



**Auditor of State  
Betty Montgomery**



GROTON TOWNSHIP  
ERIE COUNTY

TABLE OF CONTENTS

TITLE	PAGE
Independent Accountants' Report.....	1
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances - All Governmental and Fiduciary Fund Types - For the Year Ended December 31, 2002.....	3
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances - All Governmental and Fiduciary Fund Types - For the Year Ended December 31, 2001.....	4
Notes to the Financial Statements .....	5
Independent Accountants' Report on Compliance and on Internal Control Required by <i>Government Auditing Standards</i> .....	11
Schedule of Audit Findings .....	13
Schedule of Prior Audit Findings.....	15

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**Auditor of State  
Betty Montgomery**

**INDEPENDENT ACCOUNTANTS' REPORT**

Groton Township  
Erie County  
9414 Portland Road  
Castalia, Ohio 44824-9261

To the Board of Trustees:

We have audited the accompanying financial statements of Groton Township, Erie County, (the Township) as of and for the years ended December 31, 2002 and 2001. 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 auditing standards generally accepted in the United States of America 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 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 and reserves for encumbrances of the Township as of December 31, 2002 and 2001, 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 May 27, 2003 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. That report is an integral part of audits performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audits.

Groton Township  
Erie County  
Independent Accountants' Report  
Page 2

This report is intended solely for the information and use of the audit committee, management, the Board, 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.

A handwritten signature in black ink that reads "Betty Montgomery". The signature is written in a cursive, flowing style.

**Betty Montgomery**  
Auditor of State

May 27, 2003

**GROTON TOWNSHIP  
ERIE COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES  
ALL GOVERNMENTAL AND FIDUCIARY FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 2002**

	<u>Governmental Fund Types</u>				<b>Totals (Memorandum Only)</b>
	<u>General</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Fiduciary Funds</u>	
<b>Cash Receipts:</b>					
Local Taxes	\$93,639	\$41,860	\$48,845		\$184,344
Intergovernmental	106,363	62,512	4,319		173,194
Tower Lease	18,000				18,000
Charges for Services	4,500				4,500
Licenses, Permits, and Fees	4,103				4,103
Fines, Forfeitures, and Penalties	50				50
Earnings on Investments	7,152	345		\$8	7,505
Other Revenue	15,329		2,125	8	17,462
	<u>249,136</u>	<u>104,717</u>	<u>55,289</u>	<u>16</u>	<u>409,158</u>
Total Cash Receipts					
<b>Cash Disbursements:</b>					
Current:					
General Government	171,112				171,112
Public Safety	38,342				38,342
Public Works	208	101,953			102,161
Health	904			8	912
Capital Outlay	38,704		150,752		189,456
	<u>249,270</u>	<u>101,953</u>	<u>150,752</u>	<u>8</u>	<u>501,983</u>
Total Cash Disbursements					
Total Receipts Over/(Under) Disbursements	<u>(134)</u>	<u>2,764</u>	<u>(95,463)</u>	<u>8</u>	<u>(92,825)</u>
<b>Other Financing Receipts:</b>					
Loan Proceeds			100,000		100,000
Total Other Financing Receipts			<u>100,000</u>		<u>100,000</u>
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements	(134)	2,764	4,537	8	7,175
Fund Cash Balances, January 1	<u>210,249</u>	<u>151,626</u>	<u>2,233</u>	<u>568</u>	<u>364,676</u>
<b>Fund Cash Balances, December 31</b>	<b><u>\$210,115</u></b>	<b><u>\$154,390</u></b>	<b><u>\$6,770</u></b>	<b><u>\$576</u></b>	<b><u>\$371,851</u></b>
Reserve for Encumbrances, December 31	<u>\$722</u>	<u>\$234</u>			<u>\$956</u>

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

**GROTON TOWNSHIP  
ERIE COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES  
ALL GOVERNMENTAL AND FIDUCIARY FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 2001**

