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1907 Grand Central Ave.
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1310 Market Street, Suite 300
Wheeling, WV 26003
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Certified Public Accountants, A.C.

**CHESTER TOWNSHIP
CLINTON COUNTY
Regular Audit**

For the Years December 31, 2016 and 2015

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Tax – Accounting – Audit – Review – Compilation – Agreed Upon Procedure – Consultation – Bookkeeping – Payroll
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Members: American Institute of Certified Public Accountants

- Ohio Society of CPAs • West Virginia Society of CPAs • Association of Certified Fraud Examiners •
- Association of Certified Anti - Money Laundering Specialists •



Dave Yost • Auditor of State

Board of Trustees
Chester Township
5606 State Route 380
Wilmington, OH 45177

We have reviewed the *Independent Auditor's Report* of Chester Township, Clinton County, prepared by Perry & Associates, Certified Public Accountants, A.C., for the audit period January 1, 2015 through December 31, 2016. 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. Chester Township is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Dave Yost".

Dave Yost
Auditor of State

August 3, 2017

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**CHESTER TOWNSHIP
CLINTON COUNTY**

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INDEPENDENT AUDITOR'S REPORT

June 21, 2017

Chester Township
Clinton County
5506 State Route 380
Wilmington, OH 45177

To the Board of Trustees:

Report on the Financial Statements

We have audited the accompanying financial statements of the cash balances, receipts and disbursements by fund type, and related notes of **Chester Township**, Clinton County, (the Township) as of and for the years ended December 31, 2016 and 2015.

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 opinions.



...***"bringing more to the table"***...

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• Association of Certified Anti - Money Laundering Specialists •



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

As described in Note 2 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.

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, 2016 and 2015, 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 Chester Township, Clinton County as of December 31, 2016 and 2015, 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 2.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 21, 2017, 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.



Perry & Associates
Certified Public Accountants, A.C.
Marietta, Ohio

**CHESTER TOWNSHIP
CLINTON COUNTY**

**COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS, AND
CHANGES IN FUND BALANCES (REGULATORY CASH BASIS)
ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2016**

	General Revenue	Special Revenue	Permanent	Totals (Memorandum Only)
Cash Receipts				
Property and Other Local Taxes	\$ 87,045	\$ 290,557	\$ -	\$ 377,602
Charges for Services	-	54,039	-	54,039
Licenses, Permits and Fees	-	7,534	-	7,534
Intergovernmental	34,866	187,174	-	222,040
Earnings on Investments	502	38	-	540
Miscellaneous	2,092	3,088	-	5,180
	<u>124,505</u>	<u>542,430</u>	<u>-</u>	<u>666,935</u>
<i>Total Cash Receipts</i>				
Cash Disbursements				
Current:				
General Government	129,351	150	-	129,501
Public Safety	1,447	281,310	-	282,757
Public Works	38,997	143,748	-	182,745
Health	3,944	17,401	-	21,345
Capital Outlay	907	65,000	-	65,907
Debt Service:				
Principal Retirement	19,192	17,630	-	36,822
Interest and Fiscal Charges	11,164	16,138	-	27,302
	<u>205,002</u>	<u>541,377</u>	<u>-</u>	<u>746,379</u>
<i>Total Cash Disbursements</i>				
<i>Excess of Receipts Over (Under) Disbursements</i>	<u>(80,497)</u>	<u>1,053</u>	<u>-</u>	<u>(79,444)</u>
Other Financing Receipts				
Other Financing Sources	308	-	-	308
Debt Proceeds	45,000	-	-	45,000
	<u>45,308</u>	<u>-</u>	<u>-</u>	<u>45,308</u>
<i>Total Other Financing Receipts</i>				
<i>Net Change in Fund Cash Balances</i>	<u>(35,189)</u>	<u>1,053</u>	<u>-</u>	<u>(34,136)</u>
<i>Fund Cash Balances, January 1</i>	<u>132,783</u>	<u>183,568</u>	<u>306</u>	<u>316,657</u>
Fund Cash Balances, December 31				
Nonspendable	-	-	306	306
Restricted	-	184,621	-	184,621
Unassigned	97,594	-	-	97,594
	<u>97,594</u>	<u>184,621</u>	<u>306</u>	<u>282,521</u>
<i>Fund Cash Balances, December 31</i>	<u>\$ 97,594</u>	<u>\$ 184,621</u>	<u>\$ 306</u>	<u>\$ 282,521</u>

