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AUDITED FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2004 AND 2003



Board of Trustees Mifflin Township 14979 Township Road 96 Upper Sandusky, Ohio 43351

We have reviewed the *Independent Auditor's Report* of Mifflin Township, Wyandot County, prepared by E.S. Evans and Company for the audit period January 1, 2003 through December 31, 2004. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

The financial statements in the attached report are presented in accordance with a regulatory basis of accounting prescribed or permitted by the Auditor of State's Office (AOS). Due to a February 2, 2005 interpretation from the American Institute of Certified Public Accountants (AICPA), modifications were required to the *Independent Auditor's Report* on your financial statements. While the AOS does not legally require your government to prepare financial statements pursuant to Generally Accepted Accounting Principles (GAAP), the AICPA interpretation requires auditors to formally acknowledge that you did not prepare your financial statements in accordance with GAAP. The attached report includes an opinion relating to GAAP presentation and measurement requirements, but does not imply the statements are misstated under the non-GAAP regulatory basis. The *Independent Auditor's Report* also includes an opinion on the financial statements using the regulatory format the AOS permits.

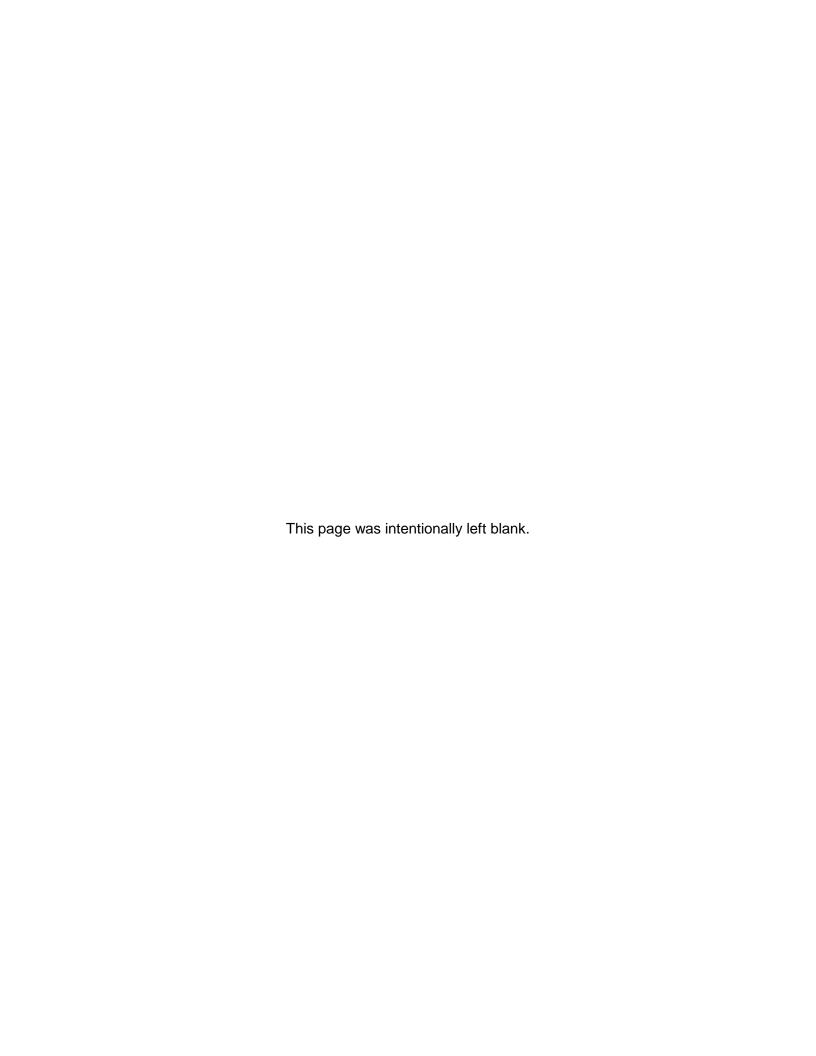
Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. Mifflin Township is responsible for compliance with these laws and regulations.

