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Corporate Centre of Blue Ash 11117 Kenwood Road Blue Ash, Ohio 45242-1817 (513) 361-8550 or (800) 368-7419 SouthwestRegion@ohioauditor.gov

#### INDEPENDENT AUDITOR'S REPORT

Miami Township Hamilton County 3780 Shady Lane North Bend, Ohio 45052

To the Board of Trustees:

#### Report on the Financial Statements

We have audited the accompanying financial statements of the cash balances, receipts and disbursements by fund type, and related notes of the Miami Township, Hamilton County, Ohio (the Township) as of and for the years ended December 31, 2018 and 2017.

#### Management's Responsibility for the Financial Statements

Management is responsible for preparing and fairly presenting these financial statements in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit; this responsibility includes designing, implementing and maintaining internal control relevant to preparing and fairly presenting financial statements free from material misstatement, whether due to fraud or error.

#### Auditor's Responsibility

Our responsibility is to opine on these financial statements based on our audit. We audited in accordance with auditing standards generally accepted in the United States of America and the financial audit standards in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require us to plan and perform the audit to reasonably assure the financial statements are free from material misstatement.

An audit requires obtaining evidence about financial statement amounts and disclosures. The procedures selected depend on our judgment, including assessing the risks of material financial statement misstatement, whether due to fraud or error. In assessing those risks, we consider internal control relevant to the Township's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not to the extent needed to opine on the effectiveness of the Township's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of management's accounting policies and the reasonableness of their significant accounting estimates, as well as our evaluation of the overall financial statement presentation.

We believe the audit evidence we obtained is sufficient and appropriate to support our audit opinions.

Miami Township Hamilton County Independent Auditor's Report Page 2

#### Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in Note 2 of the financial statements, the Township prepared these financial statements using the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D), which is an accounting basis other than accounting principles generally accepted in the United States of America (GAAP), to satisfy these requirements.

Although the effects on the financial statements of the variances between the regulatory accounting basis and GAAP are not reasonably determinable, we presume they are material.

Though the Township does not intend these statements to conform to GAAP, auditing standards generally accepted in the United States of America require us to include an adverse opinion on GAAP. However, the adverse opinion does not imply the amounts reported are materially misstated under the accounting basis Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit. Our opinion on this accounting basis is in the *Opinion on Regulatory Basis of Accounting* paragraph below.

#### Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the *Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles* paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Township as of December 31, 2018 and 2017, and the respective changes in financial position thereof for the years then ended.

#### Opinion on Regulatory Basis of Accounting

In our opinion, the financial statements referred to above present fairly, in all material respects, the cash balances, receipts and disbursements by fund type, and related notes of the Miami Township, Hamilton County as of December 31, 2018 and 2017, for the years then ended in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit, described in Note 2.

## Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 7, 2019, 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. That report describes the scope of our internal control testing over financial reporting and compliance, and the results of that testing, and does not opine on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Township's internal control over financial reporting and compliance.

Keith Faber Auditor of State

Columbus, Ohio

November 7, 2019

## Miami Township

Hamilton County, Ohio
Combined Statement of Receipts, Disbursements
and Changes in Fund Balances (Regulatory Cash Basis)
All Governmental Fund Types
For the Year Ended December 31, 2018

		Special	Totals (Memorandum
	General	Revenue	Only)
Cash Receipts			
Property and Other Local Taxes	\$1,224,148	\$7,636,525	\$8,860,673
Charges for Services	-	573,371	573,371
Licenses, Permits and Fees	154,520	120,209	274,729
Fines and Forfeitures	2,112	-	2,112
Intergovernmental	224,265	1,224,155	1,448,420
Special Assessment	-	56,350	56,350
Earnings on Investments	48,758	26,636	75,394
Miscellaneous	124,083	39,075	163,158
Total Cash Receipts	1,777,886	9,676,321	11,454,207
Cash Disbursements			
Current Disbursements:			
General Governement	1,310,847	3,635,231	4,946,078
Public Safety	401,414	2,870,461	3,271,875
Public Works	64,999	1,204,355	1,269,354
Health	104,753	87,040	191,793
Conversation - Recreation	123,121	-	123,121
Other		451,816	451,816
Total Cash Disbursements	2,005,134	8,248,903	10,254,037
Excess of Receipts Over (Under) Disbursements	(227,248)	1,427,418	1,200,170
Other Financing Receipts (Disbursements)			
Transfers In		200,000	200,000
Transfers Out	(200,000)		(200,000)
Total Other Financing Receipts (Disbursements)	(200,000)	200,000	
Net Change in Fund Cash Balances	(427,248)	1,627,418	1,200,170
Fund Cash Balances, January 1	907,308	14,033,415	14,940,723
Fund Cash Balances, December 31			
Restricted	-	15,660,833	15,660,833
Assigned	-	-	-
Unassigned (Deficit)	480,060	-	480,060
Fund Cash Balances, December 31	\$480,060	\$15,660,833	\$16,140,893