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

**CHESTER TOWNSHIP
CLINTON COUNTY**

**COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS, AND
CHANGES IN FUND BALANCES (REGULATORY CASH BASIS)
ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2015**

	General Revenue	Special Revenue	Permanent	Totals (Memorandum Only)
Cash Receipts				
Property and Other Local Taxes	\$ 86,711	\$ 283,233	\$ -	\$ 369,944
Charges for Services	-	50,084	-	50,084
Licenses, Permits and Fees	-	7,400	-	7,400
Intergovernmental	17,784	124,199	-	141,983
Earnings on Investments	426	94	-	520
Miscellaneous	2,831	5,475	-	8,306
	<u>107,752</u>	<u>470,485</u>	<u>-</u>	<u>578,237</u>
<i>Total Cash Receipts</i>				
Cash Disbursements				
Current:				
General Government	184,362	-	-	184,362
Public Safety	-	240,648	-	240,648
Public Works	-	142,843	-	142,843
Health	3,609	5,985	-	9,594
Capital Outlay	-	22,720	-	22,720
Debt Service:				
Principal Retirement	7,880	11,820	-	19,700
Interest and Fiscal Charges	10,720	16,080	-	26,800
	<u>206,571</u>	<u>440,096</u>	<u>-</u>	<u>646,667</u>
<i>Total Cash Disbursements</i>				
<i>Excess of Receipts Over (Under) Disbursements</i>	<u>(98,819)</u>	<u>30,389</u>	<u>-</u>	<u>(68,430)</u>
Other Financing Receipts				
Debt Proceeds	-	22,720	-	22,720
	<u>-</u>	<u>22,720</u>	<u>-</u>	<u>22,720</u>
<i>Total Other Financing Receipts</i>				
<i>Net Change in Fund Cash Balances</i>	<u>(98,819)</u>	<u>53,109</u>	<u>-</u>	<u>(45,710)</u>
<i>Fund Cash Balances, January 1</i>	<u>231,602</u>	<u>130,459</u>	<u>306</u>	<u>362,061</u>
Fund Cash Balances, December 31				
Nonspendable	-	-	306	306
Restricted	-	183,568	-	183,568
Unassigned	132,783	-	-	132,783
	<u>\$ 132,783</u>	<u>\$ 183,568</u>	<u>\$ 306</u>	<u>\$ 316,657</u>
<i>Fund Cash Balances, December 31</i>				

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

CHESTER TOWNSHIP
CLINTON COUNTY
Notes to the Financial Statements
For the Years Ended December 31, 2016 and 2015

Note 1 – Reporting Entity

The constitution and laws of the State of Ohio establish the rights and privileges of Chester Township, Clinton 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.

Joint Ventures, Jointly Governed Organizations, Public Entity Risk Pools and Related Organizations

The Township participates in a public entity risk pool. Note 6 to the financial statements provide additional information for this entity.

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

Note 2 - Summary of Significant Accounting Policies

Basis of Presentation

The Township's financial statements consist of a combined statement of receipts, disbursements and changes in fund balances (regulatory cash basis) for all governmental fund types.

Fund Accounting

The Township uses funds 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. The funds of the Township are presented below:

General Fund The general fund accounts for and reports all financial resources not accounted for and reported 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.

Special Revenue Funds These funds account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The Township had the following significant Special Revenue Funds:

Road and Bridge Fund This fund receives property tax money for constructing, maintaining, and repairing Township roads and bridges.

Gasoline Tax Fund The gasoline tax fund accounts for and reports that portion of the State gasoline tax restricted for maintenance and repair of roads within the Township.

Fire Levy Fund This fund receives proceeds from the property tax levy for fire protection and emergency medical services.

CHESTER TOWNSHIP
CLINTON COUNTY
Notes to the Financial Statements
For the Years Ended December 31, 2016 and 2015

Note 2 - Summary of Significant Accounting Policies (Continued)

Permanent Funds These funds account for and report resources that are restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs (for the benefit of the government or its citizenry). The Township had the following significant permanent fund:

McMillan Trust Fund This fund receives interest earned on the nonexpendable corpus from a trust agreement. These earnings are used for the general maintenance and upkeep of Chester Cemetery.

