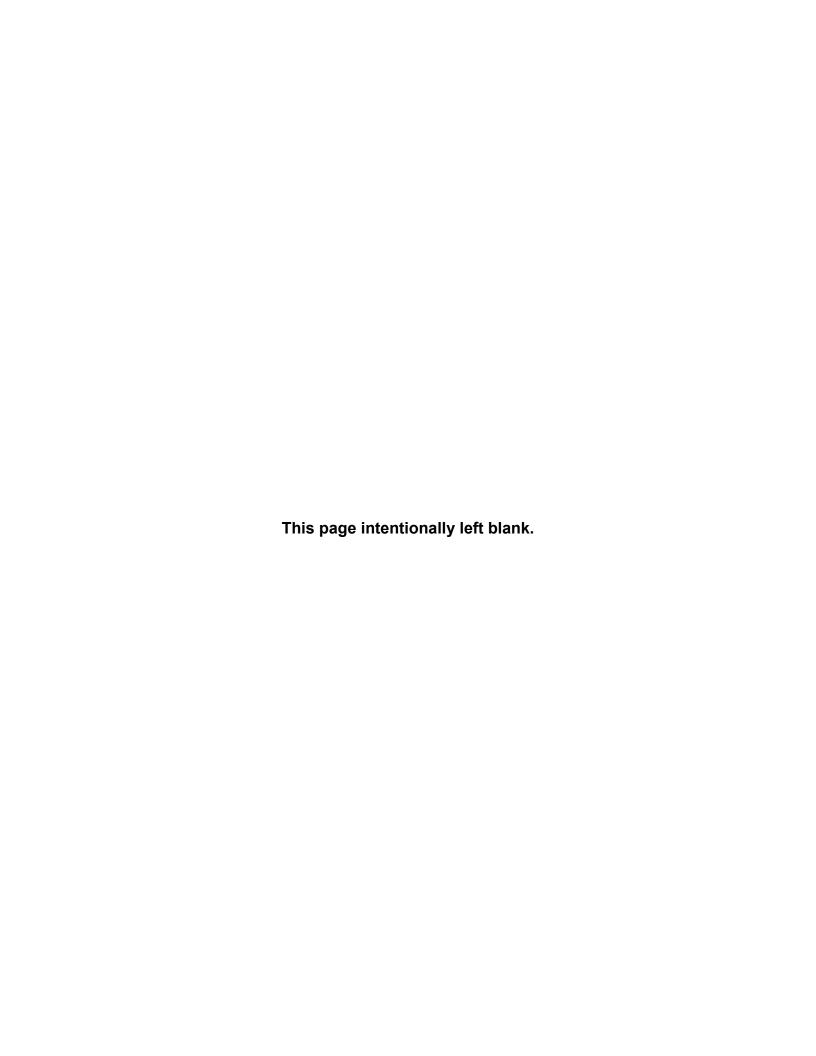




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INDEPENDENT ACCOUNTANTS' REPORT

Madison Township Scioto County P.O. Box 45 Minford, Ohio 45653

To the Board of Township Trustees:

We have audited the accompanying financial statements of Madison Township, Scioto County, Ohio (the Township), as of and for the years ended December 31, 2003 and 2002. The financial statements are the responsibility of the Township's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

The Township's financial transactions were processed using the Auditor of State's Uniform Accounting Network (UAN). *Government Auditing Standards* considers this service to impair the independence of the Auditor of State to conduct the audit of the Township because the Auditor of State designed, developed, implemented, and, as requested, operates UAN. However, *Government Auditing Standards* permits the Auditor of State to audit and opine on this entity, because Ohio Revised Code § 117.101 requires the Auditor of State to provide UAN services, and Ohio Revised Code § 117.11(B) and § 115.56 mandate the Auditor of State to audit Ohio governments.

We believe that our audit provides a reasonable basis for our opinion.