See accompanying notes to the basic financial statements

## Miami Township

Hamilton County, Ohio
Combined Statement of Receipts, Disbursements
and Changes in Fund Balances (Regulatory Cash Basis)
All Governmental Fund Types
For the Year Ended December 31, 2017

	General	Special Revenue	Totals (Memorandum Only)
Cash Receipts			•
Property and Other Local Taxes	\$1,213,635	\$7,488,567	\$8,702,202
Charges for Services	-	550,953	550,953
Licenses, Permits and Fees	146,610	102,965	249,575
Fines and Forfeitures	2,307	-	2,307
Intergovernmental	223,710	1,344,734	1,568,444
Special Assessment	-	55,840	55,840
Earnings on Investments	9,684	4,783	14,467
Miscellaneous	124,890	38,000	162,890
Total Cash Receipts	1,720,836	9,585,842	11,306,678
Cash Disbursements			
Current Disbursements:			
General Governement	1,217,901	3,488,427	4,706,328
Public Safety	386,090	2,672,269	3,058,359
Public Works	73,278	947,824	1,021,102
Health	-	132,836	132,836
Conversation - Recreation	114,965	-	114,965
Other		296,040	296,040
Total Cash Disbursements	1,792,234	7,537,396	9,329,630
Excess of Receipts Over (Under) Disbursements	(71,398)	2,048,446	1,977,048
Other Financing Receipts (Disbursements)			
Transfers In		40,000	40,000
Transfers Out	(40,000)		(40,000)
Total Other Financing Receipts (Disbursements)	(40,000)	40,000	
Net Change in Fund Cash Balances	(111,398)	2,088,446	1,977,048
Fund Cash Balances, January 1	1,018,706	11,944,969	12,963,675
Fund Cash Balances, December 31			
Restricted	-	14,033,415	14,033,415
Assigned	209,317	-	209,317
Unassigned (Deficit)	697,991	<u> </u>	697,991
Fund Cash Balances, December 31	\$907,308	\$14,033,415	\$14,940,723

See accompanying notes to the basic financial statements

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2018 AND 2017

#### Note 1 – Reporting Entity

The constitution and laws of the State of Ohio establish the rights and privileges of Miami Township, Hamilton County, (the Township) as a body corporate and politic. A publicly-elected three-member Board of Trustees directs the Township. The Township provides general government services, including road and bridge maintenance, cemetery maintenance, fire protection and emergency medical services. The Township contracts with Hamilton County Sheriff's Department to provide police protection services.

The Township participates in the Ohio Township Association Risk Management Authority (OTARMA), a public entity risk pool. Note 7 to the financial statements provides additional information for the Township. The Township's management believes these financial statements present all activities for which the Township is financially accountable.

## Note 2 – Summary of Significant Accounting Policies

#### Basis of Presentation

The Township's financial statements consist of a combined statement of receipts, disbursements and changes in fund balances (regulatory cash basis) for all governmental fund types.

#### **Fund Accounting**

The Townships uses funds to maintain financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. The funds of the Township are presented below:

**General Fund** – The general fund accounts for and reports all financial resources not accounted for and reported in another fund. The general fund balance is available to the Township for any purpose provided it is expended or transferred according to the general laws of Ohio.

**Special Revenue Funds** – These funds account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The Township had the following significant Special Revenue Funds:

**Tax Increment Financing Fund** - This fund receives payments in lieu of taxes which are used for public improvements or are remitted to the local school district.

**Police District Fund** - This fund receives property taxes and is used to provide police protection in the Township.

**Fire District Fund** – This fund receives property tax money to provide fire protection and emergency medical services to Township residents.

#### Basis of Accounting

These financial statements follow the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 (D). This basis is similar to the cash receipts and disbursements accounting basis. The Board 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 financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 (D) permit.

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2018 AND 2017 (Continued)

#### Note 2 – Summary of Significant Accounting Policies (Continued)

#### **Budgetary Process**

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

**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. Appropriations lapse at year end.

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

**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 re-appropriated.

A summary of 2018 and 2017 budgetary activity appears in Note 4.

