



Mary Taylor, CPA
Auditor of State

**JENNINGS TOWNSHIP
VAN WERT COUNTY**

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**JENNINGS TOWNSHIP
VAN WERT COUNTY**

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Mary Taylor, CPA

Auditor of State

INDEPENDENT ACCOUNTANTS' REPORT

Jennings Township
Van Wert County
21332 Gilbert Road
Spencerville, Ohio 45887

To the Board of Trustees:

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Jennings Township, Van Wert County, (the Township), as of and for the years ended December 31, 2009 and 2008, which collectively comprise the Township's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Township's management. Our responsibility is to express opinions 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. The Township processes its financial transactions with the Auditor of State's Uniform Accounting Network (UAN). *Government Auditing Standards* considers this service to impair the independence of the Auditor of State to audit the Township because the Auditor of State designed, developed, implemented, and as requested, operates UAN. However, *Government Auditing Standards* permits the Auditor of State to audit and opine on this entity, because Ohio Revised Code § 117.101 requires the Auditor of State to provide UAN services, and Ohio Revised Code §§ 117.11(B) and 115.56 mandate the Auditor of State to audit Ohio governments. We believe our audit provides a reasonable basis for our opinions.

As discussed in Note 2, the accompanying financial statements and notes follow the cash accounting basis. This is a comprehensive accounting basis other than accounting principles generally accepted in the United States of America.

Ohio Revised Code Section 505.24(C) and Ohio Attorney General Opinion 2004-056 require trustees to document the proportionate amount chargeable to other township funds based on the kinds of services rendered. Without this documentation, the Township must charge salaries to the General Fund. During the prior audit year of 2007, the Township charged Trustees' salaries, related taxes and retirement (OPERS) to the Gasoline Tax, Road and Bridge and Motor Vehicle License Tax (Other Governmental) funds without required supportive documentation and did not make those adjustments to the financial statements.

The Township failed to record the December 31, 2007 adjustments required to properly reflect these salaries, related taxes and OPERS amounts to the December 31, 2007 General Fund balance. The January 1, 2008 balances should have been adjusted and presented as follows:

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Telephone: (937) 285-6677 (800) 443-9274 Fax: (937) 285-6688
www.auditor.state.oh.us

| Fund | December 31, 2007 Ending Balance | 2007 Expenditures | January 1, 2008 Beginning Balance |
|--------------------------|---|------------------------------|--|
| General Fund | \$ 2,392 | (\$31,756) | (\$ 29,364) |
| Gasoline Tax Fund | 86,583 | 10,156 | 96,739 |
| Road and Bridge Fund | 12,008 | 10,060 | 22,068 |
| Other Governmental Funds | 11,178 | 11,540 | 22,718 |
| Totals | \$112,161 | \$ 0 | \$112,161 |

If the Township had recorded the above adjustments, the effect on December 31, 2009 and 2008 financial statements, would be to decrease the General fund balance and increase the balance of the remaining funds by the amount of the indicated expenditures.

In our opinion, because of the effects of the matter referred to in paragraphs four and five above, the financial statements referred to above do not present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Jennings Township, Van Wert County, as of December 31, 2009 and 2008, and the respective changes in financial position thereof and the respective budgetary comparisons for the General Fund, Gasoline Tax Fund, Road and Bridge Fund and the Fire Ambulance Levy Fund for December 31, 2009 and 2008 in conformity with the basis of accounting Note 2 describes.

In accordance with *Government Auditing Standards*, we have also issued our report dated May 14, 2010, 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.

Management's discussion and analysis is not a required part of the basic financial statements but is supplementary information accounting principles generally accepted in the United States of America requires. We have applied certain limited procedures, consisting principally of inquiries of management regarding the methods of measuring and presenting the required supplementary information. However, we did not audit the information and express no opinion on it.



Mary Taylor, CPA
 Auditor of State

May 14, 2010

**JENNINGS TOWNSHIP
VAN WERT COUNTY**

**MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEARS ENDED DECEMBER 31, 2009 AND 2008
UNAUDITED**

This discussion and analysis of Jennings Township, Van Wert County (the Township) financial performance provides an overall review of the Township's financial activities for the years ended December 31, 2009 and 2008, within the limitations of the Township's cash basis of accounting. Readers should also review the basic financial statements and notes to enhance their understanding of the Township's financial performance.

Highlights

Key highlights for 2009 and 2008 are as follows:

- Net assets of governmental activities increased \$21,761 or 15 percent in 2009 and \$13,060 or 10 percent in 2008. The fund most affected by the increase in cash and cash equivalents was the General Fund for both 2009 and 2008.
- The Township's general receipts are primarily property and estate taxes, and grants and entitlements. Local property and estate taxes, and grants and entitlements combined are 46 percent of total receipts in 2009 and 38 percent in 2008. The general fund increased due to the estate tax settlements received. Motor Vehicle and Permissive taxes did not meet expectations.
- In November of 2005, the voters passed a replacement levy of 1.5 mills and an increase of 0.2 mills to cover the increased expense of operating the fire and ambulance services to the Township residents. This levy will expire at the end of 2011. With the increase cost of services and fuel costs the Township will need to analyze these costs and place a replacement and/or increase levy on the ballot.

Using the Basic Financial Statements

This annual report is presented in a format consistent with the presentation requirements of Governmental Accounting Standards Board Statement No. 34, as applicable to the Township's cash basis of accounting.

Report Components

The statement of net assets and the statement of activities provide information about the cash activities of the Township as a whole.

Fund financial statements provide a greater level of detail. Funds are created and maintained on the financial records of the Township as a way to segregate money whose use is restricted to a particular specified purpose. These statements present financial information by fund, presenting funds with the largest balances or most activity in separate columns.

The notes to the financial statements are an integral part of the government-wide and fund financial statements and provide expanded explanation and detail regarding the information reported in the statements.

Basis of Accounting

The basis of accounting is a set of guidelines that determine when financial events are recorded. The Township has elected to present its financial statements on a cash basis of accounting. This basis of accounting is a basis of accounting other than generally accepted accounting principles. Under the Township's cash basis of accounting, receipts and disbursements are recorded when cash is received or paid.

**JENNINGS TOWNSHIP
VAN WERT COUNTY**

**MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEARS ENDED DECEMBER 31, 2009 AND 2008
UNAUDITED
(Continued)**

As a result of using the cash basis of accounting, certain assets and their related revenues (such as accounts receivable) and certain liabilities and their related expenses (such as accounts payable) are not recorded in the financial statements. Therefore, when reviewing the financial information and discussion within this report, the reader must keep in mind the limitations resulting from the use of the cash basis of accounting.

Reporting the Township as a Whole

The statement of net assets and the statement of activities reflect how the Township did financially during 2009 and 2008, within the limitations of cash basis accounting. The statement of net assets presents the cash balances and investments of the governmental activities of the Township at year end. The statement of activities compares cash disbursements with program receipts for each governmental program. General receipts are all receipts not classified as program receipts.

These statements report the Township's cash position and the changes in cash position. Keeping in mind the limitations of the cash basis of accounting, you can think of these changes as one way to measure the Township's financial health. Over time, increases or decreases in the Township's cash position is one indicator of whether the Township's financial health is improving or deteriorating. When evaluating the Township's financial condition, you should also consider other non-financial factors as well such as the Township's property tax base, the extent of the Township's debt obligations, and the need for continued growth in the major local revenue sources such as local property, estate and gasoline taxes.

In the statement of net assets and the statement of activities, the Township only administered governmental activities in 2009 and 2008.

Governmental Activities - All of the Township's basic services are reported here, including fire protection and road, ditch, and cemetery maintenance. Property, estate, and gasoline taxes finance most of these activities. Benefits provided through governmental activities are not necessarily paid for by the people receiving them. Cemetery maintenance is partially funded by burial fees and sales of cemetery lots. The remainder of cemetery maintenance and upkeep is expended from property taxes from the Township's General fund.

Reporting the Township's Most Significant Funds

Fund financial statements provide detailed information about the Township's major funds – not the Township as a whole. The Township establishes separate funds to better manage its activities and to help demonstrate that money that is restricted as to how it may be used is being spent for the intended purpose. The Township utilizes only the governmental fund category at this time, having no proprietary or fiduciary funds.

Governmental Funds – All of the Township's activities are reported in governmental funds. The governmental fund financial statements provide a detailed view of the Township's governmental operations and the basic services it provides. Governmental fund information helps determine whether there are more or less financial resources that can be spent to finance the Township's programs. The Township's significant governmental funds are presented on the financial statements in separate columns. The information for non-major funds (funds whose activity or balances are not large enough to warrant separate reporting) is combined and presented in total in a single column. The programs reported in governmental funds are closely related to those reported in the governmental activities section of the entity-wide statements.

