

**BAZETTA TOWNSHIP
TRUMBULL COUNTY**

AUDIT REPORT

JANUARY 1, 2015 - DECEMBER 31, 2016



Dave Yost • Auditor of State

Board of Trustees
Bazetta Township
3372 State Route 5 NE
Cortland, Ohio 44410

We have reviewed the *Independent Auditors' Report* of Bazetta Township, Trumbull County, prepared by Wilson, Phillips & Agin, CPA's, Inc., for the audit period January 1, 2015 through December 31, 2016. 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.

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

A handwritten signature in black ink that reads "Dave Yost".

Dave Yost
Auditor of State

August 25, 2017

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**BAZETTA TOWNSHIP
TRUMBULL COUNTY
JANUARY 1, 2015 - DECEMBER 31, 2016**

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**WILSON, PHILLIPS & AGIN, CPA'S, INC.
1100 BRANDYWINE BLVD. BUILDING G
ZANESVILLE, OHIO 43701**

INDEPENDENT AUDITORS' REPORT

Bazetta Township
Trumbull County
3372 State Route 5 NE
Cortland, Ohio 44410

To the Township Trustees:

Report on the Financial Statements

We have audited the accompanying financial statements of the cash balances, receipts and disbursements by fund type and related notes of Bazetta Township, Trumbull County, as of and for the years ended December 31, 2016 and 2015.

Management's Responsibility For the Financial Statements

Management is responsible for preparing and fairly presenting these financial statements in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit; this responsibility includes designing, implementing and maintaining internal control relevant to preparing and fairly presenting financial statements free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to opine on these financial statements based on our audit. We audited in accordance with auditing standards generally accepted in the United States of America and the financial audit standards in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require us to plan and perform the audit to reasonably assure the financial statements are free from material misstatement.

An audit requires obtaining evidence about financial statement amounts and disclosures. The procedures selected depend on our judgment, including assessing the risks of material financial statement misstatement, whether due to fraud or error. In assessing those risks, we consider internal control relevant to the Township's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not to the extent needed to opine on the effectiveness of the Township's internal control. Accordingly, we express no opinion. An audit also includes evaluating the appropriateness of management's accounting policies and the reasonableness of their significant accounting estimates, as well as our evaluation of the overall financial statement presentation.

We believe the audit evidence we obtained is sufficient and appropriate to support our audit opinion.

Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in Note 2 of the financial statements, the Township prepared these financial statements using the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D), which is an accounting basis other than accounting principles generally accepted in the United States (GAAP), to satisfy these requirements.

Although the effects on the financial statements of the variances between the regulatory accounting basis and GAAP are not reasonable determinable, we presume they are material.

Though the Township does not intend these statements to conform to GAAP, auditing standards generally accepted in the United States of America require us to include an adverse opinion on GAAP. However, the adverse opinion does not imply the amounts reported are materially misstated under the accounting basis Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit. Our opinion on this accounting basis permitted is in the *Opinion on Regulatory Basis of Accounting* paragraph below.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the *Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles* paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of Bazetta Township, Trumbull County as of December 31, 2016 and 2015, or changes in financial position thereof for the years then ended.

Opinion on Regulatory Basis of Accounting

In our opinion, the financial statements referred to above present fairly, in all material respects, the combined cash balances of Bazetta Township, Trumbull County as of December 31, 2016 and 2015, and its combined cash receipts and disbursements for the years then ended in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit, described in Note 2.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated June 28, 2017, on our consideration of Bazetta 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 internal control testing over financial reporting and compliance and the results of that testing, and does not opine on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Township's internal control over financial reporting and compliance.

