



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

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REPORT OF INDEPENDENT ACCOUNTANTS

Northfield Center Township
Summit County
9546 Brandywine Road
Northfield Center, Ohio 44067-2408

To the Board of Trustees:

We have audited the accompanying financial statements of Northfield Center Township, Summit County, Ohio, (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 audits.

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 audits 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 and reserves for encumbrances of Northfield Center Township, Summit 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 our report dated June 14, 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 management, 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.

A handwritten signature in black ink, appearing to read "Jim Petro".

Jim Petro
Auditor of State

June 14, 2000

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**NORTHFIELD CENTER TOWNSHIP
 COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
 CHANGES IN FUND CASH BALANCES - ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUND
 FOR THE YEAR ENDED DECEMBER 31, 1999**

	<u>Governmental Fund Types</u>			Total (Memorandum Only)
	<u>General</u>	<u>Special Revenue</u>	<u>Expendable Trust</u>	
Cash Receipts:				
Local taxes	\$185,158	\$567,823		\$752,981
Charges for services	165,824	236,137		401,961
Licenses, permits, and fees	20,577			20,577
Fines and forfeitures	7,087			7,087
Intergovernmental	267,871	155,867		423,738
Interest	84,173	49,477		133,650
Other	1,692	9,630		11,322
Total Cash Receipts	<u>732,382</u>	<u>1,018,934</u>		<u>1,751,316</u>
Cash Disbursements:				
Current:				
General government	245,133	27,416		272,549
Public safety	248,661	540,924		789,585
Public works	88,104	432,142		520,246
Health	48,456			48,456
Human services	858	15,987		16,845
Miscellaneous		33,235		33,235
Capital outlay	29,539	63,960		93,499
Total Cash Disbursements	<u>660,751</u>	<u>1,113,664</u>		<u>1,774,415</u>
Total Cash Receipts Over (Under) Cash Disbursements	<u>71,631</u>	<u>(94,730)</u>		<u>(23,099)</u>
Other Financing Receipts/(Disbursements):				
Other sources	9,117	7,653	\$39,100	55,870
Other uses			(83,465)	(83,465)
Total Other Financing Receipts/(Disbursements)	<u>9,117</u>	<u>7,653</u>	<u>(44,365)</u>	<u>(27,595)</u>
Excess of Cash Receipts and Other Financing Receipts Over (Under) Cash Disbursements and Other Financing Uses	<u>80,748</u>	<u>(87,077)</u>	<u>(44,365)</u>	<u>(50,694)</u>
Fund Cash Balances, January 1	<u>296,562</u>	<u>1,380,497</u>	<u>114,065</u>	<u>1,791,124</u>
Fund Cash Balances, December 31	<u>\$377,310</u>	<u>\$1,293,420</u>	<u>\$69,700</u>	<u>\$1,740,430</u>
Reserves for encumbrances, December 31	<u>\$3,930</u>	<u>\$45,089</u>	<u>\$0</u>	<u>\$49,019</u>

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

**NORTHFIELD CENTER TOWNSHIP
 COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
 CHANGES IN FUND CASH BALANCES - ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUND
 FOR THE YEAR ENDED DECEMBER 31, 1998**

	<u>Governmental Fund Types</u>			Total (Memorandum Only)
	<u>General</u>	<u>Special Revenue</u>	<u>Expendable Trust</u>	
Cash Receipts:				
Local taxes	\$184,010	\$568,461		\$752,471
Charges for services	138,091	225,029		363,120
Licenses, permits, and fees	14,878			14,878
Fines and forfeitures	3,593			3,593
Intergovernmental	326,633	164,211		490,844
Interest	15,945	35,150		51,095
Other	4,573	11,226		15,799
Total Cash Receipts	<u>687,723</u>	<u>1,004,077</u>		<u>1,691,800</u>
Cash Disbursements:				
Current:				
General government	227,468	14,211		241,679
Public safety	211,627	270,271		481,898
Public works	96,277	452,886		549,163
Health	61,512			61,512
Human services	4,711	6,082		10,793
Miscellaneous		6,660		6,660
Capital outlay	53,921	55,075		108,996
Total Cash Disbursements	<u>655,516</u>	<u>805,185</u>		<u>1,460,701</u>
Total Cash Receipts Over Cash Disbursements	<u>32,207</u>	<u>198,892</u>		<u>231,099</u>
Other Financing Receipts/(Disbursements):				
Transfers-In		40,000		40,000
Other sources	8,553		\$93,850	102,403
Transfers-Out	(40,000)			(40,000)
Other Uses			(36,400)	(36,400)
Total Other Financing Receipts/(Disbursements)	<u>(31,447)</u>	<u>40,000</u>	<u>57,450</u>	<u>66,003</u>
Excess of Cash Receipts and Other Financing Receipts Over (Under) Cash Disbursements and Other Financing Uses	<u>760</u>	<u>238,892</u>	<u>57,450</u>	<u>297,102</u>
Fund Cash Balances, January 1	<u>295,802</u>	<u>1,141,605</u>	<u>56,615</u>	<u>1,494,022</u>
Fund Cash Balances, December 31	<u><u>\$296,562</u></u>	<u><u>\$1,380,497</u></u>	<u><u>\$114,065</u></u>	<u><u>\$1,791,124</u></u>
Reserves for encumbrances, December 31	<u><u>\$20,686</u></u>	<u><u>\$151,822</u></u>	<u><u>\$0</u></u>	<u><u>\$172,508</u></u>

