

**ST. CLAIR TOWNSHIP  
COLUMBIANA COUNTY**

**AUDIT REPORT**

**JANUARY 1, 2018 - DECEMBER 31, 2019**





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Columbus, Ohio 43215  
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(800) 282-0370

Board of Trustees  
St. Clair Township  
15442 Pugh Rd. Suite 1  
Calcutta, OH 43920

We have reviewed the *Independent Auditor's Report* of St. Clair Township, Columbiana County, prepared by Wilson, Phillips & Agin, CPA's, Inc., for the audit period January 1, 2018 through December 31, 2019. 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. In conjunction with the work performed by the Independent Public Accountant, the Auditor of State is issuing the following:

#### **Finding for Recovery-Repaid Under Audit**

Between December 27, 2009 and February 23, 2016, former police sergeant Joseph Brophrey improperly claimed 214 instances of court time overtime on his timesheets, totaling 712 hours for court appearances he was not ordered to attend. The total amount of improper overpayments was \$20,190.

In accordance with the foregoing facts, and pursuant to Ohio Revised Code § 117.28, a finding for recovery for public property converted or misappropriated is hereby issued against Joseph Brophrey in the amount of \$20,190 and in the favor of the St. Clair Township Police Levy Fund.

On October 11, 2019, Mr. Brophrey entered a plea of guilty before the Columbiana County Common Pleas Court to the charges of: tampering with records, a felony in the third degree; theft in office, a felony in the fourth degree; and breaking and entering, a felony in the fifth degree.

On February 7, 2020, Mr. Brophrey was sentenced to: a term of 12 months in a state correctional facility for the charge of tampering with records, a term of six months in a state correctional facility for the charge of theft in office, and a term of six months in a state correctional facility for the charge of breaking and entering. These sentences shall be served concurrently with each other. In addition, Mr. Brophrey made restitution in the amount of \$20,190.62 via certified check number 577998 at the time of sentencing. Therefore, the finding for recovery for public property converted or misappropriated is considered repaid under audit. The restitution and finding for recovery amounts differ due to the inclusion of cents in the restitution order.

Board of Trustees  
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Calcutta, OH 43920  
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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. St. Clair Township is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Keith Faber". The signature is written in a cursive style with a large, stylized 'K' and 'F'.

Keith Faber  
Auditor of State  
Columbus, Ohio

September 1, 2020

**ST. CLAIR TOWNSHIP  
COLUMBIANA COUNTY  
JANUARY 1, 2018 - DECEMBER 31, 2019**

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

**INDEPENDENT AUDITORS' REPORT**

St. Clair Township  
Columbiana County  
15442 Pugh Road, Suite 1  
Calcutta, Ohio 43920

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 St. Clair Township, Columbiana County, as of and for the years ended December 31, 2019 and 2018.

**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 reasonably 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 St. Clair Township, Columbiana County as of December 31, 2019 and 2018, 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 cash balances, receipts and disbursements by fund type, and related notes of St. Clair Township, Columbiana County as of December 31, 2019 and 2018, 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.

#### **Emphasis of Matter**

As discussed in Note 12 to the 2019 financial statements, during 2020, the impact of COVID-19 and the ensuing emergency measures will impact subsequent periods of the Township. We did not modify our opinion regarding this matter.

#### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued a report dated June 25, 2020, on our consideration of St. Clair 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 25, 2020



ST. CLAIR TOWNSHIP  
COLUMBIANA COUNTY

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES  
ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 2019**

