

BUTLER TOWNSHIP

DAYTON REGION, DARKE COUNTY

REGULAR AUDIT

JANUARY 1, 1998 THROUGH DECEMBER 31, 1999

**BUTLER TOWNSHIP
DARKE COUNTY**

TABLE OF CONTENTS

TITLE	PAGE
Elected Officials	(i)
Index of Funds	(ii)
Report of Independent Auditors'	
Combined Statement of Cash Receipts, Cash Disbursements and Changes in Fund Cash Balances – All Governmental Fund Types - For the Year Ended December 31, 1999	1
Combined Statement of Cash Receipts, Cash Disbursements and Changes in Fund Cash Balances – All Governmental Fund Types - For the Year Ended December 31, 1998	2
Notes to the Financial Statements	3 – 7
Report on Compliance and on Internal Control Required By <i>Government Auditing Standards</i>	8 – 9

**BUTLER TOWNSHIP
DARKE COUNTY**

4060 GRUBBS REX ROAD
ARCANUM, OH 45304

ELECTED OFFICIALS
AS OF DECEMBER 31, 1999

ELECTED OFFICIALS

NAME	TITLE	TERM OF OFFICE
Board of Trustees		
Larry Royer	Trustee	1/1/98 – 12/31/01
Thomas Hans	Trustee	1/1/96 – 12/31/99
Kenneth David George	Trustee	1/1/98 – 12/31/01
Melissa Sullenbarger	Clerk	4/1/96 – 3/31/00

STATUTORY LEGAL COUNSEL

Prosecuting Attorney
Richard Howell
Darke County Courthouse
Greenville, Ohio 45331



STATE OF OHIO
OFFICE OF THE AUDITOR
JIM PETRO, AUDITOR OF STATE

35 North Fourth Street, 1st Floor
Columbus, Ohio 43215

Telephone 614-466-4514
800-282-0370

Facsimile 614-728-7398

Board of Trustees
Butler Township
4060 Grubbs Rex Road
Arcanum, Ohio 45304

We have reviewed the Independent Auditor's Report of Butler Township, Darke County, prepared by Vanderhorst & Manning CPAs, LLC, for the audit period January 1, 1998 through December 31, 1999. 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. Butler Township is responsible for compliance with these laws and regulations.

A handwritten signature in black ink, appearing to read "Jim Petro", written over a horizontal line.

JIM PETRO
Auditor of State

July 11, 2000

**BUTLER TOWNSHIP
DARKE COUNTY**

INDEX OF FUNDS

GOVERNMENTAL FUND TYPES:

General Fund:

General Fund

Special Revenue Funds:

Motor Vehicle License Tax Fund

Gasoline Tax Fund

Road & Bridge Fund

Fire District Fund

Cemetery Fund

Permissive Motor Vehicle Fund



VANDERHORST & MANNING CPAs, LLC

Members of American Institute and Ohio Society of Certified Public Accountants

Dayton (937) 898-3167
FAX # (937) 898-9202
6105 N. Dixie Dr.
P. O. Box 13449
Dayton, Ohio 45413
E-Mail: vm-day@wesnet.com

Sidney (937) 492-0386
FAX # (937) 492-3262
118 East South St.
Sidney, Ohio 45365
E-Mail: vm-sid@wesnet.com

Greenville (937) 548-9643
FAX # (937) 548-9627
111 Delaware Avenue
Greenville, Ohio 45331
E-Mail: vm-grn@wesnet.com

Web Site Address:
www.vncpa.com

REPORT OF INDEPENDENT AUDITORS'

Board of Trustees
Butler Township
4060 Grubbs Rex Road
Arcanum, Ohio 45304

We have audited the accompanying financial statements of Butler Township, Darke County, (the Township), as of and for the years ended December 31, 1999, and 1998. 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 audits in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about 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 that our audits provide a reasonable basis for our opinion.

As described in Note 1, the Township prepares its financial statements on the basis of accounting prescribed or permitted by the Auditor of State, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of Butler Township, Darke County, as of December 31, 1999, and 1998, and its combined cash receipts and disbursements for the years then ended on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued a report dated June 19, 2000, 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 grants.

This report is intended solely for the information and use of the audit committee, the Board of Trustees and other officials authorized to receive this report under Section 117.26, Ohio Revised Code, and is not intended to be and should not be used by anyone other than these specified parties.

