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Poland Township Mahoning County 3339 Dobbins Road Poland, Ohio 44514

To the Township Board of Trustees:

Mary Taylor

As you are aware, the Auditor of State's Office (AOS) must modify the *Independent Accountants' Report* we provide on your financial statements due to an interpretation from the American Institute of Certified Public Accountants (AICPA). While 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. Our Report includes an adverse opinion relating to GAAP presentation and measurement requirements, but does not imply the amounts the statements present are misstated under the non-GAAP basis you follow. The AOS report also includes an opinion on the financial statements you prepared using the cash basis and financial statement format the AOS permits.

Mary Taylor, CPA Auditor of State

August 06, 2009

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#### INDEPENDENT ACCOUNTANTS' REPORT

Poland Township Mahoning County 3339 Dobbins Road Poland, Ohio 44514

To the Township Board of Trustees:

We have audited the accompanying financial statements of Poland Township, Mahoning County, (the Township) as of and for the years ended December 31, 2008 and 2007. 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 the Comptroller General of the United States' *Government Auditing Standards*. Those standards require that we plan and perform the audit to reasonably assure 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 processes its financial transactions with 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 audit 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 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.

Instead of the combined funds the accompanying financial statements present, GAAP require presenting entity wide statements and also presenting the Township's larger (i.e. major) funds separately. 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 GAAP presentation requirements. The Auditor of State permits, but does not require townships to reformat their statements. The Township has elected not to follow GAAP statement formatting requirements. 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.

Poland Township Mahoning County Independent Accountants' Report 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 years ended December 31, 2008 and 2007 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, 2008 and 2007, or its changes in financial position or cash flows, where applicable for the years then ended.

Also, in our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances and reserves for encumbrances of Poland Township, Mahoning County, as of December 31, 2008 and 2007, and its combined cash receipts and disbursements for the years then ended on the accounting basis Note 1 describes.

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 August 06, 2009, 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 *Government Auditing Standards*. You should read it in conjunction with this report in assessing the results of our audit.

Mary Taylor, CPA Auditor of State

Mary Taylor

August 06, 2009

## COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2008

	Governmental Fund Types		_
	General	Special Revenue	Totals (Memorandum Only)
Cash Receipts:			
Property and Other Local Taxes	\$515,427	\$872,717	\$1,388,144
Charges for Services	13,962	1,778	15,740
Licenss, Permits, and Fees	418,449	115,988	534,437
Fines and Forfeitures	19,881	175	20,056
Intergovernmental	494,358	321,042	815,400
Special Assessments	20.500	62,341	62,341
Earnings on Investments Miscellaneous	39,588 47,897	4,204	43,792 47,897
Miscellatieous	41,091		41,091
Total Cash Receipts	1,549,562	1,378,245	2,927,807
Cash Disbursements:			
Current:			
General Government	508,990	118,186	627,176
Public Safety Public Works	731,084 1,079	459,242 761 259	1,190,326
Health	1,079	761,358 4,266	762,437 4,266
Conservation - Recreation		16,593	16,593
Other		30,641	30,641
Total Cash Disbursements	1,241,153	1,390,286	2,631,439
Total Receipts Over/(Under) Disbursements	308,409	(12,041)	296,368
Other Financing Receipts / (Disbursements):			
Sale of Fixed Assets		7,000	7,000
Advances-In		35,000	35,000
Advances-Out	(35,000)	4.545	(35,000)
Other Financing Sources	(72,000)	1,517	1,517
Other Financing Uses	(72,000)		(72,000)
Total Other Financing Receipts / (Disbursements)	(107,000)	43,517	(63,483)
Excess of Cash Receipts and Other Financing			
Receipts Over / (Under) Cash Disbursements			
and Other Financing Disbursements	201,409	31,476	232,885
Fund Cash Balances, January 1	1,716,411	461,637	2,178,048
Fund Cash Balances, December 31	\$1,917,820	\$493,113	\$2,410,933
Reserve for Encumbrances, December 31	\$4,714	\$236_	\$4,950

## COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES - ALL PROPRIETARY AND FIDUCIARY FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2008

