## **REGULAR AUDIT**

FOR THE YEARS ENDED DECEMBER 31, 2007 AND 2006



# Mary Taylor, CPA Auditor of State

Board of Trustees Perry Township 1037 Amsterdam Road SW Bowerston, Ohio 44695

We have reviewed the *Independent Auditors' Report* of Perry Township, Carroll County, prepared by Willoughby & Company, Inc., for the audit period January 1, 2006 through December 31, 2007. 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. 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 Auditor of State 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 Auditor of State 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. Perry Township is responsible for compliance with these laws and regulations.

Mary Taylor, CPA Auditor of State

Mary Taylor

August 20, 2008



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# WILLOUGHBY & COMPANY, INC.

Certified Public Accountants

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#### INDEPENDENT AUDITORS' REPORT

Perry Township Carroll County 1037 Amsterdam Road SW Bowerston, Ohio 44695

To the Board of Trustees:

We have audited the accompanying financial statements of the Perry Township, Carroll County, Ohio (the Township) as of and for the years ended December 31, 2007 and 2006. 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 auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require that we plan and perform the audit to reasonably assure whether the financial statements are free of material misstatements. 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 our audit provides a reasonable basis for our opinion.

As discussed more fully in Note 1, the Township 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 (GAAP). Although we cannot reasonably determine the effects on the financial statements of the variances between these regulatory accounting practices and GAAP, we presume they are material.

Revisions to GAAP would require the Township to reformat its financial statement presentation and make other changes effective for the years ended December 31, 2007 and 2006. Instead of the combined funds the accompanying financial statements present, the revisions require presenting entity wide statements and also to present its larger (i.e. major) funds separately. While the Township does not follow GAAP, generally accepted auditing standards requires 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 reported are materially misstated under the accounting basis the Auditor of State permits. Our opinion on the fair presentation of the amount 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 for the years ended December 31, 2007 and 2006 do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Township as of December 31, 2007 or 2006 or its changes in financial position for the years then ended.

Perry Township Carroll County Independent Auditors' Report Page 2

Also, 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 Perry Township, Carroll County, as of December 31, 2007 and 2006, and its combined cash receipts and disbursements for the years then ended on the accounting basis Note 1 describes.

The aforementioned revision to generally accepted accounting principles also requires the Township to include Management's Discussion and Analysis for the years ended December 31, 2007 and 2006. The Township has not presented Management's Discussion and 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 June 29, 2008, 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. While we did not opine on the internal control over financial reporting or on compliance, that report describes the scope of our testing of internal control over financial reporting and compliance, and the results of that testing. That report is an integral part of and audit performed in accordance with *Government Auditing Standards*. You should read it in conjunction with this report in accessing the results of our audit.

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Willoughby & Company, Inc. - Certified Public Accountants

June 29, 2008

# COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2007

	Governmental Fund Types			Fiduciary Fund Types				
		General	٠	Special Revenue		gency	(Me	Totals morandum Only)
Cash Receipts: Property & Other Local Taxes Intergovernmental Miscellaneous	\$	21,246 24,837 13,901	\$	44,455 116,819 1,200	\$	1,500	\$	65,701 141,656 16,601
Total Cash Receipts  Cash Disbursements: Current:		59,984		162,474		1,500		223,958
General Government Public Safety Public Works Health Capital Outlay		30,571 12,697 8,391		844 29,414 131,169 - 72,338		3,000		31,415 29,414 146,866 8,391 72,338
Debt Service: Principal Payment Interest and Fiscal Charges		-		10,245 1,059		-		10,245 1,059
Total Cash Disbursements		51,659		245,069	<del> </del>	3,000	-	299,728
Excess Receipts Over (Under) Disbursements		8,325		(82,595)		(1,500)		(75,770)
Other Financing Receipts and (Disbursements) Proceeds from Note		·		71,715		<u>-</u>		71,715
Total Other Financing Receipts and (Disbursements)		-		71,715		-		71,715
Net Change in Fund Balances		8,325		(10,880)		(1,500)		(4,055)
Fund Cash Balances, January 1		35,706		37,291		1,500		74,497
Fund Cash Balances, December 31	\$	44,031	\$	26,411	\$		\$	70,442