Basis of Accounting

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.

Budgetary Process

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

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

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

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

A summary of 2016 and 2015 budgetary activity appears in Note 3.

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 one primary, interest bearing checking account during the audit period.

CHESTER TOWNSHIP
CLINTON COUNTY
Notes to the Financial Statements
For the Years Ended December 31, 2016 and 2015

Note 2 - Summary of Significant Accounting Policies (Continued)

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:

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

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.

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.

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.

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.

Note 3 – Budgetary Activity

Budgetary activity for the year ending December 31, 2016 and 2015 follows:

2016 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 90,300	\$ 169,813	\$ 79,513
Special Revenue	406,555	542,430	135,875
Permanent Fund	4	-	(4)
Total	\$ 496,859	\$ 712,243	\$ 215,384

CHESTER TOWNSHIP
CLINTON COUNTY
Notes to the Financial Statements
For the Years Ended December 31, 2016 and 2015

Note 3 – Budgetary Activity (Continued)

2016 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 221,523	\$ 205,002	\$ 16,521
Special Revenue	585,194	541,377	43,817
Permanent	4	-	4
Total	\$ 806,721	\$ 746,379	\$ 60,342

2015 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 99,000	\$ 107,752	\$ 8,752
Special Revenue	437,000	493,205	56,205
Permanent	4	-	(4)
Total	\$ 536,004	\$ 600,957	\$ 64,953

2015 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 233,836	\$ 206,571	\$ 27,265
Special Revenue	640,388	440,096	200,292
Permanent	4	-	4
Total	\$ 874,228	\$ 646,667	\$ 227,561

Note 4 – Deposits

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

	2016	2015
Demand deposits	\$ 282,521	\$ 316,657
Total deposits	\$ 282,521	\$ 316,657

Deposits

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

CHESTER TOWNSHIP
CLINTON COUNTY
Notes to the Financial Statements
For the Years Ended December 31, 2016 and 2015

Note 5 – Property Taxes

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.

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

Note 6 - Risk Management

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. York Risk Pooling Services, Inc. (formally known as American Risk Pooling Consultants, Inc.) (York or Management), functions as the administrator of the Pool and provides underwriting claims, loss control, risk management, and reinsurance services for the Pool. 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

The Pool is a member of American Public Entity Excess Pool (APEEP), which is also administered by York. APEEP provides the Pool with an excess risk-sharing program. Under this arrangement, OTARMA retains insured risks up to an amount specified in the contracts. At December 31, 2016 and 2015, OTARMA retained \$350,000 for casualty claims and \$250,000 for property claims.

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.

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, 2016 and 2015.

	2016	2015
Assets	\$38,473,283	\$37,313,311
Liabilities	8,244,140	8,418,518
Net Position	\$30,229,143	\$28,894,793

CHESTER TOWNSHIP
CLINTON COUNTY
Notes to the Financial Statements
For the Years Ended December 31, 2016 and 2015

Note 6 - Risk Management (Continued)

At December 31, 2016 and 2015, respectively, the liabilities above include approximately \$7.4 and \$7.8 million of estimated incurred claims payable. The assets above also include approximately \$6.9 and \$7.7 million of unpaid claims to be billed to approximately 1,010 and 957 member governments in the future, as of December 31, 2016 and 2015, respectively. These amounts will be included in future contributions from members when the related claims are due for payment. As of December 31, 2016, the Township's share of these unpaid claims collectible in future years is approximately \$7,518.

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.

<u>2016 Contributions to OTARMA</u>	<u>2015 Contributions to OTARMA</u>
\$16,706	\$15,919

After one year of membership, a member may withdraw on the anniversary of the date of joining OTARMA, if the member notifies OTARMA in writing 60 days prior to the anniversary date. Upon withdrawal, members are eligible for a full or partial refund of their capital contributions, minus the subsequent year's contribution. Withdrawing members have no other future obligation to the pool. Also upon withdrawal, payments for all casualty claims and claim expenses become the sole responsibility of the withdrawing member, regardless of whether a claim occurred or was reported prior to the withdrawal.