	Proprietary Fund Type	Fiduciary Fund Types	Totals (Memorandum Only)	
	Internal Service	Private Purpose Trust		
Operating Cash Receipts: Operating Cash Receipts	\$0	\$0	\$0	
Total Operating Cash Receipts	0	0	0	
Operating Cash Disbursements: Employee Fringe Benefits	56,845		56,845	
Total Operating Cash Disbursements	56,845	0	56,845	
Operating Income/(Loss)	(56,845)	0	(56,845)	
Non-Operating Cash Receipts: Earnings on Investments Other Non-Operating Cash Receipts	72,000	22	22 72,000	
Total Non-Operating Cash Receipts	72,000	22	72,022	
Net Receipts Over/(Under) Disbursements	15,155	22	15,177	
Fund Cash Balances, January 1		1,926	1,926	
Fund Cash Balances, December 31	<u>\$15,155</u>	\$1,948	\$17,103	
Reserve for Encumbrances, December 31	\$0	\$0	\$0	

## COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2007

	Governmental Fund Types		_
	General	Special Revenue	Totals (Memorandum Only)
Cash Receipts:			
Property and Other Local Taxes	\$523,653	\$839,418	\$1,363,071
Charges for Services	13,786	1,778	15,564
Licenss, Permits, and Fees	476,097	171,452	647,549
Fines and Forfeitures	22,265	200	22,465
Intergovernmental	287,297	299,362	586,659
Special Assessments		61,529	61,529
Earnings on Investments	45,801	2,675	48,476
Miscellaneous	12,950	5,400	18,350
Total Cash Receipts	1,381,849	1,381,814	2,763,663
Cash Disbursements:			
Current:			
General Government	458,172	116,519	574,691
Public Safety	669,177	509,660	1,178,837
Public Works	107,825	688,462	796,287
Health		6,009	6,009
Conservation - Recreation		4,921	4,921
Other	1,443	28,594	30,037
Capital Outlay	91,760		91,760
Total Cash Disbursements	1,328,377	1,354,165	2,682,542
Total Receipts Over/(Under) Disbursements	53,472	27,649	81,121
Other Financing Receipts / (Disbursements):			
Sale of Fixed Assets		3,000	3,000
Advances-In		28,600	28,600
Advances-Out	(28,600)		(28,600)
Other Financing Sources	11		11_
Total Other Financing Receipts / (Disbursements)	(28,589)	31,600	3,011
Excess of Cash Receipts and Other Financing			
Receipts Over / (Under) Cash Disbursements			
and Other Financing Disbursements	24,883	59,249	84,132
Fund Cash Balances, January 1	1,691,528	402,388	2,093,916
Fund Cash Balances, December 31	\$1,716,411	\$461,637	\$2,178,048
Reserve for Encumbrances, December 31	\$4,500	\$0	\$4,500

## COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES - ALL FIDUCIARY FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2007

	Fiduciary Fund Types
	Private Purpose Trust
Operating Cash Receipts: Operating Cash Receipts	\$0_
Total Operating Cash Receipts	0
Operating Cash Disbursements: Operating Cash Disbursements	0
Total Operating Cash Disbursements	0
Operating Income/(Loss)	0
Fund Cash Balances, January 1	1,926
Fund Cash Balances, December 31	\$1,926
Reserve for Encumbrances, December 31	\$0

#### NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2008 AND 2007

#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### A. Description of the Entity

The constitution and laws of the State of Ohio establish the rights and privileges of Poland Township, Mahoning County, (the Township) as a body corporate and politic. A publicly elected three-member Board of Trustees directs the Township. The Township provides road and bridge maintenance, cemetery maintenance, and police protection. The Township contracts with the Western Reserve Joint Fire District to provide fire services.

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

#### **B.** Accounting Basis

These financial statements follow the accounting basis the Auditor of State prescribes or permits. This basis is similar to the cash receipts and disbursements accounting basis. The Township recognizes receipts when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as the Auditor of State prescribes or permits.

#### C. Deposits and Investments

The Township's accounting basis includes investments as assets. This basis does not record disbursements for investment purchases or receipts for investment sales. This basis records gains or losses at the time of sale as receipts or disbursements, respectively.

The Township values U.S. Savings Bonds and repurchase agreements at cost.

#### D. 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 reports all financial resources except those required to be accounted for in another fund.

#### 2. Special Revenue Funds

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

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

#### NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2008 AND 2007 (Continued)

#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)

<u>Police District Fund</u> - This fund receives local tax money and monies from fines, forfeitures and fees to pay for police protection for the Township.