BETTY MONTGOMERY

Betty Montgomery

December 15, 2005

Auditor of State



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# E.S. Evans and Company

#### Certified Public Accountants and Consultants

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Robert E. Wendel, CPA

Dan F. Clifford, CPA

E.S. Evans, CPA, PFS (1930-1999)

July 21, 2005

#### INDEPENDENT AUDITOR'S REPORT

Mifflin Township Wyandot County, Ohio

We have audited the accompanying financial statements of Mifflin Township, Wyandot County, (the Township) as of and for the years ended December 31, 2004 and 2003. These financial statements are the responsibility of the Township's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in <u>Government Auditing Standards</u> 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. We believe that our audit provides a reasonable basis for our opinion.

As described more fully in Note 1, the Township has prepared these financial statements using accounting practices the Auditor of State prescribes or permits. These practices differ from accounting principles generally accepted in the United States of America (GAAP). Although we cannot reasonably determine the effects on the financial statements of the variances between these regulatory accounting practices and GAAP, we presume they are material.

Revisions to GAAP would require the Township to reformat its financial statement presentation and make other changes effective for the year ended December 31, 2004. Instead of the combined funds the accompanying financial statements present for 2004 (and 2003), the revisions require presenting entity wide statements and also to present its larger (i.e. major) funds separately for 2004. While the Township does not follow GAAP, generally accepted auditing standards require us to include the following paragraph if the statements do not substantially conform to the new GAAP presentation requirements. The Auditor of State permits, but does not require governments to reformat their statements. The Township has elected not to reformat its statements. Since the Township does not use GAAP to measure financial statement amounts, the following paragraph does not imply the amounts reported are materially misstated under the accounting basis the Auditor of State permits. Our opinion on the fair presentation of the amounts reported pursuant to its non-GAAP basis is in the second following paragraph.

Mifflin Township Wyandot County, Ohio July 21, 2005 Page 2

In our opinion, because of the effects of the matter discussed in the preceding two paragraphs, the financial statements referred to above for the year ended December 31, 2004 do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Township as of December 31, 2004, or their changes in financial position for the year then ended.

Also, in our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of the Township as of December 31, 2004 and 2003, and its combined cash receipts and disbursements for the years then ended on the accounting basis Note 1 describes.

The aforementioned revision to generally accepted accounting principles also requires the Township to include Management's Discussion and Analysis for the year ended December 31, 2004. The Township has not presented Management's Discussion and Analysis, which accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not required to be part of, the financial statements.

In accordance with <u>Government Auditing Standards</u>, we have also issued our report dated July 21, 2005, on our consideration of the Township's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. While we did not opine on the internal control over financial reporting or on compliance, that report describes the scope of our testing of internal control over financial reporting and compliance, and the results of that testing. That report is an integral part of an audit performed in accordance with <u>Government Auditing Standards</u>. You should read it in conjunction with this report in assessing the results of our audit.

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# COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES - ALL GOVERNMENTAL FUND TYPES

For the Year Ended December 31, 2004

	_	Governmental Fund Types					Totals
				Special		Capital	(Memorandum
	_	General	_	Revenue		Projects	 Only)
Cash Receipts:							
Local Taxes	\$	4,080	\$	,	\$	-	\$ 12,889
Intergovernmental Revenues		38,759		71,831		-	110,590
Interest Revenues		453		269		-	722
Miscellaneous	-	748	-	319		-	 1,067
Total Cash Receipts	_	44,040	-	81,228		-	 125,268
Cash Disbursements:							
Current -							
General Government		15,265		-		-	15,265
Public Safety		12,868		-		-	12,868
Public Works		-		38,953		-	38,953
Health		4,680		-		-	4,680
Debt Service:				0.500			0.500
Redemption of Principal		-		6,500		-	6,500
General Interest and Fiscal Charges		-		2,630		-	2,630
Capital Outlay	-	-	-	-		-	 <u> </u>
Total Cash Disbursements	_	32,813	-	48,083		-	 80,896
Total Cash Receipts Over/(Under)							
Cash Disbursements	_	11,227	-	33,145		-	 44,372
Other Financing Receipts/(Disbursements):							
Other Financing Sources	-	-	-	-		-	 
Total Other Financing							
Receipts/(Disbursements)	-	-	-	-		-	 <u> </u>
Excess of Cash Receipts and Other							
Financing Sources Over/(Under)				00.44=			44.0=0
Cash Disbursements		11,227		33,145		-	44,372
Fund Cash Balance - January 1, 2004	_	38,281	_	27,638		-	 65,919
Fund Cash Balance - December 31, 2004	\$	49,508	\$	60,783	\$	-	\$ 110,291

The accompanying notes are an integral part of these financial statements.