**JENNINGS TOWNSHIP
VAN WERT COUNTY**

**MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEARS ENDED DECEMBER 31, 2009 AND 2008
UNAUDITED
(Continued)**

The Township as a Whole

Table 1 provides a summary of the Township's net assets for 2009 and 2008 compared to 2007 on the cash basis:

**Table 1
Net Assets**

| | Governmental Activities | | |
|---------------------------|--------------------------------|------------------|------------------|
| | 2009 | 2008 | 2007 |
| Assets | | | |
| Cash and Cash Equivalents | \$164,761 | \$143,000 | \$129,940 |
| Total Assets | <u>164,761</u> | <u>143,000</u> | <u>129,940</u> |
| Net Assets | | | |
| Restricted for: | | | |
| Permanent Funds: | | | |
| Expendable | 195 | 181 | 160 |
| Non-Expendable | 600 | 600 | 600 |
| Other Purposes | 131,971 | 127,312 | 126,788 |
| Unrestricted | <u>31,995</u> | <u>14,907</u> | <u>2,392</u> |
| Total Net Assets | <u>\$164,762</u> | <u>\$143,000</u> | <u>\$129,940</u> |

As mentioned previously, net assets of governmental activities increased \$21,761 or 15 percent during 2009. The primary reason contributing to the increase in cash balances was an unexpected increase in estate tax monies received. Net assets of governmental activities increased 10 percent during 2008, also, because of an increase in estate tax money.

Table 2 reflects the changes in net assets in 2009 and 2008.

**Table 2
Change in Net Assets**

| | Governmental Activities | | |
|------------------------------------|--------------------------------|----------------|----------------|
| | 2009 | 2008 | 2007 |
| Receipts: | | | |
| Program Receipts: | | | |
| Charges for Services | \$ 3,450 | \$ 6,950 | \$ 3,753 |
| Operating Grants and Contributions | 100,585 | 104,087 | 102,911 |
| Total Program Receipts | <u>104,035</u> | <u>111,037</u> | <u>106,664</u> |
| General Receipts: | | | |
| Property Taxes | 41,893 | 36,210 | 34,572 |
| Grants and Entitlements | 47,998 | 39,890 | 26,982 |
| Earnings on Investments | 93 | 103 | 234 |
| Miscellaneous | <u>1,217</u> | <u>11,444</u> | <u>992</u> |
| Total General Receipts | <u>91,201</u> | <u>87,647</u> | <u>62,780</u> |
| Total Receipts | <u>195,236</u> | <u>198,684</u> | <u>169,444</u> |

(Continued)

**JENNINGS TOWNSHIP
VAN WERT COUNTY**

**MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEARS ENDED DECEMBER 31, 2009 AND 2008
UNAUDITED
(Continued)**

**Table 2
Change in Net Assets
(Continued)**

| | Governmental Activities | | |
|----------------------------------|--------------------------------|-------------------------|-------------------------|
| | 2009 | 2008 | 2007 |
| Disbursements: | | | |
| General Government | 26,002 | 32,979 | 26,687 |
| Public Safety | 13,093 | 13,093 | 14,585 |
| Public Works | 108,484 | 123,943 | 105,534 |
| Health | 12,540 | 13,003 | 10,261 |
| Capital Outlay | 10,750 | | 12 |
| Debt Service | 2,606 | 2,606 | 2,604 |
| Total Disbursements | <u>173,475</u> | <u>185,624</u> | <u>159,683</u> |
| Increase In Net Assets | 21,761 | 13,060 | 9,761 |
| Net Assets at Beginning of Year | 143,000 | 129,940 | 120,179 |
| Net Assets at End of Year | <u>\$164,761</u> | <u>\$143,000</u> | <u>\$129,940</u> |

General receipts represent 47 percent of the Township's total receipts in 2009 and 44 percent in 2008 and of this amount over 45 percent and 41 percent respectively were property taxes. 44 percent and 45 percent respectively of the Township's total receipts were received from gasoline taxes.

Disbursements for General Government represent the overhead costs of running the Township and the support services provided for the other Township activities. These include the cost of the Board of Trustees, the fiscal officer and payroll.

Public Safety represents fire and ambulance protection contracted with the Villages of Spencerville and Middle Point. Public Works expenditures were mainly for road maintenance.

The Township is a member of the Van Wert County Health District and the disbursement entitled Health is payment to that public entity for services provided for the Township and its residents.

Governmental Activities

If you look at the Statements of Activities on pages and, you will see that the first column lists the major services provided by the Township. The next column identifies the costs of reimbursing these services. For 2009 the major program disbursements for governmental activities were for general government and public works which account for approximately 15 percent and 62.5 percent, respectively. A comparison between the total cost of services and the net cost is presented in Table 3A for 2009 and 2008:

(Table 3A)

| | Governmental Activities | | | |
|--------------------|--|--|--|--|
| | Total Cost Of Services 2009 | Net Cost Of Services 2009 | Total Cost Of Services 2008 | Net Cost Of Services 2008 |
| General Government | \$ 26,002 | (\$26,002) | \$ 32,979 | (\$32,979) |
| Public Safety | 13,093 | (13,093) | 13,093 | (13,093) |
| Public Works | 108,484 | (7,899) | 123,943 | (19,856) |
| Health | 12,540 | (9,090) | 13,003 | (6,053) |
| Capital Outlay | 10,750 | (10,750) | | |
| Debt Service | 2,606 | (2,606) | 2,606 | (2,606) |
| Total Expenses | <u>\$173,475</u> | <u>(\$69,440)</u> | <u>\$185,624</u> | <u>(\$74,587)</u> |

**JENNINGS TOWNSHIP
VAN WERT COUNTY**

**MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEARS ENDED DECEMBER 31, 2009 AND 2008
UNAUDITED
(Continued)**

For 2008, the major program disbursements for governmental activities were for general government and public works which account for approximately 17.8 percent and 66.8 percent in 2008 of all Township disbursements, respectively. A comparison between the total cost of services and the net cost is presented in Table 3B for 2008 and 2007:

(Table 3)B

| Governmental Activities | | | | |
|--------------------------------|--|--|--|--|
| | Total Cost Of Services 2008 | Net Cost Of Services 2008 | Total Cost Of Services 2007 | Net Cost Of Services 2007 |
| General Government | \$ 32,979 | (\$32,979) | \$ 26,687 | (\$26,687) |
| Public Safety | 13,093 | (13,093) | 14,585 | (14,585) |
| Public Works | 123,943 | (19,856) | 105,534 | (1,270) |
| Health | 13,003 | (6,053) | 10,261 | (8,077) |
| Capital Outlay | | | 12 | (12) |
| Debt Service | 2,606 | (2,606) | 2,604 | (2,604) |
| Total Expenses | \$185,624 | (\$74,587) | \$159,683 | (\$53,235) |

The Township's Funds

For 2009 the total governmental funds had receipts of \$195,236 and disbursements of \$173,475. For 2008 the total governmental funds had receipts of \$198,684 and disbursements of \$185,624. The greatest change within governmental funds occurred within the General Fund.

General Fund Budgeting Highlights

The Township's budget is prepared according to Ohio law and is based upon accounting for certain transactions on a basis of cash receipts, disbursements, and encumbrances.

General Fund receipts were more than budget expectations for 2009 and 2008. Actual receipts in the General Fund were \$50,042 and \$51,839 with an expected budget amount of \$32,371 and \$50,817. General Fund disbursements were less than budget expectation for 2009 and 2008. Actual disbursements in the General Fund were \$32,954 and \$39,324 with an expected budget amount of \$51,805 and \$46,276.

Current Issues

The challenge for Townships is to provide quality services to the public while staying within the restrictions imposed by limited, and in some cases shrinking, funding. Jennings Township relies heavily on local taxes and has very little industry to support the tax base. No major capital investments for equipment are planned, and management will continue to provide the best service to Township residents while staying within budget guidelines.

Contacting the Township's Financial Management

This financial report is designed to provide our citizens, taxpayers, investors, and creditors with a general overview of the Township's finances and to reflect the Township's accountability for the monies it receives. Questions concerning any of the information in this report or requests for additional information should be directed to Mary Lou Macklin, Jennings Township Clerk, 21332 Gilbert Rd., Spencerville, OH 45887.

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**JENNINGS TOWNSHIP
VAN WERT COUNTY**

**STATEMENT OF NET ASSETS - CASH BASIS
DECEMBER 31, 2009**

| | Governmental Activities |
|--|------------------------------------|
| Assets: | |
| Equity in Pooled Cash and Cash Equivalents | \$164,161 |
| Restricted Cash and Cash Equivalents | 600 |
| Total Assets | 164,761 |
| Net Assets: | |
| Restricted for: | |
| Permanent Funds: Maintain Graves- Horeb Cemetery | |
| Expendable | 195 |
| Non-expendable | 600 |
| Other Purposes | 131,971 |
| Unrestricted | 31,995 |
| Total Net Assets | \$164,761 |

See accompanying notes to the basic financial statements.

