



OHIO AUDITOR OF STATE  
**KEITH FABER**





# OHIO AUDITOR OF STATE KEITH FABER

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## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Center Township  
Guernsey County  
65765 Larrick Ridge Road  
Cambridge, Ohio 43725

We have performed the procedures enumerated below on Center Township's, Guernsey County, Ohio (the Township) receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2024 and 2023 and certain compliance requirements related to those transactions and balances, included in the information provided to us by the management of the Township. The Township is responsible for the receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2024 and 2023 and certain compliance requirements related to these transactions and balances included in the information provided to us by the Township.

The Board of Trustees and the management of the Township have agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of providing assistance in the evaluation of the Township's receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2024 and 2023, and certain compliance requirements related to these transactions and balances. No other party acknowledged the appropriateness of the procedures. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of the report and may not meet the needs of all users of the report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes. The sufficiency of the procedures is solely the responsibility of the parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

For the purposes of performing these procedures, this report only describes exceptions exceeding \$10.

The procedures and the associated findings are as follows:

### Cash

1. We recalculated the December 31, 2024 and December 31, 2023 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2023 beginning fund balances for each fund recorded in the Fund Status Report to the December 31, 2022 balances in the documentation in the prior year Agreed-Upon Procedures working papers. We found no exceptions. We also agreed the January 1, 2024 beginning fund balances for each fund recorded in the Fund Status Report to the December 31, 2023 balances in the Fund Status Report. We found no exceptions.
3. We agreed the 2024 and 2023 Bank Reconciliation adjusted UAN Balances and Adjusted Bank Balances as of December 31, 2024 and 2023 to the total fund cash balances reported in the Fund Status Report and the financial statements filed by the Township in the Hinkle System. The amounts agreed.

### **Cash (Continued)**

4. We confirmed the December 31, 2024 bank account balance with the Ohio Pooled Collateral System. We found no exceptions. We also agreed the confirmed balance to the amount appearing in the December 31, 2024 bank reconciliation without exception.
5. We selected 5 reconciling debits (such as outstanding checks) from the December 31, 2024 bank reconciliation:
  - a. We traced each debit to the subsequent February bank statement. We found three instances where the checks were still outstanding.
  - b. We traced the amounts and dates to the check register, and determined the debits were dated prior to December 31. We found no exceptions.
6. We inspected the Fund Balance Adjustment Listing to determine whether the Findings for Adjustment identified in the prior audit report due from the General Fund and Road and Bridge Fund, payable to the Gas Tax Fund, was properly posted to the ledgers and reflected in the fund balances in Procedure 2. We found no exceptions.

### **Property Taxes, Intergovernmental and Other Confirmable Cash Receipts**

1. We selected a total of 5 receipts from the *Statement of Semiannual Apportionment of Taxes*, State Distribution Transaction Lists (DTL), and the Guernsey County Auditor Data and Information Technology Audit (DITA) Expense Report for 2024 and a total of 5 from 2023:
  - a. We compared the amount from the above named reports to the amount recorded in the Receipt Register Report. The amounts agreed.
  - b. We inspected the Receipt Register Report to determine these receipts were allocated to the proper funds as required by Ohio Rev. Code §§ 5705.05 and 5705.10. We found no exceptions.
  - c. We inspected the Receipt Register Report to determine whether the receipt was recorded in the proper year. The receipt was recorded in the proper year. We found no exceptions.
2. We inspected the Receipt Register Report to determine whether it included 2 real estate tax receipts for 2024 and 2023. The Receipt Register Report included the proper number of tax receipts for each year. However, we noted the Township incorrectly classified homestead and rollback receipts as Property and Other Local Taxes rather than Intergovernmental.
3. We confirmed the individual amounts paid from the U.S. Department of Agriculture to the Township during 2023 with supporting documentation maintained by the Township. We found no exceptions.
  - a. We inspected the Receipt Register Report to determine whether these receipts were allocated to the proper fund. The Township incorrectly recorded the receipts in the General Fund rather than a separate Special Revenue Fund as identified in the grant agreement and required by Ohio Rev. Code § 5705.09(F). The Township fully expended the grant monies during the fiscal year for the intended purpose from the General Fund, therefore there is no impact to fund balance. Additionally, we noted the Township improperly classified these receipts as Other Financing Sources rather than Intergovernmental.
  - b. We inspected the Receipt Register Report to determine whether the receipts were recorded in the proper year. We found no exceptions.