Vanderhorst & Manning CPAs, LLC
Greenville, Ohio

June 19, 2000

**BUTLER TOWNSHIP
DARKE COUNTY**

COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND
CASH BALANCES - ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 1999

	GOVERNMENTAL FUND TYPES		
	General	Special Revenue	Total (Memorandum Only)
Cash Receipts:			
Taxes	\$ 27,027	\$ 53,284	\$ 80,311
Licenses, Permits and Fees	0	5,359	5,359
Intergovernmental Receipts	26,981	64,698	91,679
Interest	1,218	1,164	2,382
All Other Receipts	0	300	300
Total Cash Receipts	<u>55,226</u>	<u>124,805</u>	<u>180,031</u>
Cash Disbursements:			
Current:			
General Government	49,622	610	50,232
Public Safety	0	32,257	32,257
Public Works	0	111,545	111,545
Health	14,469	3,094	17,563
Capital Outlay	1,000	0	1,000
Total Cash Disbursements	<u>65,091</u>	<u>147,506</u>	<u>212,597</u>
Total Receipts Over/(Under) Disbursements	<u>(9,865)</u>	<u>(22,701)</u>	<u>(32,566)</u>
Other Financing Receipts/(Disbursements):			
Operating Transfers In	0	8,000	8,000
Operating Transfers Out	(8,000)	0	(8,000)
Total Other Financing Receipts (Disbursements)	<u>(8,000)</u>	<u>8,000</u>	<u>0</u>
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	<u>(17,865)</u>	<u>(14,701)</u>	<u>(32,566)</u>
Fund Cash Balances, January 1, 1999	<u>31,368</u>	<u>92,255</u>	<u>123,623</u>
Fund Cash Balances, December 31, 1999	<u>\$ 13,503</u>	<u>\$ 77,554</u>	<u>\$ 91,057</u>

The Notes to the Financial Statements are an integral part of this statement.

**BUTLER TOWNSHIP
DARKE COUNTY**

COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND
CASH BALANCES - ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 1998

	GOVERNMENTAL FUND TYPES		Total (Memorandum Only)
	General	Special Revenue	
Cash Receipts:			
Taxes	\$ 25,192	\$ 54,853	\$ 80,045
Licenses, Permits and Fees	0	3,971	3,971
Intergovernmental Receipts	26,406	59,020	85,426
Interest	1,372	1,292	2,664
All Other Receipts	111	468	579
Total Cash Receipts	<u>53,081</u>	<u>119,604</u>	<u>172,685</u>
Cash Disbursements:			
Current:			
General Government	58,074	1,763	59,837
Public Safety	0	22,186	22,186
Public Works	0	77,086	77,086
Health	9,910	1,250	11,160
Capital Outlay	4,981	0	4,981
Total Cash Disbursements	<u>72,965</u>	<u>102,285</u>	<u>175,250</u>
Total Receipts Over/(Under) Disbursements	(19,884)	17,319	(2,565)
Fund Cash Balances, January 1, 1998	<u>51,252</u>	<u>74,936</u>	<u>126,188</u>
Fund Cash Balances, December 31, 1998	<u>\$ 31,368</u>	<u>\$ 92,255</u>	<u>\$ 123,623</u>

The Notes to the Financial Statements are an integral part of this statement.

**BUTLER TOWNSHIP
DARKE COUNTY**

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 1999 AND 1998

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

Butler Township of Darke County, (the Township) is a body corporate and politic established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The Township is directed by a publicly-elected three-member Board of Trustees. The Township provides general governmental services, including street maintenance and fire protection.

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

B. Basis of Accounting

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

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

C. Cash and Investments

All Township funds are held in an interest bearing checking 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:

General Fund:

The General Fund is the general operating fund. It is used to account for all financial resources except those required by law or contract to be restricted.

Special Revenue Funds:

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

Motor Vehicle License Tax Fund – This fund receives motor vehicle license tax money for constructing, maintaining, and repairing Township streets.

Gasoline Tax Fund – This fund receives gasoline money for constructing, maintaining and repairing Township streets.

**BUTLER TOWNSHIP
DARKE COUNTY**

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 1999 AND 1998

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Fund Accounting (Continued)

Special Revenue Funds: (Continued)

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

Fire District Fund – This fund receives the proceeds of a property tax levy for maintaining the Township Fire Department.

Permissive Motor Vehicle Tax Fund – This fund receives funding through tax money for construction, maintaining and repairing Township streets.

Cemetery Fund – This fund receives the proceeds from the Cemetery operations.

E. 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 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.

Estimated Resources

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

**BUTLER TOWNSHIP
DARKE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 1999 AND 1998**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. Budgetary Process (Continued)

Encumbrances

The Ohio Revised Code requires the Township to reserve (encumber) appropriations when individual commitments are made.

Encumbrances outstanding at year end are cancelled, and reappropriated in the subsequent year.

A summary of 1999 and 1998 budgetary activity appears in Note 3.

F. Property, Plant and Equipment

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

2. EQUITY IN POOLED CASH AND INVESTMENTS

The Township maintains a cash and investments pool used by all funds. The Ohio Revised Code prescribes allowable deposits and investments.