#### **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.

#### Capital Assets

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

#### Fund Balance

Fund balance is divided into five classifications based primarily on the extent to which the Township must observe constraints imposed upon the use of its governmental-fund resources. The classifications are as follows:

**Nonspendable** – The Township classifies assets as *nonspendable* when legally or contractually required to maintain the amounts intact.

**Restricted** – Fund balance is *restricted* when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or is imposed by law through constitutional provisions.

**Committed** – Trustees can *commit* amounts via formal action (resolution). The Township must adhere to these commitments unless the Trustees amend the resolution. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed to satisfy contractual requirements.

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2018 AND 2017 (Continued)

#### Note 2 – Summary of Significant Accounting Policies (Continued)

**Assigned** – Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as *restricted* or *committed*. Governmental funds other than the general fund report all fund balances as *assigned* unless they are restricted or committed. In the general fund, *assigned* amounts represent intended uses established by Township Trustees or a Township official delegated that authority by resolution, or by State Statute.

**Unassigned** – Unassigned fund balance is the residual classification for the general fund and includes amounts not included in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance.

The Township applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

#### Note 3 - Budgetary Activity

Budgetary activity for the year ending December 31, 2018 and 2017 follows:

	Budgeted					
		Receipts	Ac	tual Receipts		Variance
General Fund	\$	1,721,775	\$	1,777,886	\$	56,111
Special Revenue		9,178,500		9,876,321	\$	697,821
Total	\$	10,900,275	\$	11,654,207	\$	753,932

2018 Budgeted Vs Actual Budgetary Basis Expenditures

				<u> </u>		<u> </u>
	Appropriations			Budgetary		
	Authority		Expenditures		Variance	
General Fund	\$	2,186,883	\$	2,171,538	\$	15,345
Special Revenue		13,778,183		8,860,750	\$	4,917,433
Total	\$	15,965,066	\$	11,032,288	\$	4,932,778

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2018 AND 2017 (Continued)

#### Note 4 – Budgetary Activity (Continued)

2017 Budgeted Vs Actual Receipts

	Budgeted	Actual Receipts	Variance				
General Fund	\$1,747,575	\$1,720,836	(\$26,739)				
Special Revenue	9,020,000	9,625,842	\$605,842				
Total	\$10,767,575	\$11,346,678	\$579,103				

2017 Budgeted Vs Actual Budgetary Basis Expenditures

	Appropriations	Budgetary	
	Authority	Expenditures	Variance
General Fund	\$1,851,354	\$1,809,127	\$42,227
Special Revenue	8,499,150	7,794,148	\$705,002
Total	\$10,350,504	\$9,603,275	\$747,229

#### Note 5 – Deposits and Investments

The Township maintains a deposit and investment 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:

	2018	2017
Demand Deposits	15,654,492	765,219
Other Time Deposits	486,401	14,175,504
Total Deposits	16,140,893	14,940,723

#### **Deposits**

Deposits are insured by the Federal Depository Insurance Corporation or collateralized through the Ohio Pooled Collateral System (OPCS), a collateral pool of eligible securities deposited with a qualified trustee and pledged to the Treasurer of State to secure the repayment of all public monies deposited in the financial institution.

#### Note 6 – Property Taxes

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.

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

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2018 AND 2017 (Continued)

#### Note 7 - Risk Management

#### Commercial Insurance

The Township has obtained commercial insurance for the following risks:

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

The Township is uninsured for the following risks:

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

#### Risk Pool Membership

The Township is a member of the Ohio Township Association Risk Management Authority (OTARMA) (the Pool). The Pool assumes the risk of loss up to the limits of the Miami Township's policy. The Pool may make supplemental assessments if the experience of the overall pool is unfavorable. [Modify the preceding sentence as needed. The Pool covers the following risks:

- General liability and casualty;
- Public official's liability: and
- Vehicle.

The Pool reported the following summary of assets and actuarially measured liabilities available to pay those liabilities as of December 31:

	2018	 2017
Cash and Investments	\$ 33,097,416	\$ 40,010,723
Actuarial Liabilities	\$ 7,874,610	\$ 8,675,465

#### Note 8 - Defined Benefit Pension Plans

#### Ohio Public Employees Retirement System

Some employees belong to the Ohio Public Employees Retirement System (OPERS). OPERS is a costsharing, multiple-employer plan. The Ohio Revised Code prescribes this plan's benefits, which include postretirement healthcare and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. OPERS members contributed 10% of their gross salaries and the Township contributed an amount equaling 14% of participants' gross salaries. The Township has paid all contributions required through December 31, 2018.

