



OHIO AUDITOR OF STATE  
**KEITH FABER**





**CLEARCREEK TOWNSHIP  
WARREN COUNTY**

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# OHIO AUDITOR OF STATE KEITH FABER



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## INDEPENDENT AUDITOR'S REPORT

Clearcreek Township  
Warren County  
7593 Bunnell Hill Road  
Springboro, Ohio 45036

To the Board of Trustees:

### ***Report on the Financial Statements***

We have audited the accompanying cash-basis financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Clearcreek Township, Warren County, Ohio (the Township), as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Township's basic financial statements as listed in the table of contents.

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

Management is responsible for preparing and fairly presenting these financial statements in accordance with the cash accounting basis Note 2 describes. This responsibility includes determining that the cash accounting basis is acceptable for the circumstances. Management is also responsible for designing, implementing and maintaining internal control relevant to preparing and fairly presenting financial statements that are 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.

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective cash financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Clearcreek Township, Warren County, Ohio, as of December 31, 2018, and the respective changes in cash financial position thereof for the year then ended in accordance with the accounting basis described in Note 2.

**Accounting Basis**

We draw attention to Note 2 of the financial statements, which describes the accounting basis. The financial statements are prepared on the cash basis of accounting, which differs from generally accepted accounting principles. We did not modify our opinion regarding this matter.

**Emphasis of Matter**

As discussed in Note 11 to the financial statements, during 2018, the Township has elected to change its financial presentation to a cash basis comparable to the requirements of *Governmental Accounting Standards*. We did not modify our opinion regarding this matter.

**Other Matters**

*Other Information*

We applied no procedures to management's discussion & analysis and the budgetary comparisons for the General, Police District, and Fire District Funds as listed in the table of contents. Accordingly, we express no opinion or any other assurance on it.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated March 10, 2020, 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

March 10, 2020

**Clearcreek Township**  
*Warren County, Ohio*  
*Management's Discussion and Analysis*  
*Unaudited*

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This discussion and analysis of Clearcreek Township (the Township's) financial performance provides an overall review of the Township's financial activities for the year ended December 31, 2018, (within the limitations of the Township's cash basis of accounting).

The intent of this discussion and analysis is to look at the Township's financial performance as a whole; readers should also review the financial statements and notes to the basic financial statements to enhance their understanding of the Township's financial performance.

**Highlights**

Key highlights for 2018 are as follows:

- The Township's total general receipts are primarily property taxes and other local taxes. General receipts represent \$11,208,960, or 88 percent, of the total cash received for governmental activities during the year.
- The Township had \$12,998,604 in disbursements; only \$1,571,688 of these disbursements were offset by program specific charges for services and sales, grants and contributions.
- Net position of governmental activities decreased \$217,956, or approximately two percent.

**Using the Basic Financial Statements**

This annual report is presented in a format consistent with the presentation requirements of Governmental Accounting Standards Board Statement (GASB) No. 34, as applicable to the Township's cash basis of accounting.

**Report Components**

The statement of net position and the statement of activities provide information about the cash activities of the Township as a whole.

Fund financial statements provide a greater level of detail. Funds are created and maintained in the financial records of the Township as a way to segregate money whose use is restricted to a particular or specified purpose. These statements present financial information by fund, presenting funds with the largest balances, or most activity, in separate columns.

The notes to the financial statements are an integral part of the government-wide and fund financial statements and provide expanded explanation and detail regarding the information reported in the statements.

**Clearcreek Township**  
*Warren County, Ohio*  
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**Basis of Accounting**

The basis of accounting is a set of guidelines that determine when financial events are recorded. The Township has elected to present its financial statements on a cash basis of accounting. This basis of accounting is a basis of accounting other than what is required by generally accepted accounting principles. Under the Township's cash basis of accounting, receipts and disbursements are recorded when cash is received or paid.

As a result of using the cash basis of accounting, certain assets and their related receipts (such as accounts receivable) and certain liabilities and their related disbursements (such as accounts payable) are not recorded in the financial statements. Therefore, when reviewing the financial information and discussion within this report, the reader must keep in mind the limitations resulting from the use of the cash basis of accounting.

