

Balestra, Harr & Scherer, CPAs, Inc.

Accounting, Auditing and Consulting Services for Federal, State and Local Governments www.bhscpas.com

BYRD TOWNSHIP BROWN COUNTY

REGULAR AUDIT

For the Years Ended December 31, 2014 and 2013 Fiscal Years Audited Under GAGAS: 2014 and 2013



Dave Yost • Auditor of State

Board of Trustees Byrd Township 5255 SR 763 Ripley, Ohio 45167

We have reviewed the *Independent Auditor's Report* of Byrd Township, Brown County, prepared by Balestra, Harr & Scherer, CPAs, Inc., for the audit period January 1, 2013 through December 31, 2014. 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.

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. Byrd Township is responsible for compliance with these laws and regulations.

thre your

Dave Yost Auditor of State

June 25, 2015

88 East Broad Street, Fifth Floor, Columbus, Ohio 43215-3506 Phone: 614-466-4514 or 800-282-0370 Fax: 614-466-4490 www.ohioauditor.gov This page intentionally left blank.

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INDEPENDENT AUDITOR'S REPORT

Byrd Township Brown County 5255 SR 763 Ripley, Ohio 45167

To the Board of Trustees:

Report on the Financial Statements

We have audited the accompanying financial statements and related notes of Byrd Township, Brown County, (the Township) as of and for the years ended December 31, 2014 and 2013.

Management's Responsibility for the Financial Statements

Management is responsible for preparing and fairly presenting these financial statements in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit; this responsibility includes designing, implementing and maintaining internal control relevant to preparing and fairly presenting financial statements free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to opine on these financial statements based on our audit. We audited in accordance with auditing standards generally accepted in the United States of America and the financial audit standards in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require us to plan and perform the audit to reasonably assure the financial statements are free from material misstatement.

An audit requires obtaining evidence about financial statement amounts and disclosures. The procedures selected depend on our judgment, including assessing the risks of material financial statement misstatement, whether due to fraud or error. In assessing those risks, we consider internal control relevant to the Township's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not to the extent needed to opine on the effectiveness of the Township's internal control. Accordingly, we express no opinion. An audit also includes evaluating the appropriateness of management's accounting policies and the reasonableness of their significant accounting estimates, as well as our evaluation of the overall financial statement presentation.

We believe the audit evidence we obtained is sufficient and appropriate to support our audit opinion.

Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in Note 1 of the financial statements, the Township prepared these financial statements using the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D), which is an accounting basis other than accounting principles generally accepted in the United States of America (GAAP), to satisfy these requirements.

Byrd Township Brown County Independent Auditors' Report Page 2

Although the effects on the financial statements of the variances between the regulatory accounting basis and GAAP are not reasonably determinable, we presume they are material.

Though the Township does not intend these statements to conform to GAAP, auditing standards generally accepted in the United States of America require us to include an adverse opinion on GAAP. However, the adverse opinion does not imply the amounts reported are materially misstated under the accounting basis Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit. Our opinion on this accounting basis is in the *Opinion on Regulatory Basis of Accounting* paragraph below.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the *Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles* paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Township as of December 31, 2014 and 2013, or changes in financial position thereof for the years then ended.

Opinion on Regulatory Basis of Accounting

In our opinion, the financial statements referred to above present fairly, in all material respects, the combined cash balances of Byrd Township, Brown County as of December 31, 2014 and 2013, and its combined cash receipts and disbursements for the years then ended in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit, described in Note 1.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated May 5, 2015, 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. That report describes the scope of our internal control testing over financial reporting and compliance, and the results of that testing, and does not opine on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Township's internal control over financial reporting and compliance.

