



**WESTON TOWNSHIP  
WOOD COUNTY**

**REGULAR AUDIT**

**FOR THE YEARS ENDED DECEMBER 31, 1999-1998**



**JIM PETRO**  
**AUDITOR OF STATE**  

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**STATE OF OHIO**



**WESTON TOWNSHIP  
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## REPORT OF INDEPENDENT ACCOUNTANTS

Weston Township  
Wood County  
PO Box 328  
Weston, Ohio 43569-0328

To the Board of Trustees:

We have audited the accompanying financial statements of Weston Township, Wood 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 audit.

We conducted our audit 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 audit provides a reasonable basis for our opinion.

As discussed 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 the Township 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 April 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 management, the Board of Trustees, and other officials authorized to receive this report under § 117.26, Ohio Revised Code, and is not intended to be and should not be used by anyone other than these specified parties.

**Jim Petro**  
Auditor of State

April 19, 2000

**WESTON TOWNSHIP  
COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES  
ALL GOVERNMENTAL AND SIMILAR FIDUCIARY FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 1999**

	<u>Governmental Fund Types</u>				<b>Totals (Memorandum Only)</b>
	<u>General</u>	<u>Special Revenue</u>	<u>Debt Service</u>	<u>Fiduciary Fund Type</u>	
<b>Cash Receipts:</b>					
Property Tax and Other Local Taxes	\$16,800	\$65,037			\$81,837
Intergovernmental Receipts	44,719	70,273			114,992
Fines, Licenses, and Permits	935				935
Earnings on Investments	7,132	2,930		\$70	10,132
Other Revenue	64	3,630			3,694
<b>Total Cash Receipts</b>	<u>69,650</u>	<u>141,870</u>		<u>70</u>	<u>211,590</u>
<b>Cash Disbursements:</b>					
Current:					
General Government	17,725				17,725
Public Safety	10,285	484			10,769
Public Works	718	51,798			52,516
Health	588				588
General Government					0
Debt Service:					
Principal Payments			\$29,000		29,000
Interest Payments			2,853		2,853
Capital Outlay	2,522	66,891			69,413
<b>Total Disbursements</b>	<u>31,838</u>	<u>119,173</u>	<u>31,853</u>		<u>182,864</u>
<b>Total Receipts Over/(Under) Disbursements</b>	<u>37,812</u>	<u>22,697</u>	<u>(31,853)</u>	<u>70</u>	<u>28,726</u>
<b>Other Financing Receipts/(Disbursements):</b>					
Sale of Fixed Assets		6,000			6,000
Transfers-In			31,853		31,853
Transfers-Out		(31,853)			(31,853)
Other Sources				15,000	15,000
<b>Total Other Financing Receipts/(Disbursements)</b>		<u>(25,853)</u>	<u>31,853</u>	<u>15,000</u>	<u>21,000</u>
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	37,812	(3,156)		15,070	49,726
Fund Cash Balances January 1	68,259	132,613			200,872
<b>Fund Cash Balances, December 31</b>	<u><u>\$106,071</u></u>	<u><u>\$129,457</u></u>		<u><u>\$15,070</u></u>	<u><u>\$250,598</u></u>

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

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

	<u>Governmental Fund Types</u>			<b>Totals (Memorandum Only)</b>
	<u>General</u>	<u>Special Revenue</u>	<u>Debt Service</u>	
<b>Cash Receipts:</b>				
Property Tax and Other Local Taxes	\$15,874	\$58,424		\$74,298
Intergovernmental Receipts	43,649	67,454		\$111,103
Fines, Licenses, and Permits	825			\$825
Earnings on Investments	3,508	2,097		\$5,605
Other Revenue	390	4,212		4,602
	<u>64,246</u>	<u>132,187</u>		<u>196,433</u>
<b>Cash Disbursements:</b>				
Current:				
General Government	19,236			\$19,236
Public Safety	7,871	448		\$8,319
Public Works	718	33,694		\$34,412
Health	582			\$582
Debt Service:				
Principal Payments			\$34,000	\$34,000
Interest Payments			4,669	\$4,669
Capital Outlay	1,084	15,747		16,831
	<u>29,491</u>	<u>49,889</u>	<u>38,669</u>	<u>118,049</u>
Total Receipts Over/(Under) Disbursements	<u>34,755</u>	<u>82,298</u>	<u>(38,669)</u>	<u>78,384</u>
<b>Other Financing Receipts/(Disbursements):</b>				
Sale of Fixed Assets		4,127	6,222	\$10,349
Transfers-In			32,447	\$32,447
Transfers-Out		(32,447)		(\$32,447)
		<u>(28,320)</u>	<u>38,669</u>	<u>10,349</u>
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	34,755	53,978		88,733
Fund Cash Balances January 1	<u>33,504</u>	<u>78,635</u>		<u>112,139</u>
<b>Fund Cash Balances, December 31</b>	<u><b>\$68,259</b></u>	<u><b>\$132,613</b></u>		<u><b>\$200,872</b></u>

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



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

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Description of the Entity**

Weston Township, Wood 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. The Township contracts with the Village of Weston's Fire and EMS departments to provide fire services and Any Emergency Medical Services, Inc., to provide ambulance 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 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**

Certificates of deposit are valued at cost. The Township's investment consists of a 7-day account that earns interest.