Wilson, Phillips & Agin, CPA's, Inc.
Zanesville, Ohio
June 28, 2017

**BAZETTA TOWNSHIP
TRUMBULL COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2016**

	<u>Governmental Fund Types</u>				Totals (Memorandum Only)
	<u>General</u>	<u>Special Revenue</u>	<u>Debt Service</u>	<u>Capital Projects</u>	
Cash Receipts:					
Property and Other Local Taxes	\$ 177,777	\$ 2,003,446	\$ 25,005	\$ -	\$ 2,206,228
Charges for Services	-	193,246	-	-	193,246
Licenses, Permits and Fees	-	55,101	-	-	55,101
Fines and Forfeitures	-	23,381	-	-	23,381
Intergovernmental	103,947	740,422	-	30,042	874,411
Special Assessments	4,954	10,616	-	-	15,570
Earnings on Investments	7,060	941	-	-	8,001
Miscellaneous	102,415	125,970	-	-	228,385
Gifts	2,771	4,161	-	-	6,932
Total Cash Receipts	<u>398,924</u>	<u>3,157,284</u>	<u>25,005</u>	<u>30,042</u>	<u>3,611,255</u>
Cash Disbursements:					
Current:					
General Government	150,951	50,412	-	-	201,363
Public Safety	-	263,246	-	-	263,246
Public Works	5,388	110,921	-	55,008	171,317
Health	20,086	7,302	-	-	27,388
Conservation-Recreation	3,135	-	-	-	3,135
Capital Outlay	1,250	1,973,307	-	-	1,974,557
Debt Service - Bond Principal	-	85,000	-	-	85,000
Debt Service - Note Principal	-	-	33,155	-	33,155
Debt Service - Interest and Fiscal Charges	-	27,549	519	-	28,068
Personal Services	151,286	2,013,183	-	-	2,164,469
Contract Services	4,670	45,585	-	-	50,255
Supplies and Materials	4,029	61,438	-	-	65,467
Total Cash Disbursements	<u>340,795</u>	<u>4,637,943</u>	<u>33,674</u>	<u>55,008</u>	<u>5,067,420</u>
Excess of Cash Receipts Over/(Under) Cash Disbursements	58,129	(1,480,659)	(8,669)	(24,966)	(1,456,165)
Other Cash Financing Receipts (Disbursements)					
Transfers - In	-	34,486	9,214	24,966	68,666
Transfers - Out	(68,666)	-	-	-	(68,666)
Bond Proceeds	-	1,400,000	-	-	1,400,000
Advances - In	175,000	-	-	-	175,000
Advances - Out	-	(175,000)	-	-	(175,000)
Total Other Cash Financing Receipts (Disbursements)	<u>106,334</u>	<u>1,259,486</u>	<u>9,214</u>	<u>24,966</u>	<u>1,400,000</u>
Net Change in Fund Cash Balance	164,463	(221,173)	545	-	(56,165)
Fund Cash Balances, January 1	<u>316,691</u>	<u>1,176,925</u>	<u>940</u>	<u>-</u>	<u>1,494,556</u>
Fund Cash Balances, December 31					
Restricted	-	948,986	1,485	-	950,471
Committed	-	6,766	-	-	6,766
Unassigned (Deficit)	481,154	-	-	-	481,154
Fund Cash Balances, December 31	<u>\$ 481,154</u>	<u>\$ 955,752</u>	<u>\$ 1,485</u>	<u>\$ -</u>	<u>\$ 1,438,391</u>

See notes to financial statements.

