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Bristol Township Trumbull County PO Box 254 Bristolville, Ohio 44402

### To the Board of Trustees:

As you are aware, the Auditor of State's Office (AOS) must modify the *Independent Accountants' Report* we provide on your financial statements due to an interpretation from the American Institute of Certified Public Accountants (AICPA). While AOS 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. Our Report includes an adverse opinion relating to GAAP presentation and measurement requirements, but does not imply the amounts the statements present are misstated under the non-GAAP basis you follow. The AOS report also includes an opinion on the financial statements you prepared using the cash basis and financial statement format the AOS permits.

**Dave Yost** Auditor of State

August 9, 2011

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### INDEPENDENT ACCOUNTANTS' REPORT

Bristol Township Trumbull County PO Box 254 Bristolville, Ohio 44402

### To the Board of Trustees:

We have audited the accompanying financial statements of Bristol Township, Trumbull County, (the Township) as of and for the year ended December 31, 2010. 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 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.

In our opinion, because of the effects of the matter discussed in the preceding two paragraphs, the financial statements referred to above for the year ended December 31, 2010 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, 2010, or its changes in financial position for the year then ended.

Bristol Township Trumbull County Independent Accountants Page 2

Also, in our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances and reserves for encumbrances of Bristol Township, Trumbull County, as of December 31, 2010, and its combined cash receipts and disbursements for the year 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 August 9, 2011, 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.

We conducted our audit to opine on the Township's financial statements taken as a whole. The federal awards expenditure schedule provides additional information required by the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the basic financial statements. The federal awards expenditure schedule is management's responsibility, and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. This schedule was subject to the auditing procedures we applied to the basic financial statements. We also applied certain additional procedures, including comparing and reconciling this information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, in accordance with auditing standards generally accepted in the United States of America. In our opinion, this information is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

**Dave Yost** Auditor of State

August 9, 2011

# COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2010

<u>-</u>	Governmental Fund Types				
_	General	Special Revenue	Debt Service	Permanent	Totals (Memorandum Only)
Cash Receipts: Property and Other Local Taxes Charges for Services Licenses, Permits, and Fees	\$77,123	\$219,021 165,548 10,924	\$11,100	\$0	\$307,244 165,548 10,924
Fines and Forfeitures Integovernmental Special Assessments	96,845	990,133			0 1,086,978 0
Earnings on Investments Miscellaneous	8,083 35,357	1,469			9,552 35,357
Total Cash Receipts	217,408	1,387,095	11,100	0	1,615,603
Cash Disbursements: Current:					
General Government Public Safety Public Works Health Human Services Capital Outlay Debt Service:	169,184 3,131 6,546 8,791	16,455 1,125,771 156,145 12,741 34,390			185,639 1,128,902 162,691 21,532 34,390 0
Redemption of Principal Interest and Other Fiscal Charges			8,000 3,100		8,000 3,100
Total Cash Disbursements	187,652	1,345,502	11,100	0	1,544,254
Total Receipts Over/(Under) Disbursements	29,756	41,593	0	0	71,349
Other Financing Receipts / (Disbursements): Transfers-In Transfers-Out Other Financing Sources	80,000 (80,000) 238	80,000 (80,000) 3,500			160,000 (160,000) 3,738
Total Other Financing Receipts / (Disbursements_	238	3,500	0	0	3,738
Excess of Cash Receipts and Other Financing Receipts Over / (Under) Cash Disbursements and Other Financing Disbursements	29,994	45,093	0	0	75,087
Fund Cash Balances, January 1	308,936	365,823	0	3,100	677,859
Fund Cash Balances, December 31	\$338,930	\$410,916	\$0	\$3,100	\$752,946
Reserve for Encumbrances, December 31	\$2,150	\$2,507	\$0	\$0	\$4,657

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

# STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES - FIDUCIARY FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2010