**Reporting the Township as a Whole**

The statement of net position and the statement of activities reflect how the Township did financially during 2018, within the limitations of the cash basis of accounting. The statement of net position presents the cash balances and investments of the governmental activities of the Township at year-end. The statement of activities compares cash disbursements with program receipts for each governmental program. Program receipts include charges paid by the recipient of the program's goods or services and grants and contributions restricted to meeting the operational or capital requirements of a particular program. General receipts are all receipts not classified as program receipts. The comparison of cash disbursements with program receipts identifies how each governmental function draws from the Township's general receipts.

These statements report the Township's cash position and the changes in cash position. Keeping in mind the limitations of the cash basis of accounting, you can think of these changes as one way to measure the Township's financial health. Over time, increases or decreases in the Township's cash position is one indicator of whether the Township's financial health is improving or deteriorating. When evaluating the Township's financial condition, you should also consider other non-financial factors as well such as the Township's property tax base, the condition of the Township's capital assets and infrastructure, the extent of the Township's debt obligations, the reliance on non-local financial resources for operations and the need for continued growth in the major local receipt sources such as property taxes.

The statement of net position and the statement of activities are comprised of governmental activities only.

**Reporting the Township's Most Significant Funds**

Fund financial statements provide detailed information about the Township's major funds – not the Township as a whole. The Township establishes separate funds to better manage its many activities and to help demonstrate that money that is restricted as to how it may be used is being spent for the intended purpose. The funds of the Township are all reported as governmental type funds.



**Clearcreek Township**  
*Warren County, Ohio*  
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*Unaudited*

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*Governmental Funds* - The Township's activities are reported in governmental funds. The governmental fund financial statements provide a detailed view of the Township's governmental operations and the basic services it provides. Governmental fund information helps determine whether there are more or less financial resources that can be spent to finance the Township's programs. The Township's significant governmental funds are presented in the financial statements in separate columns. The information for nonmajor funds (funds whose activity or balances are not large enough to warrant separate reporting) is combined and presented in total in a single column. The Township's major governmental funds are the General Fund, Police District Fund and Fire District Fund. The programs reported in governmental funds are closely related to those reported in the governmental activities section of the entity-wide statements.

**The Township as a Whole**

Table 1 provides a summary of the Township's net position for 2018 and 2017 on the cash basis:

(Table 1)  
**Net Position**

	Governmental Activities		
	2018	2017	Change
Assets			
Equity in Pooled Cash and Cash Equivalents	\$ 13,016,855	\$ 13,234,802	\$ (217,947)
Net Position			
Restricted for:			
Roads and Bridges	\$ 784,426	\$ 576,819	\$ 207,607
Police Protection	4,075,546	3,902,580	172,966
Fire and EMS Services	6,000,774	6,406,790	(406,016)
Street Lighting	101,572	79,129	22,443
Parks	1,603	1,603	-
Unrestricted	2,052,934	2,267,890	(214,956)
Total Net Position	\$ 13,016,855	\$ 13,234,811	\$ (217,956)

As mentioned previously, net position of governmental activities decreased \$217,956, or approximately two percent, during 2018. The decrease in net position is primarily due to an increase in general government, public safety and public works expenditures in 2018 compared to 2017.

**Clearcreek Township**  
*Warren County, Ohio*  
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Table 2 reflects the changes in net position on a cash basis in 2018 and 2017.

(Table 2)  
Change in Net Position

	Governmental Activities	
	2018	2017
Receipts:		
Program Receipts:		
Charges for Services and Sales	\$ 642,447	\$ 695,138
Operating Grants and Contributions	691,600	719,723
Capital Grants and Contributions	237,641	55,000
Total Program Receipts	1,571,688	1,469,861
General Revenues:		
Property and Other Local Taxes	9,466,408	9,087,755
Grants and Entitlements not Restricted to Specific Programs	1,510,462	1,423,450
Earnings on Investments	232,090	145,283
Total General Receipts	11,208,960	10,656,488
Total Receipts	12,780,648	12,126,349
Disbursements:		
Current		
General Government	970,518	812,886
Public Safety	9,877,270	8,800,720
Public Works	1,661,309	1,237,448
Public Health	20,413	9,766
Conservation-Recreation	397,720	522,233
Debt Service		
Principal	71,374	71,374
Total Disbursements	12,998,604	11,454,427
Change in Net Position	(217,956)	671,922
Net Position at Beginning of Year	13,234,811	12,562,889
Net Position at End of Year	\$ 13,016,855	\$ 13,234,811

Program receipts represent only 12 percent of total receipts during 2018 and 2017 and are primarily comprised of restricted intergovernmental receipts such as state grants, zoning permits and inspection fees, fines and forfeitures and charges for emergency medical services provided by the fire department.