	Governmental Fund Types				Totals (Memorandum Only)
	General	Special Revenue	Debt Service	Capital Projects	
<b>Cash Receipts:</b>					
Property and Other Local Taxes	\$ 191,436	\$ 2,247,478	\$ -	\$ 206,532	\$ 2,645,446
Licenses, Permits and Fees	95,471	3,142	-	-	98,613
Fines and Forfeitures	19,607	9,691	-	-	29,298
Intergovernmental	109,478	402,414	-	-	511,892
Earnings on Investments	23,470	1,021	-	626	25,117
Miscellaneous	7,852	37,620	-	-	45,472
<b>Total Cash Receipts</b>	<b>447,314</b>	<b>2,701,366</b>	<b>-</b>	<b>207,158</b>	<b>3,355,838</b>
<b>Cash Disbursements:</b>					
Current:					
General Government	297,009	14,744	-	-	311,753
Public Safety	345	1,852,634	-	-	1,852,979
Public Works	79,377	455,483	-	1,710	536,570
Human Services	-	23,820	-	-	23,820
Conservation-Recreation	4,512	-	-	-	4,512
Other	-	25,277	-	-	25,277
Capital Outlay	-	175,333	-	3,231	178,564
Debt Service:					
Principal Retirement	-	101,255	81,849	-	183,104
Interest and Fiscal Charges	-	4,996	2,034	-	7,030
<b>Total Cash Disbursements</b>	<b>381,243</b>	<b>2,653,542</b>	<b>83,883</b>	<b>4,941</b>	<b>3,123,609</b>
<b>Excess of Receipts Over (Under) Disbursements</b>	<b>66,071</b>	<b>47,824</b>	<b>(83,883)</b>	<b>202,217</b>	<b>232,229</b>
<b>Other Financing Receipts (Disbursements)</b>					
Other Debt Proceeds	-	175,333	-	-	175,333
Sale of Capital Assets	-	770	-	-	770
Transfers-In	-	-	83,883	-	83,883
Transfers-Out	(83,883)	-	-	-	(83,883)
<b>Total Other Financing Receipts (Disbursements)</b>	<b>(83,883)</b>	<b>176,103</b>	<b>83,883</b>	<b>-</b>	<b>176,103</b>
<b>Net Change in Fund Cash Balance</b>	<b>(17,812)</b>	<b>223,927</b>	<b>-</b>	<b>202,217</b>	<b>408,332</b>
<b>Fund Cash Balances, January 1, Restated</b>	<b>1,039,820</b>	<b>631,915</b>	<b>1,158</b>	<b>215,868</b>	<b>1,888,761</b>
<b>Fund Cash Balances, December 31</b>					
Restricted	-	855,842	1,158	414,200	1,271,200
Committed	-	-	-	3,885	3,885
Assigned	1,454	-	-	-	1,454
Unassigned (Deficit)	1,020,554	-	-	-	1,020,554
<b>Fund Cash Balances, December 31</b>	<b>\$ 1,022,008</b>	<b>\$ 855,842</b>	<b>\$ 1,158</b>	<b>\$ 418,085</b>	<b>\$ 2,297,093</b>

See notes to financial statements.

**ST. CLAIR TOWNSHIP  
COLUMBIANA COUNTY**

**NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2019**

**1. REPORTING ENTITY**

**Description of the Entity**

The constitution and laws of the State of Ohio establish the rights and privileges of St. Clair Township, Columbiana County, (the Township) as a body corporate and politic. A publically-elected three-member Board of Trustees directs the Township. The Township provides road and bridge maintenance, fire protection, and police protection services. The Township contracts with the Calcutta Volunteer Fire Department and Glenmoor Volunteer Fire Department to provide fire protection and the City of East Liverpool to provide dispatch services for the township police department.

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.

**Fire Levy Fund** – This fund receives property tax monies to pay for fire protection.

**Police Levy Fund** – This fund receives property tax monies to pay for police protection services.

**ST. CLAIR TOWNSHIP  
COLUMBIANA COUNTY**

**NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2019**

**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:

**General Bond Note Retirement Fund** – This fund receives property tax monies to retire the bonded debt associated with the construction of the township administration building.

**Capital Projects Fund**

These funds account for receipts restricted, committed, or assigned for expenditure for capital outlay, including the acquisition or construction of capital facilities and other capital assets. The Township had the following significant Capital Projects Fund:

**TIF District I Fund** – This fund receives property tax monies to retire the debt associated with the public improvement to McGuffey Drive.

**TIF District II Fund** – This fund receives property tax monies to retire the debt associated with the public improvement to McGuffey Drive.

**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.

**ST. CLAIR TOWNSHIP  
COLUMBIANA COUNTY**

**NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2019**

**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 carried over, and need not be reappropriated.

A summary of 2019 budgetary activity appears 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.