Balestra, Harr & Schern, CPAs

Balestra, Harr & Scherer, CPAs, Inc. Piketon, Ohio May 5, 2015

COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2014

	Government	-	
	General	Special Revenue	Totals (Memorandum Only)
Cash Receipts:			
Property and Local Taxes	\$ 17,915	\$ 59,074	\$ 76,989
Intergovernmental	15,763	241,909	257,672
Earnings on Investments Miscellaneous	13	50 14.886	63 14.886
Miscellaneous		14,880	14,880
Total Cash Receipts	33,691	315,919	349,610
Cash Disbursements:			
Current:	22 502	20.220	12.012
General Government	22,792	20,220	43,012
Public Safety	-	56,186	56,186
Public Works	-	97,029	97,029
Health	1,336	12,247	13,583
Capital Outlay	-	169,604	169,604
Debt Service:		12 000	12 000
Redemption of Principal	-	12,000	12,000
Interest and Fiscal Charges	1,300	2,127	3,427
Total Cash Disbursements	25,428	369,413	394,841
Total Cash Receipts Over/(Under) Cash Disbursements	8,263	(53,494)	(45,231)
Other Financing Receipts / (Disbursements):			
Sale of Bonds	-	29,500	29,500
Sale of Capital Assets Other Financing Sources	303	$10,000 \\ 4.802$	$10,000 \\ 5,105$
Total Other Financing Receipts / (Disbursements)	303	44,302	44,605
Excess of Cash Receipts and Other Financing Receipts Over / (Under) Cash Disbursements			
and Other Financing Disbursements	8,566	(9,192)	(626)
Fund Cash Balances, January 1	10,647	130,712	141,359
Fund Cash Balances, December 31			
Assigned	_	4,843	4,843
Restricted	-	116,677	116,677
Unassigned	10 212	110,077	19,213
Unassigned	19,213		19,213
Fund Cash Balances, December 31	\$ 19,213	\$ 121,520	\$ 140,733

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

COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2013

	Government			
	General	Special Revenue	Totals (Memorandum Only)	
Cash Receipts:				
Property and Local Taxes	\$ 17,277	\$ 56,627	\$ 73,904	
Intergovernmental Earnings on Investments	11,723 21	130,603 67	142,326 88	
Miscellaneous	21	24.325	24,325	
Wiscendieous		24,525	24,525	
Total Cash Receipts	29,021	211,622	240,643	
Cash Disbursements:				
Current:		10.000		
General Government	21,612	13,303	34,915	
Public Safety	-	38,548	38,548	
Public Works Health	2 200	83,183 10,726	83,183 12,935	
Capital Outlay	2,209	42,289	42,289	
Debt Service:	-	42,209	42,209	
Redemption of Principal	_	12,000	12,000	
Interest and Fiscal Charges		3,270	3,270	
interest and Piscar Charges		3,270	5,270	
Total Cash Disbursements	23,821	203,319	227,140	
Total Cash Receipts Over/(Under) Cash Disbursements	5,200	8,303	13,503	
Other Financing Receipts / (Disbursements):		27 500	27 500	
Sale of Bonds Sale of Capital Assets	-	27,500 900	27,500 900	
Other Financing Sources	622	1,252	1,874	
Total Other Financing Receipts / (Disbursements)	622	29,652	30,274	
Excess of Cash Receipts and Other Financing				
Receipts Over / (Under) Cash Disbursements	7 0 2 2	25.055	10.555	
and Other Financing Disbursements	5,822	37,955	43,777	
Fund Cash Balances, January 1	4,825	92,757	97,582	
Fund Cash Balances, December 31				
Assigned	-	11,038	11,038	
Restricted	-	119,674	119,674	
Unassigned	10,647		10,647	
Fund Cash Balances, December 31	\$ 10,647	\$ 130,712	\$ 141,359	

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

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2014 AND 2013

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 the Byrd Township, Brown County, Ohio (the Township), as a body corporate and politic. A publicly-elected three-member Board of Trustees directs the Township. The Township provides general governmental services, road and bridge maintenance, cemetery maintenance and fire protection.

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 permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D). This basis is similar to the cash receipts and disbursements accounting basis. The Board 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 financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit.

C. Deposits and Investments

The Township deposits all available funds in an interest earning checking account and certificates of deposit at local commercial banks.

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

<u>Fire Levy Fund</u> – This fund receives property tax money to pay for providing fire protection to Township residents.

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2014 AND 2013

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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. 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 carried over, and need not be re-appropriated.

A summary of 2014 and 2013 budgetary activity appears in Note 3.