**BAZETTA TOWNSHIP
TRUMBULL COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2015**

	<u>Governmental Fund Types</u>				Totals (Memorandum Only)
	<u>General</u>	<u>Special Revenue</u>	<u>Debt Service</u>	<u>Capital Projects</u>	
Cash Receipts:					
Property and Other Local Taxes	\$ 198,404	\$ 2,007,260	\$ 29,148	\$ -	\$ 2,234,812
Charges for Services	-	246,220	-	-	246,220
Licenses, Permits and Fees	-	36,947	-	-	36,947
Fines and Forfeitures	-	22,495	-	-	22,495
Intergovernmental	123,409	594,912	-	53,602	771,923
Special Assessments	6,232	8,250	-	-	14,482
Earnings on Investments	4,797	246	-	-	5,043
Miscellaneous	84,725	134,603	-	-	219,328
Gifts	3,418	1,920	-	-	5,338
Total Cash Receipts	<u>420,985</u>	<u>3,052,853</u>	<u>29,148</u>	<u>53,602</u>	<u>3,556,588</u>
Cash Disbursements:					
Current:					
General Government	188,534	44,182	-	-	232,716
Public Safety	-	268,005	-	-	268,005
Public Works	5,569	99,039	-	83,638	188,246
Health	29,086	4,890	-	-	33,976
Conservation-Recreation	3,584	-	-	-	3,584
Miscellaneous	300	-	-	-	300
Capital Outlay	21,862	588,831	-	-	610,693
Debt Service - Note Principal	-	-	27,478	-	27,478
Debt Service - Interest and Fiscal Charges	-	480	730	-	1,210
Personal Services	153,825	1,993,303	-	-	2,147,128
Contract Services	8,669	40,895	-	-	49,564
Supplies and Materials	6,436	62,589	-	-	69,025
Total Cash Disbursements	<u>417,865</u>	<u>3,102,214</u>	<u>28,208</u>	<u>83,638</u>	<u>3,631,925</u>
Excess of Cash Receipts Over/(Under) Cash Disbursements	3,120	(49,361)	940	(30,036)	(75,337)
Other Cash Financing Receipts (Disbursements)					
Transfers - In	-	74,399	-	30,036	104,435
Transfers - Out	(104,435)	-	-	-	(104,435)
Advances - In	-	175,000	-	-	175,000
Advances - Out	(175,000)	-	-	-	(175,000)
Total Other Cash Financing Receipts (Disbursements)	<u>(279,435)</u>	<u>249,399</u>	<u>-</u>	<u>30,036</u>	<u>-</u>
Net Change in Fund Cash Balance	(276,315)	200,038	940	-	(75,337)
Fund Cash Balances, January 1	<u>593,006</u>	<u>976,887</u>	<u>-</u>	<u>-</u>	<u>1,569,893</u>
Fund Cash Balances, December 31					
Restricted	-	1,165,664	940	-	1,166,604
Committed	-	11,261	-	-	11,261
Unassigned (Deficit)	316,691	-	-	-	316,691
Fund Cash Balances, December 31	<u>\$ 316,691</u>	<u>\$ 1,176,925</u>	<u>\$ 940</u>	<u>\$ -</u>	<u>\$ 1,494,556</u>

See notes to financial statements.

**BAZETTA TOWNSHIP
TRUMBULL COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL FIDUCIARY FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2016 AND 2015**

	Fiduciary Funds	
	2016	2015
	Private Purpose Trust	Private Purpose Trust
Operating Receipts		
Interest	11	9
Total Operating Receipts	11	9
Operating Income/(Loss)	11	9
Fund Cash Balances, January 1	\$ 3,785	\$ 3,776
Fund Cash Balances, December 31	\$ 3,796	\$ 3,785

See notes to financial statements.

**BAZETTA TOWNSHIP
TRUMBULL COUNTY**

NOTES TO FINANCIAL STATEMENTS

1. REPORTING ENTITY

Description of the Entity

The constitution and laws of the State of Ohio establish the rights and privileges of Bazetta Township, Trumbull County, (the Township) as a body corporate and politic. A publically-elected three-member Board of Trustees directs the Township. The Township provides general government services, road and bridge maintenance, cemetery maintenance, police protection, fire protection and emergency medical services.

The Township participates in the Ohio Township Association Risk Management Authority (OTARMA) public entity risk pool. Note 6 to the financial statements provides additional information for this entity.

The Township's management believes these financial statements present all activities for which the Township is financially accountable.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Basis of Presentation

The Township's financial statements consist of a combined statement of receipts, disbursements and changes in fund balances (regulatory cash basis) for all governmental fund types and a combined statement of receipts, disbursements and changes in fund balances (regulatory cash basis) for all proprietary and fiduciary fund types which are organized on a fund type basis.