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

**NORTHFIELD CENTER TOWNSHIP
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999 AND 1998**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

Northfield Center Township, Summit County, Ohio, (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 refuse disposal, road maintenance, police protection, emergency medical services, and fire protection services.

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 cash disbursements basis of accounting. Receipts are recognized when received in cash rather than when earned, and disbursements are recognized when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved.)

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

C. Cash and Investments

The investment in STAR Ohio (the State Treasurer's investment pool) is valued at amounts reported by the State Treasurer. The investment in repurchase agreements is valued at cost.

Investments are reported as assets. Accordingly, purchases of investments are not recorded as disbursements, and sales of investments are not recorded as receipts. Gains or losses at the time of sale are recorded as receipts or disbursements, respectively.

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:

Road and Bridge Fund - This fund receives property taxes and intergovernmental receipts for constructing, maintaining and repairing Township roads.

Waste Disposal District Fund - This fund is used to account for services received from residents to cover the cost of refuse disposal.

**NORTHFIELD CENTER TOWNSHIP
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999 AND 1998
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Fund Accounting (Continued)

Special Revenue Funds (Continued)

Police District Fund - This fund is used to account for a portion of property tax revenue received and used to pay for police protection. The Township contracts with the Summit County Sheriff's Department to provide security of persons and property within the Township.

Fire Levy Fund - This fund is used to account for a portion of property tax revenue received and used for the purpose of providing fire protection services for the Township.

Fiduciary Fund (Trust Fund)

This fund is used to account for resources restricted by legally binding trust agreements and funds for which the Township is acting in an agency capacity. The Township had the following significant fiduciary fund:

Expendable Trust Fund - This fund is used to account for zoning bonds required of residents making changes to their property, typically by building new structures on the property. These cash bonds are submitted to the Township and held until the respective activity is completed and approved by the Township Zoning Inspector.

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. Unencumbered appropriations lapse at year end.

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.

Encumbrances

The Ohio Revised Code requires the Township to reserve (encumber) appropriations when commitments are made. Encumbrances outstanding at year end are carried over, and need not be reappropriated.

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 capital outlay disbursements when paid. These items are not reflected as assets on the accompanying financial statements.

**NORTHFIELD CENTER TOWNSHIP
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999 AND 1998
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

G. Unpaid Vacation and Sick Leave

Employees are entitled to cash payments for unused vacation and sick leave in certain circumstances, such as upon leaving employment. Unpaid vacation and sick leave are not reflected as liabilities under the cash basis of accounting used by the Township.

2. EQUITY IN POOLED CASH AND INVESTMENTS

The Township maintains a cash and investment 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:

	<u>1999</u>	<u>1998</u>
Demand deposits	\$674	\$55,963
Repurchase agreements	580,000	605,000
STAR Ohio	<u>1,159,756</u>	<u>1,130,161</u>
Total investments	<u>1,739,756</u>	<u>1,735,161</u>
Total deposits and investments	<u>\$1,740,430</u>	<u>\$1,791,124</u>

Deposits

Deposits are insured by the Federal Depository Insurance Corporation.