General receipts represent 88% of the Township's total receipts during 2018 and 2017. Property, other local taxes comprised 85% and 86% of general receipts for 2018 and 2017, respectively. Grants and

**Clearcreek Township**  
*Warren County, Ohio*  
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*Unaudited*

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entitlements not restricted to specific programs make up 13 percent of total general receipts for 2018 and 2017 and include revenue from the State of Ohio (i.e., Local Government Funds, Homestead and Rollback allocation, etc.). The remaining general receipts are receipts from earnings on investments and made up 2% and 1%, respectively, of general revenues for 2018 and 2017.

Disbursements for general government represent the overhead costs of running the Township and the support services provided for other government activities. These include the costs associated with providing Township administration, accounting, and planning & zoning.

Public safety represents the costs of police and fire protection and emergency medical services, which makes up 76% and 77% of the total disbursements for 2018 and 2017, respectively. Public Works includes the costs for the Road & Bridge Fund as well as the lighting districts, and makes up 13% and 11% of the total disbursements for 2018 and 2017, respectively. Public health includes the cost to maintain the Township's Cemetery, and Conservation-Recreation includes the personnel and maintenance costs for all of the Township's parks.

**Governmental Activities**

If you look at the Statement of Activities, you will see that the first column lists the major services provided by the Township. The next column identifies the costs of providing these services. The major program disbursements for governmental activities are for the protection and safety of the residents, both police and fire, which account for \$9,877,270 and \$8,800,720, or 76% and 77% of all governmental disbursements for 2018 and 2017, respectively. The next three columns of the Statement entitled Program Receipts identify amounts paid by people who are directly charged for the service and grants received by the Township that must be used to provide a specific service. The Net (Disbursements) Receipts column compares the program receipts to the cost of the service. This "net cost" amount represents the cost of the service which ends up being paid from money provided by local taxpayers. These net costs are paid from the general receipts which are presented at the bottom of the Statement.

**Clearcreek Township**  
*Warren County, Ohio*  
*Management's Discussion and Analysis*  
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A comparison between the total cost of services and the net cost of services for 2018 and 2017 is presented in Table 3.

(Table 3)  
 Governmental Activities

	Total Cost of Services 2018	Net Cost of Services 2018	Total Cost of Services 2017	Net Cost of Services 2017
Current				
General Government	\$ 970,518	\$ 838,385	\$ 812,886	\$ 664,207
Public Safety	9,877,270	8,911,369	8,800,720	7,935,884
Public Works	1,661,309	1,187,655	1,237,448	781,102
Public Health	20,413	20,413	9,766	9,766
Conservation-Recreation	397,720	397,720	522,233	522,233
Debt Service				
Principal	71,374	71,374	71,374	71,374
Total Disbursements	<u>\$ 12,998,604</u>	<u>\$ 11,426,916</u>	<u>\$ 11,454,427</u>	<u>\$ 9,984,566</u>

The dependence upon property tax and intergovernmental receipts is apparent as 88 percent of governmental activities are supported through these general receipts for 2018 and 2017.

**The Township's Funds**

Information about the Township's major funds is reported on the Statement of Assets and Fund Balances – Cash Basis and the Statement of Receipts, Disbursements and Changes in Fund Balances – Cash Basis. Total governmental funds had receipts of \$12,780,648 in 2018, while total disbursements were \$12,998,604.

The fund balance of the General Fund decreased \$213,123 from the prior year. This was primarily due to the Township providing additional paving for roads and transfers to selected funds for interest earned from those funds.

**General Fund Budgeting Highlights**

The Township's budget is prepared according to Ohio law and is based upon accounting for certain transactions on a basis of cash receipts, disbursements, and encumbrances. The most significant budgeted fund is the General Fund.