### **Debt**

1. The prior agreed-upon procedures report and working papers disclosed no debt outstanding as of December 31, 2022.

**Debt (Continued)**

2. We inquired of management and inspected the Receipt Register Report and Payment Register Detail Report for evidence of debt issued during 2024 or 2023 or debt payment activity during 2024 or 2023. We included the newly issued debt for 2024 and 2023 in the Summary Debt table below.
3. From the summary of outstanding debt for 2024 and 2023 below:
  - a. We agreed the principal and interest payments from the related debt amortization schedules to General and Gasoline Tax Fund payments reported in the Payment Register Detail Report and included the total principal payments for both years in the table below. The Township failed to properly classify debt repayment as Principal Retirement and Interest and Other Fiscal Charges. Additionally, the Township failed to establish the required bond retirement (i.e. debt service) fund for repayment of the USDA Equipment Bonds in accordance with Ohio Rev. Code § 5705.09(C). We found no other exceptions.
  - b. We compared the date the debt service payments were due to the date the Township made the payments. We found no exceptions.
  - c. Based on the principal payments made, we agreed the outstanding balances to debt amortization schedules and included the outstanding balances in the summary table below. We found no exceptions.
  - d. The Township did not have any debt covenants that would result in modification of terms or cancellation of the debt.

<b>Summary Debt Table</b>					
<b>Debt Issued</b>	<b>Carry Forward Balance 1/1/2023</b>	<b>New Issue 2023</b>	<b>New Issue 2024</b>	<b>Total Principal Payments 2023/2024</b>	<b>Outstanding Balance 12/31/2024</b>
USDA Township Equipment Bonds 2023A	\$0	\$58,000	\$0	\$5,200	\$52,800
USDA Township Equipment Bonds 2023B	\$0	\$24,000	\$0	\$2,100	\$21,900
People's Bank Loan - Freightliner	\$0	\$0	\$113,618	\$15	\$113,603

4. For any new debt identified in procedure 2 and added to the table in procedure 3, we agreed the amount of debt proceeds received for 2023 from the debt documents to amounts recorded in the General Fund per the Receipt Register Report. The amounts agreed, however we noted the Township improperly classified the receipts as Other Financing Sources. We were unable to agree the amount of debt proceeds received for 2024 due to the Township failing to record the debt proceeds and corresponding capital outlay in the Township's accounting records. The Township also failed to properly record the 2023 bond proceeds in a bond fund (i.e. capital projects fund) as required by Ohio Rev. Code § 5705.09(E).
5. For new debt issued during 2024, we inspected the debt legislation and resolution, which stated the Township must use the proceeds to purchase a Freightliner M2-106 4x4 Snow Plow Cab Chassis and Dump Bed. The Township utilized the 2024 debt proceeds for a down payment on the equipment and the remaining \$95,018 of the loan was disbursed in May 2025. As noted in procedure 4 above, the Township failed to record the debt proceeds and corresponding capital outlay. For new debt issued during 2023, we inspected the debt legislation and resolution, which stated the Township must use the proceeds to purchase a loader with backhoe. We inspected the Payment Register Detail Report and observed the Township purchased a Case Loader with backhoe in May 2023. We found no exceptions.

### Payroll Cash Disbursements

1. We selected 1 payroll check for all employees from 2024 and 1 payroll check for all employees from 2023 from the Payroll Report and:
  - a. We compared the hours and pay rate, or salary recorded in the Payroll Report to supporting documentation (timecard, legislatively approved rate). We found no exceptions.
  - b. We recomputed gross and net pay and agreed it to the amount recorded in the Payroll Report. We found no exceptions.
  - c. We inspected the fund and account codes to which the check was posted to determine the posting was allowable based on the employees' duties as documented in the employees' personnel files and minute record. We found no exceptions.
  - d. We confirmed the payment was posted to the proper year. We found no exceptions.
2. We selected 1 new Board of Trustee from 2024 and:
  - a. We inspected the Board of Trustees' personnel files and/or minute record for the Retirement system, Federal, State & Local income tax withholding authorization.
  - b. We agreed the items in the above to the Employee General Information Report. We found no exceptions.
3. We inspected the last remittance of tax and retirement withholdings for the year ended December 31, 2024 to confirm remittances were timely paid, and if the amounts paid agreed to the amounts withheld, plus the employer's share where applicable, during the final withholding period of 2024. We observed the following:

<b>Withholding (plus employer share, where applicable)</b>	<b>Date Due</b>	<b>Date Paid</b>	<b>Amount Due</b>	<b>Amount Paid</b>
Federal income taxes & Medicare (and social security, for employees not enrolled in pension system)	January 31, 2025	September 5, 2025	\$3,473	\$3,473
State income taxes	January 15, 2025	February 27, 2025	\$441	\$441
OPERS retirement	January 30, 2025	December 23, 2024	\$3,137	\$3,137

As identified above, the Township failed to remit payment to the Ohio Department of Taxation and Internal Revenue Service in a timely manner.