As discussed in Note 1, the Township prepares its financial statements on the basis of accounting prescribed or permitted by the Auditor of State, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of Madison Township, Scioto County, as of December 31, 2003 and 2002, and its combined cash receipts and disbursements for the year then ended on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated May 5, 2004 on our consideration of the Township's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

743 E. State St. / Athens Mall Suite B / Athens, OH 45701 Telephone: (740) 594-3300 (800) 441-1389 Fax: (740) 594-2110 www.auditor.state.oh.us Madison Township Scioto County Independent Accountants' Report Page 2

Butty Montgomery

This report is intended solely for the information and use of management, the Board of Township Trustees, and other officials authorized to receive this report under § 117.26, Ohio Revised Code, and is not intended to be and should not be used by anyone other then these specified parties.

Betty Montgomery Auditor of State

May 5, 2004

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

	Governmental Fund Types			
	General	Special Revenue	Totals (Memorandum Only)	
Cash Receipts:				
Local Taxes	\$66,428	\$288,747	\$355,175	
Intergovernmental	21,923	226,212	248,135	
Earnings on Investments	751	65	816	
Other Revenue	7,281	90	7,371	
Total Cash Receipts	96,383	515,114	611,497	
Cash Disbursements:				
Current:				
General Government	67,001	377	67,378	
Public Safety		183,767	183,767	
Public Works	5,578	322,071	327,649	
Health	30,243		30,243	
Debt Service:				
Redemption of Principal		10,361	10,361	
Interest and Fiscal Charges		1,760	1,760	
Total Cash Disbursements	102,822	518,336	621,158	
Total Cash Receipts Over/(Under) Cash Disbursements	(6,439)	(3,222)	(9,661)	
Fund Cash Balances, January 1	26,976	62,258	89,234	
Fund Cash Balances, December 31	\$20,537	\$59,036	\$79,573	

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

COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2002

	Governmental Fund Types			
	General	Special Revenue	Capital Projects	Totals (Memorandum Only)
Cash Receipts:				
Local Taxes	\$64,845	\$286,936	\$	\$351,781
Intergovernmental	34,486	113,556	17,605	165,647
Earnings on Investments	449	899	,	1,348
Other Revenue	7,354	1,467		8,821
Total Cash Receipts	107,134	402,858	17,605	527,597
Cash Disbursements:				
Current:				
General Government	67,794			67,794
Public Safety		183,710		183,710
Public Works	12,242	222,850		235,092
Health	22,823			22,823
Capital Outlay	13,200	47,500	17,605	78,305
Debt Service:				
Redemption of Principal		6,389		6,389
Interest and Fiscal Charges		377		377
Total Cash Disbursements	116,059	460,826	17,605	594,490
Total Cash Receipts Over/(Under) Cash Disbursements	(8,925)	(57,968)	0	(66,893)
Other Financing Receipts:				
Proceeds from Sale of Public Debt:		44.000		44.000
Sale of Notes		44,000		44,000
Total Other Financing Receipts	0	44,000	0	44,000
Excess of Cash Receipts and Other Financing				
Receipts Over/(Under) Cash Disbursements	(8,925)	(13,968)	0	(22,893)
Fund Cash Balances, January 1	35,901	76,226	0	112,127
Fund Cash Balances, December 31	\$26,976	\$62,258	\$0	\$89,234

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

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2003 and 2002

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

Madison Township, Scioto County (the Township), is a body corporate and politic established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The Township is directed by a publicly-elected three-member Board of Trustees and a publicly elected Clerk. The Township provides general governmental services, including road and bridge maintenance (public works), ambulance services (health), and fire protection (public safety). The Township contracts with the Minford Volunteer Fire Department and the Stockdale Volunteer Fire Department to provide fire services and the Minford Emergency Ambulance Service Inc. to provide ambulance services.

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

B. Basis of Accounting

These financial statements follow the basis of accounting prescribed or permitted by the Auditor of State, which is similar to the cash receipts and disbursements basis of accounting. Receipts are recognized when received in cash rather than when earned, and disbursements are recognized when paid rather than when a liability is incurred.

These statements include adequate disclosure of material matters, as prescribed or permitted by the Auditor of State.