The General Fund's final budgeted disbursements were \$2,430,922 while actual disbursements came in at \$2,031,958, which put the Township's disbursements under budget by 16%.

The General Fund's final budgeted receipts were \$2,003,636 while actual receipts came in at \$2,042,242, which resulted in a positive budget variance of 2%.

Overall, the Township ended the year with \$437,833 more in the General Fund than what was estimated in the final budget.

**Clearcreek Township**  
*Warren County, Ohio*  
*Management's Discussion and Analysis*  
*Unaudited*

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**Capital Assets and Debt Administration**

*Capital Assets* - The Township maintains inventory records on the Township's capital equipment and performs routine updates. The Township does not report non-cash assets on the financial statements.

*Debt* - At December 31, 2018, the Township's did not have any outstanding debt. For further information regarding the Township's debt, refer to Note 8 to the basic financial statements.

**Current Issues**

The challenge for all townships is to provide quality services to the public while staying within the restrictions imposed by limited funding. The Township's overall financial condition remained constant during 2018.

Of concern is the long term funding of our fire department. The Clearcreek Fire District (the District) provides fire, emergency medical, and rescue services to both Clearcreek Township and the City of Springboro (the City). The primary advantage of a joint fire district is it allows both the Township and the City to financially benefit from consolidated local government resources.

The District operates primarily from property tax levies paid by both township and city residents. These three tax levies were approved in 1980, 1987, and 2001. The 2001 levy promised to fund the District for at least 10 years. The department kept that promise and is heading into its 18<sup>th</sup> year operating from this levy. Revenue is also generated from billing for emergency medical services, but this only accounts for a small portion of the District's overall budget.

Our financial concern is caused primarily by how the District is funded. Because of how property tax levies are structured, the District's expenses have exceeded its revenues for the past few years. Fortunately, due to being fiscally responsible, the District has built up a reserve fund to make up for this deficit. However, at some point, those reserve funds will be exhausted. Then we will have to make the difficult decision whether we want to cut services provided by the District or generate additional revenue.

In closing, the Township intends to maintain its overall positive financial condition by carefully monitoring the activity in all of the Township's funds and by taking actions necessary to keep its funds, and the Township as a whole, on stable financial ground.

**Contacting the Township's Financial Management**

This financial report is designed to provide our citizens, taxpayers, investors, and creditors with a general overview of the Township's finances and to reflect the Township's accountability for the monies it receives. Questions concerning any of the information in this report or requests for additional information should be directed to the Fiscal Office at 7593 Bunnell Hill Road, Springboro, Ohio 45066.

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**Clearcreek Township**  
*Warren County, Ohio*  
*Statement of Net Position - Cash Basis*  
*December 31, 2018*

	Governmental Activities
<b>Assets</b>	
Equity in Pooled Cash and Cash Equivalents	\$ 13,016,855
<i>Total Assets</i>	<i>\$ 13,016,855</i>
 <b>Net Position</b>	
Restricted for:	
Roads and Bridges	\$ 784,426
Police Protection	4,075,546
Fire and EMS Services	6,000,774
Street Lighting	101,572
Parks	1,603
Unrestricted	2,052,934
<i>Total Net Position</i>	<i>\$ 13,016,855</i>

See accompanying notes to the basic financial statements

**Clearcreek Township**  
*Warren County, Ohio*  
*Statement of Activities - Cash Basis*  
*For the Year Ended December 31, 2018*

	Program Cash Receipts				Net (Disbursements) Receipts and Changes in Net Position
	Cash Disbursements	Charges for Services and Sales	Operating Grants and Contributions	Capital Grants and Contributions	Total Governmental Activities
<b>Governmental Activities</b>					
Current:					
General Government	\$ 970,518	\$ 111,216	\$ 20,917	\$ -	\$ (838,385)
Public Safety	9,877,270	531,231	197,029	237,641	(8,911,369)
Public Works	1,661,309	-	473,654	-	(1,187,655)
Public Health	20,413	-	-	-	(20,413)
Conservation-Recreation	397,720	-	-	-	(397,720)
Debt Service:					
Principal Retirement	71,374	-	-	-	(71,374)
<i>Total Governmental Activities</i>	<u>\$ 12,998,604</u>	<u>\$ 642,447</u>	<u>\$ 691,600</u>	<u>\$ 237,641</u>	<u>(11,426,916)</u>