**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.

**ST. CLAIR TOWNSHIP  
COLUMBIANA COUNTY**

**NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2019**

**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, 2019 follows:

2019 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 445,708	\$ 447,314	\$ 1,606
Special Revenue	2,765,101	2,877,469	112,368
Debt Service	77,452	83,883	6,431
Capital Projects	207,115	207,158	43
Total	<u>\$ 3,495,376</u>	<u>\$ 3,615,824</u>	<u>\$ 120,448</u>

2019 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 520,066	\$ 466,580	\$ 53,486
Special Revenue	2,807,661	2,661,053	146,608
Debt Service	83,883	83,883	-
Capital Projects	207,115	4,940	202,175
Total	<u>\$ 3,618,725</u>	<u>\$ 3,216,456</u>	<u>\$ 402,269</u>

Contrary to ORC 5705.41(D), the Township had made expenditures prior to certification.

Contrary to ORC 5705.39, the Township had appropriations greater than estimated resources in the Fire Insurance Fund and the General Bond Note Retirement Fund.

Contrary to ORC 5705.41(B), the Township had expenditures greater than appropriations in the Road & Bridge Fund.

**ST. CLAIR TOWNSHIP  
COLUMBIANA COUNTY**

**NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2019**

**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:

	2019
Demand deposits	\$ 1,286,021
Total Deposits	1,286,021
STAR Ohio	1,011,072
Total Deposits and Investments	\$ 2,297,093

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

**Investments:** Investments in STAR Ohio and mutual funds are not evidenced by securities that exist in physical or book-entry form.

**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 a member of the Ohio Township Association Risk Management Authority (The Pool). The Pool assumes the risk of loss up to the limits of the Township’s policy. The Pool covers the following risks:

- General liability and casualty
- Public official’s liability
- Cyber
- Law enforcement liability
- Automobile liability
- Vehicles
- Property
- Equipment breakdown

The Pool reported the following summary of assets and actuarially-measured liabilities available to pay those liabilities as of December 31:

	2019
Cash and investments	\$35,207,320
Actuarial liabilities	10,519,942

**ST. CLAIR TOWNSHIP  
COLUMBIANA COUNTY**

**NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2019**

**7. DEFINED BENEFIT PENSION PLANS**

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.

The Ohio Revised Code also prescribes contribution rates. For 2019, OPERS members (non-police) contributed 10.0% of their gross wages and the Township contributed an amount equal to 14.0% of participant’s gross salaries. The Townships law enforcement officers contributed an amount equal to 13.0% of the participant’s gross salary and the Township contributed an amount equal to 18.10% of the participant’s gross salaries. The Township has paid all contributions required through December 31, 2019.

**8. POSTEMPLOYMENT BENEFITS**

OPERS 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. The portion of employer contributions allocated to health care for OPERS members in the traditional pension plan and combined plan was 0 percent during calendar year 2019. The portion of employer contributions allocated to health care for OPERS members in the member-directed plan was 4.0 percent during calendar year 2019.

**9. DEBT**

Debt outstanding at December 31, 2019 was as follows:

	Principal	Interest rate
2016 Western Star Trucks	\$ 55,620	3.74%
2017 Ford Police Interceptor Utility	7,690	6.10%
2019 Case Loader	103,557	4.02%
2020 Police Interceptor	31,384	4.79%
Total	\$ 198,251	

The Township entered into a loan agreement during 2016 with Mercedes Benz Financial Services to finance the lease-purchase of two dump trucks. This loan was issued for \$268,435 with an interest rate of 3.74% and will be paid off in 2020.

The Township entered into a loan agreement during 2017 with Ford Motor Credit Company to finance the purchase of a Ford Police Interceptor Utility. This loan was issued for \$29,928 with an interest rate of 6.10% and will be paid off in 2020.

The Township entered into a loan agreement during 2019 with KS State Bank to finance the purchase of a case loader. This loan was issued for \$104,887 with an interest rate of 4.02% and will be paid off in 2022.

The Township entered into a loan agreement during 2019 with Tri State Ford to finance the lease-purchase of a Ford Police Interceptor. This loan was issued for \$34,446 with an interest rate of 4.79% and will be paid off in 2022.