#### Ohio Police and Fire Retirement System

The Township's certified fire fighters belong to the Police and Fire Pension Fund (OP&F). OP&F is a costsharing, multiple-employer plan. The Ohio Revised Code prescribes this plan's benefits, which include postretirement healthcare and survivor and disability benefits.

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2018 AND 2017 (Continued)

#### Note 8 – Defined Benefit Pension Plans (Continued)

The Ohio Revised Code also prescribes contribution rates. OP&F participants contributed 12.25% of their wages from January 1, 2017 through December 31, 2018. The Township contributed to OP&F an amount equal to 24% of full-time firefighter's wages. The Township has paid all contributions required through December 31, 2018.

#### Social Security

Some Township employees contributed to Social Security. This plan provides retirement benefits, including survivor and disability benefits to participants.

Employees contributed 6.2 percent of their gross salaries. The Township contributed an amount equal to 6.2 percent of participants" gross salaries. The Township has paid all contributions required through December 31, 2018.

#### Note 9 - Postemployment Benefits

Both OPERS and OP&F offer cost-sharing, multiple-employer defined benefit postemployment plans, which include multiple health care plans including medical coverage, prescription drug coverage, deposits to a Health Reimbursement Arrangement and Medicare Part B premium reimbursements, to qualifying benefit recipients. The portion of employer contributions allocated to health care for OPERS members in the traditional pension plan and combined plan was 0 percent during calendar year 2018. The portion of employer contributions allocated to health care for OPERS members in the member-directed plan was 4.0 percent during calendar year 2018. OP&F contributes 0.5 percent to fund these benefits.

Beginning January 1, 2019, OP&F is changing its retiree health care model and the current self-insured health care plan will no longer be offered. In its place is a stipend-based health care model. A stipend funded by OP&F will be placed in individual Health Reimbursement Accounts that retirees will use to be reimbursed for health care expenses.

#### Note 10 - Contingent Liabilities

Amounts grantor agencies pay to the Township are subject to audit and adjustment by the grantor, principally the federal government. The grantor may require refunding any disallowed costs. Management cannot presently determine amounts grantors may disallow. However, based on prior experience, management believes any refunds would be immaterial.



Corporate Centre of Blue Ash 11117 Kenwood Road Blue Ash, Ohio 45242-1817 (513) 361-8550 or (800) 368-7419 SouthwestRegion@ohioauditor.gov

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

Miami Township Hamilton County 3780 Shady Lane North Bend, Ohio 45052

#### To the Board of Trustees:

We have audited, in accordance with auditing standards generally accepted in the United States and the Comptroller General of the United States' *Government Auditing Standards*, the financial statements of the governmental activities of the Miami township, Hamilton County, (the Township) as of and for the year ended December 31, 2018 and 2017, and the related notes to the financial statements, which collectively comprise the Township's basic financial statements and have issued our report thereon dated November 7, 2019, wherein we noted the Government followed financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit.

#### Internal Control Over Financial Reporting

As part of our financial statement audit, we considered the Township's internal control over financial reporting (internal control) to determine the audit procedures appropriate in the circumstances to the extent necessary to support our opinions on the financial statements, but not to the extent necessary to opine on the effectiveness of the Township's internal control. Accordingly, we have not opined on it.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements. A *material weakness* is a deficiency, or combination of internal control deficiencies resulting in a reasonable possibility that internal control will not prevent or detect and timely correct a material misstatement of the Township's financial statements. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all internal control deficiencies that might be material weaknesses or significant deficiencies. Given these limitations, we did not identify any deficiencies in internal control that we consider material weaknesses. However, unidentified material weaknesses may exist.

### 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, opining 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*.

Miami Township Hamilton County Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by Government Auditing Standards Page 2

## Purpose of this Report

This report only describes the scope of our internal control and compliance testing and our testing results, and does not opine on the effectiveness of the Township's internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the Township's internal control and compliance. Accordingly, this report is not suitable for any other purpose.

Keith Faber Auditor of State

Columbus, Ohio

November 7, 2019

## **SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS**

## **DECEMBER 31, 2018 AND 2017**

Finding Number	Finding Summary	Status	Additional Information
2016-001	Not properly posting receipts and fund balance classification.	Partially Corrected	Immaterial mispostings. Reissued as management letter comment.
2016-002	Failure to properly certify purchases	Corrected	





#### **MIAMI TOWNSHIP**

#### **HAMILTON 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 5, 2019