4. For the years ended December 31, 2024 and 2023, we:
  - a. Recomputed the allocation of the Boards of Trustees' salary amounts and employer share withholding to the General, Motor Vehicle License Tax Fund, Gasoline Tax Fund and Road Fund per the Payroll Report and Appropriation Ledger.
  - b. Attempted to trace the Board of Trustees' pay for time or services performed to supporting certifications, however, we determined the Trustees failed to maintain the required documentation to support salary amounts, employer share withholdings and cell phone reimbursements to Special Revenue Funds in accordance with Ohio Rev. Code § 505.24(C). We also identified the Fiscal Officer's cell phone reimbursement was improperly paid from the Motor Vehicle License Tax Fund, however her salary was paid entirely from the General Fund. We brought these errors to management's attention, and the Township has posted adjustments to their accounting system to correct the errors by decreasing the General Fund \$71,504 and increasing the Gasoline Tax and Road and Bridge Funds by \$36,607 and \$34,897, respectively.

### **Payroll Cash Disbursements (Continued)**

5. We compared total gross pay for the fiscal officer and each board of trustees for 2024 and 2023 to the compensation permitted by Ohio Rev. Code §§ 507.09 and 505.24, respectively. Their pay did not exceed the Ohio Rev. Code §§ 507.09 and 505.24 permitted amounts.

### **Non-Payroll Cash Disbursements**

We selected 10 disbursements from the Payment Register Detail Report for the year ended December 31, 2024 and 10 from the year ended 2023 and determined whether:

- a. The disbursements were for a proper public purpose. We found no exceptions.
- b. The check number, date, payee name and amount recorded on the returned, canceled check agreed to the check number, date, payee name and amount recorded in the Payment Register Detail Report and to the names and amounts on the supporting invoices. We found no exceptions.
- c. The payment was posted to a fund consistent with the restricted purpose for which the fund's cash can be used. We found no exceptions.
- d. The fiscal officer certified disbursements requiring certification or issued a *Then and Now Certificate*, as required by Ohio Rev. Code § 5705.41(D). We found no exceptions.

### **Compliance – Budgetary**

1. Ohio Rev. Code § 5705.41(B) prohibits expenditures (disbursements plus contract commitments including outstanding encumbrances) from exceeding appropriations. We compared total expenditures to total approved appropriations (Ohio Rev. Code §§ 5705.38 and 5705.40) plus any carryover appropriations for the years ended December 31, 2024 and 2023 for the General, Gasoline Tax, and Road and Bridge Funds as recorded in the Appropriation Status Report. Expenditures did not exceed appropriations.
2. We inspected the Cash Summary by Fund Report for the years ended December 31, 2024 and 2023 for negative cash fund balances. Ohio Rev. Code § 5705.10 (I) provides that money paid into a fund must be used for the purposes for which such fund is established. As a result, a negative fund cash balance indicates that money from one fund was used to cover the expenses of another. No funds had a negative cash fund balance.

### **Sunshine Law Compliance**

1. We obtained and inspected the Township's Public Records Policy to determine the policy was in accordance with Ohio Rev. Code §§ 149.43(E)(2) and 149.43(B)(7(c) and did not limit the number of responses that may be made to a particular person, limit the number of responses during a specified period of time, or establish a fixed period of time before it will respond unless that period is less than eight hours. We found no exceptions.
2. We inquired with Township management and determined:
  - a. The Township did not have any completed public records requests during the engagement period.
  - b. The Township did not have any denied public records requests during the engagement period.
  - c. The Township did not have any public records requests with redactions during the engagement period.
3. We inquired with Township management and determined that the Township did not have a records retention schedule during the engagement period and therefore could not make it readily available to the public as required by Ohio Rev. Code § 149.43(B)(2).

### **Sunshine Law Compliance (Continued)**

4. We inquired with Township management and determined the Township did not maintain written evidence that the Public Records Policy was provided to the records custodian/manager as required by Ohio Rev. Code § 149.43(E)(2).
5. We inquired with Township management and determined that the Township did not have a policy manual during the engagement period therefore the public records policy could not be included as required by Ohio Rev. Code § 149.43(E)(2).
6. We inquired with Township management and determined that the Township's poster describing their Public Records Policy was displayed conspicuously in all branches of the Township as required by Ohio Rev. Code § 149.43(E)(2). We found no exceptions.
7. We inquired with Township management and determined that the Township did not have any applications for record disposal submitted to the Records Commission during the engagement period.
8. We inspected individual proof of attendance and determined whether each elected official in accordance with Ohio Rev. Code § 149.43(E)(1) (or his/her designee) successfully attended a certified three-hour Public Records Training for each term of office as required by Ohio Rev. Code § 109.43(B). We found no exceptions.
9. We inspected the public notices for the public meetings held during the engagement period and determined the Township notified the general public and news media of when and where meetings during the engagement period were to be held as required by Ohio Rev. Code § 121.22(F). We found no exceptions.
10. We inspected the minutes of public meetings during the engagement period in accordance with Ohio Rev. Code § 121.22(C) and determined whether they were:
  - a. Prepared – a file is created following the date of the meeting
  - b. Filed – placed with similar documents in an organized manner
  - c. Maintained - retained, at a minimum, for the engagement period
  - d. Open to public inspection – available for public viewing or request.We found no exceptions.
11. We inspected the minutes from the engagement period in accordance with Ohio Rev. Code § 121.22(G) and determined the following:
  - a. Executive sessions were only held at regular or special meetings.
  - b. The purpose for the meetings and going into an executive session (when applicable) correlated with one of the matters listed in Ohio Rev. Code § 121.22(G).
  - c. Formal governing board actions were adopted in open meetings.We found no exceptions.