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

# COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2006

	Governmental Fund Types			Fiduciary Fund Types				
		Seneral		Special Revenue		gency	(Me	Totals morandum Only)
Cash Receipts: Property & Other Local Taxes Intergovernmental Miscellaneous	\$	20,556 36,602 118	\$	42,991 115,003 370	\$	3,000	\$	63,547 151,605 3,488
Total Cash Receipts		57,276		158,364		3,000		218,640
Cash Disbursements: Current: General Government Public Safety Public Works Health Capital Outlay Debt Service: Principal Payment Interest and Fiscal Charges		18,773 - 11,388 7,391 - -		702 28,862 106,878 - 600 24,386 997		- 1,628 - - -		19,475 28,862 119,894 7,391 600 24,386 997
Total Cash Disbursements		37,552		162,425		1,628		201,605
Excess Receipts Over (Under) Disbursements		19,724		(4,061)		1,372		17,035
Other Financing Receipts and (Disbursements) Proceeds from Note		-		•				<u>-</u>
Total Other Financing Receipts and (Disbursements)		-				-		•
Net Change in Fund Balances		19,724		(4,061)		1,372		17,035
Fund Cash Balances, January 1		15,982		41,352		128		57,462
Fund Cash Balances, December 31	\$	35,706	\$	37,291	\$	1,500	\$	74,497

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

### NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2007 AND 2006

#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

### A. Description of the Entity

The constitution and laws of the State of Ohio establish the rights and privileges of the Perry Township, Carroll County, (the Township) as a body corporate and politic. A publicly-elected three-member Board of Trustees directs the Township. The Township provides general government, road maintenance, and cemetery maintenance. The Township contracts with the Perry Township Volunteer Fire Department to provide 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 the Auditor of State prescribes or permits. This basis is similar to the cash receipts and disbursements accounting basis. The Township recognizes receipts when received in cash rather than when earned, and recognizes disbursements 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 the Auditor of State prescribes of permits.

#### C. 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 reports 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:

<u>Gasoline Tax Fund</u> – This fund receives gasoline tax money to pay for constructing, maintaining and repairing Township roads.

<u>Road and Bridge Fund</u> – This fund receives property tax money for constructing, maintaining and repairing Township roads and bridges.

### NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2007 AND 2006

## 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

## 3. Fiduciary Funds (Agency Funds)

These funds account for resources for which the Township is acting in an agency capacity. The Township had the following significant Fiduciary Fund:

Road Bond Fund - This fund is an agency fund which receives road bond money.

#### D. Budgetary Process

The Ohio Revised Code requires that each fund (except certain agency funds) 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 or 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 in the subsequent year.

A summary of 2007 and 2006 budgetary activity appears in Note 3.

#### E. Property, Plant, and Equipment

The Township records disbursements for acquisitions of property, plant, and equipment when paid. The accompanying financial statements do not report these items as assets.

#### 2. EQUITY IN POOLED CASH

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

	2007	2006
Demand deposits	<u>\$ 70,442</u>	<u>\$ 74,497</u>

**Deposits:** Deposits are insured by the Federal Depository Insurance Corporation of collateralized by the financial institution's public entity deposit pool.

## NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2007 AND 2006

## 3. BUDGETARY ACTIVITY

Budgetary activity for the years ended December 31, 2007 and 2006 follows:

2007 Budget vs. Actual Receipts					
	Budgeted	Actual			
Fund Type	Receipts	Receipts	Variance		
General	\$ 50,151	\$ 59,984	\$ 9,833		
Special Revenue	218,160	234,189	16,029		
Agency	<u>1,500</u>	<u>1,500</u>	0		
Total	<u>\$ 269,811</u>	<u>\$ 295,673</u>	\$ 25,862		