F. Fund Balance

Fund balance is divided into five classifications based primarily on the extent to which the Township must observe constraints imposed upon the use of its governmental-fund resources. The classifications are as follows:

1. Nonspendable

The Township classifies assets as *nonspendable* when legally or contractually required to maintain the amounts intact.

2. Restricted

Fund balance is *restricted* when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or is imposed by law through constitutional provisions.

3. Committed

Trustees can *commit* amounts via formal action (resolution). The Township must adhere to these commitments unless the Trustees amend the resolution. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed to satisfy contractual requirements.

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2014 AND 2013

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

F. Fund Balance (Continued)

4. Assigned

Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as *restricted* or *committed*. Governmental funds other than the general fund report all fund balances as *assigned* unless they are restricted or committed. In the general fund, *assigned* amounts represent intended uses established by Township Trustees or a Township official delegated that authority by resolution, or by State Statute.

5. Unassigned

Unassigned fund balance is the residual classification for the general fund and includes amounts not included in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance.

The Township applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

G. Property, Plant and Equipment

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

2. EQUITY IN POOLED CASH

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

	2014				2013
Demand deposit	\$	140,733	S	\$	141,359
	\$	140,733	5	\$	141,359

Deposits: Deposits are insured by the Federal Depository Insurance Corporation; or collateralized by securities specifically pledged by the financial institution to the Township.

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2014 AND 2013

3. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 2014 and 2013 follows:

2014 Budgeted vs. Actual Receipts								
	В	udgeted	Actual					
Fund Type	F	Receipts		Receipts		Variance		
General	\$	32,243	\$	33,994	\$	1,751		
Special Revenue		349,310		360,221		10,911		
Total	\$	381,553	\$	394,215	\$	12,662		

2014 Budgeted vs. Actual Budgetary Basis Expenditures								
	App	propriation						
Fund Type	Authority		Exp	Expenditures		Variance		
General	\$	36,684	\$	25,428	\$	11,256		
Special Revenue		470,021		369,413		100,608		
Total	\$	506,705	\$	394,841	\$	111,864		

2013 Budgeted vs. Actual Receipts								
	Budgeted Actual							
Fund Type	ŀ	Receipts		Receipts		Variance		
General	\$	29,517	\$	29,643	\$	126		
Special Revenue		231,001		241,274		10,273		
Total	\$	260,518	\$	270,917	\$	10,399		

2013 Budgeted vs. Actual Budgetary Basis Expenditures

	App	propriation	Budgetary				
Fund Type	Α	Authority		Expenditures		Variance	
General	\$	34,342	\$	23,821	\$	10,521	
Special Revenue		313,643		203,319		110,324	
Total	\$	347,985	\$	227,140	\$	120,845	

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 property owner elects to pay semiannually, the first half is due December 31. The second half payment is due to the following June 20.

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

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

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

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2014 AND 2013

5. **RETIREMENT SYSTEM**

The Township's elected officials and employees belong to the Ohio Public Employees Retirement System (OPERS). OPERS is a cost-sharing, multiple-employer plan. This plan provides retirement benefits, which include postretirement healthcare and survivor and disability benefits as prescribed by the Ohio Revised Code.

The Ohio Revised Code also prescribes contribution rates. For 2014 and 2013, 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, 2014.

6. RISK MANAGEMENT

Risk Management

Commercial Insurance

The Township has obtained commercial insurance for the following risks:

- Comprehensive property and general liability;
- Vehicles; and
- Inland Marine
- Errors and omissions
- Data processing

7. DEBT

Debt outstanding at December 31, 2014 was as follows:

	Principal	Interest Rate
2007 Fire Department Tanker Truck Bonds	\$19,500	5.1%
2013 Firetruck Acquisition Bonds	16,500	3.5%
2014 Ford Dump Truck Bonds	29,500	4.1%
	\$65,500	

The Township issued general obligation bonds in 2007 to finance the purchase of a new fire pumper for the Township. The Township levied a property tax in which funds are placed in a Fire Levy Debt Service Fund. Principal and interest payments are paid from that fund.

In 2013, the Township issued general obligation bonds to finance the purchase of a firetruck. The truck is being used to collateralize the bonds. Payments are being made from the Fire Levy Debt Service Fund.