**ST. CLAIR TOWNSHIP  
COLUMBIANA COUNTY**

**NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2019**

**9. DEBT (Continued)**

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

Year Ended December 31	Western Star Trucks	2017 Police Interceptor	Case Loader	2020 Police Interceptor
2020	\$ 57,700	\$ 8,159	\$ 37,330	\$ 12,248
2021	-	-	37,330	12,248
2022	-	-	37,330	9,186
Total	<u>\$ 57,700</u>	<u>\$ 8,159</u>	<u>\$ 111,990</u>	<u>\$ 33,682</u>

**10. 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.

**11. RESTATEMENT OF FUND BALANCE**

Fund balances in the General and Special Revenue Funds have been restated for the year beginning January 1, 2019 as an adjustment was made to a police invoice that was paid entirely by the General Fund to allocate part of the payment to the Police Levy Fund:

	General	Special Revenue
Fund Balance at December 31, 2018	\$ 1,024,991	\$ 646,744
Adjustments	14,829	(14,829)
Fund Balance at January 1, 2019	<u>\$ 1,039,820</u>	<u>\$ 631,915</u>

**12. SUBSEQUENT EVENTS**

The United States and the State of Ohio declared a state of emergency in March 2020 due to the COVID-19 pandemic. The financial impact of COVID-19 and the ensuing emergency measures will impact subsequent periods of the Township. The impact on the Township's future operating costs, revenues, and any recovery from emergency funding, either federal or state, cannot be estimated.



ST. CLAIR TOWNSHIP  
COLUMBIANA COUNTY

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES  
ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 2018**

	Governmental Fund Types				Totals (Memorandum Only)
	General	Special Revenue	Debt Service	Capital Projects	
<b>Cash Receipts:</b>					
Property and Other Local Taxes	\$ 189,851	\$ 1,689,430	\$ -	\$ 203,595	\$ 2,082,876
Licenses, Permits and Fees	107,027	814	-	-	107,841
Fines and Forfeitures	24,459	5,042	-	-	29,501
Intergovernmental	105,334	357,987	-	-	463,321
Earnings on Investments	19,707	720	-	515	20,942
Miscellaneous	22,114	100,559	-	-	122,673
<b>Total Cash Receipts</b>	<u>468,492</u>	<u>2,154,552</u>	<u>-</u>	<u>204,110</u>	<u>2,827,154</u>
<b>Cash Disbursements:</b>					
Current:					
General Government	341,379	16,633	-	-	358,012
Public Safety	-	1,607,217	-	-	1,607,217
Public Works	87,492	442,723	-	1,890	532,105
Human Services	-	21,900	-	-	21,900
Conservation-Recreation	4,857	-	-	-	4,857
Other	-	-	-	4,320	4,320
Capital Outlay	-	30,467	-	6,813	37,280
Debt Service:					
Principal Retirement	-	70,233	66,340	131,173	267,746
Interest and Fiscal Charges	-	8,193	4,658	6,946	19,797
<b>Total Cash Disbursements</b>	<u>433,728</u>	<u>2,197,366</u>	<u>70,998</u>	<u>151,142</u>	<u>2,853,234</u>
<b>Excess of Receipts Over (Under) Disbursements</b>	34,764	(42,814)	(70,998)	52,968	(26,080)
<b>Other Financing Receipts (Disbursements)</b>					
Transfers-In	-	-	70,998	-	70,998
Transfers-Out	(70,998)	-	-	-	(70,998)
<b>Total Other Financing Receipts (Disbursements)</b>	<u>(70,998)</u>	<u>-</u>	<u>70,998</u>	<u>-</u>	<u>-</u>
<b>Net Change in Fund Cash Balance</b>	(36,234)	(42,814)	-	52,968	(26,080)
<b>Fund Cash Balances, January 1, Restated</b>	<u>1,061,225</u>	<u>689,558</u>	<u>1,158</u>	<u>162,900</u>	<u>1,914,841</u>
<b>Fund Cash Balances, December 31</b>					
Restricted	-	646,744	1,158	212,609	860,511
Committed	-	-	-	3,259	3,259
Assigned	2,164	-	-	-	2,164
Unassigned (Deficit)	1,022,827	-	-	-	1,022,827
<b>Fund Cash Balances, December 31</b>	<u>\$ 1,024,991</u>	<u>\$ 646,744</u>	<u>\$ 1,158</u>	<u>\$ 215,868</u>	<u>\$ 1,888,761</u>

See notes to financial statements.

