MARION TOWNSHIP MERCER COUNTY Regular Audit December 31, 2009 and 2008

Perry & AssociatesCertified Public Accountants, A.C.



Mary Taylor, CPA Auditor of State

Board of Trustees Marion Township P.O. Box 56 Maria Stein, Ohio 45860

We have reviewed the *Independent Accountants' Report* of Marion Township, Mercer County, prepared by Perry & Associates, Certified Public Accountants, A.C., for the audit period January 1, 2008 through December 31, 2009. 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 Accountants' 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 Accountants' 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. Marion Township is responsible for compliance with these laws and regulations.

Mary Taylor, CPA Auditor of State

Mary Taylor

May 3, 2010

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Perry & Associates

Certified Public Accountants, A.C.

PARKERSBURG 1035 Murdoch Avenue Parkersburg, WV 26101 (304) 422-2203 MARIETTA 428 Second Street Marietta, OH 45750 (740) 373-0056

INDEPENDENT ACCOUNTANTS' REPORT

April 12, 2010

Marion Township Mercer County P.O. Box 56 Maria Stein, OH 45860

To the Board of Trustees:

We have audited the accompanying financial statements of **Marion Township**, **Mercer County**, **Ohio**, (the Township) as of and for the years ended December 31, 2009 and 2008. These financial statements are the responsibility of the Township's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require that we plan and perform the audit to reasonably assure whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe our audit provides a reasonable basis for our opinion.

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

Instead of the combined funds the accompanying financial statements present, GAAP require presenting entity wide statements and also presenting the Township's larger (i.e. major) funds separately. While the Township does not follow GAAP, generally accepted auditing standards requires us to include the following paragraph if the statements do not substantially conform to GAAP presentation requirements. The Auditor of the State permits, but does not require Townships to reformat their statements. The Township has elected not to follow GAAP statement formatting requirements. The following paragraph does not imply the amounts reported are materially misstated under the accounting basis the Auditor of State permits. Our opinion on the fair presentation of the amounts reported pursuant to its non-GAAP basis is in the second following paragraph.

Marion Township Mercer County Independent Accountants' Report Page 2

In our opinion, because of the effects of the matter discussed in the preceding two paragraphs, the financial statements referred to above for the years ended December 31, 2009 and 2008 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, 2009 and 2008 or their changes in financial position for the year then ended.

Also, in our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of Marion Township, Mercer County, as of December 31, 2009 and 2008, and its combined cash receipts and disbursements for the years then ended on the accounting basis Note 1 describes.

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 April 12, 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.

Respectfully Submitted,

Perry and Associates

Certified Public Accountants, A.C.

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COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2009

	Governmental Fund Types								
		Seneral		Special Revenue	ebt rvice		Capital rojects	(Me	Totals morandum Only)
Cash Receipts:									
Local Taxes	\$	11,129	\$	235,863	\$ -	\$	-	\$	246,992
Intergovernmental		61,275		147,823	-		-		209,098
Special Assessments		-		15,323	-		-		15,323
Licenses, Permits, and Fees		1,900		-	-		-		1,900
Earnings on Investments		680		266	-		-		946
Miscellaneous		1,526		6,394	 				7,920
Total Cash Receipts		76,510		405,669	 				482,179
Cash Disbursements:									
General Government		86,850		24,803	-		-		111,653
Public Safety		-		130,000	-		-		130,000
Public Works		-		240,678	-		-		240,678
Health		16,000		-	-		-		16,000
Conservation - Recreation		21,479			 				21,479
Total Cash Disbursements		124,329		395,481	 				519,810
Total Cash Receipts Over/(Under) Cash Disbursements		(47,819)		10,188					(37,631)
Fund Cash Balances, January 1		77,601		96,814	21		3,625		178,061
Fund Cash Balances, December 31	\$	29,782	\$	107,002	\$ 21	\$	3,625	\$	140,430

COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2008

		-			
	General	Special Revenue	Debt Service	Capital Projects	Totals (Memorandum Only)
Cash Receipts:					
Local Taxes	\$ 10,002	\$ 220,673	\$ -	\$ -	\$ 230,675
Intergovernmental	147,470	149,004	-	19,854	316,328
Special Assessments	-	15,221	-	-	15,221
Licenses, Permits, and Fees	1,900	-	-	-	1,900
Earnings on Investments	1,658	1,021	-	-	2,679
Miscellaneous	2,336	4,836			7,172
Total Cash Receipts	163,366	390,755		19,854	573,975
Cash Disbursements:					
Current:					
General Government	92,753	22,172	-	-	114,925
Public Safety	-	133,000	-	-	133,000
Public Works	-	259,147	-	-	259,147
Health	13,274	-	-	-	13,274
Conservation - Recreation	29,233	-	-	-	29,233
Capital Outlay				19,854	19,854
Total Cash Disbursements	135,260	414,319		19,854	569,433
Total Cash Receipts Over/(Under) Cash Disbursements	28,106	(23,564)			4,542
Other Financing Receipts/(Disbursements):	4.50				
Sale of Fixed Assets	150				150
Total Other Financing Receipts/(Disbursements)	150				150
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements					
and Other Financing Disbursements	28,256	(23,564)			4,692
Fund Cash Balances, January 1	49,345	120,378	21	3,625	173,369
Fund Cash Balances, December 31	\$ 77,601	\$ 96,814	\$ 21	\$ 3,625	\$ 178,061

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2009 AND 2008

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

Marion Township, Mercer 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. A publicly elected three-member Board of Trustees and a publicly elected Clerk direct the Township. The Township provides general governmental services, including road and bridge maintenance, cemetery maintenance, fire protection, and emergency medical services. The Township contracts with the Osgood Community Fire Department, North Star Community Fire Department, and the Chickasaw Community Fire Department to provide fire services and Mercer County Emergency Ambulance and Osgood Rescue Squad to provide ambulance services.

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

B. Accounting Basis

These financial statements follow the basis of accounting prescribed or permitted by the Auditor of State, which is similar to the cash receipts and disbursements basis of accounting. Receipts are recognized when received in cash rather than when earned, and disbursements are recognized when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as prescribed or permitted by the Auditor of State.

C. Deposits 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.

Money Market mutual funds (including STAR Ohio) are recorded at share values reported by the mutual fund.

D. Fund Accounting

The Township uses fund accounting to segregate cash and investments that are restricted as to use. The Township classifies its funds into the following types:

1. General Fund

The General Fund is the general operating fund. It is used to account for all financial resources except those required to be accounted for in another fund.

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2009 AND 2008 (Continued)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Fund Accounting (Continued)

2. Special Revenue Funds

These funds are used to account for proceeds from specific sources that are restricted to expenditure for specific purposes. The Township has the following significant Special Revenue Funds:

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

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

<u>Fire Levy Fund</u> – The Township receives money for emergency services including fire protection and emergency medical services.

3. Debt Service Fund

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

<u>Bond Note Retirement Fund</u> – This fund receives tax monies and transfers from the General Fund for the repayment of bonds issued to the Township.

4. Capital Projects Fund

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

<u>Public Works Commission Projects Fund</u> - The Township received a grant from the Ohio Public Works Commission.

E. Budgetary Process

The Ohio Revised Code requires that each fund be budgeted annually.

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2009 AND 2008 (Continued)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. Budgetary Process (Continued)

1. Appropriations

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function, and object level of control and appropriations may not exceed estimated resources. The Board of Trustees must annually approve appropriation measures and subsequent amendments. The County Budget Commission must also approve the annual appropriation measure. Appropriations lapse at year-end.

2. Estimated Resources

Estimated resources include estimates of cash to be received (budgeted receipts) plus cash as of January 1. The County Budget Commission must also approve estimated resources.

3. Encumbrances

The Ohio Revised Code requires the Township to reserve (encumber) appropriations when individual commitments are made. Encumbrances outstanding at year end are canceled, and reappropriated in the subsequent year.

A summary of 2009 and 2008 budgetary activity appears in Note 3.

F. Property, Plant and Equipment

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

2. EQUITY IN POOLED DEPOSITS

The Township maintains a deposit pool used by all funds. The Ohio Revised Code prescribes allowable deposits. The carrying amount of cash at December 31 was as follows:

	2009	2008
Demand Deposits	\$ 84,501	\$ 122,285
STAR Ohio	55,929	 55,776
Total Deposits and Investments	\$ 140,430	\$ 178,061

Deposits are insured by the Federal Deposit Insurance Corporation or collateralized by the financial institution's public entity deposit pool.