**JENNINGS TOWNSHIP
VAN WERT COUNTY**

**STATEMENT OF ACTIVITIES - CASH BASIS
FOR THE YEAR ENDED DECEMBER 31, 2009**

| | <u>Cash Disbursements</u> | <u>Program Cash Receipts</u> | | <u>Net (Disbursements) Receipts and Changes in Net Assets</u> |
|---|-------------------------------|---|---|---|
| | | <u>Charges for Services and Sales</u> | <u>Operating Grants and Contributions</u> | <u>Governmental Activities</u> |
| Governmental Activities | | | | |
| General Government | \$26,002 | | | (\$26,002) |
| Public Safety | 13,093 | | | (13,093) |
| Public Works | 108,484 | | \$100,585 | (7,899) |
| Health | 12,540 | \$3,450 | | (9,090) |
| Capital Outlay | 10,750 | | | (10,750) |
| Debt Service: | | | | |
| Principal | 2,606 | | | (2,606) |
| Total Governmental Activities | <u>\$173,475</u> | <u>\$3,450</u> | <u>\$100,585</u> | <u>(69,440)</u> |
| General Receipts: | | | | |
| Property Taxes | | | | 41,893 |
| Grants and Entitlements not Restricted to Specific Programs | | | | 47,998 |
| Earnings on Investments | | | | 93 |
| Miscellaneous | | | | 1,217 |
| Total General Receipts | | | | <u>91,201</u> |
| Change in Net Assets | | | | 21,761 |
| Net Assets Beginning of Year | | | | <u>143,000</u> |
| Net Assets End of Year | | | | <u>\$164,761</u> |

See accompanying notes to the basic financial statements.

**JENNINGS TOWNSHIP
VAN WERT COUNTY**

**STATEMENT OF CASH BASIS ASSETS AND FUND BALANCES
GOVERNMENTAL FUNDS
DECEMBER 31, 2009**

| | <u>General</u> | <u>Gasoline Tax</u> | <u>Road And Bridge</u> | <u>Fire Ambulance Levy</u> | <u>Other Governmental Funds</u> | <u>Total Governmental Funds</u> |
|---|-----------------|-------------------------|--------------------------------|------------------------------------|---|---|
| Assets: | | | | | | |
| Equity in Pooled | \$31,995 | \$82,674 | \$8,608 | \$25,172 | \$15,712 | \$164,161 |
| Restricted Cash and Cash Equivalents | | | | | 600 | 600 |
| Total Assets | <u>31,995</u> | <u>82,674</u> | <u>8,608</u> | <u>25,172</u> | <u>16,312</u> | <u>164,761</u> |
| Fund Balances: | | | | | | |
| Reserved for: | | | | | | |
| Reserve for Permanent Fund Principal | | | | | 600 | 600 |
| Unreserved/Undesignated Reported in: | | | | | | |
| General Fund | 31,995 | | | | | 31,995 |
| Special Revenue Funds | | 82,674 | 8,608 | 25,172 | 15,517 | 131,971 |
| Permanent Fund | | | | | 195 | 195 |
| Total Fund Balances | <u>\$31,995</u> | <u>\$82,674</u> | <u>\$8,608</u> | <u>\$25,172</u> | <u>\$16,312</u> | <u>\$164,761</u> |

See accompanying notes to the basic financial statements.

**JENNINGS TOWNSHIP
VAN WERT COUNTY**

**STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND CHANGES IN CASH BASIS FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2009**

| | <u>General</u> | <u>Gasoline Tax</u> | <u>Road and Bridge</u> | <u>Fire Ambulance Levy</u> | <u>Other Governmental Funds</u> | <u>Total</u> |
|---------------------------------|------------------------|-------------------------|--------------------------------|------------------------------------|---|-------------------------|
| Receipts: | | | | | | |
| Property and Other Local Taxes | \$5,773 | | \$19,924 | \$14,838 | \$1,358 | \$41,893 |
| Licenses, Permits and Fees | | | | | 2,750 | 2,750 |
| Intergovernmental | 43,808 | \$86,632 | 3,166 | 2,382 | 12,595 | 148,583 |
| Earnings on Investments | 31 | 43 | | | 19 | 93 |
| Miscellaneous | 430 | 756 | 31 | | 700 | 1,917 |
| Total Receipts | <u>50,042</u> | <u>87,431</u> | <u>23,121</u> | <u>17,220</u> | <u>17,422</u> | <u>195,236</u> |
| Disbursements: | | | | | | |
| Current: | | | | | | |
| General Government | 24,212 | 268 | | 436 | 1,086 | 26,002 |
| Public Safety | | | | 13,093 | | 13,093 |
| Public Works | | 84,771 | 11,957 | | 11,756 | 108,484 |
| Health | 8,742 | | | | 3,798 | 12,540 |
| Capital Outlay | | | 10,750 | | | 10,750 |
| Debt Service: | | | | | | |
| Principal Retirement | | | 2,606 | | | 2,606 |
| Total Disbursements | <u>32,954</u> | <u>85,039</u> | <u>25,313</u> | <u>13,529</u> | <u>16,640</u> | <u>173,475</u> |
| Net Change in Fund Balances | 17,088 | 2,392 | (2,192) | 3,691 | 782 | 21,761 |
| Fund Balances Beginning of Year | <u>14,907</u> | <u>80,282</u> | <u>10,800</u> | <u>21,481</u> | <u>15,530</u> | <u>143,000</u> |
| Fund Balances End of Year | <u><u>\$31,995</u></u> | <u><u>\$82,674</u></u> | <u><u>\$8,608</u></u> | <u><u>\$25,172</u></u> | <u><u>\$16,312</u></u> | <u><u>\$164,761</u></u> |

See accompanying notes to the basic financial statements.

**JENNINGS TOWNSHIP
VAN WERT COUNTY**

**STATEMENT OF RECEIPTS, DISBURSEMENTS AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL - BUDGET BASIS
GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2009**

| | <u>Budgeted Amounts</u> | | | Variance with Final Budget Positive (Negative) |
|---|-------------------------|-------------------------|------------------------|---|
| | <u>Original</u> | <u>Final</u> | <u>Actual</u> | |
| Receipts: | | | | |
| Property and Other Local Taxes | \$5,200 | \$5,200 | \$5,773 | \$573 |
| Intergovernmental | 27,140 | 27,140 | 43,808 | 16,668 |
| Earnings on Investments | 31 | 31 | 31 | |
| Miscellaneous | 13,500 | | 430 | 430 |
| Total receipts | <u>45,871</u> | <u>32,371</u> | <u>50,042</u> | <u>17,671</u> |
| Disbursements: | | | | |
| Current: | | | | |
| General Government | 38,718 | 38,453 | 24,212 | 14,241 |
| Health | 13,352 | 13,352 | 8,742 | 4,610 |
| Total Disbursements | <u>52,070</u> | <u>51,805</u> | <u>32,954</u> | <u>18,851</u> |
| Excess of Receipts Over (Under) Disbursements | <u>(6,199)</u> | <u>(19,434)</u> | <u>17,088</u> | <u>36,522</u> |
| Other Financing Sources (Uses): | | | | |
| Other Financing Uses | | (264) | | 264 |
| Net Change in Fund Balance | (6,199) | (19,698) | 17,088 | 36,786 |
| Unencumbered Cash Balance Beginning of Year | <u>14,907</u> | <u>14,907</u> | <u>14,907</u> | |
| Unencumbered Cash Balance End of Year | <u><u>\$8,708</u></u> | <u><u>(\$4,791)</u></u> | <u><u>\$31,995</u></u> | <u><u>\$36,786</u></u> |

See accompanying notes to the basic financial statements.

**JENNINGS TOWNSHIP
VAN WERT COUNTY**

**STATEMENT OF RECEIPTS, DISBURSEMENTS AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL - BUDGET BASIS
GASOLINE TAX FUND
FOR THE YEAR ENDED DECEMBER 31, 2009**

| | <u>Budgeted Amounts</u> | | | Variance with Final Budget Positive (Negative) |
|---|-------------------------|-----------------------|------------------------|---|
| | <u>Original</u> | <u>Final</u> | <u>Actual</u> | |
| Receipts: | | | | |
| Intergovernmental | \$85,000 | \$85,000 | \$86,632 | \$1,632 |
| Earnings on Investments | 50 | 50 | 43 | (7) |
| Miscellaneous | | | 756 | 756 |
| Total receipts | <u>85,050</u> | <u>85,050</u> | <u>87,431</u> | <u>2,381</u> |
| Disbursements: | | | | |
| Current: | | | | |
| General Government | 400 | 400 | 268 | 132 |
| Public Works | 157,414 | 157,414 | 84,771 | 72,643 |
| Capital Outlay | 2,500 | 2,500 | | 2,500 |
| Total Disbursements | <u>160,314</u> | <u>160,314</u> | <u>85,039</u> | <u>75,275</u> |
| Net Change in Fund Balance | (75,264) | (75,264) | 2,392 | 77,656 |
| Unencumbered Cash Balance Beginning of Year | <u>80,282</u> | <u>80,282</u> | <u>80,282</u> | |
| Unencumbered Cash Balance End of Year | <u><u>\$5,018</u></u> | <u><u>\$5,018</u></u> | <u><u>\$82,674</u></u> | <u><u>\$77,656</u></u> |

See accompanying notes to the basic financial statements.