C. Fund Accounting

The Township uses fund accounting to segregate cash and investments that are restricted as to use. The Township classifies its funds into the following types:

1. General Fund

The General Fund is the general operating fund. It is used to account for all financial resources except those required to be accounted for in another fund.

2. Special Revenue Funds

These funds are used to account for proceeds from specific sources (other than from trusts or for capital projects) that are restricted to expenditure for specific purposes. The Township had the following significant Special Revenue Funds:

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

Road Paving and Ditching Fund – This fund receives local tax money for constructing, maintaining and repairing Township roads.

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2003 and 2002 (Continued)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Fund Accounting (Continued)

2. Special Revenue Funds (Continued)

Ambulance Fund – This fund receives local tax monies to provide ambulance services to Township residents.

FEMA Fund – This fund received Federal Emergency Management Agency Funds to assist with emergency repairs as a result of the 2003 ice storm.

3. Capital Projects Funds

These funds are used to account for receipts that are restricted for the acquisition or construction of major capital projects (except those financed through enterprise or trust funds). The Township had the following significant Capital Project Fund:

Issue II fund – The Township received a grant from the State of Ohio to pave Butcher Road.

D. Budgetary Process

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

1. Appropriations

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function, or object level of control, and appropriations may not exceed estimated resources. The Board of Township Trustees must annually approve appropriation measures and subsequent amendments. The County Budget Commission must also approve the annual appropriation measure. Appropriations lapse at year end.

2. Estimated Resources

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

3. Encumbrances

The Ohio Revised Code requires the Township to reserve (encumber) appropriations when individual commitments are made. Encumbrances outstanding at year end are canceled, and reappropriated in the subsequent year.

A summary of 2002 and 2003 budgetary activity appears in Note 3.

E. Property, Plant and Equipment

Acquisitions of property, plant and equipment are recorded as disbursements when paid. These items are not reflected as assets on the accompanying financial statements.

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2003 and 2002 (Continued)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

F. Accumulated Leave

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. Unpaid leave is not reflected as a liability under the Township's basis of accounting.

2. EQUITY IN POOLED CASH AND INVESTMENTS

The Township maintains a cash and investment pool used by all funds. The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of cash and investments at December 31, was as follows:

 2003
 2002

 Demand Deposits
 \$79,573
 \$89,234

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

3. BUDGETARY ACTIVITY

Budgetary activity for the year ended December 31, 2003 and 2002 follows:

2003 Budgeted vs. Actual Receipts

Budget	Actual	
Receipts	Receipts	Variance
\$94,758	\$96,383	\$1,625
510,756	515,114	\$4,358
\$605,514	\$611,497	\$5,983
	Receipts \$94,758 510,756	Receipts Receipts \$94,758 \$96,383 510,756 515,114

2003 Budgeted vs. Actual Budgetary Basis Expenditures

	Appropriation	Budgetary	
Fund Type	Authority	Expenditures	Variance
General	\$121,734	\$102,822	\$18,912
Special Revenue	573,011	518,336	54,675
Total	\$694,745	\$621,158	\$73,587

2002 Budgeted vs. Actual Receipts

Budget	Actual	_
Receipts	Receipts	Variance
\$107,125	\$107,134	\$9
446,841	446,858	17
17,605	17,605	0
\$571,571	\$571,597	\$26
	Receipts \$107,125 446,841 17,605	Receipts Receipts \$107,125 \$107,134 446,841 446,858 17,605 17,605

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2003 and 2002 (Continued)

3. BUDGETARY ACTIVITY (Continued)

2003 Budgeted vs. Actual Budgetary Basis Expenditures

Appropriation	Budgetary	
Authority	Expenditures	Variance
\$143,026	\$116,059	\$26,967
523,066	460,826	62,240
17,605	17,605	0
\$683,697	\$594,490	\$89,207
	Authority \$143,026 523,066 17,605	Authority Expenditures \$143,026 \$116,059 523,066 460,826 17,605 17,605

Contrary to Ohio law, the Township did not encumber all commitments required.