	<u>Governmental Fund Types</u>				<b>Totals (Memorandum Only)</b>
	<u>General</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Fiduciary Funds</u>	
<b>Cash Receipts:</b>					
Local Taxes	\$94,882	\$42,677	\$49,686		\$187,245
Intergovernmental	71,324	58,405	4,241		133,970
Tower Lease	18,000				18,000
Charges for Services	7,200				7,200
Licenses, Permits, and Fees	3,607				3,607
Earnings on Investments	16,732	802		\$12	17,546
Other Revenue	16,870		798	10	17,678
	<u>228,615</u>	<u>101,884</u>	<u>54,725</u>	<u>22</u>	<u>385,246</u>
<b>Total Cash Receipts</b>					
	<u>228,615</u>	<u>101,884</u>	<u>54,725</u>	<u>22</u>	<u>385,246</u>
<b>Cash Disbursements:</b>					
Current:					
General Government	167,855				167,855
Public Safety	38,222				38,222
Public Works	20,066	94,973			115,039
Health	1,348			13	1,361
Debt Service:					
Redemption of Principal			63,416		63,416
Interest and Fiscal Charges			1,035		1,035
Capital Outlay	70,852		55,034		125,886
	<u>298,343</u>	<u>94,973</u>	<u>119,485</u>	<u>13</u>	<u>512,814</u>
<b>Total Cash Disbursements</b>					
	<u>298,343</u>	<u>94,973</u>	<u>119,485</u>	<u>13</u>	<u>512,814</u>
<b>Total Receipts Over/(Under) Disbursements</b>	(69,728)	6,911	(64,760)	9	(127,568)
<b>Fund Cash Balances, January 1</b>	<u>279,977</u>	<u>144,715</u>	<u>66,993</u>	<u>559</u>	<u>492,244</u>
<b>Fund Cash Balances, December 31</b>	<u><u>\$210,249</u></u>	<u><u>\$151,626</u></u>	<u><u>\$2,233</u></u>	<u><u>\$568</u></u>	<u><u>\$364,676</u></u>
<b>Reserve for Encumbrances, December 31</b>	<u><u>\$14,946</u></u>	<u><u>\$208</u></u>			<u><u>\$15,154</u></u>

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



**GROTON TOWNSHIP  
ERIE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2002 AND 2001**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Description of the Entity**

Groton Township, Erie 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, road and bridge maintenance, cemetery maintenance, fire protection and emergency medical 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**

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.

Certificates of deposit are valued at cost.

**D. Fund Accounting**

The Township uses fund accounting to segregate cash that is 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.

**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:

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

**GROTON TOWNSHIP  
ERIE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2002 AND 2001  
(Continued)**

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

**3. Capital Project Funds**

These funds are used to account for receipts that are restricted for the acquisition or construction of major capital projects. The Township had the following significant capital project fund:

*Fire Truck Levy* – This fund receives property tax money to pay for general operation and capital acquisitions of the Township’s Fire Department.

**4. Fiduciary Funds (Trust and Agency Funds)**

These funds are 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:

*Cemetery Trust Fund* – This nonexpendable trust fund receives interest on the balance to be used strictly for cemetery expenses.

**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 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.

**2. 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.

**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 2002 and 2001 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.

**GROTON TOWNSHIP  
ERIE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2002 AND 2001  
(Continued)**

**G. Accumulated Leave**

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. Unpaid leave is not reflected as a liability under the Township's basis of accounting.

**2. EQUITY IN POOLED CASH AND INVESTMENTS**

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

	2002	2001
Demand deposits	\$233,990	\$230,807
Certificates of deposit	137,861	133,869
Total deposits	\$371,851	\$364,676

Deposits are either (1) insured by the Federal Depository Insurance Corporation, or (2) collateralized by securities specifically pledged by the financial institution to the Township.