**JENNINGS TOWNSHIP
VAN WERT COUNTY**

**STATEMENT OF RECEIPTS, DISBURSEMENTS AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL - BUDGET BASIS
ROAD AND BRIDGE FUND
FOR THE YEAR ENDED DECEMBER 31, 2009**

| | <u>Budgeted Amounts</u> | | | Variance with Final Budget Positive (Negative) |
|---|-------------------------|----------------|----------------|---|
| | <u>Original</u> | <u>Final</u> | <u>Actual</u> | |
| Receipts: | | | | |
| Property and Other Local Taxes | \$18,400 | \$18,400 | \$19,924 | \$1,524 |
| Intergovernmental | | | 3,166 | 3,166 |
| Miscellaneous | | | 31 | 31 |
| Total receipts | <u>18,400</u> | <u>18,400</u> | <u>23,121</u> | <u>4,721</u> |
| Disbursements: | | | | |
| Current: | | | | |
| Public Works | 12,924 | 12,624 | 11,957 | 667 |
| Capital Outlay | 10,800 | 10,800 | 10,750 | 50 |
| Debt Service: | | | | |
| Principal Retirement | 2,606 | 2,606 | 2,606 | |
| Total Disbursements | <u>26,330</u> | <u>26,030</u> | <u>25,313</u> | <u>717</u> |
| Net Change in Fund Balance | (7,930) | (7,630) | (2,192) | 5,438 |
| Unencumbered Cash Balance Beginning of Year | <u>10,800</u> | <u>10,800</u> | <u>10,800</u> | |
| Unencumbered Cash Balance End of Year | <u>\$2,870</u> | <u>\$3,170</u> | <u>\$8,608</u> | <u>\$5,438</u> |

See accompanying notes to the basic financial statements.

**JENNINGS TOWNSHIP
VAN WERT COUNTY**

**STATEMENT OF RECEIPTS, DISBURSEMENTS AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL - BUDGET BASIS
FIRE AMBULANCE FUND
FOR THE YEAR ENDED DECEMBER 31, 2009**

| | <u>Budgeted Amounts</u> | | <u>Actual</u> | <u>Variance with Final Budget Positive (Negative)</u> |
|---|-------------------------|-----------------|-----------------|---|
| | <u>Original</u> | <u>Final</u> | | |
| Receipts: | | | | |
| Property and Other Local Taxes | \$16,800 | \$16,800 | \$14,838 | (\$1,962) |
| Intergovernmental | | | 2,382 | 2,382 |
| Total receipts | <u>16,800</u> | <u>16,800</u> | <u>17,220</u> | <u>420</u> |
| Disbursements: | | | | |
| Current: | | | | |
| General Government | 500 | 500 | 436 | 64 |
| Public Safety | 13,093 | 13,093 | 13,093 | |
| Total Disbursements | <u>13,593</u> | <u>13,593</u> | <u>13,529</u> | <u>64</u> |
| Net Change in Fund Balance | 3,207 | 3,207 | 3,691 | 484 |
| Unencumbered Cash Balance Beginning of Year | <u>21,481</u> | <u>21,481</u> | <u>21,481</u> | |
| Unencumbered Cash Balance End of Year | <u>\$24,688</u> | <u>\$24,688</u> | <u>\$25,172</u> | <u>\$484</u> |

See accompanying notes to the basic financial statements.

**JENNINGS TOWNSHIP
VAN WERT COUNTY**

**STATEMENT OF NET ASSETS - CASH BASIS
DECEMBER 31, 2008**

| | <u>Governmental Activities</u> |
|---|---|
| Assets: | |
| Equity in Pooled Cash and Cash Equivalents | \$142,400 |
| Restricted Cash and Cash Equivalents | <u>600</u> |
| Total Assets | <u><u>143,000</u></u> |
| Net Assets: | |
| Restricted for: | |
| Permanent Funds: (Maintenance of Graves Horem Cemetery) | |
| Expendable | 181 |
| Nonexpendable | 600 |
| Other Purposes | 127,312 |
| Unrestricted | <u>14,907</u> |
| Total Net Assets | <u><u>\$143,000</u></u> |

See accompanying notes to the basic financial statements.

**JENNINGS TOWNSHIP
VAN WERT COUNTY**

**STATEMENT OF ACTIVITIES - CASH BASIS
FOR THE YEAR ENDED DECEMBER 31, 2008**

| | Program Cash Receipts | | Net (Disbursements) Receipts and Changes in Net Assets |
|---|---|---|---|
| Cash Disbursements | Charges for Services and Sales | Operating Grants and Contributions | Governmental Activities |
| Governmental Activities: | | | |
| General Government | \$32,979 | | (\$32,979) |
| Public Safety | 13,093 | | (13,093) |
| Public Works | 123,943 | 104,087 | (19,856) |
| Health | 13,003 | 6,950 | (6,053) |
| Debt Service: | | | |
| Principal | 2,606 | | (2,606) |
| Total Governmental Activities | <u>\$185,624</u> | <u>\$6,950</u> | <u>\$104,087</u> |
| General Receipts: | | | |
| Property Taxes | | | 36,210 |
| Grants and Entitlements not Restricted to Specific Programs | | | 39,890 |
| Earnings on Investments | | | 103 |
| Miscellaneous | | | 11,444 |
| Total General Receipts | | | <u>87,647</u> |
| Change in Net Assets | | | 13,060 |
| Net Assets Beginning of Year | | | 129,940 |
| Net Assets End of Year | | | <u>\$143,000</u> |

See accompanying notes to the basic financial statements.

**JENNINGS TOWNSHIP
VAN WERT COUNTY**

**STATEMENT OF CASH BASIS ASSETS AND FUND BALANCES
GOVERNMENTAL FUNDS
DECEMBER 31, 2008**

| | <u>General</u> | <u>Gasoline Tax</u> | <u>Road And Bridge</u> | <u>Fire Ambulance Levy</u> | <u>Other Governmental Funds</u> | <u>Total Governmental Funds</u> |
|---|-----------------|-------------------------|--------------------------------|------------------------------------|---|---|
| Assets: | | | | | | |
| Equity in Pooled Cash and Cash Equivalents | \$14,907 | \$80,282 | \$10,800 | \$21,481 | \$14,930 | \$142,400 |
| Restricted Cash and Cash Equivalents | | | | | 600 | 600 |
| Total Assets | <u>14,907</u> | <u>80,282</u> | <u>10,800</u> | <u>21,481</u> | <u>15,530</u> | <u>143,000</u> |
| Fund Balances: | | | | | | |
| Reserved for: | | | | | | |
| Reserve for Permanent Fund Principal | | | | | 600 | 600 |
| Unreserved/Undesignated Reported in: | | | | | | |
| General Fund | 14,907 | | | | | 14,907 |
| Special Revenue Funds | | 80,282 | 10,800 | 21,481 | 14,749 | 127,312 |
| Permanent Fund | | | | | 181 | 181 |
| Total Fund Balances | <u>\$14,907</u> | <u>\$80,282</u> | <u>\$10,800</u> | <u>\$21,481</u> | <u>\$15,530</u> | <u>\$143,000</u> |

See accompanying notes to the basic financial statements.