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# COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES - ALL GOVERNMENTAL $\underline{\text{FUND TYPES}}$

For the Year Ended December 31, 2003

		Governmental Fund Types					_	Totals
	_			Special		Capital	-	(Memorandum
	_	General	-	Revenue		Projects	_	Only)
Cash Receipts:								
Local Taxes	\$	3,982	\$	8,599	\$	-	\$	•
Intergovernmental Revenues		21,391		67,312		44,503		133,206
Interest Revenues		1,354		889		-		2,243
Miscellaneous	_	3,539		200		-	-	3,739
Total Cash Receipts	-	30,266	-	77,000		44,503	-	151,769
Cash Disbursements:								
Current -								
General Government		22,334		-		-		22,334
Public Safety		12,494		-		-		12,494
Public Works		<b>-</b>		101,291		-		101,291
Health		5,905		-		-		5,905
Debt Service:				0.400				0.400
Redemption of Principal		4 407		6,100		-		6,100
General Interest and Fiscal Charges		1,467		1,468		44.500		2,935
Capital Outlay	-	1,200	-	3,367		44,503	-	49,070
Total Cash Disbursements	_	43,400	-	112,226		44,503	-	200,129
Total Cash Receipts Over/(Under)								
Cash Disbursements	_	(13,134)	_	(35,226)		-	_	(48,360)
Other Financing Receipts/(Disbursements):								
Other Financing Sources	-	300	-	-		-	-	300
Total Other Financing Receipts/(Disbursements)		300		_		_		300
,	-	300	-		•		-	
Excess of Cash Receipts and Other								
Financing Sources Over/(Under) Cash Disbursements		(12,834)		(35,226)		_		(48,060)
		,		, ,		_		,
Fund Cash Balance - January 1, 2003	_	51,115	-	62,864		-	-	113,979
Fund Cash Balance - December 31, 2003	\$_	38,281	\$	27,638	\$	-	\$	65,919

The accompanying notes are an integral part of these financial statements.

# NOTES TO FINANCIAL STATEMENTS December 31, 2004 and 2003

#### Note 1 - Summary of Significant Accounting Policies

#### **Description of the Entity**

The constitution and laws of the State of Ohio establish the rights and privileges of Mifflin Township, Wyandot County, (the Township), as a political and corporate body. A publicly-elected three-member Board of Trustees directs the Township. The Township provides general government services and road and bridge maintenance. The Township contracts with the City of Upper Sandusky, Jackson Township in Hardin County, and Pitt Township in Wyandot County to provide fire protection services to its' residents.

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

#### **Basis of Accounting**

These financial statements follow the accounting basis prescribed or permitted by the Auditor of State. This basis is similar to the cash receipts and disbursements basis of accounting. Consequently, receipts are recognized when received rather than when earned, and disbursements are recognized 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 prescribed or permitted by the Auditor of State.

#### Cash and Investments

The Township maintains a checking account and money market account which are valued at cost.

#### **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:

#### General Fund

The General Fund reports all financial resources except those required to be accounted for in another fund.

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# NOTES TO FINANCIAL STATEMENTS

December 31, 2004 and 2003

Note 1 - Summary of Significant Accounting Policies - (continued)

#### Fund Accounting - (continued)

#### Special Revenue Funds

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

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

<u>Motor Vehicle License Fund</u> – This fund receives motor vehicle license tax money to pay for constructing, maintaining, and repairing Township roads.

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

#### Capital Project Funds

The Capital Project Funds are used to account for receipts restricted to acquiring or constructing major capital projects (except those financed through enterprise or trust funds). The Township had the following significant capital project funds:

<u>Public Works Projects Fund</u> – The fund accounts for grants from the State of Ohio through the Wyandot County Auditor for repaving of roads.

#### **Budgetary Process**

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

#### **Estimated Resources**

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

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# NOTES TO FINANCIAL STATEMENTS

December 31, 2004 and 2003

Note 1 - Summary of Significant Accounting Policies - (continued)

#### Budgetary Process – (continued)

#### **Appropriations**

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund level of control, and appropriations may not exceed estimated resources. The Board of 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.

#### Encumbrances

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

A summary of 2004 and 2003 budgetary activity appears in Note 3.