Note 7 - Defined Benefit Pension Plans

Ohio Public Employees Retirement System

The Township's employees belong to the Ohio Public Employees Retirement System (OPERS). OPERS is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes this plan's benefits, which include postretirement healthcare and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. 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, 2016.

Note 8 – Postemployment Benefits

OPERS offers cost-sharing, multiple-employer defined benefit postemployment plans, which include multiple health care plans including medical coverage, prescription drug coverage, deposits to a Health Reimbursement Arrangement and Medicare Part B premium reimbursements, to qualifying benefit recipients. OPERS contributes 2% of the employer contribution to fund these benefits 0.5 percent to fund these benefits.

CHESTER TOWNSHIP
CLINTON COUNTY
Notes to the Financial Statements
For the Years Ended December 31, 2016 and 2015

Note 9 – Debt

Debt outstanding at December 31, 2016 was as follows:

	<u>Principal</u>	<u>Interest Rate</u>
USDA Bond	\$ 822,600	3.13%
Fire Department Truck	17,210	1.98%
Township Truck	33,888	2.50%
Total	<u>\$ 873,698</u>	

In 2013, the Township issued a USDA bond for the construction of a new fire station. In 2015, the Township issued new debt to purchase a truck for the fire department, and in 2016, issued new debt to purchase a truck for the Township. Payments will be made semi-annually for all three.

Amortization

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

Year ending December 31:	<u>USDA Bond</u>	<u>Township Truck</u>	<u>Fire Dept. Truck</u>
2017	\$ 46,443	\$ 11,802	\$ 5,940
2018	46,485	11,802	5,940
2019	46,406	11,802	5,940
2020	46,571	-	-
2021	46,382	-	-
2022-2026	232,312	-	-
2027-2031	232,307	-	-
2032-2036	232,265	-	-
2037-2042	278,662	-	-
Total	<u>\$ 1,207,833</u>	<u>\$ 35,406</u>	<u>\$ 17,820</u>

Note 10– Contingent Liabilities

Amounts grantor agencies pay to the Township are subject to audit and adjustment by the grantor, unless federal grants delete. The grantor 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.

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

June 21, 2017

Chester Township
Clinton County
5606 State Route 380
Wilmington, Ohio 445177

To the Board of Trustees:

We have audited in accordance with auditing standards generally accepted in the United States and the Comptroller General of the United States' *Government Auditing Standards*, the financial statements of the cash balances, receipts, and disbursements by fund type of **Chester Township**, Clinton County, (the Township) as of and for the years ended December 31, 2016 and 2015, and the related notes to the financial statements and have issued our report thereon dated June 21, 2017, wherein we noted the Township followed financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit.

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. Therefore, unidentified material weaknesses or significant deficiencies may exist. We did identify certain deficiencies in internal control, described in the accompanying schedule of audit findings that we consider material weaknesses. We consider findings 2016-001, 2016-002, and 2016-004 to be material weaknesses.

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 an instance of noncompliance or other matters we must report under *Government Auditing Standards* which is described in the accompanying schedule of audit findings as item 2016-003.

We also noted certain matters not requiring inclusion in this report that we reported to the Township's management in a separate letter dated June 21, 2017.

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.



Perry and Associates
Certified Public Accountants, A.C.
Marietta, Ohio

**CHESTER TOWNSHIP
CLINTON COUNTY**

**SCHEDULE OF AUDIT FINDINGS
FOR THE YEARS ENDED DECEMBER 31, 2016 AND 2015**

FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS
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FINDING NUMBER 2016-001

Material Weakness

Posting Receipts and Disbursements

The Township should have procedures and controls in place to help prevent and detect errors in financial reporting.

During 2016 and 2015, receipts and disbursements were not always posted correctly. The following posting errors were noted:

- Training Grant receipts were recorded as Miscellaneous in the Special Levy fund and should have been recorded as Intergovernmental in 2015;
- Debt payments in the Special Levy fund were recorded as Public Safety and should have recorded it as Principal and Interest in 2016. In addition, other debt payments in the Special Levy fund were not properly allocated between principal and interest;
- Rollback receipts received from the state were recorded as Property and Other Local Taxes and should have been recorded as Intergovernmental in the General, Road and Bridge, and the Special Levy Fire Funds in 2016;
- Seatbelt Grant received from the county was recorded in the Special Levy fund as Miscellaneous and should have been recorded in Intergovernmental in 2016;
- Debt payments in the General Fund were recorded as capital outlay and should have been principal payments in 2016;
- Debt proceeds in the General Fund were recorded as Other Financing Sources and should have been Other Debt Proceeds.