**JENNINGS TOWNSHIP
VAN WERT COUNTY**

**STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND CHANGES IN CASH BASIS FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2008**

| | <u>General</u> | <u>Gasoline Tax</u> | <u>Road And Bridge</u> | <u>Fire Ambulance Levy</u> | <u>Other Governmental Funds</u> | <u>Total Governmental Funds</u> |
|---------------------------------|-----------------|-------------------------|--------------------------------|------------------------------------|---|---|
| Receipts: | | | | | | |
| Property and Other Local Taxes | \$4,544 | | \$15,587 | \$14,735 | \$1,344 | \$36,210 |
| Licenses, Permits and Fees | | | | | 3,600 | 3,600 |
| Intergovernmental | 35,944 | \$89,722 | 2,768 | 2,523 | 13,020 | 143,977 |
| Earnings on Investments | 32 | 46 | | | 25 | 103 |
| Miscellaneous | 11,319 | 5 | 115 | | 3,355 | 14,794 |
| Total Receipts | <u>51,839</u> | <u>89,773</u> | <u>18,470</u> | <u>17,258</u> | <u>21,344</u> | <u>198,684</u> |
| Disbursements: | | | | | | |
| Current: | | | | | | |
| General Government | 28,641 | | | 463 | 3,875 | 32,979 |
| Public Safety | | | | 13,093 | | 13,093 |
| Public Works | | 96,074 | 17,072 | | 10,797 | 123,943 |
| Health | 10,683 | | | | 2,320 | 13,003 |
| Debt Service: | | | | | | |
| Principal Retirement | | | 2,606 | | | 2,606 |
| Total Disbursements | <u>39,324</u> | <u>96,074</u> | <u>19,678</u> | <u>13,556</u> | <u>16,992</u> | <u>185,624</u> |
| Net Change in Fund Balances | 12,515 | (6,301) | (1,208) | 3,702 | 4,352 | 13,060 |
| Fund Balances Beginning of Year | 2,392 | 86,583 | 12,008 | 17,779 | 11,178 | 129,940 |
| Fund Balances End of Year | <u>\$14,907</u> | <u>\$80,282</u> | <u>\$10,800</u> | <u>\$21,481</u> | <u>\$15,530</u> | <u>\$143,000</u> |

See accompanying notes to the basic financial statements.

**JENNINGS TOWNSHIP
VAN WERT COUNTY**

**STATEMENT OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - BUDGET BASIS
GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2008**

| | <u>Budgeted Amounts</u> | | <u>Actual</u> | <u>Variance with Final Budget Positive (Negative)</u> |
|---|-------------------------|-----------------------|------------------------|---|
| | <u>Original</u> | <u>Final</u> | | |
| Receipts: | | | | |
| Property and Other Local Taxes | \$5,240 | \$5,240 | \$4,544 | (\$696) |
| Intergovernmental | 40,302 | 40,302 | 35,944 | (4,358) |
| Earnings on Investments | | | 32 | 32 |
| Miscellaneous | 5,275 | 5,275 | 11,319 | 6,044 |
| Total receipts | <u>50,817</u> | <u>50,817</u> | <u>51,839</u> | <u>1,022</u> |
| Disbursements: | | | | |
| Current: | | | | |
| General Government | 32,053 | 30,553 | 28,641 | 1,912 |
| Health | 10,723 | 15,723 | 10,683 | 5,040 |
| Total Disbursements | <u>42,776</u> | <u>46,276</u> | <u>39,324</u> | <u>6,952</u> |
| Net Change in Fund Balance | 8,041 | 4,541 | 12,515 | 7,974 |
| Unencumbered Cash Balance Beginning of Year | <u>2,392</u> | <u>2,392</u> | <u>2,392</u> | |
| Unencumbered Cash Balance End of Year | <u><u>\$10,433</u></u> | <u><u>\$6,933</u></u> | <u><u>\$14,907</u></u> | <u><u>\$7,974</u></u> |

See accompanying notes to the basic financial statements.

**JENNINGS TOWNSHIP
VAN WERT COUNTY**

**STATEMENT OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - BUDGET BASIS
GASOLINE TAX FUND
FOR THE YEAR ENDED DECEMBER**

| | <u>Budgeted Amounts</u> | | <u>Actual</u> | <u>Variance with Final Budget Positive (Negative)</u> |
|---|-------------------------|------------------------|------------------------|---|
| | <u>Original</u> | <u>Final</u> | | |
| Receipts: | | | | |
| Intergovernmental | \$86,520 | \$86,520 | \$89,722 | \$3,202 |
| Earnings on Investments | 100 | 100 | 46 | (54) |
| Miscellaneous | | | 5 | 5 |
| Total receipts | <u>86,620</u> | <u>86,620</u> | <u>89,773</u> | <u>3,153</u> |
| Disbursements: | | | | |
| Current: | | | | |
| Public Works | <u>121,380</u> | <u>121,380</u> | <u>96,074</u> | <u>25,306</u> |
| Total Disbursements | <u>121,380</u> | <u>121,380</u> | <u>96,074</u> | <u>25,306</u> |
| Net Change in Fund Balance | (34,760) | (34,760) | (6,301) | 28,459 |
| Unencumbered Cash Balance Beginning of Year | <u>86,583</u> | <u>86,583</u> | <u>86,583</u> | |
| Unencumbered Cash Balance End of Year | <u><u>\$51,823</u></u> | <u><u>\$51,823</u></u> | <u><u>\$80,282</u></u> | <u><u>\$28,459</u></u> |

See accompanying notes to the basic financial statements.

**JENNINGS TOWNSHIP
VAN WERT COUNTY**

**STATEMENT OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - BUDGET BASIS
ROAD AND BRIDGE FUND
FOR THE YEAR ENDED DECEMBER 31, 2008**

| | <u>Budgeted Amounts</u> | | | Variance with Final Budget Positive (Negative) |
|---|-------------------------|-----------------------|------------------------|---|
| | <u>Original</u> | <u>Final</u> | <u>Actual</u> | |
| Receipts: | | | | |
| Property and Other Local Taxes | \$17,600 | \$17,600 | \$15,587 | (\$2,013) |
| Intergovernmental | | | 2,768 | 2,768 |
| Miscellaneous | | | 115 | 115 |
| Total receipts | <u>17,600</u> | <u>17,600</u> | <u>18,470</u> | <u>870</u> |
| Disbursements: | | | | |
| Current: | | | | |
| Public Works | 24,305 | 24,305 | 17,072 | 7,233 |
| Debt Service: | | | | |
| Principal Retirement | 2,606 | 2,606 | 2,606 | |
| Total Disbursements | <u>26,911</u> | <u>26,911</u> | <u>19,678</u> | <u>7,233</u> |
| Net Change in Fund Balance | (9,311) | (9,311) | (1,208) | 8,103 |
| Unencumbered Cash Balance Beginning of Year | <u>12,008</u> | <u>12,008</u> | <u>12,008</u> | |
| Unencumbered Cash Balance End of Year | <u><u>\$2,697</u></u> | <u><u>\$2,697</u></u> | <u><u>\$10,800</u></u> | <u><u>\$8,103</u></u> |

See accompanying notes to the basic financial statements.

**JENNINGS TOWNSHIP
VAN WERT COUNTY**

**STATEMENT OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - BUDGET BASIS
FIRE AMBULANCE FUND
FOR THE YEAR ENDED DECEMBER 31, 2008**

| | <u>Budgeted Amounts</u> | | <u>Actual</u> | <u>Variance with Final Budget Positive (Negative)</u> |
|---|-------------------------|------------------------|------------------------|---|
| | <u>Original</u> | <u>Final</u> | | |
| Receipts: | | | | |
| Property and Other Local Taxes | \$16,600 | \$16,600 | \$14,735 | (\$1,865) |
| Intergovernmental | | | 2,523 | 2,523 |
| Total receipts | <u>16,600</u> | <u>16,600</u> | <u>17,258</u> | <u>658</u> |
| Disbursements: | | | | |
| Current: | | | | |
| General Government | 500 | 500 | 463 | 37 |
| Public Safety | 16,000 | 16,000 | 13,093 | 2,907 |
| Total Disbursements | <u>16,500</u> | <u>16,500</u> | <u>13,556</u> | <u>2,944</u> |
| Net Change in Fund Balance | 100 | 100 | 3,702 | 3,602 |
| Unencumbered Cash Balance Beginning of Year | <u>17,779</u> | <u>17,779</u> | <u>17,779</u> | |
| Unencumbered Cash Balance End of Year | <u><u>\$17,879</u></u> | <u><u>\$17,879</u></u> | <u><u>\$21,481</u></u> | <u><u>\$3,602</u></u> |

See accompanying notes to the basic financial statements.

**JENNINGS TOWNSHIP
VAN WERT COUNTY**

**NOTES TO THE BASIS FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2009 AND 2008**

1. DESCRIPTION OF ENTITY

Jennings Township, Van Wert 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 also has an elected Township Fiscal Officer.

The reporting entity is comprised of the primary government, component units and other organizations that were included to ensure that the financial statements are not misleading.

A. Primary Government

The primary government consists of all funds, departments, and boards and agencies that are not legally separate from the Township. The Township provides general government services, maintenance of Township roads and bridges, cemetery maintenance, fire protection and emergency medical services. The Township contracts with the Village of Spencerville and Middle Point for fire protection and ambulance services. Police protection is provided by the Van Wert County Sheriff's Department.