	Fiduciary Fund Types
	Private Purpose Trust
Operating Cash Receipts: Miscellaneous	10_
Total Operating Cash Receipts	10_
Operating Cash Disbursements: Supplies and Materials	10
Total Operating Cash Disbursements	10_
Operating Income/(Loss)	0
Fund Cash Balances, January 1	7,034
Fund Cash Balances, December 31	<u>\$7,034</u>

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

## NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2010

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

### A. Description of the Entity

The constitution and laws of the State of Ohio establish the rights and privileges of Bristol Township, Trumbull County, (the Township) as a body corporate and politic. A publicly-elected three-member Board of Trustees directs the Township. The Township provides road and bridge maintenance, cemetery maintenance, fire protection and emergency medical 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 accounting basis the Auditor of State prescribes or permits. This basis is similar to the cash receipts and disbursements accounting basis. The Township recognizes receipts when received in cash rather than when earned, and recognizes disbursements 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 the Auditor of State prescribes or permits.

### C. Deposits and Investments

The Township's accounting basis includes investments as assets. This basis does not record disbursements for investment purchases or receipts for investment sales. This basis records gains or losses at the time of sale as receipts or disbursements, respectively.

The Township had no investments at December 31, 2010. Funds are held in a business checking account and passbook savings account.

### 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 reports all financial resources except those required to be accounted for in another fund.

#### 2. Special Revenue Funds

These funds account for proceeds from specific sources (other than from private-purpose trusts or for capital projects) that are restricted to expenditure for specific purposes. The Township had the following significant Special Revenue Funds:

<u>Ambulance and Paramedic Fund – This fund receives payments from insurance companies and individual citizens for emergency services provided by the Township fire department which are used to fund the related operations.</u>

# NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2010 (Continued)

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)

<u>Fire Special Levy Fund</u> - This fund receives revenue from a voted levy to purchase equipment and operate the Township's volunteer fire department.

<u>Fire Grant – ARRA FEMA</u> – This fund accounts for the grant received from FEMA for the construction of a new Township Fire Station.

### 3. Debt Service Funds

This fund account for resources the Township accumulates to pay bond and note debt.

### 4. Capital Project Funds

These funds account for receipts restricted to acquiring or constructing major capital projects (except those financed through enterprise or trust funds). The Township had the following significant capital project funds.

<u>Issue II Fund</u> – This fund accounts for a grant from the State of Ohio for resurfacing Housel Craft Road.

#### 5. Permanent Funds

These funds account for assets held under a trust agreement that are legally restricted to the extent that only earnings, not principal, are available to support the Township's programs. The Township had the following significant permanent fund:

<u>Cemetery Endowment Fund</u> – This fund receives interest to be used for the general maintenance and upkeep of the Township's cemetery.

### 6. Fiduciary Funds

Fiduciary funds include private purpose trust funds and agency funds. Trust funds account for assets held under a trust agreement for individuals, private organizations, or other governments which are not available to support the Township's own programs.

The Township's private purpose trust funds are for the benefit of certain individuals to be used for the purchase of flowers for their designated grave sites.

### E. Budgetary Process

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

#### 1. Appropriations

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

# NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2010 (Continued)

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (Continued)

#### 2. Estimated Resources

Estimated resources include estimates of cash to be received (budgeted receipts) plus unencumbered 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 carried over, and need not be re-appropriated. A summary of 2010 budgetary activity appears in Note 3.

### F. Property, Plant, and Equipment

The Township records disbursements for acquisitions of property, plant, and equipment when paid. The accompanying financial statements do not report these items as assets.

#### G. Accumulated Leave

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. The financial statements do not include a liability for unpaid leave.