B. Fund Accounting

The Township uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. The funds of the Township are presented below:

General Fund

The General Fund accounts for and reports all financial resources not accounted for and reported in another fund. The general fund balance is available to the Township for any purpose provided it is expended or transferred according to the general laws of Ohio.

Special Revenue Funds

These funds account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The Township had the following significant Special Revenue Funds:

Road & Bridge Fund – This fund receives property tax monies to pay for constructing, maintaining, and repairing Township roads.

Police District Fund – This fund receives property tax monies for providing police protection to the residents of the Township.

Fire District Fund – This fund receives property tax money to provide fire protection to the residents of the Township.

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

**BAZETTA TOWNSHIP
TRUMBULL COUNTY**

NOTES TO FINANCIAL STATEMENTS

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Debt Service Funds

These funds account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest. The Township had the following significant Debt Service Fund:

Bond/Note Retirement Fund – This fund receives property tax monies to pay bond and note debt.

Capital Projects Fund

These funds account for receipts restricted to acquiring or constructing major capital projects. The Township had the following significant Capital Projects Fund:

OPWC Road Projects Fund – This fund receives Ohio Public Works Commission grant money to be used for road maintenance.

Fiduciary Funds

Fiduciary funds include private purpose trust funds and agency funds. Trust funds account for assets held under a trust agreement for individuals, private organizations, or other governments which are not available to support the Township's own programs.

The Township's private purpose trust funds account for cemetery bequest money.

C. Basis of Accounting

These financial statements follow the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code 117-2-03(D). 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 financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code 117-2-03(D) permit.

D. Budgetary Process

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

Appropriations

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function and object level of control and appropriations may not exceed estimated resources. The Trustees must annually approve appropriation measures and subsequent amendments. Unencumbered appropriations lapse at year end.

Estimated Resources

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

**BAZETTA TOWNSHIP
TRUMBULL COUNTY**

NOTES TO FINANCIAL STATEMENTS

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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 re-appropriated in the subsequent year.

A summary of 2016 and 2015 appear in Note 3.

E. Deposits and Investments

The Township's accounting basis includes investment as assets. This basis does not record disbursement for investment purchases or receipts for investment sales. This basis records gains or losses at the time of sale as receipts or disbursements, respectively.

The Township values U.S. Treasury Notes at cost.

F. Capital Assets

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

G. Accumulated Leave

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. The financial statements do not include a liability for unpaid leave.

H. Fund Balance

Fund balance is divided into five classifications based primarily on the extent to which the Township must observe constraints imposed upon the use of its governmental-fund resources. The classifications are as follows:

Nonspendable

The Township classifies assets as *nonspendable* when legally or contractually required to maintain the amounts intact.

Restricted

Fund balance is *restricted* when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or is imposed by law through constitutional provisions.

Committed

Trustees can *commit* amounts via formal action (resolution). The Township must adhere to these commitments unless the Trustees amend the resolution. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed to satisfy contractual requirements.

**BAZETTA TOWNSHIP
TRUMBULL COUNTY**

NOTES TO FINANCIAL STATEMENTS

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assigned

Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as *restricted* or *committed*. Governmental funds other than the general fund report all fund balances as *assigned* unless they are restricted or committed. In the general fund, *assigned* amounts represent intended uses established by Township Trustees or a Township official delegated that authority by resolution, or by State Statute.

Unassigned

Unassigned fund balance is the residual classification for the general fund and includes amounts not included in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance.