B. Component Units

Component units are legally separate organizations for which the Township is financially accountable. The Township is financially accountable for an organization if the Township appoints a voting majority of the organization's governing board and (1) the Township is able to significantly influence the programs or services performed or provided by the organization; or (2) the Township is legally entitled to or can otherwise access the organization's resources; the Township is legally obligated or has otherwise assumed the responsibility to finance the deficits of, or provide support to, the organization; or the Township is obligated for the debt of the organization. The Township is also financially accountable for any organizations that are fiscally dependent on the Township in that the Township approves their budget, the issuance of their debt or the levying of their taxes. Component units also include legally separate, tax-exempt entities whose resources are for the direct benefit of the Township, are accessible to the Township and are significant in amount to the Township. The Township has no component units.

The Township's management believes these financial statements present all activities for which the Township is financially accountable.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

As discussed further in Note 2.C, these financial statements are presented on a cash basis of accounting. This cash basis of accounting differs from accounting principles generally accepted in the United States of America (GAAP). Generally accepted accounting principles include all relevant Governmental Accounting Standards Board (GASB) pronouncements, which have been applied to the extent they are applicable to the cash basis of accounting. In the government-wide financial statements, Financial Accounting Standards Board (FASB) pronouncements and Accounting Principles Board (APB) opinions issued on or before November 30, 1989, have been applied, to the extent they are applicable to the cash basis of accounting, unless those pronouncements conflict with or contradict GASB pronouncements, in which case GASB prevails. Following are the more significant of the Township's accounting policies.

**JENNINGS TOWNSHIP
VAN WERT COUNTY**

**NOTES TO THE BASIS FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2009 AND 2008
(Continued)**

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

A. Basis of Presentation

The Township's basic financial statements consist of government-wide financial statements, including a statement of net assets and a statement of activities, and fund financial statements which provide a more detailed level of financial information.

1. Government-Wide Financial Statements

The statement of net assets and the statement of activities display information about the Township as a whole. These statements include the financial activities of the primary government. Governmental activities generally are financed through taxes, intergovernmental receipts or other non-exchange transactions.

The statement of net assets presents the cash balances of the governmental activities of the Township at year end. The statement of activities compares disbursements with program receipts for each of the Township's governmental activities. Disbursements are reported by function. A function is a group of related activities designed to accomplish a major service or regulatory program for which the Township is responsible. Program receipts include charges paid by the recipient of the program's goods or services, grants and contributions restricted to meeting the operational or capital requirements of a particular program and receipts of interest earned on grants that is required to be used to support a particular program. General receipts are all receipts not classified as program receipts, with certain limited exceptions. The comparison of direct disbursements with program receipts identifies the extent to which each governmental function is self-financing on a cash basis or draws from the Township's general receipts.

2. Fund Financial Statements

During the year, the Township segregates transactions related to certain Township functions or activities in separate funds to aid financial management and to demonstrate legal compliance. Fund financial statements are designed to present financial information of the Township at this more detailed level. The focus of governmental and enterprise fund financial statements is on major funds. Each major fund is presented in a separate column. Non-major funds are aggregated and presented in a single column.

B. Fund Accounting

The Township uses fund accounting to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. Funds are used to segregate resources that are restricted as to use. The funds of the Township are reported as governmental.

1. Governmental Funds

The Township classifies funds financed primarily from taxes, intergovernmental receipts (e.g. grants), and other non-exchange transactions as governmental funds. For 2009 and 2008, the Township's major governmental funds were the General Fund, Gasoline Tax Fund, Road and Bridge Fund and Fire Ambulance Levy Fund.

**JENNINGS TOWNSHIP
VAN WERT COUNTY**

**NOTES TO THE BASIS FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2009 AND 2008
(Continued)**

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

General Fund—The General Fund is used to account for all financial resources, except those required to be accounted for in another fund. The General Fund balance is available to the Township for any purpose provided it is expended or transferred according to the general laws of Ohio.

Gasoline Tax Fund - This fund receives gasoline tax monies for constructing, maintaining, and repair of Township roads

Road and Bridge Fund – This fund receives a portion of property tax money for the constructing, maintaining, and repair of Township roads.

Fire Ambulance Levy Fund - This fund receives property taxes levied by the Township to provide fire protection.

The other governmental funds of the Township account for grants and other resources whose use is restricted to a particular purpose.

C. Basis of Accounting

The Township's financial statements are prepared using the cash basis of accounting. Receipts are recorded in the Township's financial records and reported in the financial statements when cash is received rather than when earned and disbursements are recorded when cash is paid rather than when a liability is incurred.

As a result of the use of this cash basis of accounting, certain assets and their related revenues (such as accounts receivable and revenue for billed or provided services not yet collected) and certain liabilities and their related expenses (such as accounts payable and expenses for goods or services received but not yet paid, and accrued liabilities and the related expenses) are not recorded in these financial statements.

D. Budgetary Process

All funds are legally required to be budgeted and appropriated. The major documents prepared are the tax budget, the certificate of estimated resources, and the appropriations resolution, all of which are prepared on the budgetary basis of accounting. The tax budget demonstrates a need for existing or increased tax rates. The certificate of estimated resources establishes a limit on the amount the Township may appropriate.

The appropriations resolution is the Township's authorization to spend resources and sets limits on disbursements plus encumbrances at the level of control selected by the Township. The legal level of control has been established at the fund, function and object level for all funds.

The certificate of estimated resources may be amended during the year if projected increases or decreases in receipts are identified by the Township Fiscal Officer. The amounts reported as the original budgeted amounts on the budgetary statements reflect the amounts on the certificate of estimated resources when the original appropriations were adopted. The amounts reported as the final budgeted amounts on the budgetary statements reflect the amounts on the amended certificated of estimated resources in effect at the time final appropriations were passed by the Township.

**JENNINGS TOWNSHIP
VAN WERT COUNTY**

**NOTES TO THE BASIS FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2009 AND 2008
(Continued)**

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The appropriations resolution is subject to amendment throughout the year with the restriction that appropriations cannot exceed estimated resources. The amounts reported as the original budgeted amounts reflect the first appropriation ordinance for that fund that covered the entire year, including amounts automatically carried forward from prior years. The amounts reported as the final budgeted amounts represent the final appropriation amounts passed by the Township during the year.

E. Cash and Investments

To improve cash management, cash received by the Township is pooled. Individual fund integrity is maintained through Township records. Interest in the pool is presented as "Equity in Pooled Cash and Cash Equivalents".

Interest earnings are allocated to Township funds according to State statutes, grant requirements, or debt related restrictions. Interest receipts credited to the General Fund during 2009 was \$31 and during 2008 was \$32.

F. Restricted Assets

Cash and cash equivalents are reported as restricted when limitations on their use change the nature or normal understanding of their use. Such constraints are either imposed by creditors, contributors, grantors or laws of other governments, or imposed by law through constitutional provisions. Restricted assets for other purposes represent the amounts reported in the special revenue funds that are restricted as to use.

G. Inventory and Prepaid Items

The Township reports disbursements for inventories and prepaid items when paid. These items are not reflected as assets in the accompanying financial statements.

H. Capital Assets

Acquisitions of property, plant and equipment are recorded as disbursements when paid. These items are not reflected as assets in the accompanying financial statements.

I. Employer Contributions to Cost-Sharing Pension Plans

The Township recognizes the disbursement for employer contributions to cost-sharing pension plans when they are paid. As described in Notes 6 and 7, the employer contributions include portions for pension benefits and for postretirement health care benefits.

J. Long Term Obligations

The township cash basis financial statements do not report liabilities for long term obligations. Proceeds of debt are reported when the cash is received and principal and interest payments are reported when cash is paid.

**JENNINGS TOWNSHIP
VAN WERT COUNTY**

**NOTES TO THE BASIS FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2009 AND 2008
(Continued)**

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

K. Net Assets

Net assets are reported as restricted when there are limitations imposed on their use either through enabling legislation or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. Net assets restricted for other purposes include resources restricted for special revenue purposes and a permanent fund. The Township's policy is to first apply restricted resources when an obligation is incurred for purposes for which both restricted and unrestricted net assets are available.

3. EQUITY IN POOLED CASH

The Township maintains a cash pool used by all funds. Monies held by the Township are classified by state Statute into three categories.

Active monies are public monies determined to be necessary to meet current demands upon the Township treasury. Active monies must be maintained either as cash in the Township treasury, in commercial accounts payable or withdrawable on demand, including negotiable order of withdrawal (NOW) accounts, or in money market deposit accounts.

Inactive deposits are public deposits that the Trustees have identified as not required for use within the current five year period of designation of depositories. Inactive deposits must either be evidenced by certificates of deposit maturing not later than the end of the current period of designation of depositories, or by savings or deposit accounts including, but not limited to, passbook accounts.

Interim deposits are deposits of interim monies. Interim monies are those monies which are not needed for immediate use but which will be needed before the end of the current period of designation of depositories. Interim deposits must be evidenced by time certificates of deposit maturing not more than one year from the date of deposit or by savings or deposit accounts, including passbook accounts.