#### Property, Plant and Equipment

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

#### Accumulated Leave

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

2004

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#### Note 2 – Equity in Pooled Cash

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

	 2004	2003
Demand Deposits	\$ 110,291	\$ 65,919
Total Deposits	\$ 110,291	\$ 65,919

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

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# NOTES TO FINANCIAL STATEMENTS

December 31, 2004 and 2003

## Note 3 - Budgetary Activity

Budgetary activity for the years ending December 31, 2004 and 2003 follows:

2004 Budgeted vs. Actual Receipts

		Budgeted	Actual	
Fund Type		Receipts	Receipts	Variance
General	<u> </u>	23,650	\$ 44,040	\$ 20,390
Special Revenue		79,585	81,228	1,643
Capital Projects		-	-	-
	\$ _	103,235	\$ 125,268	\$ 22,033

2004 Budgeted vs. Actual Budgetary Basis Expenditures

	Appropriation	Budgetary	
Fund Type	 Authority	Expenditures	Variance
General	\$ 61,929	\$ 32,813	\$ 29,116
Special Revenue	107,224	48,083	59,141
Capital Projects	-		
	\$ 169,153	\$ 80,896	\$ 88,257

2003 Budgeted vs. Actual Receipts

		Budgeted	Actual	
Fund Type		Receipts	Receipts	Variance
General	\$	29,078	\$ 30,566	\$ 1,488
Special Revenue		67,670	77,000	9,330
Capital Projects	_	-	44,503	44,503
	\$	96,748	\$ 152,069	\$ 55,321

2003 Budgeted vs. Actual Budgetary Basis Expenditures

		Appropriation	Budgetary	
Fund Type		Authority	Expenditures	Variance
General	<del></del> \$	80,192	\$ 43,400	\$ 36,792
Special Revenue		130,535	112,226	18,309
Capital Projects			44,503	(44,503)
	\$	210,727	\$ 200,129	\$ 10,598

NOTES TO FINANCIAL STATEMENTS
December 31, 2004 and 2003

#### Note 4 - Property Tax

Real property taxes become a lien on January 1 preceding the October 1 date for which the Board of Trustees adopts tax rates. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. The State pays the Township amounts equaling these deductions. The Township includes these with Intergovernmental Receipts. Payments are due to the County by December 31. If the property owner elects to pay semiannually, the first half payment 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.

Property owners assess tangible personal property tax. They must file a list of tangible 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 the Township's behalf.

Note 5 – Retirement Systems

#### Ohio Public Employees Retirement System (OPERS)

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

The Ohio Revised Code also prescribes contribution rates. For 2004 and 2003, OPERS members contributed 8.5 percent of their gross salary. The Township contributed an amount equal to 13.55 percent of participants' gross salaries. The Township has paid all required contributions through December 31, 2004.

NOTES TO FINANCIAL STATEMENTS
December 31, 2004 and 2003

#### Note 6 - Risk Management

The Township belongs to the Ohio Government Risk Management Plan ("the "Plan"), an unincorporated non-profit association providing a formalized, jointly administered self-insurance risk management program and other administrative services to approximately 500 Ohio governments ("Members").

Pursuant to Section 2744.081 of the Ohio Revised Code, the Plan is a separate legal entity. The Plan provides property, liability, errors and omissions, law enforcement, automobile, excess liability, crime, surety and bond, inland marine and other coverages, modified for each Member's needs. The Plan pays judgments, settlements, and other expenses resulting from covered claims that exceed the Member's deductible.

The Plan issues its own policies and reinsures the Plan with A-Vii or better rated carries, except for the 5% portion retained by the Plan. After September 1, 2003, the Plan pays the lesser of 5% or \$25,000 of casualty losses and the lesser of 5% or \$50,000 or property losses. The individual members are only responsible for their self-retention (deductible) amounts, which vary from member to member.

The Pool's audited financial statements conform to generally accepted accounting principles, and reported the following assets, liabilities and Member's Equity at December 31:

	 2004	2003
Assets	\$ 6,685,522	\$ 5,402,167
Liabilities	 2,227,808	1,871,123
Member's Equity	\$ 4,457,714	\$ 3,531,044

You can read the complete audited financial statements for The Ohio Government Risk Management Plan at the Plan's website, <a href="www.ohioplan.org">www.ohioplan.org</a>.