In 2014, the Township issued general obligation bonds to finance the purchase of a new dump truck. The truck is being used to collateralize the bonds. Payments will be made from the Gasoline Tax Fund.

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2014 AND 2013

7. **DEBT** (Continued)

Year ending December 31:	e Department Truck Notes			2014 Ford Dump Truck Bonds		
2015	\$ 7,498	\$	6,078	\$	3,268	
2016	7,166		5,885		3,637	
2017	6,833		5,693		3,647	
2018	-		-		3,650	
2019	-		-		3,658	
2020-2024	-		-		18,401	
-	\$ 21,497	\$	17,656	\$	36,261	

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

8. FUND BALANCES

The Township implemented Governmental Accounting Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. Fund balance is classified as nonspendable, restricted, committed, assigned and/or unassigned based primarily on the extent to which the Township is bound to observe constraints imposed upon the use of the resources in the government funds. The constraints placed on the fund balance for the major governmental funds and all other governmental funds are presented below:

			Special evenue		Total ernmental
Fund Balances	G	eneral	Funds]	Funds
12/31/2014					
Assigned					
Community Center	\$	-	\$ 4,843	\$	4,843
Restricted for					
Road Maintenance	\$	-	\$ 69,521	\$	69,521
Lighting		-	-		-
Cemetery Maintenance		-	8,891		8,891
Fire		-	 38,265		38,265
Total Restricted		-	 116,677		116,677
Unassigned (Deficit)	\$	19,213	\$ _	\$	19,213
Total Fund Balances	\$	19,213	\$ 121,520	\$	140,733
12/31/2013					
Assigned					
Commuity Center	\$	-	\$ 11,038	\$	11,038
Restricted for					
Road Maintenance	\$	-	\$ 73,346	\$	73,346
Lighting Cemetery Maintenance		-	- 9,997		- 9,997
Fire		-	36,331		36,331
Total Restricted		-	 119,674		119,674
Unassigned (Deficit)	\$	10,647	\$ -	\$	10,647
Total Fund Balances	\$	10,647	\$ 130,712	\$	141,359



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Report on Internal Control Over Financial Reporting and on Compliance and **Other Matters Required by** *Government Auditing Standards*

Byrd Township Brown County 5255 SR 763 Ripley, Ohio 45167

To the Board of Trustees:

We have audited, in accordance with the auditing standards generally accepted in the United States and the Comptroller General of the United States' Government Auditing Standards, the financial statements of Byrd Township, Brown County, (the Township) as of and for the years ended December 31, 2014 and 2013 and the related notes to the financial statements, and have issued our report thereon dated May 5, 2015, wherein we noted the Township followed accounting and financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D), described in Note 1.

Internal Control Over Financial Reporting

As part of our financial statement audit, we considered the Township's internal control over financial reporting (internal control) to determine the audit procedures appropriate in the circumstances to the extent necessary to support our opinion on the financial statements, but not to the extent necessary to opine on the effectiveness of the Township's internal control. Accordingly, we have not opined on it.

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 a reasonable possibility that internal control will not prevent or detect and timely correct a material misstatement of the Township's financial statements. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all internal control deficiencies that might be material weaknesses or significant deficiencies. Given these limitations, we did not identify any deficiencies in internal control that we consider material weaknesses. However, unidentified material weaknesses may exist.

Byrd Township 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, opining 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*.

Purpose of this Report

This report only describes the scope of our internal control and compliance testing and our testing results, and does not opine on the effectiveness of the Township's internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the Township's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Balestra, Hun & Schern, CPAs

Balestra, Harr & Scherer, CPAs, Inc. Piketon, Ohio May 5, 2015 This page intentionally left blank.



Dave Yost • Auditor of State

BYRD TOWNSHIP

BROWN 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 Babbett

CLERK OF THE BUREAU

CERTIFIED JULY 7, 2015

> 88 East Broad Street, Fourth Floor, Columbus, Ohio 43215-3506 Phone: 614-466-4514 or 800-282-0370 Fax: 614-466-4490 www.ohioauditor.gov