Interim monies held by the Township can be deposited or invested in the following securities:

1. United States Treasury bills, bonds, notes, or any other obligation or security issued by the United States Treasury, or any other obligation guaranteed as to principal and interest by the United States;
2. Bonds, notes, debentures, or any other obligation or security issued by any federal government agency or instrumentality including, but not limited to, the Federal National Mortgage Association, Federal Home Loan Bank, Federal Farm Credit Bank, Federal Home Loan Mortgage Corporation, Government National Mortgage Association, and Student Loan Marketing Association. All federal agency securities shall be direct issuances of federal government agencies or instrumentalities;
3. Written repurchase agreements in the securities listed above provided the market value of the securities subject to the repurchase agreement must exceed the principal value of the agreement by at least 2 percent and be marked to market daily, and the term of the agreement must not exceed thirty days;
4. Bonds and other obligations of the State of Ohio or Ohio local governments;

**JENNINGS TOWNSHIP
VAN WERT COUNTY**

**NOTES TO THE BASIS FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2009 AND 2008
(Continued)**

3. EQUITY IN POOLED CASH (Continued)

5. Time certificates of deposit or savings or deposit accounts including, but not limited to, passbook accounts;
6. No-load money market mutual funds consisting exclusively of obligations described in division (1) or (2) and repurchase agreements secured by such obligations, provided that investments in securities described in this division are made only through eligible institutions;
7. The State Treasurer's investment pool (STAR Ohio).

Investments in stripped principal or interest obligations, reverse repurchase agreements, and derivatives are prohibited. The issuance of taxable notes for the purpose of arbitrage, the use of leverage, and short selling are also prohibited. An investment must mature within five years from the date of purchase, unless matched to a specific obligation or debt of the Township, and must be purchased with the expectation that it will be held to maturity. Investments may only be made through specified dealers and institutions.

Deposits

At December 31, 2009 and 2008, the carrying amounts of the Township's deposits were \$164,761 and \$143,000, respectively, and the bank balances were \$176,377 and \$146,445, respectively. Custodial credit risk is the risk that in the event of bank failure, the Township will not be able to recover deposits or collateral securities that are in the possession of an outside party. At December 31, 2009 and 2008, none of the Township's bank balance was exposed to custodial credit risk.

The Township has no deposit policy for custodial risk beyond the requirements of State statute. Ohio law requires that deposits be either insured or be protected by eligible securities pledged to and deposited either with the Township or a qualified trustee by the financial institution as security for repayment, or by a collateral pool of eligible securities deposited with a qualified trustee and pledged to secure the repayment of all public monies deposited in the financial institution whose market value at all times shall be at least one hundred five percent of the deposits being secured.

4. PROPERTY TAXES

Property taxes include amounts levied against all real property, public utility property, and tangible personal property located in the Township. Real property tax receipts received in 2009 represent the collection of 2008 taxes. Real property taxes received in 2009 were levied after October 1, 2008, on the assessed values as of January 1, 2008, the lien date. For 2008, the amounts levied were for the year prior to those indicated for 2009. Assessed values for real property taxes are established by State statute at 35 percent of appraised market value. Real property taxes are payable annually or semiannually. If paid annually, payment is due December 31; if paid semiannually, the first payment is due December 31, with the remainder payable by June 20. Under certain circumstances, State statute permits alternate payment dates to be established.

Public utility property tax receipts received in 2009 represent the collection of 2008 taxes. Public utility real and tangible personal property taxes received in 2009 became a lien on December 31, 2008, were levied after October 1, 2008, and are collected with real property taxes. For 2008, the liens were a year earlier than 2009. Public utility real property is assessed at 35 percent of true value; public utility tangible personal property is currently assessed at varying percentages of true value.

**JENNINGS TOWNSHIP
VAN WERT COUNTY**

**NOTES TO THE BASIS FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2009 AND 2008
(Continued)**

4. PROPERTY TAXES (Continued)

2008 tangible property taxes are levied after October 1, 2007, on the value as of December 31, 2007. Collections are made in 2008. Tangible personal property assessments are being phased out – the assessment percentage for all property including inventory for 2008 is 6.25 percent. This was reduced to zero for 2009. Payments by multi-county taxpayers are due September 20. Single county taxpayers may pay annually or semi-annually. If paid annually, payment is due April 30; if paid semi-annually, the first payment is due April 3, with the remainder due September 20.

The full tax rate for all Township operations for the years ended December 31, 2009 and 2008, was \$3.70 per \$1,000 of assessed value. The assessed values of real property, public utility property, and tangible personal property upon which 2009 property tax receipts were based are as follows:

| | 2009 | 2008 |
|-------------------------------|--------------|-------------|
| Real Property | | |
| Residential/Agricultural | \$12,348,770 | \$9,631,650 |
| Commercial/Industrial/Mineral | 15,550 | 14,890 |
| Tangible Personal Property | | 62,090 |
| Public Utility | 257,680 | 259,690 |
| Total Assessed Value | \$12,622,000 | \$9,968,320 |

The Van Wert County Treasurer collects property taxes on behalf of all taxing districts in the county, including the Township. The County Auditor periodically remits to the Township its portion of the taxes collected.

5. RISK MANAGEMENT

Commercial Insurance

The Township has obtained commercial insurance for the following risks:

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

6. DEFINED BENEFIT PENSION PLAN

Plan Description - The Township participates in the Ohio Public Employees Retirement System (OPERS). OPERS administers three separate pension plans. The traditional plan is a cost-sharing, multiple-employer defined benefit pension plan. The member-directed plan is a defined contribution plan in which the member invests both member and employer contributions (employer contributions vest over five years at 20 percent per year). Under the member-directed plan, members accumulate retirement assets equal to the value of the member and vested employer contributions plus any investment earnings.

The combined plan is a cost-sharing, multiple-employer defined benefit pension plan that has elements of both a defined benefit and a defined contribution plan. Under the combined plan, employer contributions are invested by the retirement system to provide a formula retirement benefit similar to the traditional plan benefit.

**JENNINGS TOWNSHIP
VAN WERT COUNTY**

**NOTES TO THE BASIS FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2009 AND 2008
(Continued)**

6. DEFINED BENEFIT PENSION PLAN (Continued)

Member contributions, whose investment is self-directed by the member, accumulate retirement assets in a manner similar to the member-directed plan. While members in the State and local divisions may participate in all three plans, law enforcement (generally sheriffs, deputy sheriffs and township police) and public safety divisions exist only in the traditional plans.

OPERS provides retirement, disability, survivor and death benefits and annual cost-of-living adjustments to members of the traditional and combined plans. Members of the member-directed plan do not qualify for ancillary benefits. Authority to establish and amend benefits is provided by Chapter 145 of the Ohio Revised Code. OPERS issues a stand-alone financial report that may be obtained by writing to OPERS, 277 East Town Street, Columbus, OH 43215-4642 or by calling (614) 222-5601 or (800) 222-7377.

Funding Policy – The Ohio Revised Code provides statutory authority for member and employer contributions. For the years ended December 31, 2009 and December 31, 2008, members in local classifications contributed 10 percent of covered payroll.

The Township's contribution rate for 2009 and 2008 was 14 percent of covered payroll. For the period January 1, through March 31, 2009, a portion of the Township's contribution equal to 7 percent of covered payroll was allocated to fund the healthcare plan; for the period April 1 through December 31, 2009 this amount was decreased to 5.5 percent. For the year 2008, 7 percent was used to fund the post-employment healthcare plan. Employer contribution rates are actuarially determined. State statute sets a maximum contribution rate for the Township of 14 percent.

The Township's required contributions for pension obligations to the traditional and combined plans for the years ended December 31, 2009, 2008, and 2007 were \$3,521, \$3,077, and \$3,525 respectively. The full amount has been contributed for 2009, 2008 and 2007.

7. POST-EMPLOYMENT BENEFITS

Plan Description - OPERS maintains a cost-sharing multiple-employer defined benefit post employment healthcare plan for qualifying members of both the traditional and combined pension plans. Members of the member-directed plan do not qualify for ancillary benefits, including post employment healthcare. The plan includes a medical plan, a prescription drug program and Medicare Part B premium reimbursement. To qualify for post employment healthcare coverage, age and service retirees under the traditional and combined plans must have ten years or more of qualifying Ohio service credit.

Healthcare coverage for disability benefit recipients and qualified survivor benefit recipients is available. The Ohio Revised code permits, but does not require, OPERS to provide healthcare benefits to eligible members and beneficiaries. Authority to establish and amend benefits is provided in Chapter 145 of the Ohio Revised Code. Disclosures for the healthcare plan are provided separately in the OPERS financial report which may be obtained by writing to OPERS, 277 East Town Street, Columbus, Ohio 43215-4642 or by calling (614) 222-5601 or (800) 222 – 7377.

