\$	<u>1,478,503</u>	<u>1,115,408</u>	<u>363,095</u>
	2005 D	A -41 D	-1-4-	
	2005 Budgeted		-	
F 1 T		Budgeted	Actual	V 7
Fund Type		Receipts	Receipts	<u>Variance</u>
General	\$	452,713	451,712	(1,001)
Special Revenue	4	506,978	532,565	25,587
Debt Service		71,963	72,735	772
Total	\$	1,031,654	1,057,012	25,358
	- -			
	2005 Budgeted vs. Actu	ual Budgetary I	Basis Expenditures	
	A	Appropriation	Budgetary	
Fund Type	<u>-</u>	Authority	Expenditures	<u>Variance</u>
General	\$	387,323	374,931	12,392
Special Revenue		761,620	432,564	329,056
Debt Service		80,000	<u>75,058</u>	4,942
TD 1	, the state of the	1 220 0 42	002.552	246.200
Total	\$	1,228,943	<u>882,553</u>	<u>346,390</u>

Contrary to Ohio law, the Township did not obtain an amended certificate of estimated resources for the Cemetery Fund in 2005. Actual receipts for the fund were significantly less than anticipated to the extent that available resources were reduced below appropriations for the fund.

(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

(4) Property Tax, continued

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

The Township is obligated under a promissory note to the Harlem Township Firemen's Association dated July 2000. The promissory note is for the purchase of land for a Township park and requires annual principal payments of \$2,475 through 2020. The note requires no interest. The outstanding balance on the note is \$34,650 at December 31, 2006.

In 2006, the Township retired general obligation bonds issued in 1991 to finance the construction of a fire station.

(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. These plans provide 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 2006 and 2005, PERS members contributed 9% and 8.5% of their gross salaries and the Township contributed an amount equal to 13.7% and 13.55% of participants' gross salaries, respectively. The Township has paid all contributions required through December 31, 2006.

(7) Risk Management

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 460 Ohio governments ("Members").

Pursuant to Section 2744.081 of the Ohio Revised 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 coverage's, modified for each Member's needs. The Plan pays judgments, settlements and other expenses, resulting from covered claims that exceed the Member's deductible.

(7) Risk Management, continued

The Plan issues its own policies and reinsures the Plan with A-VII or better rated carriers, except for the 15% casualty and the 10% property portions the Plan retains. The Plan pays the lesser of 15% or \$37,000 of casualty losses and the lesser of 10% or \$100,000 of property losses. Individual Members are only responsible for their self-retention (deductible) amounts, which vary from member to member.

Settlement amounts did not exceed insurance coverage for the past three fiscal years.

Plan members are responsible to notify the Plan of their intent to renew coverage by their renewal date. If a member chooses not to renew with the Plan, they have no other obligation to the Plan. The former member's covered claims, which occurred during their membership period, remain the responsibility of the Plan.

The Pool's audited financial statements conform with generally accepted accounting principles, and reported the following assets, liabilities and retained earnings at December 31, 2005 and 2004 (the latest information available):

	P. <u>2004</u>	
Assets Liabilities	\$ 8,219,430 (<u>2,748,639</u>)	6,685,522 (<u>2,227,808</u>)
Members' Equity	\$ <u>5,470,791</u>	4,457,714

The completed audited financial statements for The Ohio Government Risk Management Plan are available at the Plan's website, www.ohioplan.org.

(8) Lease Agreement

In 2003, the Township entered into a lease agreement for real property located in Galena, Ohio, which expires on April 15, 2007. Terms of the lease require annual lease payments of \$35,960 and provide for an option to purchase which expires on April 15, 2007. The purchase price of the property is the cumulative rental payment set forth for the lease term plus one dollar. Lease payments made shall be credited toward the purchase price.

(9) Subsequent Event

As a result of a Fire Levy approved by voters during the audit period, the Township began full-time staffing of the fire department in 2007.

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Independent Auditors' Report On Internal Control Over
Financial Reporting And On Compliance And Other Matters
Based On An Audit Of Financial Statements Performed In
Accordance With Government Auditing Standards

Harlem Township Delaware County, Ohio

To the Board of Trustees:

We have audited the financial statements of Harlem Township, Delaware County, (the Township), as of and for the years ended December 31, 2006 and 2005, and have issued our report thereon dated July 25, 2007, wherein we noted the Township followed accounting practices the Auditor of State of Ohio 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 *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Township's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Township's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Township's ability to initiate, authorize, record, process or report financial data reliably in accordance with its applicable accounting basis, such that there is more than a remote likelihood that the Township's internal control will not prevent or detect a more than inconsequential financial statement misstatement.

A material weakness is a significant deficiency, or combination of significant deficiencies, resulting in more than a remote likelihood that the Township's internal control will not prevent or detect a material financial statement misstatement.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in the internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Internal Control Over Financial Reporting, continued

In a separate letter to Township's management dated July 25, 2007, we reported other matters involving internal controls over financial reporting we did not deem significant deficiencies.

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 such an opinion. The results of our tests disclosed instances of noncompliance or other matters that we must report under *Government Auditing Standards* and which are described in the accompanying schedule of findings as items 2006-01 and 2006-02.

We noted certain noncompliance or other matters not requiring inclusion in this report that we reported to management of the Township in a separate letter dated July 25, 2007.

The Township's response to the findings identified in our audit is described in the accompanying schedule of findings and responses. We did not audit the Township's response and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of the Board of Trustees, management and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

Certified Public Accountants

Wolf, Rogers, Dietery & Co.

Delaware, Ohio July 25, 2007

Harlem Township Delaware County, Ohio Schedule of Findings December 31, 2006 and 2005

Findings Related to the Financial Statements Required to be Reported in Accordance with GAGAS

Finding Number 2006-01

ORC Section 505.60© states that a Township may reimburse out-of-pocket health insurance premiums when the Township has established a health care plan for any official or employee who elects not to participate in the Township's plan provided that the reimbursement does not exceed the average premium paid by the Township under the policy that it procures. Unfortunately, the term average is not defined in the Auditor of State of Ohio Questions and Answers section of Bulletin 96-002. The Township's group health insurance plan is age-weighted and how that factor affects the computation of average premium is not explained in Bulletin 96-002.

In 2006 and 2005, the Township reimbursed out-of-pocket insurance premiums to one Trustee of

\$13,811 and \$13,681, respectively. These reimbursements exceeded the simple average health
insurance premium the Township paid for other elected officials and employees in the group plan
procured by the Township. The reimbursements did not exceed the age-weighted premium for
plan participants in a similar age group to the reimbursed Trustee.
Township Response

No response received.

Finding Number 2006-02

Ohio Revised Code (ORC) Section 5705.36 states that an increased amended certificate must be obtained from the budget commission if the legislative authority intends to appropriate and expend the excess revenue. A reduced amended certificate must be obtained if the amount of the deficiency will reduce available resources below the current level of appropriation. Actual receipts for the Cemetery Fund were significantly less than the last amended certificate for 2005. As a result, the original appropriations to the Cemetery Fund exceeded the actual resources that were available in the fund and the fund was spent into a deficit balance as of December 31, 2005.

Township Response

No response received.



Mary Taylor, CPA Auditor of State

HARLEM TOWNSHIP

DELAWARE 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 NOVEMBER 8, 2007