Investments in STAR Ohio are not evidenced by securities that exist in physical or book-entry form.

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2009 AND 2008 (Continued)

3. BUDGETARY ACTIVITY

Budgetary activity for the years ended December 31, 2009 and 2008 follows:

2009 Budgeted vs. Actual Receipts

	Budgeted		Actual			
Fund Type	Receipts		ceipts Receipts		Variance	
General	\$	75,815	\$	76,510	\$	695
Special Revenue		377,475		405,669		28,194
Total	\$	453,290	\$	482,179	\$	28,889

2009 Budgeted vs. Actual Budgetary Basis Expenditures

	Appropriation		Budgetary			
Fund Type	Authority		Expenditures		Variance	
General	\$	152,602	\$	124,329	\$	28,273
Special Revenue		466,209		395,481		70,728
Capital Projects		3,625				3,625
Total	\$	622,436	\$	519,810	\$	102,626

2008 Budgeted vs. Actual Receipts

	В	Budgeted		Actual		
Fund Type	F	Receipts		Receipts	Variance	
General	\$	164,787	\$	163,516	\$	(1,271)
Special Revenue		374,078		390,755		16,677
Capital Projects		19,854		19,854		-
Total	\$	558,719	\$	574,125	\$	15,406

2008 Budgeted vs. Actual Budgetary Basis Expenditures

	Appropriation		Budgetary			
Fund Type	Authority		Expenditures		Variance	
General	\$	147,551	\$	135,260	\$	12,291
Special Revenue		484,180		414,319		69,861
Capital Projects		23,479		19,854		3,625
Total	\$	655,210	\$	569,433	\$	85,777

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2009 AND 2008 (Continued)

4. LEASES

Lease payments outstanding at December 31, 2009 were as follows:

	<u>Amount</u>	<u>Payments</u>
Lease (2008 Ford Truck & Boss Plow)	\$ 24,375	39
Lease (60" Diamond Mower)	\$ 13,727	29

The Township entered a lease in June 2003 for \$46,624.46 for a tractor with mowing capabilities. The Township makes equal monthly payments of \$803.87 to fulfill this lease with a maturity date of March 2008. These payments were made from the Road and Bridge Fund and this lease agreement was fulfilled as agreed on March 13, 2008.

The Township entered a lease in June 2007 for \$28,401 for a Mower. The Township makes equal monthly payments of \$473.35 to fulfill this lease with a maturity date of May 2012. These payments are made from the Road and Bridge Fund.

The Township entered a lease in May 2008 for \$37,875 for a 2008 Ford Truck and attached Boss Plow. The Township makes equal monthly payments of \$625.00 to fulfill this lease with a maturity date of June 2013. These payments are made from the Road and Bridge Fund.

Lease payments are scheduled as follows:

	Mower	Truck & Plow	Total
Year	_Payments_	Payments	Payments
2010	\$ 5,680	\$ 7,500	\$ 13,180
2011	5,680	7,500	13,180
2012	2,367	7,500	9,867
2013		1,875	1,875
Total	\$ 13,727	\$ 24,375	\$ 38,102

5. PROPERTY TAX

Real property taxes become a lien on January 1 preceding the October 1 date for which rates are adopted by Board of Trustees. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. Homestead and rollback amounts are then paid by the State, and are reflected in the accompanying financial statements as Intergovernmental Receipts. Payments are due to the County by December 31. If the property owner elects to make semiannual payment, the first half is due December 31. The second half payment is due the following June 20.

Public utilities are also taxed on personal and real property located within the Township.

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2009 AND 2008 (Continued)

5. PROPERTY TAX (Continued)

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.

6. RETIREMENT SYSTEMS

The Township's elected officials and employees belong to the Public Employees Retirement System (PERS) of Ohio. PERS is a cost-sharing, multi-employer plan. This plan provides retirement benefits, including post retirement healthcare, and survivor and disability benefits to participants as prescribed by the Ohio Revised Code.