**ST. CLAIR TOWNSHIP  
COLUMBIANA COUNTY**

**NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

**1. REPORTING ENTITY**

**Description of the Entity**

The constitution and laws of the State of Ohio establish the rights and privileges of St. Clair Township, Columbiana County, (the Township) as a body corporate and politic. A publically-elected three-member Board of Trustees directs the Township. The Township provides road and bridge maintenance, fire protection, and police protection services. The Township contracts with the Calcutta Volunteer Fire Department and Glenmoor Volunteer Fire Department to provide fire protection and the City of East Liverpool to provide dispatch services for the township police department.

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.

**Fire Levy Fund** – This fund receives property tax monies to pay for fire protection.

**Police Levy Fund** – This fund receives property tax monies to pay for police protection services.

**ST. CLAIR TOWNSHIP  
COLUMBIANA COUNTY**

**NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

**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:

**General Bond Note Retirement Fund** – This fund receives property tax monies to retire the bonded debt associated with the construction of the township administration building.

**Capital Projects Fund**

These funds account for receipts restricted, committed, or assigned for expenditure for capital outlay, including the acquisition or construction of capital facilities and other capital assets. The Township had the following significant Capital Projects Fund:

**TIF District I Fund** – This fund receives property tax monies to retire the debt associated with the public improvement to McGuffey Drive.

**TIF District II Fund** – This fund receives property tax monies to retire the debt associated with the public improvement to McGuffey Drive.

**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.

**ST. CLAIR TOWNSHIP  
COLUMBIANA COUNTY**

**NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

**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 carried over, and need not be reappropriated.

A summary of 2018 budgetary activity appears 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.

**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.

**ST. CLAIR TOWNSHIP  
COLUMBIANA COUNTY**

**NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

**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, 2018 follows:

2018 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 1,345,068	\$ 468,492	\$ (876,576)
Special Revenue	1,961,004	2,154,552	193,548
Debt Service	77,453	70,998	(6,455)
Capital Projects	204,108	204,110	2
Total	<u>\$ 3,587,633</u>	<u>\$ 2,898,152</u>	<u>\$ (689,481)</u>

2018 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 507,717	\$ 506,890	\$ 827
Special Revenue	2,400,461	2,216,134	184,327
Debt Service	78,610	70,998	7,612
Capital Projects	281,333	151,142	130,191
Total	<u>\$ 3,268,121</u>	<u>\$ 2,945,164</u>	<u>\$ 322,957</u>

Contrary to ORC 5705.41(D), the Township had made expenditures prior to certification.

**ST. CLAIR TOWNSHIP  
COLUMBIANA COUNTY**

**NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

**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:

	2018
Demand deposits	<u>\$ 900,845</u>
Total Deposits	<u>900,845</u>
STAR Ohio	<u>987,916</u>
Total Deposits and Investments	<u><u>\$ 1,888,761</u></u>

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

**Investments:** Investments in STAR Ohio and mutual funds are not evidenced by securities that exist in physical or book-entry form.

**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 a member of the Ohio Township Association Risk Management Authority (The Pool). The Pool assumes the risk of loss up to the limits of the Township's policy. The Pool covers the following risks:

- General liability and casualty
- Public official's liability
- Cyber
- Law enforcement liability
- Automobile liability
- Vehicles
- Property
- Equipment breakdown

The Pool reported the following summary of assets and actuarially-measured liabilities available to pay those liabilities as of December 31:

	2018
Cash and investments	<u>\$33,097,416</u>
Actuarial liabilities	7,874,610

**ST. CLAIR TOWNSHIP  
COLUMBIANA COUNTY**

**NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

**7. DEFINED BENEFIT PENSION PLANS**

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.

The Ohio Revised Code also prescribes contribution rates. For 2018, OPERS members (non-police) contributed 10.0% of their gross wages and the Township contributed an amount equal to 14.0% of participant’s gross salaries. The Townships law enforcement officers contributed an amount equal to 13.0% of the participant’s gross salary and the Township contributed an amount equal to 18.10% of the participant’s gross salaries. The Township has paid all contributions required through December 31, 2018.

