BOSTON TOWNSHIP SUMMIT COUNTY, OHIO

AUDIT REPORT

FOR THE YEARS ENDED DECEMBER 31, 2005 AND 2004

Charles E. Harris and Associates, Inc. Certified Public Accountants and Government Consultants



Auditor of State Betty Montgomery

Board of Trustees Boston Township P. O. Box 123 Peninsula, Ohio 44264

We have reviewed the *Report of Independent Accountants* of Boston Township, Summit County, prepared by Charles E. Harris & Associates, Inc., for the audit period January 1, 2004 through December 31, 2005. 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. Due to a February 2, 2005 interpretation from the American Institute of Certified Public Accountants (AICPA), modifications were required to the *Report of Independent Accountants* on your financial statements. While the Auditor of State 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 *Report of Independent Accountants* also includes an opinion on the financial statements using the regulatory format the Auditor of State 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. Boston Township, Summit County is responsible for compliance with these laws and regulations.

Betty Montgomeny

BETTY MONTGOMERY Auditor of State

June 7, 2006

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BOSTON TOWNSHIP SUMMIT COUNTY, OHIO Audit Report For the Years Ended December 31, 2005 and 2004

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REPORT OF INDEPENDENT ACCOUNTANTS

Members of Board of Trustees Boston Township 1775 Main Street PO Box 123 Peninsula, Ohio 44264

We have audited the accompanying financial statements of Boston Township, Summit County, Ohio (the Township) as of and for the years ended December 31, 2005 and 2004, as listed in the table of contents. These financial statements are the responsibility of the Township's management. Our responsibility is to express an opinion 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 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 presented 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 years ended December 31, 2005 and 2004. Instead of the combined funds the accompanying financial statements present for 2005 and 2004, the revisions require presenting entity wide statements and also to present it's larger (i.e. major) funds separately beginning in 2004. While the Township does not follow GAAP, generally accepted auditing standards requires 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 this 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.

In our opinion, because of the effects of the matter discussed in the preceding two paragraphs, the financial statements referred to above for the years ended December 31, 2005 and 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, 2005 and 2004, or its changes in financial position for the years then ended.

Also, in our opinion, the financial statements referred to above present fairly, in all material respects, the fund cash balances and reserves for encumbrances of Boston Township, Summit County, as of December 31, 2005 and 2004, and its 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 years ended December 31, 2005 and 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 *Government Auditing Standards*, we have also issued our report dated May 26, 2006, 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 do not opine on the internal control over financial reporting or on compliance, that report describes the scope of our testing of internal controls over financial reporting and compliance, and the results of that testing. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*. You should read it in conjunction with this report in assessing the results of our audit.

Charles E. Harris & Associates, Inc. May 26, 2006

BOSTON TOWNSHIP SUMMIT COUNTY COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES - ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2005

	Governmental Fund Types				
	General		Special Revenue		Totals (Memorandum Only)
Cash Receipts: Local Taxes	\$ 19,979	\$	139,190	\$	159,169
Intergovernmental	135,631		98,558		234,189
Licenses, Permits, and Fees	1,268		11,708		12,976
Fines and Forfeitures	5,598		-		5,598
Charges for Services	225		-		225
Earnings on Investments	30,001		1,420		31,421
Miscellaneous	20,387	•	-		20,387
Total Cash Receipts	213,089		250,876		463,965
Cash Disbursements:					
Current:					
General Government	143,554		1,059		144,613
Public Safety	3,238		148,452		151,690
Public Works	39,883		73,035		112,918
Health	7,450		-		7,450
Other	-	•	40	•	40
Total Cash Disbursements	194,125		222,586		416,711
Total Receipts Over/(Under) Disbursements	18,964		28,290		47,254
Other Financing Sources/(Uses):					
Transfers In	-		1		1
Transfers Out	(1)		-		(1)
Advances In	1,200		1,200		2,400
Advances Out	(1,200)		(1,200)		(2,400)
Other Financing Sources	292		6,427		6,719
Total Other Financing Sources/(Uses)	291	-	6,428		6,719
Excess of Cash Receipts and Other Financing Sources Over/(Under) Cash Disbursements					
and Other Financing Uses	19,255		34,718		53,973
Beginning Fund Balance 1/1/05, Restated-Note 8	936,686	•	103,816		1,040,502
Ending Fund Balance 12/31/05	\$ 955,941	\$	138,534	\$	1,094,475

