

Greenfield Township

Gallia County, Ohio

Regular Audit

For the Years Ended December 31, 2004 and 2003

BALESTRA, HARR & SCHERER, CPAs, INC.

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**Auditor of State
Betty Montgomery**

Board of Trustees
Greenfield Township
2052 Dry Ridge Road
Patriot, Ohio 45658

We have reviewed the *Independent Auditors' Report* of Greenfield Township, Gallia County, prepared by Balestra, Harr & Scherer, CPAs, Inc. for the audit period January 1, 2003 through December 31, 2004. 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.

The financial statements in the attached report are presented in accordance with a regulatory basis of accounting prescribed or permitted by the Auditor of State's Office (AOS). Due to a February 2, 2005 interpretation from the American Institute of Certified Public Accountants (AICPA), modifications were required to the *Independent Auditors' Report* on your financial statements. While the AOS does not legally require your government to prepare financial statements pursuant to Generally Accepted Accounting Principles (GAAP), the AICPA interpretation requires auditors to formally acknowledge that you did not prepare your financial statements in accordance with GAAP. The attached report includes an opinion relating to GAAP presentation and measurement requirements, but does not imply the statements are misstated under the non-GAAP regulatory basis. The *Independent Auditors' Report* also includes an opinion on the financial statements using the regulatory format the AOS permits.

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. Greenfield Township is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Betty Montgomery".

BETTY MONTGOMERY
Auditor of State

March 1, 2006

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**GREENFIELD TOWNSHIP
GALLIA COUNTY**

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Ohio Society of Certified Public Accountants

Independent Auditors' Report

Board of Trustees
Greenfield Township
Gallia County, Ohio
2052 Dry Ridge Road
Patriot, OH 45658

We have audited the accompanying financial statements of Greenfield Township, Gallia County, (the Township) as of and for the years ended December 31, 2004 and 2003. These financial statements are the responsibility of the Government's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit 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 audit to reasonably assure 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 described more fully in Note 1, the government has prepared these financial statements using accounting practices the Auditor of State prescribes or permits. These practices differ from accounting principles generally accepted in the United States of America. Although we cannot reasonably determine the effects on the financial statements of the variances between these regulatory accounting practices and accounting principles generally accepted in the United States of America, we presume they are material.

Revisions to GAAP require the Township to reformat its financial statement presentation and make other changes effective for the year ended December 31, 2004. Instead of the funds accompanying financial statements presented for 2004 (and 2003), the revisions require presenting entity wide statements and also to present its larger (i.e., major) funds separately for 2004. While the Township does not follow GAAP, generally accepted auditing standards require us to include the following paragraph if the statements do not substantially conform to the new GAAP presentation requirements. The Auditor of State permits, but does not require, governments to reformat their statements. The Township has elected not to reformat its statements. Since the Township does not use GAAP to measure financial statement amounts, the following paragraph does not imply the amounts are materially misstated under accounting basis the Auditor of State permits. Our opinion on the fair presentation of the amounts reported pursuant to its non-GAAP basis is in the second following paragraph.

In our opinion, because of the effects of the matter discussed in the preceding paragraph, the financial statements referred to above do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Township's combined funds as of December 31, 2004, or their changes in financial position for the year then ended.

Also, in our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of Greenfield Township, Gallia County, as of December 31, 2004 and 2003, and its combined cash receipts and disbursements for the years then ended on the basis of accounting described in Note 1.

The aforementioned revision to generally accepted accounting principles also requires the Township to include Management's Discussion & Analysis for the year ended December 31, 2004. The Township has not presented Management's Discussion & Analysis, which accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not required to be part of, the financial statements.

In accordance with *Government Auditing Standards*, we have also issued our report dated August 22, 2005, on our consideration of the Township's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. That report describes the scope of our testing of internal control over financial reporting and compliance and the results of that testing. It does not opine on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*. You should read it in conjunction with this report in assessing the results of our audit.



Balestra, Harr & Scherer, CPAs, Inc.