Contribution rates are also prescribed by the Ohio Revised Code. For 2009 and 2008, members of PERS contributed 10% of their gross salaries. The Township contributed an amount equal to 14% of participants' gross salaries. The Township has paid all contributions required through December 31, 2009.

7. RISK MANAGEMENT

Risk Pool Membership

The Township is exposed to various risks of property and casualty losses, and injuries to employees.

The Township insures against injuries to employees through the Ohio Bureau of Worker's Compensation.

The Township belongs to the Ohio Township Association Risk Management Authority (OTARMA), a risk-sharing pool available to Ohio townships. OTARMA provides property and casualty coverage for its members. American Risk Pooling Consultants, Inc. (APRCO), a division of York Insurance Services Group, Inc. (York), functions as the administrator of OTARMA and provides underwriting, claims, loss control, risk management, and reinsurance services for OTARMA. OTARMA is a member of the American Public Entity Excess Pool (APEEP), which is also administered by ARPCO. Member governments pay annual contributions to fund OTARMA. OTARMA pays judgments, settlements and other expenses resulting from covered claims that exceed the members' deductibles.

Casualty and Property Coverage

APEEP provides OTARMA with an excess risk-sharing program. Under this arrangement, OTARMA retains insured risks up to an amount specified in the contracts. At December 31, 2008, OTARMA retained \$350,000 for casualty claims and \$100,000 for property claims.

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2009 AND 2008 (Continued)

7. RISK MANAGEMENT (Continued)

Casualty and Property Coverage (Continued)

The aforementioned casualty and property reinsurance agreement does not discharge OTARMA's primary liability for claims payments on covered losses. Claims exceeding coverage limits are the obligation of the respective government.

Property and casualty settlements did not exceed insurance coverage for the past three fiscal years.

Financial Position

OTARMA's financial statements (audited by other accountants) conform with generally accepted accounting principles, and reported the following assets, liabilities and retained earnings at December 31, 2008 and 2007 (the latest information available):

	<u>2008</u>	<u>2007</u>
Assets	\$40,737,740	\$43,210,703
Liabilities	(12,981,818)	(13,357,837)
Net Assets	<u>\$27,755,922</u>	<u>\$29,852,866</u>

At December 31, 2008 and 2007, respectively, liabilities above include approximately \$12.1 and \$12.5 million of estimated incurred claims payable. The assets and retained earnings above also include approximately \$10.9 and \$11.6 million of unpaid claims to be billed to approximately 950 member governments in the future, as of December 31, 2008 and 2007, respectively. These amounts will be included in future contributions from members when the related claims are due for payment. The Township's share of these unpaid claims collectible in future years is approximately \$2,643.

Based on discussions with OTARMA, the expected rates OTARMA charges to compute member contributions, which are used to pay claims as they become due, are not expected to change significantly from those used to determine the historical contributions detailed below. By contract, the annual liability of each member is limited to the amount of financial contributions required to be made to OTARMA for each year of membership.

Perry & Associates

Certified Public Accountants, A.C.

PARKERSBURG 1035 Murdoch Avenue Parkersburg, WV 26101 (304) 422-2203 MARIETTA 428 Second Street Marietta, OH 45750 (740) 373-0056

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

April 12, 2010

Marion Township Mercer County P.O. Box 56 Maria Stein, OH 45860

To the Board of Trustees:

We have audited the financial statements of **Marion Township**, **Mercer County**, (the Township) as of and for the years ended December 31, 2009 and 2008, and have issued our report thereon dated April 12, 2010, wherein we noted the Township followed accounting practices the Auditor of State prescribes rather than accounting principles generally accepted in the United States of America. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the Comptroller General of the United States' *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Township's internal control over financial reporting 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.

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.

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. We did not identify any deficiency in internal control over financial reporting, that we consider a material weakness, as defined above.

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

Compliance and Other Matters

As part of reasonably assuring whether the Township's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express an opinion. The results of our tests disclosed no instances of noncompliance or other matters that we must report under *Government Auditing Standards*.

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

Respectfully Submitted,

Perry and Associates

Certified Public Accountants, A.C.

Very Marcutes CANS A. C.



Mary Taylor, CPA Auditor of State

MARION TOWNSHIP

MERCER 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 MAY 13, 2010