Not posting receipts and disbursements accurately resulted in the financial statements requiring several reclassification entries. The Financial Statements reflect all reclassifications.

To help ensure accuracy and reliability in the financial reporting process, we recommend that management perform a detailed review of its draft financial statements. Such review should include procedures to ensure that all sources of revenues are properly identified and classified on the financial statements.

We also recommend the Fiscal Officer refer to the Ohio Township Handbook for guidance to determine the proper establishment of receipt and disbursement accounts and posting of receipts and disbursements.

Management's Response – We did not receive a response from officials to this finding.

**CHESTER TOWNSHIP
CLINTON COUNTY**

**SCHEDULE OF AUDIT FINDINGS
FOR THE YEARS ENDED DECEMBER 31, 2016 AND 2015**

FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS (Continued)
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FINDING NUMBER 2016-002

Material Weakness

Agreement of Records

The Township uses the Uniform Accounting Network (UAN), a computerized system of accounting. This system was developed by the Auditor of State's Office, which when properly instituted will provide a good form of internal controls and safeguards for governmental accounting transactions. We noted a weakness in the utilization of this system as well as other bookkeeping irregularities, such as:

In 2016 and 2015, a significant amount of warrants were written manually and entered into the UAN system after the fact, which increased the possibility of errors. There were several occasions noted in our testing where the check number of the warrant issued did not agree with the number posted to the Township records

Without maintaining current and accurate posting of records, undetected errors or irregularities could occur and not be corrected on a timely basis. In that the Township has the UAN system in place, by writing checks manually, the inherent controls of the computer program are not being utilized to its full potential.

In order for the Township to properly account for their financial information, the following should be implemented:

1. Posting of financial information should be done on a current basis, and in order for it to be accurate, the Township Handbook and chart of accounts prepared by the Auditor of State's Office needs to be used as a reference. Receipts (deposits) and expenditures (withdrawals) should all be accounted for in the month in which they occurred.
2. In that the Township is on a computerized network, all checks should be entered and posted via the computer. If an emergency exists whereby a check has to be written manually, said check should be accounted for on the system as soon as possible and the reason for the check having to be done this way noted in the minutes.

Management's Response – We did not receive a response from officials to this finding.

FINDING NUMBER 2016-003

Noncompliance

Ohio Revised Code Section 5705.41(D) requires that no subdivision or taxing unit shall make any contract or give any order involving the expenditure of money unless a certificate signed by the fiscal officer is attached thereto. The fiscal officer must certify that the amount required meeting any such contract or expenditure has been lawfully appropriated and is in the treasury, or is in the process of collection to the credit of an appropriate fund free from any previous encumbrance. Only the subdivision's fiscal officer need sign the certificate. Every contract made without such a certificate shall be void, and no warrant shall be issued in payment of any amount due thereon.

**CHESTER TOWNSHIP
CLINTON COUNTY**

**SCHEDULE OF AUDIT FINDINGS
FOR THE YEARS ENDED DECEMBER 31, 2016 AND 2015**

FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS (Continued)
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FINDING NUMBER 2016-003 (Continued)

There are several exceptions to the standard requirement stated above that a fiscal officer's certificate must be obtained prior to a subdivision or taxing authority entering into a contract or order involving the expenditure of money. The main exceptions are: "then and now" certificates, blanket certificates, and super blanket certificates, which are provided for in sections 5705.41(D)(1) and 5705.41(D)(3), respectively, of the Ohio Revised Code