**3. BUDGETARY ACTIVITY**

Budgetary activity for the years ending December 31, 2002 and 2001 follows:

**2002 Budgeted vs. Actual Receipts**

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$241,804	\$249,136	\$7,332
Special Revenue	107,546	104,717	(2,829)
Capital Projects	53,487	155,289	101,802
Fiduciary	13	16	3
Total	\$402,850	\$509,158	\$106,308

**2002 Budgeted vs. Actual Budgetary Basis Expenditures**

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$369,719	\$249,992	\$119,727
Special Revenue	147,198	102,187	45,011
Capital Projects	55,619	150,752	(95,133)
Fiduciary	15	8	7
Total	\$572,551	\$502,939	\$69,612

**GROTON TOWNSHIP  
ERIE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2002 AND 2001  
(Continued)**

2001 Budgeted vs. Actual Receipts

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$174,756	\$228,615	\$53,859
Special Revenue	111,777	101,884	(9,893)
Capital Projects	52,493	54,725	2,232
Fiduciary	589	22	(567)
Total	<u>\$339,615</u>	<u>\$385,246</u>	<u>\$45,631</u>

2001 Budgeted vs. Actual Budgetary Basis Expenditures

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$390,774	\$313,289	\$77,485
Special Revenue	142,613	95,181	47,432
Capital Projects	119,485	119,485	
Fiduciary	25	13	12
Total	<u>\$652,897</u>	<u>\$527,968</u>	<u>\$124,929</u>

Contrary to Ohio law, budgetary expenditures exceeded appropriation authority in the Fire Truck Levy fund by \$95,133 for the year ended December 31, 2002.

**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.

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. DEBT**

Debt outstanding at December 31, 2002 was as follows:

	<u>Principal</u>	<u>Interest Rate</u>
Commercial Loan - Heavy Rescue Vehicle	<u>\$100,000</u>	4.50%

**GROTON TOWNSHIP  
ERIE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2002 AND 2001  
(Continued)**

The commercial loan was obtained to finance the purchase of a new heavy rescue vehicle to be used by the Township fire department. The loan is collateralized solely by the vehicle.

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

Year ending December 31:	Commercial Loan - Heavy Rescue Vehicle
2003	\$22,557
2004	22,557
2005	22,557
2006	22,557
2007	22,557
Total	\$112,785

**6. RETIREMENT SYSTEMS**

The Township's employees belong to the Ohio Public Employees Retirement System (OPERS). OPERS 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 2002 and 2001, OPERS members contributed 8.5 percent of their gross salaries. The Township contributed an amount equal to 13.55 percent of participants' gross salaries. The Township has paid all contributions required through December 31, 2002.

**7. RISK MANAGEMENT**

**Commercial Insurance**

The Township has obtained commercial insurance for the following risk:

- Accident and Specified Sickness Coverage for Volunteer Fire Department Personnel.

**Risk Pool Membership**

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. OTARMA is a member of the American Public Entity Excess Pool (APEEP). 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 Coverage

OTARMA retains casualty risks up to \$250,000 per occurrence. Claims exceeding \$250,000 are reinsured with APEEP up to \$1,750,000 per claim and \$5,000,000 in the aggregate per year.

**GROTON TOWNSHIP  
ERIE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2002 AND 2001  
(Continued)**

Governments can elect additional coverage, from \$2,000,000 to \$10,000,000, which the General Reinsurance Corporation will reinsure.

If losses exhaust OTARMA's retained earnings, APEEP covers OTARMA losses up to \$5,000,000 per year, subject to a per-claim limit of \$2,000,000.

Property Coverage

OTARMA retains property risks including automobile physical damage up to \$100,000 on any specific loss. The Travelers Indemnity Company reinsures specific losses exceeding \$100,000. The Travelers Indemnity Company also provides aggregate excess coverage for property including automobile physical damage subject to an annual stop loss. When the stop loss is reached in any year, The Travelers Indemnity Company provides coverage in excess of \$10,000.