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:

**1. General Fund**

The General Fund is the general operating fund. It is used to account for all financial resources except those required to be accounted for in another fund.

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

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**D. Fund Accounting (Continued)**

**2. 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:

Gasoline Tax Fund - This fund receives gasoline tax money to pay for constructing, maintaining and repairing Township roads.

Fire Equipment Fund - This fund receives tax money for purchasing fire equipment, replacement, and supplies.

**3. Debt Service Funds**

The debt service fund is used to accumulate resources for the payment of bonds and note indebtedness.

**4. Fiduciary Funds (Expendable Trust Fund)**

This funds is used to account for resources restricted by legally binding trust agreements and funds for which the Township is acting in an agency capacity. This fund is for the use of the Weston fire department.

**E. Budgetary Process**

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

**1. Appropriations**

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

**2. Estimated Resources**

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

**3. Encumbrances**

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

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

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

**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:

	<u>1999</u>	<u>1998</u>
Demand deposits	\$25,279	\$8,876
Certificates of deposit	132,711	126,093
7-day business account	<u>92,608</u>	<u>65,903</u>
Total deposits and investments	<u>\$250,598</u>	<u>\$200,872</u>

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

**3. BUDGETARY ACTIVITY**

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

1999 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$55,639	\$69,650	\$14,011
Special Revenue	137,895	147,870	9,975
Debt Service	32,000	31,853	(147)
Expendable Trust		<u>15,070</u>	<u>15,070</u>
Total	<u>\$225,534</u>	<u>\$264,443</u>	<u>\$38,909</u>

1999 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$98,361	\$31,838	\$66,523
Special Revenue	265,650	151,026	114,624
Debt Service	<u>32,000</u>	<u>31,853</u>	<u>147</u>
Total	<u>\$396,011</u>	<u>\$214,717</u>	<u>\$181,294</u>

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

**3. BUDGETARY ACTIVITY (Continued)**

1998 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$64,717	\$64,246	(\$471)
Special Revenue	134,264	136,314	2,050
Debt Service	38,912	38,669	(243)
Total	\$237,893	\$239,229	\$1,336

1998 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$64,424	\$29,491	\$34,933
Special Revenue	206,150	82,336	123,814
Debt Service	38,691	38,669	22
Total	\$309,265	\$150,496	\$158,769

**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.

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

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

**5. DEBT**

Debt outstanding at December 31, 1999 was as follows:

	Principal	Interest Rate
Promissory Note	\$35,000	5%

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

**5. DEBT (Continued)**

The Promissory Note was issued in 1996 for the purpose of financing the acquisition of a new Fire Truck

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

<u>Year ending December 31:</u>	<u>Promissory Note</u>
2000	\$30,600
2001	<u>7,300</u>
Total	<u><u>\$37,900</u></u>

**6. RETIREMENT SYSTEMS**

The Township's employees 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, members of PERS 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 is a member of the Ohio Township Association Risk Management Authority (the Pool). The Pool assumes the risk of loss up to the limits of the Township's policy. The Pool may assess supplemental premiums. The following risks are covered by the Pool:

- General liability and casualty
- Public official's liability
- Vehicle
- Comprehensive property

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

Weston Township  
Wood County  
PO Box 328  
Weston, Ohio 43569-0328

To the Trustees:

We have audited the accompanying financial statements of Weston Township, Wood County, (the Township) as of and for the years ended December 31, 1999 and 1998, and have issued our report thereon dated April 19, 2000. We conducted our audit 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, and contracts, 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 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*.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered 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 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 operation that we consider to be material weaknesses. However, we noted a matter involving the internal control over financial reporting that does not require inclusion in this report, that we have reported to management of the Township in a separate letter dated April 19, 2000.

Weston Township  
Wood County  
Report of Independent Accountants on Compliance and on  
Internal Control Required by *Government Auditing Standards*  
Page 2

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.

**Jim Petro**  
Auditor of State

April 19, 2000.





STATE OF OHIO  
OFFICE OF THE AUDITOR  

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JIM PETRO, AUDITOR OF STATE

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**WESTON TOWNSHIP**

**WOOD 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  
JUNE 8, 2000**