The Township applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced, first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

3. BUDGETARY ACTIVITY

Budgetary activity for the years ended December 31, 2016 and 2015 is as follows:

2016 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 553,189	\$ 398,924	\$ (154,265)
Special Revenue	4,540,805	4,591,770	50,965
Debt Service	33,278	34,219	941
Capital Projects	55,008	55,008	-
Private-Purpose Trust	-	11	11
Total	<u>\$ 5,182,280</u>	<u>\$ 5,079,932</u>	<u>\$ (102,348)</u>

2016 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 452,339	\$ 409,461	\$ 42,878
Special Revenue	5,106,664	4,637,943	468,721
Debt Service	34,219	33,674	545
Capital Projects	55,008	55,008	-
Total	<u>\$ 5,648,230</u>	<u>\$ 5,136,086</u>	<u>\$ 512,144</u>

**BAZETTA TOWNSHIP
TRUMBULL COUNTY**

NOTES TO FINANCIAL STATEMENTS

3. BUDGETARY ACTIVITY (Continued)

2015 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 420,985	\$ 420,985	\$ -
Special Revenue	3,316,062	3,127,252	(188,810)
Debt Service	29,158	29,148	(10)
Capital Projects	160,319	83,638	(76,681)
Private-Purpose Trust	9	9	-
Total	<u>\$ 3,926,533</u>	<u>\$ 3,661,032</u>	<u>\$ (265,501)</u>

2015 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 753,805	\$ 522,300	\$ 231,505
Special Revenue	3,769,093	3,102,214	666,879
Debt Service	29,158	28,208	950
Capital Projects	160,319	83,638	76,681
Private-Purpose Trust	175	-	175
Total	<u>\$ 4,712,550</u>	<u>\$ 3,736,360</u>	<u>\$ 976,190</u>

4. EQUITY IN POOLED CASH

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

	2016	2015
Demand Deposits	\$ 108,454	\$ 349,697
Certificates of Deposit	3,775	3,775
Total Deposits	<u>112,229</u>	<u>353,472</u>
U.S. Treasury Notes	1,329,958	1,144,869
Total Deposits and Investments	<u>\$ 1,442,187</u>	<u>\$ 1,498,341</u>

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

Investments: The Federal Reserve holds the Township's U.S. Treasury Notes in book-entry form in the name of the Township's financial institution. The financial institution maintains records identifying the Township as owner of these securities.

**BAZETTA TOWNSHIP
TRUMBULL COUNTY**

NOTES TO FINANCIAL STATEMENTS

5. PROPERTY TAX

Real property taxes become a lien on January 1 preceding the October 1 date for which rates are adopted by Township Trustees. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. The financial statements include homestead and rollback amounts the State pays as intergovernmental receipts. Payments are due to the County by December 31. If the property owner elects to pay semiannually, 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.

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

6. 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 Worker's Compensation.

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. York Risk Pooling Services, Inc. (formally known as American Risk Pooling Consultants, Inc.) functions as the administrator of the Pool and provides underwriting claims, loss control, risk management, and reinsurance services for the Pool. 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 and Property Coverage

The Pool is a member of American Public Entity Excess Pool (APEEP), which is also administered by York. APEEP provides the Pool with an excess risk-sharing program. Under this arrangement, OTARMA retains insured risks up to an amount specified in the contracts. At December 31, 2016, OTARMA retained \$350,000 for casualty claims and \$250,000 for property claims.

The aforementioned casualty and property reinsurance agreement does 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, 2016 and 2015 (the latest information available):

	<u>2016</u>	<u>2015</u>
Assets	\$38,473,283	\$37,313,311
Liabilities	<u>(8,244,140)</u>	<u>(8,418,518)</u>
Retained Earnings	<u>\$30,229,143</u>	<u>\$28,894,793</u>

At December 31, 2016 and 2015, respectively, the liabilities above include approximately \$7.4 and \$7.8 million of estimated incurred claims payable. The assets above also include approximately \$6.9 and \$7.7 million of unpaid claims to be billed to approximately 1,010 members and 989 member governments in the future, as of December 31, 2016 and 2015, respectively. These amounts will be included in future contributions from members when the related claims are due for payment. As of December 31, 2016, the Township's share of these unpaid claims collectible in future years is approximately \$27,429.