NOTES TO FINANCIAL STATEMENTS

# December 31, 2004 and 2003

#### Note 7 - Debt Obligations

Debt outstanding at December 31, 2004 was as follows:

	_	Principal	Interest Rate
Capital Facilities Bonds	\$	46,100	5.00%

Capital Facilities Bonds were issued in 2001 to finance the construction of a new storage building. The bonds are collateralized solely by the Township's taxing authority.

The annual requirements to amortize all debt outstanding as of December 31, 2004, including interest payments are scheduled as follows:

	Capital
Year Ending	Facilities
December 31,	Bonds
2005	\$ 9,105
2006	9,065
2007	9,110
2008	9,035
2009	9,045
2010	9,135
	\$ 54,495

#### Note 8 - Contractually Assumed Obligations

The Township had the following significant outstanding contractual commitments as of December 31, 2004:

Township share of a 2004 Issue II project:
Kokosing Construction Company, Inc. \$18,342

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# E.S. Evans and Company

#### Certified Public Accountants and Consultants

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Robert E. Wendel, CPA

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E.S. Evans, CPA, PFS (1930-1999)

July 21, 2005

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

Mifflin Township Wyandot County, Ohio

We have audited the financial statements of the Mifflin Township, Wyandot County, Ohio, (the Township) as of and for the years ended December 31, 2004 and 2003, and have issued our report thereon dated July 21, 2005, wherein we noted the Township followed accounting practices the Auditor of State prescribes rather that accounting principles generally accepted in the United States of America. We conducted our audit in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in <u>Government Auditing Standards</u>, issued by the Comptroller General of the United States.

#### Internal Control Over Financial Reporting

In planning and performing our audit, we considered Mifflin Township's internal control over financial reporting to determine our auditing procedures in order to express our opinion on the financial statements and not to opine on the internal control over financial reporting. Our consideration of the internal control 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 caused by error or fraud in amounts material to the financial statements being audited may occur and not be timely detected 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 material weaknesses. However, in a separate letter to Mifflin Township's management dated July 21, 2005, we reported other matters involving internal control over financial reporting that we did not deem to be reportable conditions.

Mifflin Township July 21, 2005 Page 2

#### Compliance and Other Matters

As part of reasonably assuring whether Mifflin Township's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express an opinion. The results of our tests disclosed an instance of noncompliance or other matters that we must report under Government Auditing Standards which is described in the accompanying schedule of findings as 2005-001. In a separate letter to Mifflin Township's management dated July 21, 2005, we reported other matters related to noncompliance which we deemed immaterial.

We intend this report solely for the information and use of management of Mifflin Township and the Auditor of State of Ohio. It is not intended for anyone other than these specified parties.

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SCHEDULE OF FINDINGS
December 31, 2004 and 2003

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

## Finding Number 2005-001 - Noncompliance

Chapter 5075 of the Revised Code sets forth a scheme that provides for a uniform budget and appropriation process in order to assure that a government entity expends no more that it expects to receive in revenue. In order to accomplish this end, all appropriations must be accounted to and from each appropriation fund. While federal and state loans and grants are deemed appropriated and in the process of collection so as to be available for expenditure, they must still be recorded. R.C. 5075.42. Thus, a mechanism is still required to account for receipt and expenditure. That mechanism is an amendment of, or a supplement to, the entity's estimated resources, or its appropriation measure, which shall comply with all provisions of law governing the taxing authority in making an original appropriation. R.C. 5705.40. An original appropriation measure must be passed by the taxing authority, and any amendment of, or supplement to, that measurer also requires legislative action. R.C. 5705.38.

In 2003 the Township was the beneficiary of \$44,503 of Issue II money through the Wyandot County Auditor. This activity was not recorded on the ledgers of the Township. Since the County paid the invoices, the Township did not receive this cash. However, Auditor of State Bulletin 2000-008 and 2002-004 prescribe recording these transactions as receipts and disbursements when the Township applies for a project and has administrative responsibilities. The accompanying financial statements were adjusted to reflect these amounts in a Capital Project Fund. These funds were not appropriated causing expenditures to exceed appropriations in the Capital Projects fund by \$44,503 in 2003, contrary to R. C. 5705.41(B) which requires all expenditures to be appropriated.

We recommend the Township record all benefits received from state or federal grants as a memo receipt and expenditure on the Township's records and appropriate funds for the expenditures. In addition, Township management should review Auditor of State Bulletins 2000-008 and 2002-004.



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#### **MIFFLIN TOWNSHIP**

#### WYANDOT 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 DECEMBER 30, 2005