4. PROPERTY TAX

Real property taxes become a lien on January 1, preceding the October 1 date for which rates are adopted by the Board of Trustees. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. Homestead and rollback amounts are then paid by the State, and are reflected in the accompanying financial statements as Intergovernmental Receipts. Payments are due to the County by December 31. If the property owner elects to make semiannual payment, the first half is due December 31. The second half payment is due the following June 20.

Public utilities are also taxed on personal and real property located within the Township.

Tangible personal property tax is assessed by the property owners, who must file a list of such property to the County by each April 30.

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

5. DEBT

Debt outstanding at December 31, 2003 was as follows:

	<u>Principal</u>	Interest Rate
Lease Agreement	<u>\$33,639</u>	4.0%

The lease agreement issued to finance the purchase of a backhoe to be used for Township road maintenance. The note is collateralized by the backhoe.

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

Year ending	Lease
December 31:	<u>Agreement</u>
2004	\$12,121
2005	12,121
2006	<u>12,122</u>
Total	\$36,364

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2003 and 2002 (Continued)

6. RETIREMENT SYSTEM

The Township's elected officials and employees belong to the Public Employees Retirement System (PERS) of Ohio. PERS is a cost-sharing, multiple-employer plan. This plan provides retirement benefits, including postretirement healthcare, and survivor and disability benefits to participants as prescribed by the Ohio Revised Code.

Contribution rates are also prescribed by the Ohio Revised Code. For 2003 and 2002, PERS members contributed 8.5% of their gross salaries. The Township contributed an amount equal to 13.55% of participants' gross salaries for 2003 and 2002. The Township has paid all contributions required through December 31, 2003.

7. RISK MANAGEMENT

Risk Pool Membership

The Township belongs to the Ohio Township Association Risk Management Authority (OTARMA), a risk-sharing pool available to Ohio townships. OTARMA provides property and casualty coverage for its members. OTARMA is a member of the American Public Entity Excess Pool (APEEP). Member governments pay annual contributions to fund OTARMA. OTARMA pays judgments, settlements and other expenses resulting from covered claims that exceed the members' deductibles.

Casualty Coverage

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

If losses exhaust OTARMA's retained earnings, APEEP covers OTARMA losses up to \$5,000,000 per year, subject to a per-claim limit of \$2,000,000.

Property Coverage

OTARMA retains property risks including automobile physical damage, up to \$10,000 on any specific loss with an annual aggregate of \$700,000 for 2001 and \$1,250,000 for 2002. The Travelers Indemnity Company reinsures losses exceeding \$10,000 if the annual aggregate is reached and all specific losses exceeding \$100,000. APEEP's Operating Fund and Guarantee Fund pay for losses and loss adjustment expenses should they exceed operating contributions.

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

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2003 and 2002 (Continued)

7. RISK MANAGEMENT (Continued)

Financial Position

OTARMA's financial statements (audited by other accountants) conform with generally accepted accounting principles, and report the following assets, liabilities and retained earnings at December 31, 2002 and 2001 (latest information available):

Casualty Coverage	<u>2002</u>	<u>2001</u>
Assets	\$23,757,036	\$23,703,776
Liabilities	(9,197,512)	(9,379,003)
Retained earnings	<u>\$14,559,524</u>	<u>\$14,324,773</u>
Property Coverage	2002	<u>2001</u>
Assets	\$ 6,596,996	\$ 5,011,131
Liabilities	(1,204,326)	(647,667)
Retained earnings	\$ 5,392,670	\$ 4,363,464

8. CONTINGENT LIABILITIES

The Township is a defendant in a lawsuit. The case involves a drainage problem created by the Madison Township Senior Center, a non-profit corporation which has a long-term lease agreement of a parcel of real estate owned by the Township. A summary judgment was granted as to all defendants. This decision is currently being appealed to the Fourth District Court of Appeals. If a judgment were to be obtained against the Township, their insurance coverage should be more than sufficient to cover any damages.

Amounts received from grantor agencies are subject to audit and adjustment by the grantor, principally the federal government. Any disallowed costs may require refunding to the grantor. Amount may be disallowed, if any, are not presently determinable. However, based on prior experience, management believes such refunds, if any, would not be material.