August 22, 2005

**GREENFIELD TOWNSHIP
GALLIA COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2004**

	<u>Governmental Fund Types</u>		Totals (Memorandum Only)
	<u>General</u>	<u>Special Revenue</u>	
Cash Receipts:			
Local Taxes	\$15,109	\$2,929	\$18,038
Charges for Services	0	9,000	9,000
Intergovernmental	18,564	491,705	510,269
Earnings on Investments	131	137	268
Other Revenue	10	13,396	13,406
	<u>33,814</u>	<u>517,167</u>	<u>550,981</u>
Total Cash Receipts			
	33,814	517,167	550,981
Cash Disbursements:			
Current:			
General Government	20,628	92	20,720
Public Safety	6,983	242,121	249,104
Public Works	0	58,338	58,338
Health	3,184	0	3,184
Debt Service:			
Redemption of Principal	25,000	5,000	30,000
Interest and Fiscal Charges	913	1,298	2,211
Capital Outlay	0	213,728	213,728
	<u>56,708</u>	<u>520,577</u>	<u>577,285</u>
Total Cash Disbursements			
	56,708	520,577	577,285
Total Cash Receipts Over/(Under) Cash Disbursements	<u>(22,894)</u>	<u>(3,410)</u>	<u>(26,304)</u>
	(22,894)	(3,410)	(26,304)
Other Financing Receipts and (Disbursements):			
Proceeds from Loan	30,150	10,000	40,150
	<u>30,150</u>	<u>10,000</u>	<u>40,150</u>
Total Other Financing Receipts/(Disbursements)			
	30,150	10,000	40,150
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	7,256	6,590	13,846
	7,256	6,590	13,846
Fund Cash Balances, January 1	<u>14,598</u>	<u>41,476</u>	<u>56,074</u>
	14,598	41,476	56,074
Fund Cash Balances, December 31	<u><u>\$21,854</u></u>	<u><u>\$48,066</u></u>	<u><u>\$69,920</u></u>

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

**GREENFIELD TOWNSHIP
GALLIA COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2003**

	<u>Governmental Fund Types</u>		Totals (Memorandum Only)
	<u>General</u>	<u>Special Revenue</u>	
Cash Receipts:			
Local Taxes	\$14,035	\$2,777	\$16,812
Charges for Services	0	2,000	2,000
Intergovernmental	14,445	91,338	105,783
Earnings on Investments	107	96	203
Other Revenue	55	14,930	14,985
	<u>28,642</u>	<u>111,141</u>	<u>139,783</u>
Total Cash Receipts			
	<u>28,642</u>	<u>111,141</u>	<u>139,783</u>
Cash Disbursements:			
Current:			
General Government	30,795	0	30,795
Public Safety	2,030	13,752	15,782
Public Works	0	78,164	78,164
Debt Service:			
Redemption of Principal	5,000	5,000	10,000
Interest and Fiscal Charges	749	1,215	1,964
Capital Outlay	2,559	0	2,559
	<u>41,133</u>	<u>98,131</u>	<u>139,264</u>
Total Cash Disbursements			
	<u>41,133</u>	<u>98,131</u>	<u>139,264</u>
Total Cash Receipts Over/(Under) Cash Disbursements	<u>(12,491)</u>	<u>13,010</u>	<u>519</u>
Other Financing Receipts and (Disbursements):			
Transfers-In	3,156	22,557	25,713
Transfers-Out	0	(25,713)	(25,713)
Other Sources	1,435	0	1,435
	<u>4,591</u>	<u>(3,156)</u>	<u>1,435</u>
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	<u>(7,900)</u>	<u>9,854</u>	<u>1,954</u>
Fund Cash Balances, January 1	<u>22,498</u>	<u>31,622</u>	<u>54,120</u>
Fund Cash Balances, December 31	<u><u>\$14,598</u></u>	<u><u>\$41,476</u></u>	<u><u>\$56,074</u></u>

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

**GREENFIELD TOWNSHIP
GALLIA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2004 AND 2003**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

Greenfield Township, Gallia 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 road and bridge maintenance 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 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

The Township had one primary checking account during the audit period.

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.

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 for constructing, maintaining and repairing Township roads.

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

**GREENFIELD TOWNSHIP
GALLIA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2004 AND 2003
(Continued)**

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 canceled, and reappropriated in the subsequent year.

A summary of 2004 and 2003 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:

	<u>2004</u>	<u>2003</u>
Demand deposits	<u>\$69,920</u>	<u>\$56,074</u>
Total deposits and investments	<u><u>\$69,920</u></u>	<u><u>\$56,074</u></u>

Deposits: Deposits are either insured by the Federal Deposit Insurance Corporation or collateralized by securities specifically pledged by the financial institution to the Township.