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

BOSTON TOWNSHIP SUMMIT COUNTY COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES - ALL GOVERNMENTAL AND FIDUCIARY FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2004

	_	Governmental Fund Types					Fiduciary Fund Types			
	_	General	_	Special Revenue		Capital Projects		Expendable Trust		Totals (Memorandum Only)
Cash Receipts:	\$	10.074	¢	445.007					\$	105 004
Local Taxes Intergovernmental	Ф	19,674 141,306	\$	145,927 91,397	\$	- 13,739		-	Ф	165,601 246,442
Licenses, Permits, and Fees		1,298		5,766	φ	13,739		-		7,064
Fines and Forfeitures		4,918		5,700		_		_		4,918
Earnings on Investments		11,711		137		-		-		11,848
Miscellaneous		14,210		328		-	\$	444		14,982
meeenaneeue	_	11,210	-	020			Ψ			11,002
Total Cash Receipts		193,117		243,555		13,739		444		450,855
Cash Disbursements: Current:										
General Government		145,818		5,175		-		559		151,552
Public Safety		2,888		145,645		-		-		148,533
Public Works		60,513		70,478		-		-		130,991
Health		9,622		-		-		-		9,622
Capital Outlay	_	1,956	_	-		13,739		-		15,695
Total Cash Disbursements	_	220,797	_	221,298		13,739		559		456,393
Total Receipts Over/(Under) Disbursements		(27,680)		22,257		-		(115)		(5,538)
Other Financing Sources/(Uses):										
Advances In		17,218		1,495		14,245		-		32,958
Advances Out		(15,740)		(1,495)		(15,723)		-		(32,958)
Other Financing Uses	_	463	_	-		-		-		463
Total Other Financing Sources/(Uses)	_	1,941	_	-		(1,478)		-		463
Excess of Cash Receipts and Other Financing Sources Over/(Under) Cash Disbursements										
and Other Financing Uses		(25,739)		22,257		(1,478)		(115)		(5,075)
Beginning Fund Balance 1/1/04	_	962,425	_	80,419		1,478		1,255		1,045,577
Ending Fund Balance 12/31/04	\$	936,686	\$ _	102,676	\$		\$	1,140	\$	1,040,502
Reserves for Encumbrances 12/31/04	\$ _	-	\$_	81	\$		\$		\$	81

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

1. <u>SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES</u>

A. <u>DESCRIPTION OF THE ENTITY</u>

Boston Township, Summit County (the Township) is a body corporate and politic established for the purpose of exercising the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The Township is directed by three publicly-elected Trustees. The Township provides road and bridge maintenance and zoning. The Township contracts with the Valley Fire District to provide fire and emergency medical services and the Summit County Sheriff in 2004 and the Village of Peninsula in 2005 to provided police protection.

The Township's management believes the financial statements included in this report represent all of the funds of the Township over which the Township has the ability to exercise direct operating control.

B. BASIS OF ACCOUNTING

The Township prepares its financial statements following the basis of accounting prescribed or permitted by the Auditor of State, which is similar to the cash receipts and disbursements basis 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. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved.)

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

C. CASH AND INVESTMENTS

Investments are included in the fund cash balances. Accordingly, purchases of investments are not reported as disbursements and sales of investments are not recorded as receipts. Gains or losses at the time of sale are recorded as receipts or disbursements, respectively.

The investments in STAR Ohio (the State Treasurer's investment pool) is valued at amounts reported by the State Treasurer.

1. <u>SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES</u> – (continued)

D. <u>FUND ACCOUNTING</u>

The Township maintains its accounting records in accordance with the principles of "Fund" accounting. Fund accounting is a concept developed to meet the needs of governmental entities in which legal or other restraints require the recording of specific receipts and disbursements. The transactions of each fund are reflected in a self-balancing group of accounts, and accounting entity which stands separate from the activities reported in other funds. The restrictions associated with each class of funds are as follows:

Governmental Fund Types:

<u>General Fund</u>: The general operating fund of the Township. It is used to account for all financial resources except those required by law or contract to be accounted for in another fund.