**8. POSTEMPLOYMENT BENEFITS**

OPERS 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.

**9. DEBT**

Debt outstanding at December 31, 2018 was as follows:

	Principal	Interest rate
2012 Administrative Building	\$ 81,809	4.25%
2016 Western Star Trucks	109,235	3.74%
2017 Ford Police Interceptor Utility	14,938	6.10%
Total	\$ 205,982	

The Township entered into a loan agreement during 2012 with Chase Bank to finance the purchase and renovation of the Township Administration Building. This loan was issued for \$523,280 with an interest rate of 4.25% and will be paid off in 2019. This principal balance was restated to \$148,149 as of 1/1/18.

The Township entered into a loan agreement during 2016 with Mercedes Benz Financial Services to finance the lease-purchase of two dump trucks. This loan was issued for \$268,435 with an interest rate of 3.74% and will be paid off in 2020.

The Township entered into a loan agreement during 2017 with Ford Motor Credit Company to finance the purchase of a Ford Police Interceptor Utility. This loan was issued for \$29,928 with an interest rate of 6.10% and will be paid off in 2020.

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

Year Ended December 31	Administrative Building	Western Star Trucks	2017 Police Interceptor
2019	\$ 83,883	\$ 57,700	\$ 8,159
2020	-	57,700	8,159
2021	-	-	-
Total	\$ 83,883	\$ 115,400	\$ 16,318

**ST. CLAIR TOWNSHIP  
COLUMBIANA COUNTY**

**NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

**10. 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.

**11. RESTATEMENT OF FUND BALANCE**

Fund balances in the General and Special Revenue Funds have been restated for the year beginning January 1, 2018 as voided checks were added back:

	<u>General</u>	<u>Special Revenue</u>
Fund Balance at December 31, 2017	\$ 1,051,220	\$ 672,232
Adjustments	10,005	17,326
Fund Balance at January 1, 2018	<u>\$ 1,061,225</u>	<u>\$ 689,558</u>

**12. CHANGE IN BASIS OF ACCOUNTING**

Last audit period the Township reported financial statements on the cash basis of accounting as prescribed the State Auditor's Office. This audit period the Township has implemented the regulatory basis of accounting. The fund financial statements now present financial information in columns based on each fund type, rather than by major fund in separate column with nonmajor funds aggregated. There was no restatement of fund equity due to this change.



**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.**

St. Clair Township  
Columbiana County  
15442 Pugh Road, Suite 1  
Calcutta, Ohio 43920

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 St. Clair Township, Columbiana County as of and for the years ended December 31, 2019 and 2018, and the related notes to the financial statements and have issued our report thereon dated June 25, 2020, 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 St. Clair 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. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings that we consider material weaknesses. We consider Findings 2019-001 and 2019-002 to be material weaknesses.

***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether St. Clair 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 25, 2020

**ST. CLAIR TOWNSHIP  
COLUMBIANA COUNTY**

**SCHEDULE OF FINDINGS  
DECEMBER 31, 2019 AND 2018**

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

**FINDING NUMBER 2019-001**

**Material Weakness**

In our audit engagement letter, as required by AU-C Section 210, Terms of Engagement, paragraph .06, management acknowledged its responsibility for the preparation and fair presentations of their financial statements; 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 as discussed in AU-C Section 210 paragraphs .A14 & .A16.

The Township should maintain an accounting system and accounting records sufficient to enable the Township to identify, assemble, analyze, classify, record and report its transactions, 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 and adjustment to the financial statements as follows which have been made to the financial statements and accounting records:

The following is related to 2018:

- Property and Other Local Taxes Receipts were reclassified to Intergovernmental in the amounts of \$18,437, \$40,561, \$124,100 and \$30,429 for the General Fund, Road and Bridge Fund, Police Levy Fund, and Fire Levy Fund, respectively, for Rollbacks received from the Auditor of State;
- Principal Retirement was reclassified to Interest and Fiscal Charges in the amount of \$21 for the TIF District I Fund, to properly state loan payments;
- A reclassification was made in the amount of \$2,164 to Assigned Fund balance from Unassigned Fund Balance in the General Fund for outstanding encumbrances at year end.