Funding Policy – The post employment healthcare plan was established under, and is administered in accordance with, Internal Revenue Code 401 (h). State statute requires that public employers fund post-employment healthcare through contributions to OPERS. A portion of each employer's contribution to the traditional or combined plans is set aside for the funding of post employment healthcare.

**JENNINGS TOWNSHIP
VAN WERT COUNTY**

**NOTES TO THE BASIS FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2009 AND 2008
(Continued)**

7. POST-EMPLOYMENT BENEFITS (Continued)

The Township's contribution rate for 2009 and 2008 was 14 percent of covered payroll. For the period January 1, through March 31, 2009, a portion of the Township's contribution equal to 7 percent of covered payroll was allocated to fund the post-employment healthcare plan; for the period April 1 through December 31, 2009 this amount was decreased to 5.5 percent. For the year 2008, 7 percent was used to fund the post-employment healthcare plan. Employer contribution rates are actuarially determined. State statute sets a maximum contribution rate for the Township of 14 percent.

The retirement board is also authorized to establish rules for the payment of a portion of the healthcare benefits by the retiree or retiree's surviving beneficiaries. Payment amounts vary depending on the number of covered dependents and selected coverage. The Township's contributions allocated to fund post-employment healthcare benefits for the years ended December 31, 2009, 2008, and 2007 were \$2,550, \$3,077, and \$2,322 respectively; 100 percent has been contributed for all years.

The Health Care Preservation Plan (HCPP) adopted by the OPERS Retirement Board on September 9, 2004, was effective January 1, 2007. Member and employer contribution rates for state and local employers increased on January 1 of each year from 2006 to 2008. These rate increases allowed additional funds to be allocated to the health care plan.

8. DEBT OBLIGATIONS

The Township's long-term debt activity for the year ended December 31, 2009, was as follows:

| <u>Debt Obligation</u> | <u>Balance December 31, 2008</u> | <u>Additions</u> | <u>Reductions</u> | <u>Balance December 31, 2009</u> | <u>Due Within One Year</u> |
|----------------------------|--|------------------|-------------------|--|--------------------------------|
| Land Contract | \$7,822 | | \$2,606 | \$5,216 | \$2,606 |

The land purchase carries an interest rate of 0 percent and is supported by the full faith and credit of the Township and payable from the unvoted property tax receipts to the extent that other resources are not available to meet annual principal and interest payments.

The following is a summary of the Township's future annual debt service requirements:

| <u>Year</u> | <u>Amount</u> |
|-------------|----------------|
| 2010 | \$2,606 |
| 2011 | 2,610 |
| Total | <u>\$5,216</u> |

The Ohio Revised Code provides that net general obligation debt of the Township, exclusive of certain exempt debt, issued without a vote of the electors shall never exceed 5.5 percent of the tax valuation of the Township. The Revised Code further provides that total voted and un-voted net debt of the Township less the same exempt debt shall never exceed amount equal to 10.5 percent of its tax valuation. The effects of the debt limitations at December 31, 2009, were an overall debt margin of \$1,325,310 and an un-voted debt margin of \$694,210.

**JENNINGS TOWNSHIP
VAN WERT COUNTY**

**NOTES TO THE BASIS FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2009 AND 2008
(Continued)**

9. CONTINGENT LIABILITIES

Amounts grantor agencies pay to the Township are subject to audit and adjustment by the grantor, principally the federal government. Grantors may require refunding any disallowed costs. Management cannot presently determine amounts grantors may disallow. However, based on prior experience, management believes any refunds would be immaterial.



Mary Taylor, CPA

Auditor of State

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

Jennings Township
Van Wert County
21332 Gilbert Road
Spencerville, Ohio 45887

To the Board of Trustees:

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Jennings Township, Van Wert County (the Township) as of and for the years ended December 31, 2009 and 2008 which collectively comprise the Township's basic financial statements and have issued our report thereon dated May 14, 2010, wherein, we issued an adverse opinion on the financial statements for not presenting adjustments to beginning balances. We also noted the Township uses a comprehensive accounting basis other than generally accepted accounting principles. In addition, the Township uses the Auditor of State's Uniform Accounting Network (UAN) to process its financial transactions. *Government Auditing Standards* considers this service to impair the Auditor of State's independence to audit the Township. However, *Government Auditing Standards* permits the Auditor of State to audit and opine on this entity, because Ohio Revised Code § 117.101 requires the Auditor of State to provide UAN services, and Ohio Revised Code §§ 117.11(B) and 115.56 mandate the Auditor of State to audit Ohio governments. 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 as a basis for designing our audit procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of opining on the effectiveness of the Township's internal control over financial reporting. Accordingly, we have not opined on the effectiveness of the Township's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. Therefore, we cannot assure that we have identified all deficiencies, significant deficiencies or material weaknesses. However, as described in the accompanying schedule of findings we identified a certain deficiency in internal control over financial reporting, that we consider a material weakness.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and timely corrected. We consider finding 2009-001 described in the accompanying schedule of findings to be a material weakness.

One First National Plaza / 130 W. Second St. / Suite 2040 / Dayton, OH 45402
Telephone: (937) 285-6677 (800) 443-9274 Fax: (937) 285-6688
www.auditor.state.oh.us

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 or other matters we must report under *Government Auditing Standards*.

We did note certain matters not requiring inclusion in this report that we reported to the Township's management in a separate letter dated May 14, 2010.

We intend this report solely for the information and use of management and the Board of Trustees, and others within the Township. We intend it for no one other than these specified parties.

A handwritten signature in cursive script that reads "Mary Taylor".

Mary Taylor, CPA
Auditor of State

May 14, 2010

**JENNINGS TOWNSHIP
VAN WERT COUNTY**

**SCHEDULE OF FINDINGS
DECEMBER 31, 2009 AND 2008**

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

FINDING 2009-001

Material Weakness - Classifying Revenues

The Township posted all transactions to the cash journal and revenue ledger; however, not all transactions were posted to the correct accounts. The chart of accounts to be used for posting revenue activity is outlined in the Ohio Township Handbook, and the Uniform Accounting Network (UAN) chart of accounts. The following items were not posted in accordance with the chart of accounts during 2009 and 2008:

- Burial permits were recorded as miscellaneous revenue in the amounts of \$2,750 and \$3,600, for 2009 and 2008 respectively, rather than as license, permits and fees in the Cemetery fund.
- Homestead and rollback was recorded in the amounts of \$5,548 in 2009 and \$5,281 in 2008 to the general fund instead of allocating the proper amounts to the Road and Bridge and Fire Ambulance Funds, in the amounts of \$3,166 and \$2,382, respectively in 2009, and \$2,763 and \$2,518, respectively for 2008.
- Homestead and rollback was recorded as property taxes in the general fund in the amounts of \$3,300 and \$3,059 in 2009 and 2008, respectively, rather than as intergovernmental revenue.

The failure to follow the chart of accounts when coding revenue activity resulted in the material misstatement of the revenue line items and fund cash balances. Adjustments have been made to the financial statements for these items.

The chart of accounts should be reviewed when posting revenue activity to determine which account code best represents the transaction.

Officials Response:

Officials did not respond to this finding.

**JENNINGS TOWNSHIP
VAN WERT COUNTY**

**SCHEDULE OF PRIOR AUDIT FINDINGS
DECEMBER 31, 2009 AND 2008**

| Finding Number | Finding Summary | Fully Corrected? | Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <i>Explain</i> |
|----------------|--|------------------|---|
| 2007-001 | Ohio Rev. Code Section 505.24(C) – proper allocation of Township Trustees salaries and Finding for Adjustment. | No | Trustees are now maintaining documentation to support the allocation of their salary to funds other than the General Fund. However, the prior Finding For Adjustment has not been recorded in the accounting records, nor is it reflected in the 1/1/08 beginning balance in the accompanying financial statements. |
| 2007-002 | Ohio Rev. Code Section 5705.41(D) – prior certification of the availability of appropriations prior to entering into purchase obligations. | Partially | Reported to management of the Township in a separate letter. |
| 2007-003 | Proper use of Gasoline Excise Tax monies | Yes | |
| 2007-004 | Proper classification of revenues and expenditures. | No | Repeated as Finding 2009-001 |



Mary Taylor, CPA
Auditor of State

JENNINGS TOWNSHIP

VAN WERT COUNTY

CLERK'S CERTIFICATION

This is a true and correct copy of the report which is required to be filed in the Office of the Auditor of State pursuant to Section 117.26, Revised Code, and which is filed in Columbus, Ohio.

Susan Babbitt

CLERK OF THE BUREAU

**CERTIFIED
JUNE 17, 2010**