### 2. EQUITY IN POOLED DEPOSITS AND INVESTMENTS

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

	2010
Demand deposits	\$752,946
Other time deposits (savings and NOW accounts)	7,034
Total deposits	759,980

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

### 3. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 2010 follows:

### 2010 BUDGETED VS. ACTUAL RECEIPTS

	Budgeted	Actual	_	
Fund Type	Receipts	Receipts	Variance	
General	\$194,283	\$297,646	\$103,363	
Special Revenue	1,359,518	1,470,595	111,077	
Debt Service	11,100	11,100	0	
Fiduciary	20	10	(10)	
Permanent	0	0	0	
Total	\$1,564,921	\$1,779,351	\$214,430	

# NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2010 (Continued)

### 3. BUDGETARY ACTIVITY - (Continued)

### 2010 BUDGETED VS. ACTUAL BUDGETARY BASIS EXPENDITURES

	Appropriation	Budgetary	
Fund Type	Authority	Expenditures	Variance
General	\$500,000	\$269,802	\$230,198
Special Revenue	1,695,630	9	\$1,695,621
Debt Service	11,100	11,100	\$0
Fiduciary	7,000	10	\$6,990
Permanent	3,100	0	\$3,100
Total	\$2,216,830	\$280,921	\$1,935,909

### 4. PROPERTY TAX

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

Tangible personal property tax is assessed by the property owners, who must file a list of such property to the County by each April 30.

The County is responsible for assessing property, and for billing, collecting, and distributing all property taxes on behalf of the Township.

### 5. DEBT

Debt outstanding at December 31, 2010 was as follows:

	Principal	interest Rate
General Obligation Notes	56,000	5%
Total	\$56,000	

Dringing

The Township issued the general obligation note for the purpose of purchasing real estate for the expansion of the Township's general government services, cemetery, and/or fire department. The Township's taxing authority collateralized the note.

# NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2010 (Continued)

### 5. **DEBT** - (Continued)

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

	General
	Obligation
Year ending December 31:	Note
2011	\$10,700
2012	10,300
2013	9,900
2014	9,500
2015	9,100
2016-2020	17,000
Total	\$66,500

### 6. RETIREMENT SYSTEMS

All full time Township employes belong to the Ohio Public Employees Retirement System (OPERS). The fiscal officer, three trustees, and full time road department employees receive a 10% pick-up of theirOP&F and OPERS are cost-sharing, multiple-employer plans. The Ohio Revised Code prescribes these plans' benefits, which include postretirement healthcare and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. For 2010, OPERS members contributed 10% of their gross salaries and the Township contributed an amount equaling 14% of participants' gross salaries. The Township has paid all contributions required through December 31, 2010.

### 7. RISK MANAGEMENT

### **Commercial Insurance**

The Township has obtained commercial insurance for the following risks:

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

## FEDERAL AWARDS EXPENDITURES SCHEDULE FOR THE YEAR ENDED DECEMBER 31, 2010

FEDERAL GRANTOR Pass Through Grantor Program Title	Federal CFDA Number	Disbursements
U.S. Department of Homeland Security  Department of Homeland Security, Federal Emergency Management Agency:  ARRA Assistance to Firefighters - Fire Station Construction Grants	97.115	852,630
Total U.S. Department of Homeland Security		852,630
Total Federal Awards Expenditures		852,630

The accompanying notes are an integral part of this schedule.

## NOTES TO THE FEDERAL AWARDS EXPENDITURES SCHEDULE FISCAL YEAR ENDED DECEMBER 31, 2010

### **NOTE A - SIGNIFICANT ACCOUNTING POLICIES**

The accompanying Federal Awards Expenditures Schedule (the Schedule) reports the Bristol Township's (the Township's) federal award program disbursements. The schedule has been prepared on the cash basis of accounting.

### NOTE B – ARRA Assistant to Firefighters Fire Station Construction Grant

The Township received a grant directly from the U.S. Department of Homeland Security, Federal Emergency Management Agency as provided by the American Recovery and Reinvestment Act (ARRA) of 2009. The Township used these funds to construct a new Township fire station.

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

Bristol Township Trumbull County PO Box 254 Bristolville, Ohio 44402

#### To the Board of Trustees:

We have audited the financial statements of Bristol Township, Trumbull County, (the Township) as of and for the year ended December 31, 2010, and have issued our report thereon dated August 9, 2011, 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 combination of internal control deficiencies resulting in more than a reasonable possibility that a material misstatement of the Township'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 first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider material weaknesses, as defined above.