<u>Special Revenue Funds</u>: These funds are used to account for proceeds from special sources (other than from trusts or for capital projects) that are restricted to expenditures for specific purposes. The Township has the following significant Special Revenue Funds:

- *Gasoline Tax Fund* This fund receives gasoline tax money to pay for construction, maintaining and repairing Township roads.
- Police Levy Fund This fund receives proceeds from a special tax levy to fund the Township's police protection contract.

<u>Capital Project Fund:</u> This fund is used to account for the financial resources to be used for the acquisition or construction of major capital facilities. The Township has the following significant Capital Projects Fund:

• Permanent Improvement Fund – Bell Tower Restoration Project – The Township received a grant from the State of Ohio for the restoration of the Bell Tower slate roof and historic preservation of the Township Hall.

1. <u>SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES</u> – (continued)

D. <u>FUND ACCOUNTING</u> – (continued)

Governmental Fund Types:

<u>Fiduciary Fund (Expendable Trust Fund):</u> This fund is used to account for resources restricted by legally binding trust agreements and funds for which the Township is acting in an agency capacity. The Township has the following Expendable Trust Fund in 2004. In 2005 they Township reclassified this fund to a Special Revenue Fund. (See Note 8)

• *Genovese Trust Fund* – The Township use donations for improvement to the Boston Townhall-Wood School.

E. <u>BUDGETARY PROCESS</u>

1. <u>Budget</u>

A budget of estimated cash receipts and disbursements is prepared by the Clerk, approved by the Board of Trustees, and submitted to the county auditor, as secretary of the County Budget Commission, by July 20 of each year, for the period January 1 to December 31 of the following year.

2. <u>Estimated Resources</u>

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

3. <u>Appropriations</u>

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.

1. <u>SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES</u> – (continued)

E. <u>BUDGETARY PROCESS</u> – (continued)

4. 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 2005 and 2004 budgetary activity appears in Note 3.

F. <u>PROPERTY, PLANT AND EQUIPMENT</u>

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

G. <u>ACCUMULATED LEAVE</u>

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 CASH EQUIVALENTS

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

	2005	2004
Demand Deposits	\$ 24,060	\$ 83,175
STAR Ohio	1,070,415	957,327
Total Deposits	\$ 1,094,475	\$ 1,040,502
Total Deposits	φ 1,094,475	\$ 1,040,502

Deposits: The bank balance are either (1) insured by the Federal Depository Insurance Corporation or (2) collateralized by securities specifically pledged by the financial institution to the Township, or (3) collateralized by the financial institution's public entity deposit pool.

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

3. BUDGETARY ACTIVITY

Budgetary activity for the year ended December 31, 2005 follows:

	Budgeted			Actual			
Fund Type	Receipts		F	Receipts	Variance		
General	\$	191,725	\$	214,581	\$	22,856	
Special Revenue		231,628		258,504		26,876	
Total	\$	423,353	\$	473,085	\$	49,732	
	Ap	propriation	В	udgetary			
Fund Type	ŀ	Authority	Disb	oursements	١	/ariance	
General	\$	404,344	\$	195,326	\$	209,018	
Special Revenue		268,076		223,786		44,290	
Total	\$	672,420	\$	419,112	\$	253,308	

Budgetary activity for the year ended December 31, 2004 follows:

	Budgeted		Actual			
Fund Type	F	Receipts	F	Receipts	V	ariance
General	\$	171,309	\$	210,798	\$	39,489
Special Revenue		217,073		245,050		27,977
Capital Projects		27,984		27,984		-
Expendable Trust		-		444		444
Total	\$	416,366	\$	484,276	\$	67,910
	Ар	propriation	В	udgetary		
Fund Type	A	Authority			• • •	
		sumonity	DISC	oursements	V	ariance
General	\$	383,170	S	236,537		ariance 146,633
	-	,,	1			
General	-	383,170	1	236,537		146,633
General Special Revenue	-	383,170 263,840	1	236,537 222,874		146,633

4. <u>PROPERTY TAX</u>

Real property taxes become a lien on all non-exempt real property located in the county on January 1. Real property taxes are payable annually or semiannually. If paid annually, payment is due December 31; if paid semiannually, the first payment is due December 31 with the remainder payable by June 20 of the following year. Under certain circumstances, state statute permits later payment dates to be established.