The following is related to 2019:

- Other Debt Proceeds and Capital Outlay expenditures in the amount of \$140,887 were recorded in the Road & Bridge Fund for a new loan obtained for a case loader;
- Other Debt Proceeds and Capital Outlay expenditures in the amount of \$34,446 were recorded in the Police Levy Fund for a new loan obtained for a police interceptor;
- Principal Retirement was reclassified to Interest and Fiscal Charges in the amount of \$40 for the General Bond Note Retirement Fund, to properly state loan payments;
- A reclassification was made in the amount of \$1,454 to Assigned Fund balance from Unassigned Fund Balance in the General Fund for outstanding encumbrances at year end.

The Fiscal Officer should review the Township handbook for guidance to ensure financial statements are complete and accurate.

**Client Response:** We have not yet received a response from the client.

**ST. CLAIR TOWNSHIP  
COLUMBIANA COUNTY**

**SCHEDULE OF FINDINGS  
DECEMBER 31, 2019 AND 2018**

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

**FINDING NUMBER 2019-002**

**Material Weakness**

All local public offices should integrate the budgetary accounts at the legal level of control or lower, into the financial accounting system. This means designing an accounting system to provide ongoing and timely information on unrealized budgetary receipts and remaining uncommitted balances of appropriations.

At December 31, 2018, estimated receipts in the Township's ledgers did not agree to the amounts approved by the Budget Commission for the following funds:

	Estimated Receipts	Estimated Receipts	
	Approved by the	Per Township's	
Fund	Budget Commission	Accounting System	Variance
General	\$ 1,345,068	\$ 415,577	\$ 929,491
Police Levy	1,130,951	1,129,951	1,000
Permissive MVL Township	50,185	50,085	100
Federal Law Enforcement	-	6,400	(6,400)

At December 31, 2019, estimated receipts in the Township's ledgers did not agree to the amounts approved by the Budget Commission for the following funds:

	Estimated Receipts	Estimated Receipts	
	Approved by the	Per Township's	
Fund	Budget Commission	Accounting System	Variance
Road and Bridge	\$ 433,021	\$ 367,121	\$ 65,900
Permissive MVL Township	72,444	51,410	21,034
Fire Insurance	-	23,820	(23,820)
General Bond Note Retirement	77,453	83,883	(6,430)

Without information properly entered into the system, the management of the Township lost some degree of budgetary control. This also resulted in adjustments to the budgetary note disclosure.

We recommend the Fiscal Officer accurately post estimated receipts as approved by the County Budget Commission into the computer system. This procedure will help ensure more useful comparisons of budget versus actual activity, as well as provide management with an accurate monitoring tool throughout the year.

**Client Response:** We have not yet received a response from the client.

**ST. CLAIR TOWNSHIP  
COLUMBIANA COUNTY**

**SCHEDULE OF PRIOR AUDIT FINDINGS  
DECEMBER 31, 2019**

Finding Number	Finding Summary	Fully Corrected	Not Corrected, Partially Corrected Significantly Different Corrective Action Taken; or Finding No Longer Valid; <b>Explain:</b>
2017-001	Material Weakness Financial Reporting	No	Not Corrected - Refer to Findng 2019-001
2017-002	Material Weakness Budget amounts not correctly posted to UAN	No	Not Corrected - Refer to Findng 2019-002

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# OHIO AUDITOR OF STATE KEITH FABER



**ST. CLAIR TOWNSHIP**

**COLUMBIANA COUNTY**

## **AUDITOR OF STATE OF OHIO CERTIFICATION**

This is a true and correct copy of the report, which is required to be filed pursuant to Section 117.26, Revised Code, and which is filed in the Office of the Ohio Auditor of State in Columbus, Ohio.



**Certified for Release 9/15/2020**

88 East Broad Street, Columbus, Ohio 43215  
Phone: 614-466-4514 or 800-282-0370

This report is a matter of public record and is available online at  
[www.ohioauditor.gov](http://www.ohioauditor.gov)