**GREENFIELD TOWNSHIP
GALLIA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2004 AND 2003
(Continued)**

3. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 2004 and 2003 follows:

2004 Budgeted vs. Actual Receipts

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$37,018	\$63,964	\$26,946
Special Revenue	432,123	527,167	95,044
Total	\$469,141	\$591,131	\$121,990

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$42,337	\$56,708	(\$14,371)
Special Revenue	106,158	520,577	(414,419)
Total	\$148,495	\$577,285	(\$428,790)

2003 Budgeted vs. Actual Receipts

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$41,026	\$33,233	(\$7,793)
Special Revenue	100,708	133,698	32,990
Total	\$141,734	\$166,931	\$25,197

2003 Budgeted vs. Actual Budgetary Basis Expenditures

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$48,883	\$41,133	\$7,750
Special Revenue	100,231	123,844	(23,613)
Total	\$149,114	\$164,977	(\$15,863)

Ohio Revised Code 5705.41(B) prohibits a subdivision from making an expenditure unless it has been appropriated. In 2003 the Gas Tax Fund and FEMA Fund and in 2004 the Fire Fund and FEMA Fund had expenditures that exceeded appropriations. ORC 5705.36 requires a subdivision to request an increased amended certificate when it is determined that revenues to be collected will be greater or less than on the official certificate of estimated resources. Several funds had estimated receipts greater than actual receipts in 2003 and 2004. ORC 5705.41(D) states that no orders or contracts involving the expenditure of money are to be made unless there is a certificate of the fiscal officer that the amount required for the order or contract has been lawfully appropriated and in the process of collection to the appropriate fund free from any previous encumbrances. Several expenditures were made which were not certified as required.

**GREENFIELD TOWNSHIP
GALLIA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2004 AND 2003
(Continued)**

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, 2004 was as follows:

	<u>Principal</u>	<u>Interest Rate</u>
Bank Note	\$40,150	8.00%

The Township entered into a bank note in December 2004 to pay off an existing note on a backhoe and to pay on a fire truck. The note is collateralized solely by the Township's taxing authority. The original note was for \$40,150, with principal due in bi-annual payments of \$2,500.

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

	<u>Bank Note</u>
Year ending December 31:	
2005	\$8,087
2006	7,682
2007	7,276
2008	6,876
2009	6,465
2010-2012	<u>17,111</u>
Total	<u>\$53,497</u>

6. RETIREMENT SYSTEMS

The Township's elected officials and 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 2004 and 2003, members of 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 employer contributions required through December 31, 2004.

**GREENFIELD TOWNSHIP
GALLIA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2004 AND 2003
(Continued)**

7. RISK MANAGEMENT

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 insurance 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 Insurance

OTARMA retains casualty risks up to \$250,000 per claim. Claims exceeding \$250,000 are reinsured with APEEP up to \$1,750,000 per claim and \$5,000,000 in the aggregate per year. Governments can elect additional coverage, from \$2,000,000 to \$10,000,000, from the General Reinsurance Corporation.

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 Insurance

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 on any specific loss. 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 reported the following assets, liabilities, and retained earnings at December 31, 2003 and 2002 (the latest information available):

<u>Casualty Coverage</u>	<u>2003</u>	<u>2002</u>
Assets	\$27,792,223	\$23,757,036
Liabilities	(11,791,300)	(9,197,512)
Retained earnings	<u>\$16,000,923</u>	<u>\$14,559,524</u>
 <u>Property Coverage</u>		
Assets	\$6,791,060	\$6,596,996
Liabilities	(750,956)	(1,204,326)
Retained earnings	<u>\$6,040,104</u>	<u>\$5,392,670</u>

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Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

Board of Trustees
Greenfield Township
Gallia County, Ohio
2052 Dry Ridge Road
Patriot, OH 45658

We have audited the financial statements of Greenfield Township, Gallia County, Ohio (the Township), as of and for the years ended December 31, 2004 and 2003, and have issued our report thereon dated August 22, 2005, wherein we noted the Township followed accounting practices the Auditor of State prescribes rather than accounting principles generally accepted in the United States of America. We conducted our audit 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.

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 auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide an opinion 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 reportable 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 caused by error or fraud 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.

Compliance and Other Matters

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 grant agreements, 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 instances of noncompliance or other matters that are required to be reported under *Governmental Auditing Standards* and which are described in the accompanying schedule of findings and responses as items 2004-001 through 2004-004.

We noted certain matters that we reported to management in a separate letter dated August 22, 2005.

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.