1. "Then and Now" certificate - If the fiscal officer can certify that both at the time that the contract or order was made ("then"), and at the time that the fiscal officer is completing the certification ("now"), that sufficient funds were available or in the process of collection, to the credit of a proper fund, properly appropriated and free from any previous encumbrance, the taxing authority can authorize the drawing of a warrant for the payment of the amount due. The taxing authority has thirty days from the receipt of the "then and now" certificate to approve payment by ordinance or resolution. Amounts of less than \$3,000 may be paid by the fiscal officer without a resolution or ordinance upon completion of the "then and now" certificate, provided that the expenditure is otherwise lawful. This does not eliminate any otherwise applicable requirement for approval of expenditures by the taxing authority.
2. Blanket Certificate – Fiscal officers may prepare "blanket" certificates for a certain sum of money not in excess of an amount established by resolution or ordinance adopted by a majority of the members of the legislative authority against any specific line item account over a period not running beyond the end of the current fiscal year. The blanket certificates may, but need not, be limited to a specific vendor. Only one blanket certificate may be outstanding at one particular time for any one particular line item appropriation.
3. Super Blanket Certificate – The entity may also make expenditures and contracts for any amount from a specific line-item appropriation account in a specified fund upon certification of the fiscal officer for most professional services, fuel, oil, food items, and any other specific recurring and reasonably predictable operating expense. This certification is not to extend beyond the current year. Only one super blanket certificate may be outstanding at a particular time for any one line-item appropriation.

The Township did not properly certify the availability of funds prior to purchase commitment for 25% of the expenditures tested for 2016 and 5% of expenditures tested for 2015.

Unless the exceptions noted above are used, prior certification is not only required by statute but is a key control in the disbursement process to assure that purchase commitments receive prior approval.

To improve controls over disbursements and to help reduce the possibility of the Township's funds exceeding budgetary spending limitations, we recommend that the Fiscal Officer certify that the funds are or will be available prior to an obligation being incurred by the Township. When prior certification is not possible, "then and now" certification should be used.

Management's Response – We did not receive a response from Officials for this finding.

**CHESTER TOWNSHIP
CLINTON COUNTY**

**SCHEDULE OF AUDIT FINDINGS
FOR THE YEARS ENDED DECEMBER 31, 2016 AND 2015**

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

FINDING NUMBER 2016-004

Material Weakness

Reconciliation of Medicount Payments to Accounting System

When designing the public office's system of internal controls and the specific control activities, management should also monitor activities performed by service organizations.

The Township entered into a contract with Medicount to process bills for ambulance runs for non-residents. Payments were sent directly to a lockbox maintained by National Bank and Trust. Medicount received copies of remittance detail that was sent to the lockbox. Medicount then posted this detail to their records and subsequently billed the Township ten percent of the amount collected. The Township did not establish procedures to reasonably determine that ambulance billings have been completely and accurately processed and collected. There was no evidence that the Township reconciles the amounts posted by Medicounts to the monies that were deposited into the Township's bank account.

We recommend the Township establish procedures to reconcile the ambulance runs to the amounts invoiced by Medicount. They should continue the process by reconciling the amount deposited to their account to the amount invoiced by Medicount. By reconciling the billing and receipt cycle, the Township can reduce the risk of duplicate invoices or missing invoices and nonpayment invoices. In addition, the Township should also recalculate the amount of the fee paid to Medicount each month based on the amount of revenue that was collected from the services provided by Medicount as outlined in the contract. By monitoring the fees the Township will reduce the risk of over or under payments to Medicount under the established contract.

Management's Response – We did not receive a response from Officials for this finding.

**CHESTER TOWNSHIP
CLINTON COUNTY**

**SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEARS ENDED DECEMBER 31, 2016 AND 2015**

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <i>Explain</i>
2014-001	Posting Receipts and Disbursements	No	Not corrected - reissued as Finding 2016-001
2014-002	Agreement of Records	No	Not corrected - reissued as Finding 2016-002
2014-003	Payroll Withholding Allocations	Yes	N/A
2014-004	Outstanding Checks	Yes	N/A
2014-005	Reconciliation of MBI Payments to Accounting System	No	Not corrected - reissued as part of Finding 2016-004
2014-006	Budgetary Controls	Yes	Partially corrected - reissued as finding 2016-003
2014-007	Debt Service Fund – ORC Section 5705.09	Yes	N/A

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Dave Yost • Auditor of State

CHESTER TOWNSHIP

CLINTON 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
AUGUST 15, 2017**