9. SUBSEQUENT EVENTS

The Township Trustees passed a motion on December 23, 2003 to purchase a John Deere tractor with a 17' Almo mower through the state bidding program from Carmichael Equipment, Inc., at a cost of \$62,011.32 with a trade in allowance of \$12,011.32.



INDEPENDENT ACCOUNTANTS' REPORT ON COMPLIANCE AND ON INTERNAL CONTROL REQUIRED BY GOVERNMENT AUDITING STANDARDS

Madison Township Scioto County P.O. Box 45 Minford, Ohio 45653

To the Board of Township Trustees:

We have audited the accompanying financial statements of the Madison Township, Scioto County, Ohio (the Township), as of and for the years ended December 31, 2003 and 2002, and have issued our report thereon dated May 5, 2004, wherein we noted that the Township's financial transactions were processed using the Auditor of State's Uniform Accounting Network (UAN). Government Auditing Standards considers this service to impair the independence of the Auditor of State to conduct the audit of the Township because the Auditor of State designed, developed, implemented, and, as requested, operates UAN. We conducted our audit in accordance with auditing standards generally accepted by the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Township's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance that is required to be reported under *Government Auditing Standards*, which is described in the accompanying Schedule of Findings as item 2003-001. We also noted a certain immaterial instance of noncompliance that we have reported to management of the Township in a separate letter dated May 5, 2004.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Township's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted other matters involving the internal control over financial reporting that do not require inclusion in this report, that we have reported to management of the Township in a separate letter dated May 5, 2004.

743 E. State St. / Athens Mall Suite B / Athens, OH 45701 Telephone: (740) 594-3300 (800) 441-1389 Fax: (740) 594-2110 www.auditor.state.oh.us Madison Township Scioto County Independent Accountants' Report on Compliance and on Internal Control Required by *Government Auditing Standards* Page 2

This report is intended solely for the information and use of management and the Board of Township Trustees, and is not intended to be and should not be used by anyone other than these specified parties.

Betty Montgomery Auditor of State

Betty Montgomery

May 5, 2004

SCHEDULE OF FINDINGS DECEMBER 31, 2003 AND 2002

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

FINDING NUMBER 2003-001

Noncompliance Citation

Ohio Rev. Code § 5705.41(D) states no orders or contracts involving the expenditure of money are to be made unless there is a certificate of the fiscal officer that the amount required for the order or contract has been lawfully appropriated and is in the process of collection to the credit of an appropriate fund free from any previous encumbrances. Every such contract shall be null and void and no warrant shall be issued in payment of any amount due thereon:

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

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

Amounts of less \$100 for counties, or less than \$3,000 (Effective April 7, 2003) for other political subdivisions, may be paid by the fiscal officer without such affirmation of the taxing authority upon completion of the "then and now" certificate, provided that the expenditure is otherwise lawful. This does not eliminate any otherwise applicable requirement for approval for expenditures by the taxing authority.

The Township Clerk did not certify funds prior to the purchase commitments being made for 21.6% of the applicable expenditures tested for 2002 and for 25% of the applicable expenditures tested for 2003. This would cause Madison Township to be in noncompliance with aforementioned section of code.

We recommend that no orders involving the expenditure of money be made unless the Township Clerk has certified that the amount required has been lawfully appropriated and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrance. Where prior certification is not practical, we encourage the Township Clerk to utilize "then and now" certificates or blanket certificates.

SCHEDULE OF PRIOR AUDIT FINDINGS DECEMBER 31, 2003

Finding	Finding	Fully	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <i>Explain</i> :
<u>Number</u>	<u>Summary</u>	Corrected?	
2001- 40773- 001	Ohio Rev. Code Section 5705.41(D) states that certification of funds was not always obtained prior to the incurring of the obligation.	No	Not Corrected. Repeated as Finding Number 2003-001.



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MADISON TOWNSHIP

SCIOTO COUNTY

CLERK'S CERTIFICATION

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

CLERK OF THE BUREAU

Susan Babbitt

CERTIFIED JUNE 15, 2004