Voinovich Government Center / 242 Federal Plaza W. / Suite 302 / Youngstown, OH 44503-1293 Telephone: (330) 797-9900 (800) 443-9271 Fax: (330) 797-9949 www.auditor.state.oh.us Bristol Township
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### **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 a certain matter not requiring inclusion in this report that we reported to the Township's management in a separate letter dated August 9, 2011.

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

**Dave Yost** Auditor of State

August 9, 2011

# INDEPENDENT ACCOUNTANTS' REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR FEDERAL PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY OMB CIRCULAR A-133

Bristol Township Trumbull County PO Box 254 Bristolville, Ohio 44402

To the Board of Trustees:

#### Compliance

We have audited the compliance of Bristol Township (the Government) with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Circular A-133, Compliance Supplement* that could directly and materially affect the Township's major federal program for the year ended December 31, 2010. The summary of auditor's results section of the accompanying schedule of findings identifies the Township's major federal program. The Township's management is responsible for complying with the requirements of laws, regulations, contracts, and grants applicable to each major federal program. Our responsibility is to express an opinion on the Township's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits included in the Comptroller General of the United States' *Government Auditing Standards*; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to reasonably assure whether noncompliance occurred with the compliance requirements referred to above that could directly and materially affect a major federal program. An audit includes examining, on a test basis, evidence about the Township's compliance with those requirements and performing other procedures we considered necessary in the circumstances. We believe our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the Township's compliance with those requirements.

In our opinion, the Township complied, in all material respects, with the requirements referred to above that could directly and materially affect its major federal program for the year ended December 31, 2010.

### **Internal Control Over Compliance**

The Township's management is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered the Township's internal control over compliance with requirements that could directly and materially affect a major federal program, to determine our auditing procedures for the purpose of opining on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of opining on the effectiveness of internal control over compliance. Accordingly, we have not opined on the effectiveness of the Government's internal control over compliance.

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A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, when performing their assigned functions, to prevent, or to timely detect and correct, noncompliance with a federal program compliance requirement. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, internal control over compliance, such that there is a reasonable possibility that material noncompliance with a federal program compliance requirement will not be prevented, or timely detected and corrected.

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

We noted a matter involving federal compliance or internal control over federal compliance not requiring inclusion in this report, that we reported to the Township's management in a separate letter dated August 9, 2011.

We intend this report solely for the information and use of management, the Board of Trustees, federal awarding agencies and others within the Township. It is not intended for anyone other than these specified parties.

**Dave Yost** Auditor of State

August 9, 2011

### SCHEDULE OF FINDINGS OMB CIRCULAR A -133 § .505 DECEMBER 31, 2010

### 1. SUMMARY OF AUDITOR'S RESULTS

(d)(1)(ix)	Low Risk Auditee?	No
(d)(1)(viii)	Dollar Threshold: Type A\B Programs	Type A: > \$ 300,000
(d)(1)(vii)	Major Programs (list):	ARRA Assistance to Firefighters - Fire Station Construction Grant – CFDA# 97.115
(d)(1)(vi)	Are there any reportable findings under § .510(a)?	No
(d)(1)(v)	Type of Major Programs' Compliance Opinion	Unqualified
(d)(1)(iv)	Were there any significant deficiencies in internal control reported for major federal programs?	No
(d)(1)(iv)	Were there any material internal control weaknesses reported for major federal programs?	No
(d)(1)(iii)	Was there any reported material noncompliance at the financial statement level (GAGAS)?	No
(d)(1)(ii)	Were there any significant deficiencies in internal control reported at the financial statement level (GAGAS)?	No
(d)(1)(ii)	Were there any material control weaknesses reported at the financial statement level (GAGAS)?	No
(d)(1)(i)	Type of Financial Statement Opinion	Unqualified

## 2. FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS

None

### 3. FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS

None



### **BRISTOL TOWNSHIP**

### TRUMBULL 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 SEPTEMBER 20, 2011