**BAZETTA TOWNSHIP
TRUMBULL COUNTY**

NOTES TO FINANCIAL STATEMENTS

6. RISK MANAGEMENT (Continued)

Based on discussion with OTARMA, the expected rates OTARMA charges to compute member contributions, which are used to pay claims as they become due, are not expected to change significantly from those used to determine the historical contributions detailed below. By contract, the annual liability of each member is limited to the amount of financial contributions required to be made to OTARMA for each year of membership.

Contributions to OTARMA

2016	\$60,954
2015	62,682

After completing one year of membership, a member may withdraw on the anniversary of the date of joining OTARMA if the member notifies OTARMA in writing 60 days prior to the anniversary date. Upon withdrawal, members are eligible for a full or partial refund of their capital contributions, minus the subsequent year's contribution. Withdrawing members have no other future obligation to the pool. Also upon withdrawal, payments for all casualty claims and claim expenses become the sole responsibility of the withdrawing member, regardless of whether a claim occurred or was reported prior to the withdrawal.

7. DEFINED BENEFIT PENSION PLANS

Ohio Public Employees Retirement System

Some of the Township's full-time employees belong to the Public Employees Retirement System (OPERS) of Ohio. OPERS is a cost-sharing, multiple employer plan. The Ohio Revised Code prescribes the plan benefits, which include postretirement healthcare, and survivor and disability benefits.

Ohio Public Employees Retirement System

The Ohio Revised Code also prescribes contribution rates. For 2016 and 2015, OPERS members contributed 10.0% of their gross wages, except for law enforcement who contributed 13.0% and the Township contributed an amount equal to 14.0% of participant's gross salaries, except for law enforcement, where the Township contributed 18.1%. The Township has paid all contributions required through December 31, 2016.

Ohio Police and Fire Retirement

The Township's certified Fire Fighters belong to the Police and Fire Pension Fund (OP&F). OP&F is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes this plan's benefits, which include postretirement healthcare and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. OP&F participants contributed 11.50% from January 1, 2015 through June 30, 2015 and contributed 12.25% from July 1, 2015 through December 31, 2016 of their wages. The Township contributed to OP&F an amount equal to 24.00% of full-time fire fighters wages. The Township has paid all contributions required through December 31, 2016.

Social Security

Several Township employees contributed to social security. This plan provides retirement benefits, including survivor and disability benefits to participants.

Employees contributed 6.2 percent of their gross salaries. The Township contributed an amount equal to 6.2 percent of participants' gross salaries. The Township has paid all contributions required through December 31, 2016.

**BAZETTA TOWNSHIP
TRUMBULL COUNTY**

NOTES TO FINANCIAL STATEMENTS

8. POSTEMPLOYMENT BENEFITS

Both OPERS and OP&F offers cost-sharing, multiple-employer defined benefit postemployment plans, which include multiple health care plans including medical coverage, prescription drug coverage, deposits to a Health Reimbursement Arrangement and Medicare Part B premium reimbursements, to qualifying benefit recipients. OPERS contributes 2 percent of the employer contribution to fund these benefits, and OP&F contributes 0.5 percent to fund these benefits.

9. PUBLIC ENTITY RISK POOL

The Township belongs to the Ohio Township Association Risk Management Authority (OTARMA), a risk-sharing pool available to Ohio local governments. 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 exceeding the member's deductible.

10. DEBT

Debt outstanding at December 31, 2016 was as follows:

	Principal	Interest rate
Ohio Public Works Commission CF26K	\$ 39,923	0.00%
Ford Motor Credit	8,651	6.51%
Fire Station Bonds	1,315,000	3.00%
Total	\$ 1,363,574	

In 2008, the Township received a loan from OPWC for the Durst Clagg Road Improvement Project. The Township's taxing authority collateralized the loan and is paid from the Debt Service Fund.

In 2015, the Township entered into a Master-Lease Purchase agreement with Ford Motor Credit for a 2015 Ford Police Interceptor. The lease is for three years and is paid annually from the Debt Service Fund.