3. BUDGETARY ACTIVITY

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

1999 Budgeted vs. Actual Receipts

<u>Fund Type</u>	<u>Budgeted Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
General	\$374,108	\$741,499	\$367,391
Special Revenue	840,714	1,026,587	185,873
Expendable Trust	<u>63,878</u>	<u>39,100</u>	<u>(24,778)</u>
Total	<u>\$1,278,700</u>	<u>\$1,807,186</u>	<u>\$528,486</u>

1999 Budgeted vs. Actual Budgetary Basis Expenditures

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General	\$744,749	\$664,681	\$80,068
Special Revenue	1,347,738	1,158,753	188,985
Expendable Trust	<u>120,000</u>	<u>83,465</u>	<u>36,535</u>
Total	<u>\$2,212,487</u>	<u>\$1,906,899</u>	<u>\$305,588</u>

**NORTHFIELD CENTER TOWNSHIP
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999 AND 1998
(Continued)**

3. BUDGETARY ACTIVITY (Continued)

1998 Budgeted vs. Actual Receipts

<u>Fund Type</u>	<u>Budgeted Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
General	\$623,533	\$696,276	\$72,743
Special Revenue	949,125	1,044,077	94,952
Expendable Trust	<u>62,320</u>	<u>93,850</u>	<u>31,530</u>
Total	<u>\$1,634,978</u>	<u>\$1,834,203</u>	<u>\$199,225</u>

1998 Budgeted vs. Actual Budgetary Basis Expenditures

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General	\$794,513	\$716,202	\$78,311
Special Revenue	1,233,840	957,007	276,833
Expendable Trust	<u>60,000</u>	<u>36,400</u>	<u>23,600</u>
Total	<u>\$2,088,353</u>	<u>\$1,709,609</u>	<u>\$378,744</u>

4. NON COMPLIANCE

1. Contrary to Ohio Rev. Code Section 135.14, the Township has not filed an investment policy with the Auditor of State.
2. Contrary to Ohio Rev. Code Section 5705.41(D), the township did not certify all expenditures prior to entering into commitments.

5. PROPERTY TAX

Real property taxes become a lien on January 1 preceding the October 1 date for which rates are adopted by the 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 payments, the first half is due December 31. The second half payment is due the following June 20.

Public utilities are also taxed on personal and real property located within the Township. Tangible personal property tax is assessed by the property owners, who must file a list of such property with 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.

**NORTHFIELD CENTER TOWNSHIP
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999 AND 1998
(Continued)**

6. RETIREMENT SYSTEM

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

Contribution rates are also prescribed by the Ohio Revised Code. For 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.

7. RISK MANAGEMENT

The Township has obtained commercial insurance for the following risks:

- | | |
|--------------------|-----------------------|
| -Property | -Vehicles |
| -General liability | -Errors and omissions |

8. JOINTLY GOVERNED ORGANIZATION

The North Hills Water District (the District) is a jointly governed organization established to provide for the construction and maintenance of water transmission lines to residents of Northfield Center Township and Sagamore Hills Township. The seven member board consists of three members appointed by each Township with one member appointed alternately by the Townships. The District Board exercises total control over District operations, including budgeting, appropriating, and contracting and hiring personnel. All of the District's revenues are derived from property taxes assessed on the property of the Township's residents. The City of Cleveland provides water service to Township residents and bills them for the water service. Financial information can be obtained by writing to the North Hill Water District, 253 West Aurora Road, Northfield Center, Ohio 44067.

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**REPORT OF INDEPENDENT ACCOUNTANTS ON COMPLIANCE AND ON
INTERNAL CONTROL REQUIRED BY GOVERNMENT AUDITING STANDARDS**

Northfield Center Township
Summit County
9546 Brandywine Road
Northfield Center, Ohio 44067-2408

To the Board of Trustees:

We have audited the financial statements of Northfield Center Township, Summit County, Ohio, (the Township) as of and for the years ended December 31, 1999 and 1998, and have issued our report thereon dated June 14, 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 determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audits and, accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance that are required to be reported under *Government Auditing Standards* which are described in the accompanying schedule of findings as items 1999-40977-001 and 1999-40977-002. We also noted certain immaterial instances of noncompliance that we have reported to management of the Township in a separate letter dated June 14, 2000.

Internal Control Over Financial Reporting

In planning and performing our audits, 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. However, we noted a certain matter involving the internal control over financial reporting and its operation that we consider to be a reportable condition. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the Township's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. The reportable condition is described in the accompanying Schedule of Findings as item 1999-40977-003.

A material weakness is a condition in which the design or operation of one or more of the 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. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly would not necessarily disclose all reportable that are also considered to be material weaknesses. However, we believe the reportable condition described above to be a material weakness. We also noted other matters involving the internal control over financial reporting that do not require inclusion in this report, that we have reported to management of the Township in a separate letter dated June 14, 2000.

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

A handwritten signature in black ink, appearing to read "Jim Petro". The signature is fluid and cursive, with a large loop at the end.