2007 Budget vs. Actual Budgetary Basis Expenditures						
	App	ropriation	Βι	udgetary		
Fund Type	Α	uthority	Exp	enditures	V	ariance
General	\$	85,858	\$	51,659	\$	34,199
Special Revenue		255,451		245,070		10,381
Agency		3,000		3,000		0
Total	\$	344,309	\$	299,729	\$	44,580

2006 Budget vs. Actual Receipts					
	Budgeted	Actual			
Fund Type	Receipts	Receipts	Variance		
General	\$ 35,745	\$ 57,276	\$ 21,531		
Special Revenue	130,464	158,364	27,900		
Agency	3,000	3,000	0		
Total	<u>\$ 169,209</u>	<u>\$ 218,640</u>	<u>\$ 49,431</u>		

2006 Budget vs. Actual Budgetary Basis Expenditures						
	App	ropriation	В	udgetary		
Fund Type	A	uthority	Exp	penditures	Va	ariance
General	\$	51,727	\$	37,552	\$	14,175
Special Revenue		171,815		162,425		9,390
Agency		3,128		1,628		1,500
Total	\$	226,670	\$	201,605	\$	25,065

### NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2007 AND 2006

#### 4. PROPERTY TAX

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 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, 2007 was as follows:

	<u>Principal</u>	Interest Rate
Truck Note	\$ 61,470	5.78 %

The Township entered into the note on July 30, 2007 in the original amount of \$71,715. The agreement was collateralized by the truck and the Township's taxing authority (to be repaid by property tax revenues). The note matures in December 2011.

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

	20	07 Truck
Year ending December 31:		Note
2008	\$	13,894
2009		13,286
2010		13,677
2011		32,559
Total	\$	73.416

Previously, a note was issued to purchase a new backhoe for Township road maintenance. The Township entered into the note on February 4, 2004 in the original amount of \$47,525. The agreement was collateralized by the backhoe/loader and the Township's taxing authority. The note was paid in full during December 2006.

#### 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, multi-employer plan. This plan provides retirement benefits, including post retirement 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 2007 and 2006, members of PERS contributed 9.5% (2007) and 9% (2006) of their gross salaries. The Township contributed an amount equal to 13.85% (2007) and 13.7% (2006) of participants' gross salaries. The Township has paid all contributions required through December 31, 2007.

### NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2007 AND 2006

#### 7. RISK MANAGEMENT

The Township is exposed to various risks of property and casualty losses, and injuries to employees.

The Township insures against injuries to employees through the Ohio Bureau of Workers' Compensation.

#### 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**

For an occurrence prior to January 1, 2006, OTARMA retains casualty risks up to \$250,000 per occurrence, including claim adjustment expenses. OTARMA pays a percentage of its contributions to APEEP. APEEP reinsures claims exceeding \$250,000, up to \$1,750,000 per claim and \$10,000,000 in the aggregate per year. For an occurrence on or subsequent to January 1, 2006, the Pool retains casualty risk up to \$350,000 per occurrence, including loss adjustment expenses. Claims exceeding \$350,000 are reinsured with APEEP in an amount not to exceed \$2,650,000 for each claim and \$10,000,000 in the aggregate per year. Townships can elect up to \$10,000,000 in additional coverage with the General Reinsurance Corporation, through contracts with OTARMA.

If losses exhaust OTARMA's retained earnings, APEEP provides excess of funds available coverage up to \$5,000,000 per year, subject to a per-claim limit of \$2,000,000 (for claims prior to January 1, 2006) or \$3,000,000 (for claims on or after January 1, 2006) as noted above.

#### **Property Coverage**

Through 2004, OTARMA retained property risks, including automobile physical damage, up to \$100,000 on any specific loss in any one occurrence. The Travelers Indemnity Company reinsured losses exceeding \$100,000 up to \$500 million per occurrence.