In 2016, the Township issued bonds in the amount of \$1,400,000 for constructing, improving and equipping a Township fire station. The bonds will be repaid annually over fifteen years from the Fire District Fund.

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

Year Ended December 31	OPWC CF26K	Ford Motor Credit	Fire Station Bonds
2017	\$ 6,142	\$ 9,124	\$ 116,820
2018	6,142	-	114,580
2019	6,142	-	117,340
2020	6,142	-	114,960
2021	6,142	-	112,580
2022-2026	9,213	-	570,380
2027-2031	-	-	460,380
Total	\$ 39,923	\$ 9,124	\$ 1,607,040

**WILSON, PHILLIPS & AGIN, CPA'S, INC.
1100 BRANDYWINE BLVD. BUILDING G
ZANESVILLE, OHIO 43701**

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

Bazetta Township
Trumbull County
3372 State Route 5 NE
Cortland, Ohio 44410

To the Township Trustees:

We have audited, in accordance with auditing standards general accepted in the United States and the Comptroller General of the United States' *Government Auditing Standards*, the financial statements of Bazetta Township, Trumbull County as of and for the years ended December 31, 2016 and 2015, and the related notes to the financial statements and have issued our report thereon dated June 28, 2017, wherein we noted the Township followed financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit.

Internal Control Over Financial Reporting

As part of our financial statement audit, we considered Bazetta Township's internal control over financial reporting (internal control) to determine the audit procedures appropriate in the circumstances to the extent necessary to support our opinions on the financial statements, but not to the extent necessary to opine on the effectiveness of the Township's internal control. Accordingly, we have not opined on it.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements. A *material weakness* is a deficiency, or a combination of internal control deficiencies resulting in a reasonable possibility that internal control will not prevent or detect and timely correct a material misstatement of the Township's financial statements. A *significant deficiency* is a deficiency or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Therefore, unidentified material weaknesses or significant deficiencies may exist. Given these limitations, we did not identify any deficiencies in internal control that we consider material weaknesses. We did identify a certain deficiency in internal control, described in the accompanying schedule of findings that we consider a significant deficiency. We consider Finding 2016-001 to be a significant deficiency.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Bazetta 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, opining on compliance 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*.

Purpose of this Report

This report only describes the scope of our internal control and compliance testing and our testing results, and does not opine on the effectiveness of the Township's internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the Township's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Wilson, Phillips & Agin, CPA's, Inc.
Zanesville, Ohio
June 28, 2017

**BAZETTA TOWNSHIP
TRUMBULL COUNTY**

**SCHEDULE OF FINDINGS
DECEMBER 31, 2016 AND 2015**

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

FINDING NUMBER 2016-001

Significant Deficiency – Financial Reporting

All public offices shall maintain an accounting system and accounting records sufficient to enable the public office to identify, assemble, analyze, classify, record and report its transaction, maintain accountability for the related assets, document compliance with finance-related legal and contractual requirements and prepare financial statements.

As a result of audit procedures, errors were noted that required reclassification to the financial statement as follows:

- A reclassification of \$1,400,000 from Miscellaneous to Bond Proceeds in the Fire District Fund for 2016.
- A reclassification of \$68,666 from General Government to Transfers-Out in the General Fund for 2016.
- A reclassification of \$104,435 from General Government to Transfers-Out in the General Fund for 2015

Sound financial reporting is the responsibility of the Township and is essential to help ensure the information provided to the readers of financial statements is complete and accurate. To help ensure the Township's financial statements and notes to the financial statements are complete and accurate, the Township should adopt policies and procedures to identify and correct errors and omissions. In addition, the Township should review the financial statements and notes prior to submission for audit.

Client Response: We did not receive a response from Officials to the finding above.



Dave Yost • Auditor of State

BAZETTA TOWNSHIP

TRUMBULL 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
SEPTEMBER 7, 2017**