### **Contract Compliance**

1. We inspected the Minutes and identified the Township had expenditures subject to competitive bidding. We found no exceptions.



### Contract Compliance (Continued)

2. We selected 1 contract subject to competitive bidding requirements for 2024 and 1 for 2023 and
    - a. We inspected the contract and other bids for the contracted expenditure and determined:
      - i. The Township accepted the lowest bid and met the requirements of Ohio Rev. Code §§ 5575.01 and 5575.02 for 2024 and noted the Township participated in the state purchasing program in accordance with Ohio Rev. Code § 9.48(D) for 2023.
      - ii. No bid splitting occurred.
      - iii. No deliberate attempts to evade bid limitations occurred, such as successive contracts just under the bid amount, occurred.
      - iv. No apparent interest in the contract by a public official occurred.
- We found no exceptions.

### Other Compliance


1. Ohio Rev. Code § 117.38 requires Townships to file their financial information in the HINKLE system within 60 days after the close of the fiscal year. This statute also permits the Auditor of State to extend the deadline for filing a financial report and establish terms and conditions for any such extension. Auditor of State established policies regarding the filing of complete financial statements, as defined in AOS Bulletin 2015-007 in the Hinkle System. We confirmed the Township filed their complete financial statements, as defined by AOS Bulletin 2015-007 and Auditor of State established policy, within the allotted timeframe for the years ended December 31, 2024 and 2023 in the Hinkle system. The Township received an extension to file their financial information through May 2, 2025, however, financial information was filed on July 1, 2025 for the year ending December 31, 2024, which was not within the allotted timeframe.
2. We inquired of the fiscal officer and inspected the Fiscal Integrity Act Portal (<http://www.ohioauditor.gov/fiscalintegrity/default.html>) to determine whether the fiscal officer obtained the training required by Ohio Rev. Code §§ 507.12 and 733.81. The Township was unable to provide documentation the Fiscal Officer received any of the required training for her term ending March 31, 2024.
3. The Township provided out-of-pocket insurance reimbursements in lieu of providing coverage to all employees.
  - a. We inspected the resolution authorizing reimbursements to determine if it met the following documentation requirements for Ohio Rev. Code § 505.601.
    1. The Township has not chosen to procure a health plan,
    2. The Township has chosen to reimburse its officers and employees for each out-of-pocket premium,
    3. It provides for a maximum uniform monthly or yearly payment amount for each officer and employee, and
    4. It did not list only the specific benefits allowed under Ohio Rev. Code § 505.60A that will be reimbursed.

The Township's resolution authorizing reimbursement failed to meet the requirements outlined above. Additionally, we noted reimbursements to elected officials were allocated to restricted funds and the Township failed to maintain supporting documentation permitting the allocations. We brought this error to management's attention, and the Township has posted adjustments to their accounting system to correct the errors by decreasing the General Fund \$18,632 and increasing the Motor Vehicle License Tax, Gasoline Tax and Road and Bridge Funds by \$786, \$10,625, and \$7,221, respectively.

We were engaged by the Township to perform this agreed-upon procedures engagement and conducted our engagement in accordance with the attestation standards established by the AICPA and the Comptroller General of the United States' *Government Auditing Standards*. We were not engaged to, and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the Township's receipts, disbursements, balances and compliance with certain laws and regulations. Accordingly, we do not express an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Township and to meet our ethical responsibilities, in accordance with the ethical requirements established by the Comptroller General of the United States' *Government Auditing Standards* related to our agreed upon procedures engagement.

KEITH FABER  
Ohio Auditor of State



Tiffany L. Ridenbaugh, CPA, CFE, CGFM  
Chief Deputy Auditor

November 10, 2025

# OHIO AUDITOR OF STATE KEITH FABER



**CENTER TOWNSHIP**

**GUERNSEY 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 11/20/2025**

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