Beginning in 2005, Travelers reinsures specific losses exceeding \$250,000 up to \$600 million per occurrence. APEEP reinsures members for specific losses exceeding \$100,000 up to \$250,000 per occurrence, subject to an annual aggregate loss payment. Travelers provides aggregate stop-loss coverage based upon the combined members' total insurable value. If the stop-loss is reached by payment of losses between \$100,000 and \$250,000, Travelers will reinsure specific losses exceeding \$100,000 up to their \$600 million per occurrence limit. The aggregate stop-loss limit for 2006 was \$1,901,127.

The aforementioned casualty and property reinsurance agreements to not discharge OTARMA's primary liability for claim payments on covered losses. Claims exceeding coverage limits are the obligation of the respective government.

Property and casualty settlements did not exceed insurance coverage for the past three fiscal years.

## NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2007 AND 2006

## 7. RISK MANAGEMENT (continued)

## **Financial Position**

OTARMA's financial statements (audited by other accountants) conform to generally accepted accounting principles, and reported the following assets, liabilities and retained earnings at December 31, 2006 and 2005. (Most current information available.)

Casualty Coverage	<u>2006</u>	<u>2005</u>
Assets	\$ 32,031,312	\$ 30,485,638
Liabilities	(11,443,952)	(12,344,576)
Retained Earnings	<u>\$ 20,587,360</u>	<u>\$ 18,141,062</u>
		•
Property Coverage	<u>2006</u>	<u>2005</u>
Assets	\$ 10,010,963	\$ 9,177,796
Liabilities	(676,709)	(1,406,031)
Retained Earnings	<u>\$ 9,334,254</u>	<u>\$ 7,771,765</u>

The Casualty Coverage assets and retained earnings above also include approximately \$10.8 million and \$11.6 million of unpaid claims to be billed to approximately 958 member townships in the future, as of December 31, 2006 and 2005, respectively.

# WILLOUGHBY & COMPANY, INC.

Certified Public Accountants

216 North Broadway, P.O. Box 1021, New Philadelphia, Ohio 44663 Phone (330) 602-1322 • Fax (330) 602-2610

# INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS REQUIRED BY GOVERNMENT AUDITING STANDARDS

Perry Township Carroll County 1037 Amsterdam Road SW Bowerston, Ohio 44695

#### To the Board of Trustees:

We have audited the financial statements of the Perry Township, Carroll County, (the Township) as of and for the years ended December 31, 2007 and 2006, and have issued our report thereon dated June 29, 2008, 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 the Comptroller General of the United States' *Government Auditing Standards*.

#### Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Township's internal control over financial reporting as a basis for designing our audit procedures for expressing our opinions on the financial statements, but not to opine on the effectiveness of the Township's internal control over financial reporting. Accordingly, we have not opined on the effectiveness of the Township's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Township's ability to initiate, authorize, record, process, or report financial data reliably in accordance with its applicable accounting basis, such that there is more than a remote likelihood that the Township's internal control will not prevent or detect a more-than-inconsequential financial statement misstatement.

A material weakness is a significant deficiency, or combination of significant deficiencies resulting in more than a remote likelihood that the Township's internal control will not prevent or detect a material financial statement misstatement.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all internal control deficiencies that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider material weaknesses, as defined above.

We noted certain matters that we reported to management of the Township in a separate letter dated June 29, 2008.

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#### **Compliance and Other Matters**

As part of reasonably assuring whether the Township's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect 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 an opinion. The results of our tests disclosed no instances of noncompliance or other matters we must report under *Government Auditing Standards*.

We intend this report solely for the information and use of management and the Board of Trustees. It is not intended for anyone other than these specified parties.

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Willoughby & Company, Inc. - Certified Public Accountants

June 29, 2008

## SCHEDULE OF PRIOR AUDIT FINDINGS DECEMBER 31, 2007 AND 2006

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <b>Explain</b>
2005-001	Ohio Revised Code Section 5705.41(B) Expenditures were greater than appropriations	Yes	Finding No Longer Valid



# Mary Taylor, CPA Auditor of State

#### **PERRY TOWNSHIP**

**CARROLL 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.

**CLERK OF THE BUREAU** 

Susan Babbitt

CERTIFIED SEPTEMBER 2, 2008