The State Board of Tax Equalization adjusts the tax rates for inflation. Real property owners' tax bills are further reduced by homestead and rollback deductions when applicable. The amount of these homestead and rollback reductions is reimbursed to the Township by the State of Ohio. The amounts reimbursed by the State of Ohio are reflected in the accompanying financial statements as Intergovernmental Receipts.

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

The property owners, who must file a list of such property to the County by each April 30, assess tangible personal property tax.

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

5. <u>DEFINED BENEFIT PENSION PLAN</u>

The Township's employees belong to the Ohio Public Employees Retirement System (OPERS). OPERS is a cost-sharing multiple-employer defined benefit pension plan. The plan provides retirement and disability benefits, annual cost of living adjustments, and death benefits to plan members and beneficiaries. Authority to establish and amend benefits is provided by state statute per Chapter 145 of the Ohio Revised Code. OPERS issues a stand-alone financial report. Interested parties may obtain a copy by making a written request to 277 East Town Street, Columbus, Ohio 43215-4642 or by calling (614) 466-2085 or 1-800-222-PERS (7377).

The Ohio Revised Code provides statutory authority for employee and employer contributions. The employee contribution rates are 8.5% for employees other than law enforcement. For local government employer units the rate was 13.55% of covered payroll. The Township has paid all contributions required through December 31, 2005 and 2004.

6. <u>RISK MANAGEMENT</u>

The Township is exposed to various risks of loss related torts, theft of, damage to, destruction of assets, errors and omissions, injuries to employees and natural disasters. During the years 2005 and 2004, the Township has obtained commercial insurance for the following risks:

- Comprehensive property and general liability;
- Vehicles; and
- Errors and omissions.

7. <u>CONTINGENT LIABILITIES</u>

The Township may be a defendant in various lawsuits. Although the outcome of these lawsuits is not presently determinable, in the opinion of the legal counsel, the resolution of these matters will not have a material adverse effect on the financial condition of the Township.

8. <u>RESTATEMENT OF THE BEGINNING BALANCES</u>

Boston Township implemented GASB No. 34 early for fund classifications per Auditor of State's Bulletin 2005-005. The beginning fund cash balances as of January 1, 2005 were restated as follows:

	Special Revenue	Expendable Trust
Fund Cash Balance, December 31, 2004 Restatement	\$ 102,676 1,140	\$ 1,140 <u>(1,140)</u>
Fund Cash Balance, January 1, 2005	\$ <u>103,816</u>	\$ <u> </u>

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE <u>WITH GOVERNMENT AUDITING STANDARDS</u>

Members of Board of Trustees Boston Township 1775 Main Street PO Box 123 Peninsula, Ohio 44264

We have audited the financial statements of Boston Township, Summit County, Ohio (the Township) as of and for the years ended December 31, 2005 and 2004, and have issued our report thereon dated May 26, 2006, wherein we noted the Township followed accounting practices the Auditor of State prescribes rather than 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 of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

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 an opinion 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 that might be material weaknesses. A material weakness is a reportable 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 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.

Compliance and Other Matters

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, grant agreements, and other matters noncompliance with which could have a direct and material effect on 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 such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

However, we noted certain matters that we reported to management of the Township in a separate letter dated May 26, 2006.

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

Charles E. Harris and Associates, Inc.

May 26, 2006

STATUS OF PRIOR AUDIT'S CITATIONS AND RECOMMENDATIONS

The prior audit report, for the years ended December 31, 2003 and 2002, reported no material citations or recommendations.



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BOSTON TOWNSHIP

SUMMIT COUNTY

CLERK'S CERTIFICATION

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

Susan Babbett

CLERK OF THE BUREAU

CERTIFIED JUNE 27, 2006