Jim Petro
Auditor of State

June 14, 2000

**NORTHFIELD CENTER TOWNSHIP
SCHEDULE OF FINDINGS
DECEMBER 31, 1999 AND 1998**

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

FINDING NUMBER 1999-40977-001

Noncompliance Citation

Ohio Rev. 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 there is attached thereto a certificate of the fiscal officer of the subdivision that the amount required to meet the obligation has been lawfully appropriated for such purpose and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances. This certificate need only be signed by the subdivision's fiscal officer. Every contract made without such a certificate shall be void, and no warrant shall be issued in payment of any amount due thereon.

This section also provides for two exceptions to the above requirements:

- 7 Then and Now Certificate - If no certificate is furnished as required, upon receipt of the fiscal officer's certificate that a sufficient sum was, both at the time of the contract or order and at the time of the certificate, appropriated and free of any previous encumbrances, the Board of Trustees may authorize the issuance of a warrant in payment of the amount due upon such contract or order by resolution within 30 days from the receipt of such certificate.

- 7 If the amount involved is less than \$1,000, the Clerk may authorize payment through a Then and Now Certificate without affirmation of the Board of Trustees, if such expenditure is otherwise valid.

The Township did not certify the availability of funds before entering into commitments for 30% of expenditures tested. Then and Now Certificates were also not issued for these expenditures.

To assist in monitoring expenditure activity, the Township should certify of the availability of funds for all orders or contracts involving the expenditure of money.

FINDING NUMBER 1999-40977-002

Noncompliance Citation

Ohio Revised Code Section 135.14 requires that investments or deposits made under Ohio Rev. Code Section 135.14 cannot be made unless a written investment policy, approved by the Clerk or governing board, is on file with the Auditor of State, with the following exceptions:

- If a written investment policy is not filed with the Auditor of State, the Clerk or governing board is permitted to invest only in interim deposits or the State Treasurer's Investment Pool, STAR Ohio.

- A subdivision whose average annual portfolio of investments is \$100,000 or less is not required to file an investment policy, provided that the Clerk or Board of Trustees certifies to the Auditor of State that the Clerk or Board of Trustees will comply and is in compliance with the provisions of Ohio Rev. Code Sections 135.01 and 135.21.

In 1999, the Township enrolled in a cash management program offered by a local bank. The cash management program holds Township deposits in a sweep account. Excess deposits are invested in overnight repurchase agreements. The investments in repurchase agreements, on average, exceeded \$100,000.

Since repurchase agreements do not qualify as interim deposits and the Township's average investment balance exceeded \$100,000, the Township should file a written investment policy with the Auditor of State or limit its investments to those allowed without adopting an investment policy.

FINDING NUMBER 1999-40977-002
(Continued)

Noncompliance Citation (Continued)

Ohio Revised Code Section 135.14 (Continued)

The Township's policy should authorize the Clerk to invest funds and should include at a minimum:

- Investment types considered permissible by the Board;
- Investment types which are prohibited by the Board;
- Investment maturity requirements;
- Acceptable portfolio risk;
- Township investment goals (ie. preservation of investment principle, emphasis on income or capital gains, etc.);

Township management will need to assess the extent of its policy requirements based on the level of investment activity, investment types, and investment goals of the Board.

In addition, the investment policy must be signed by:

- All entities conducting investment business with the Clerk or Board of Trustees (except the Treasurer of State);
- All brokers, dealers, and financial institutions, described in Section 135.14(M)(1), initiating transactions with the Clerk or Board of Trustees by giving advice or making investment recommendations;
- All brokers, dealers, and financial institutions, described in Section 135.14(M)(1), executing transactions initiated by the Clerk or Board of Trustees.

FINDING NUMBER 1999-40977-003

Material Weakness

Bank Reconciliations

The Township's bank and investment accounts were not reconciled to the Township's accounting ledgers from January 1998 through December 31, 1999. The Township currently uses an automated accounting system to record Township transactions, which allows for a monthly reconciliation to be performed. However, the Township did not use this system to reconcile because Township transactions were not updated to the system in a timely manner. The Township prepared manual monthly cash book balances; however, the cash book balances never agreed with the Township's system generated cash journal balance during the period.

We also noted that bank reconciliations and related support were not independently reviewed.

These conditions allowed posting errors and omissions to go undetected by management and accumulate without timely resolution. These conditions also exposed Township funds to the risk undetected irregularities.

**FINDING NUMBER 1999-40977-003
(Continued)**

Material Weakness (Continued)

Bank Reconciliations (Continued)

Township procedures should provide for timely completion of monthly bank reconciliations, reconciliation of Township cash and investment balances to the system generated cash journal, and independent review and verification of reconciliation balances and related support. Adoption of such procedures will reduce the Township's risk exposure to undetected errors, omissions, and irregularities.



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

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NORTHFIELD CENTER TOWNSHIP

SUMMIT 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 1, 2000**