The aforementioned casualty and property reinsurance agreements do 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 report the following assets, liabilities and retained earnings at December 31, 2001 and 2000 (most recent information available):

<u>Casualty Coverage</u>	<u>2001</u>	<u>2000</u>
Assets	\$23,703,776	\$22,684,383
Liabilities	9,379,003	8,924,977
Retained Earnings	<u>\$14,324,773</u>	<u>\$13,759,406</u>

<u>Property Coverage</u>	<u>2001</u>	<u>2000</u>
Assets	\$5,011,131	\$4,156,784
Liabilities	647,667	497,831
Retained Earnings	<u>\$4,363,464</u>	<u>\$3,658,953</u>



**Auditor of State  
Betty Montgomery**

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

Groton Township  
Erie County  
9414 Portland Road  
Castalia, Ohio 44824-9261

To the Board of Trustees:

We have audited the accompanying financial statements of Groton Township, Erie County, (the Township) as of and for the years ended December 31, 2002 and 2001, and have issued our report thereon dated May 27, 2003. We conducted our audits in accordance with auditing standards generally accepted in the United States of America 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 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* and are described in the accompanying schedule of findings as items 2002-001, 2002-002, and 2002-003. We also noted an immaterial instance of noncompliance that we have reported to management of the Township in a separate letter dated May 27, 2003.

**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. 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 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 May 27, 2003.

Groton Township  
Erie County  
Independent Accountants' Report on Compliance and on Internal  
Control Required by *Government Auditing Standards*  
Page 2

This report is intended solely for the information and use of the audit committee, 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 that reads "Betty Montgomery". The signature is written in a cursive, flowing style.

**Betty Montgomery**  
Auditor of State

May 27, 2003



**GROTON TOWNSHIP  
ERIE COUNTY**

**SCHEDULE OF AUDIT FINDINGS  
DECEMBER 31, 2002 AND 2001**

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

**FINDING NUMBER 2002-001**

**Finding for Adjustment**

Article XII, Section 5a, Ohio Const. and 1982 Op. Attorney Gen. No. 82-031 requires interest earned on monies derived from a motor vehicle license or fuel tax must follow the principal.

The following receipts were improperly posted:

- Interest earnings were not posted to the Motor Vehicle License Fund or the Gasoline Tax Fund in 2001 and 2002.

In order to properly record the revenues received, the following adjustments were posted by the client:

From Fund/Account	To Fund/Account	Amount
2001		
General / Interest		\$803
	Motor Vehicle License Fund / Interest	207
	Gasoline Tax Fund / Interest	596
2002		
General / Interest		345
	Motor Vehicle License Fund / Interest	135
	Gasoline Tax Fund / Interest	210

**FINDING NUMBER 2002-002**

**Finding for Adjustment**

Ohio Revised Code §§ 135.21 and 5705.10 state that interest earned must be credited to the general fund of the subdivision, unless it meets specific exceptions.

The following receipts were improperly posted:

- Interest earnings on the Township's certificates of deposit were posted to the Maple Avenue fund in 2001 and 2002.

In order to properly record the revenues received, the following adjustments were posted by the client:

From Fund/Account	To Fund/Account	Amount
2001		
General / Interest		\$7,001
	Maple Avenue Fund / Interest	7,001
2002		
General / Interest		3,991
	Maple Avenue Fund / Interest	3,991

**FINDING NUMBER 2002-003**

**Noncompliance Citation**

Ohio Revised Code § 5705.41(B) states that no subdivision or taxing unit is to expend money unless it has been appropriated. In fiscal year 2002, the expenditures from the Capital Projects fund exceeded appropriations by \$95,133. The variance was the result of the Township's failure to properly record a commercial loan obtained to purchase a heavy rescue vehicle. The failure to limit expenditures to appropriated amounts may result in the Township expending funds in excess of available resources. The Clerk/Treasurer should periodically compare expenditures and encumbrances to appropriations to determine if a modification to the appropriations is required.

**GROTON TOWNSHIP  
ERIE COUNTY**

**SCHEDULE OF PRIOR AUDIT FINDINGS  
DECEMBER 31, 2002 AND 2001**

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <b><i>Explain:</i></b>
2000-40522-001	Ohio Revised Code § 135.18 portion of Township funds not insured or collateralized.	Yes	





**Auditor of State  
Betty Montgomery**

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**GROTON TOWNSHIP**

**ERIE 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  
JULY 1, 2003**