The carrying amount of cash and investments at December 31 was as follows:

	1999	1998
<i>Demand Deposits</i>	<u>\$ 91,057</u>	<u>\$ 123,623</u>

Deposits: Deposits are either (1) insured by the Federal Depository Insurance Corporation, or (2) collateralized by the financial institution's public entity deposit pool.

**BUTLER TOWNSHIP
DARKE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 1999 AND 1998**

3. BUDGETARY ACTIVITY

Budgetary activity for the years ended December 31, 1999, and 1998 was as follows:

1999 Budgeted vs. Actual Receipts

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 56,559	\$ 55,226	\$ (1,333)
Special Revenue	<u>121,926</u>	<u>132,805</u>	<u>10,879</u>
Total	<u>\$178,485</u>	<u>\$188,031</u>	<u>\$ (9,546)</u>

1999 Budgeted vs. Actual Budgetary Basis Expenditures

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 87,926	\$ 73,091	\$ 14,835
Special Revenue	<u>214,181</u>	<u>147,506</u>	<u>66,675</u>
Total	<u>\$302,107</u>	<u>\$220,597</u>	<u>\$ 81,510</u>

1998 Budgeted vs. Actual Receipts

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 51,348	\$ 53,081	\$ 1,733
Special Revenue	<u>113,217</u>	<u>119,604</u>	<u>6,387</u>
Total	<u>\$164,565</u>	<u>\$172,685</u>	<u>\$ 8,120</u>

1998 Budgeted vs. Actual Budgetary Basis Expenditures

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$108,688	\$ 72,965	\$ 35,723
Special Revenue	<u>179,422</u>	<u>102,285</u>	<u>77,137</u>
Total	<u>\$288,110</u>	<u>\$175,250</u>	<u>\$ 112,860</u>

4. PROPERTY TAX

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

**BUTLER TOWNSHIP
DARKE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 1999 AND 1998**

4. PROPERTY TAX (Continued)

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.

5. RETIREMENT SYSTEMS

The Township's full-time employees belong to the Public Employees Retirement System (PERS) of Ohio. PERS is a cost-sharing, multiple-employer plan. These plans provide retirement benefits, including post-retirement health care, and survivor and disability benefits to participants as prescribed by the Ohio Revised Code.

Contribution rates are also prescribed by the Ohio Revised Code. For 1999 and 1998, PERS members contributed 8.5% of their gross salaries. The Township contributed an amount equal to 13.55% of participants' gross salaries. The Township has paid all contributions required through December 31, 1999.

6. RISK MANAGEMENT

The Township has obtained commercial insurance for the following risks:

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



VANDERHORST & MANNING CPAs, LLC

Members of American Institute and Ohio Society of Certified Public Accountants

Dayton (937) 898-3167
FAX # (937) 898-9202
6105 N. Dixie Dr.
P. O. Box 13449
Dayton, Ohio 45413
E-Mail: vm-day@wesnet.com

Sidney (937) 492-0386
FAX # (937) 492-3262
118 East South St.
Sidney, Ohio 45365
E-Mail: vm-sid@wesnet.com

Greenville (937) 548-9643
FAX # (937) 548-9627
111 Delaware Avenue
Greenville, Ohio 45331
E-Mail: vm-grn@wesnet.com

Web Site Address:
www.vmcpa.com

REPORT ON COMPLIANCE AND ON INTERNAL CONTROL REQUIRED BY GOVERNMENT AUDITING STANDARDS

Board of Trustees
Butler Township
4060 Grubbs Rex Road
Arcanum, Ohio 45304

We have audited the financial statements of the Butler Township, Darke County (the Township), as of and for the years ended December 31, 1999, and 1998, and have issued our report thereon dated June 19, 2000. We conducted our audits in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Township's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on 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 such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards. However, we noted certain immaterial instances of matters involving internal control that we have reported to the management of the Township in a separate letter dated June 19, 2000.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Township's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the specific internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operations that we consider to be material weaknesses. However, we noted immaterial instances of matters involving internal control that we have reported to management of the Township in a separate letter dated June 19, 2000.

This report is intended for the information and use of the audit committee and Board of Trustees, and is not intended to be and should not be used by anyone other than these specified parties..



Vanderhorst & Manning CPAs, LLC
Greenville, Ohio

June 19, 2000



**STATE OF OHIO
OFFICE OF THE AUDITOR**

JIM PETRO, AUDITOR OF STATE

88 East Broad Street
P.O. Box 1140
Columbus, Ohio 43216-1140

Telephone 614-466-4514
800-282-0370

Facsimile 614-466-4490

BUTLER TOWNSHIP

DARKE 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.

By: *Susan Babbitt*

Date: AUGUST 15, 2000