Balestra, Harr & Scherer, CPAs, Inc.
August 22, 2005

**GREENFIELD TOWNSHIP
GALLIA COUNTY**

**SCHEDULE OF FINDINGS
DECEMBER 31, 2004 AND 2003**

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

FINDING NUMBER 2004-001

Noncompliance Citation

Ohio Revised Code 5705.14 states, in part, that except in the case of transfers pursuant to division (E) of Ohio Revised Code 5705.14, transfers authorized by 5705.14 shall only be made by resolution of the taxing authority passed with the affirmative vote of two-thirds of the members.

During testing over transfers, we noted that \$25,713 was transferred among the general and the FEMA Fund but was not approved via board resolution. This results in a lack of financial monitoring by the Board of Trustees.

We recommend that the Board of Trustees approve all budgetary transfers.

FINDING NUMBER 2004-002

Noncompliance Citation

Ohio Revised Code 5705.36 states in part that subdivisions are to request increased amended certificates of estimated resources and reduced amended certificates upon determination by the fiscal officer that revenue to be collected will be greater or less than the amount in the official certificate of estimated resources.

An increased amended certificate must be obtained from the budget commission if the legislative authority intends to appropriate and expend the excess revenue. A reduced amended certificate must be obtained if the amount of the deficiency will reduce available resources below the current level of appropriations.

Total appropriations made during a fiscal year from any fund must not exceed the amount contained in the certificate of estimated resources or the amended certificate of estimated resources which was certified prior to making the appropriation or supplemental appropriation.

While conducting the budgetary analysis, it was discovered that in 2003 estimated receipts exceeded actual receipts by \$7,793 in the General Fund and \$573 in Motor Vehicle License Tax Fund. In 2004, estimated receipts exceeded actual receipts, \$16 in the Motor Vehicle License Tax Fund, and \$61,950 in the FEMA Fund.

Since appropriations can be made up to the amount of estimated revenue, this could lead to the overspending of fund balances. We recommend that the Clerk monitor estimated versus actual receipts throughout the year. If it becomes apparent that the estimated is more than actual receipts, then a reduced amended certificate should be obtained from the County Auditor.

**GREENFIELD TOWNSHIP
GALLIA COUNTY**

**SCHEDULE OF FINDINGS
DECEMBER 31, 2004 AND 2003
(Continued)**

FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS (Continued)
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FINDING NUMBER 2004-003

Noncompliance Citation

Ohio Revised Code 5704.41(B) prohibits a subdivision from making an expenditure unless it has been properly appropriated. In 2003, expenditures exceeded appropriations in the Gasoline Tax Fund by \$792 and FEMA Fund by \$25,713. In 2004, expenditures exceeded appropriations in the Fire Fund by \$221,501 and in the FEMA Fund by \$207,000.

We recommend that the Clerk monitor disbursements versus appropriations throughout the year. Additional appropriations should be added by resolution where revenue is available. If receipts do not allow for additional appropriations, funds should not be disbursed from that fund. We further recommend that the Board of Trustees not approve disbursements without supporting appropriations.

FINDING NUMBER 2004-004

Noncompliance Citation

ORC 5705.41 (D) states in part that no orders or contracts involving the expenditure of money are to be made unless there is a certificate of the fiscal officer that the amount required for the order or contract has been lawfully appropriated and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances.

The following exception to this basic requirement are provided by statute:

Then and Now Certificate – This exception provides that, if the fiscal officer can certify that both at the time that the contract or order was made and at the time that the contract or order was made and at the time that he is completing his certification, sufficient funds were available or in the process of collection, to the credit of a proper fund, properly appropriated and free from any previous encumbrance, the taxing authority can authorize the drawing of a warrant. The taxing authority has 30 days from the receipt of such certificate to approve payment by resolution or ordinance. If approval is not made within 30 days, there is no legal liability on the part of the subdivision or taxing district.

Amounts of less than \$1000 (until April 7, 2003) (\$3000 (effective April 7, 2003)) may be paid by the fiscal officer without such affirmation of the taxing authority upon completion of the “then and now” certificate, provided that the expenditure is otherwise lawful. This does not eliminate any otherwise applicable requirement for approval of expenditures by the taxing authority.

During test work of the Township’s compliance with laws and regulations over budgetary issues, we noted that 33% of expenditures tested in 2004 did not have purchase orders, therefore, the township did not properly encumber funds for expenditures. This could lead to overspending.

We recommend that the township properly encumber funds before obligations occur.



**Auditor of State
Betty Montgomery**

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GREENFIELD TOWNSHIP

GALLIA 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
MARCH 14, 2006**