#### 3. Internal Service Fund

This fund accounts for services provided by one department to other departments of the government unit. The Township had the following Internal Service Fund:

<u>Health Reimbursement Fund</u> – This fund accounts for the Boards contribution to health reimbursements for each employee.

#### 4. Fiduciary Funds

Fiduciary funds include private purpose trust funds and agency funds. Trust funds account for assets held under a trust agreement for individuals, private organizations, or other governments which are not available to support the Township's own programs.

The Township's private purpose trust fund is for the benefit of certain cemetery lots.

The Township had no Agency Funds.

#### E. 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 Trustees must annually approve appropriation measures and subsequent amendments. The County Budget Commission must also approve the annual appropriation measure. Unencumbered appropriations lapse at year end.

#### 2. 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.

#### 3. 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. The Township did not encumber all commitments required by Ohio law.

A summary of 2008 and 2007 budgetary activity appears in Note 3.

#### NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2008 AND 2007 (Continued)

#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)

#### F. 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.

#### G. Accumulated Leave

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

#### 2. EQUITY IN POOLED DEPOSITS AND INVESTMENTS

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

	2008	2007
Demand deposits	37,550	(67,020)
Total deposits	37,550	(67,020)
Repurchase agreement	2,388,986	2,245,494
Savings Bonds	1,500_	1,500
Total investments	2,390,486	2,246,994
Total deposits and investments	\$2,428,036	\$2,179,974

**Deposits:** Deposits are insured by the Federal Depository Insurance Corporation; or collateralized by securities specifically pledged by the financial institution to the Township or collateralized by the financial institution's public entity deposit pool. Although the securities were held by the pledging financial institutions' trust department and all statutory requirements for the deposit of money had been followed, noncompliance with Federal requirements could potentially subject the Township to a successful claim by the FDIC.

**Investments:** U.S. Savings Bonds are held in book-entry form by the Federal Reserve, in the name of the Township. The Township's financial institution transfers securities to the Township's agent to collateralize repurchase agreements. The securities are not in the Township's name.

#### 3. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 2008 follows:

2008 Budgeted vs. Actual Receipts Budgeted Actual Fund Type Receipts Receipts Variance General \$343,453 \$1,206,109 \$1,549,562 Special Revenue 1,296,264 1,386,762 90.498 Internal Service 72,000 72,000 0 Trust 0 22 Total \$2,574,373 \$3,008,346 \$433.973

#### NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2008 AND 2007 (Continued)

#### 3. BUDGETARY ACTIVITY – (Continued)

	Appropriation	Budgetary	
Fund Type	Authority	Expenditures	Variance
General	\$1,500,071	\$1,317,867	\$182,204
Special Revenue	1,606,860	1,390,522	216,338
Internal Service	72,000	56,845	15,155
Trust	0	0	0
Total	\$3,178,931	\$2,765,234	\$413,697

#### 2007 Budgeted vs. Actual Receipts

	Budgeted	Actual	
Fund Type	Receipts	Receipts	Variance
General	\$1,257,796	\$1,381,860	\$124,064
Special Revenue	1,253,957	1,384,814	130,857
Trust	0	0	0
Total	\$2,511,753	\$2,766,674	\$254,921

#### 2007 Budgeted vs. Actual Budgetary Basis Expenditures

	Appropriation	Budgetary	
Fund Type	Authority	Expenditures	Variance
General	\$1,442,403	\$1,328,377	\$114,026
Special Revenue	1,457,452	1,354,165	103,287
Trust	0	0	0
Total	\$2,899,855	\$2,682,542	\$217,313

#### 4. PROPERTY TAX

Real property taxes become a lien on January 1 preceding the October 1 date for which the Trustees adopted 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 financial statements include homestead and rollback amounts the State pays as Intergovernmental Receipts. Payments are due to the County by December 31. If the property owner elects to pay semiannually, the first half is due December 31. The second half payment is due the following June 20.

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. RETIREMENT SYSTEMS

The Township's employees belong to the Ohio Public Employees Retirement System (OPERS). OPERS are cost-sharing, multiple-employer plans. The Ohio Revised Code prescribes these plans' benefits, which include postretirement healthcare and survivor and disability benefits.

#### NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2008 AND 2007 (Continued)

#### 5. RETIREMENT SYSTEMS – (Continued)

The Ohio Revised Code also prescribes contribution rates. For 2008 and 2007, OPERS members contributed 10 and 9.5%, respectively, of their gross salaries and the Township contributed an amount equaling 14 and 13.85%, respectively, of participants' gross salaries. For 2008 and 2007, law enforcement OPERS members contributed 10.1% of their gross salaries and the Township contributed an amount equaling 17.40% in 2008 and 17.17% in 2007, of participants' gross salaries. The Township has paid all contributions required through December 31, 2008.

#### 6. RISK MANAGEMENT

#### **Risk Pool Membership**

The Government belongs to the Ohio Government Risk Management Plan (the "Plan"), a non-assessable, unincorporated non-profit association providing a formalized, jointly administered self-insurance risk management program and other administrative services to over 550 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 carriers, except the Plan retains the lesser of 15% or \$37,500 of casualty losses and the lesser of 10% or \$100,000 of property losses. Individual Members are only responsible for their self-retention (deductible) amounts, which vary from member to member.

Plan members are responsible to notify the Plan of their intent to renew coverage by their renewal date. If a member chooses not to renew with the Plan, they have no other financial obligation to the Plan, but still need to promptly notify the Plan of any potential claims occurring during their membership period. The former member's covered claims, which occurred during their membership period, remain the responsibility of the Plan.

Settlement amounts did not exceed insurance coverage for the past three fiscal years.

The Pool's audited financial statements conform with generally accepted accounting principles, and reported the following assets, liabilities and retained earnings at December 31: 2007 and 2006 (the latest information available):

	2007	2006
Assets	\$11,136,455	\$9,620,148
Liabilities	(4,273,553)	(3,329,620)
Members' Equity	<u>\$6,862,902</u>	<u>\$6,290,528</u>

You can read the complete audited financial statements for The Ohio Government Risk Management Plan at the Plan's website, www.ohioplan.org.

#### 7. Contingent Liabilities

The Township is defendant in several lawsuits. Although management cannot presently determine the outcome of these suits, management believes that the resolution of these matters will not materially adversely affect the Township's financial condition.

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

Poland Township Mahoning County 3339 Dobbins Road Poland, Ohio 44514

To the Township Board of Trustees:

We have audited the financial statements of Poland Township (the Township) as of and for the year ended December 31, 2008 and 2007, and have issued our report thereon dated August 06, 2009 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 also noted the Township uses the Auditor of State's Uniform Accounting Network (UAN) to process its financial transactions. Government Auditing Standards considers this service to impair the Auditor of State's independence to audit 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 in the United States of America and the standards applicable to financial audits contained in the Comptroller General of the United States' Government Auditing Standards.

#### **Internal Control over Financial Reporting**

In planning and performing our audit, we considered the Township's internal control over financial reporting as a basis for designing our audit procedures for expressing our opinion on the financial statements, but not to opine on the effectiveness of the Township's internal control over financial reporting. Accordingly, we have not opined on the effectiveness of the Township's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Township's ability to initiate, authorize, record, process, or report financial data reliably in accordance with its applicable accounting basis, such that there is more than a remote likelihood that the Township's internal control will not prevent or detect a more-than-inconsequential financial statement misstatement.

A material weakness is a significant deficiency, or combination of significant deficiencies resulting in more than a remote likelihood that the Township's internal control will not prevent or detect a material financial statement misstatement.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all internal control deficiencies that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider material weaknesses, as defined above.

Poland Township
Mahoning County
Independent Accountants' Report on Internal Control Over
Financial Reporting and on Compliance and Other Matters
Required by Government Auditing Standards
Page 2

We noted certain matters that we reported to the Township's management in a separate letter dated August 06, 2009.

#### **Compliance and Other Matters**

As part of reasonably assuring whether the 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 no instances of noncompliance or other matters we must report under *Government Auditing Standards*.

We did note certain noncompliance or other matters that we reported to the Township's management in a separate letter dated August 06, 2009.

We intend this report solely for the information and use of the finance committee, management, and the Township Board of Trustees. We intend it for no one other than these specified parties.

Mary Taylor, CPA Auditor of State

Mary Taylor

August 06, 2009



#### **POLAND TOWNSHIP**

#### **MAHONING 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 AUGUST 20, 2009