General Receipts:	
Property and Other Taxes Levied for:	
General Purposes	1,093,026
Public Safety	7,576,129
Public Works	797,253
Grants and Entitlements not Restricted to Specific Programs	1,510,462
Earnings on Investments	232,090
Total General Receipts	<u>11,208,960</u>
<i>Change in Net Position</i>	(217,956)
<i>Net Position Beginning of Year, Restated</i>	<u>13,234,811</u>
<i>Net Position End of Year</i>	<u>\$ 13,016,855</u>

See accompanying notes to the basic financial statements



**Clearcreek Township**  
*Warren County, Ohio*  
**Statement of Assets and Fund Balances - Cash Basis**  
*Governmental Funds*  
*December 31, 2018*

	General Fund	Police District Fund	Fire District Fund	Other Governmental Funds	Total Governmental Funds
<b>Assets</b>					
Equity in Pooled Cash and Cash Equivalents	\$ 2,052,934	\$ 4,024,570	\$ 5,467,922	\$ 1,471,429	\$ 13,016,855
<i>Total Assets</i>	<u>\$ 2,052,934</u>	<u>\$ 4,024,570</u>	<u>\$ 5,467,922</u>	<u>\$ 1,471,429</u>	<u>\$ 13,016,855</u>
<b>Fund Balances</b>					
Restricted					
Roads and Bridges	\$ -	\$ -	\$ -	\$ 784,426	\$ 784,426
Police Protection	-	4,024,570	-	50,976	4,075,546
Fire and EMS Services	-	-	5,467,922	532,852	6,000,774
Street Lighting	-	-	-	101,572	101,572
Parks	-	-	-	1,603	1,603
Total Restricted	<u>-</u>	<u>4,024,570</u>	<u>5,467,922</u>	<u>1,471,429</u>	<u>10,963,921</u>
Assigned					
Following Year's Budget	192,274	-	-	-	192,274
Encumbrances	54,330	-	-	-	54,330
Total Assigned	<u>246,604</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>246,604</u>
Unassigned					
	<u>1,806,330</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,806,330</u>
<i>Total Fund Balances</i>	<u>\$ 2,052,934</u>	<u>\$ 4,024,570</u>	<u>\$ 5,467,922</u>	<u>\$ 1,471,429</u>	<u>\$ 13,016,855</u>

See accompanying notes to the basic financial statements

**Clearcreek Township**  
*Warren County, Ohio*  
*Statement of Receipts, Disbursements and Changes in Fund Balances - Cash Basis*  
*Governmental Funds*  
*For the Year Ended December 31, 2018*

	General Fund	Police District Fund	Fire District Fund	Other Governmental Funds	Total Governmental Funds
<b>Receipts</b>					
Property and Other Local Taxes	\$ 1,093,026	\$ 2,337,465	\$ 5,238,664	\$ 797,253	\$ 9,466,408
Charges for Services	-	-	-	467,302	467,302
Licenses, Permits and Fees	242,239	58,256	10	-	300,505
Fines and Forfeitures	20,494	-	-	-	20,494
Intergovernmental	405,250	242,204	600,109	521,724	1,769,287
Special Assessments	-	-	-	219,515	219,515
Earnings on Investments	224,700	-	-	7,390	232,090
Miscellaneous	56,533	72,041	109,409	67,064	305,047
<i>Total Receipts</i>	<u>2,042,242</u>	<u>2,709,966</u>	<u>5,948,192</u>	<u>2,080,248</u>	<u>12,780,648</u>
<b>Disbursements</b>					
Current:					
General Government	844,992	-	-	-	844,992
Public Safety	672	2,493,079	6,212,378	748,823	9,454,952
Public Works	516,931	-	-	1,116,933	1,633,864
Health	20,413	-	-	-	20,413
Conservation-Recreation	397,720	-	-	-	397,720
Capital Outlay	125,526	131,023	44,246	274,494	575,289
Debt Service:					
Principal Retirement	71,374	-	-	-	71,374
<i>Total Disbursements</i>	<u>1,977,628</u>	<u>2,624,102</u>	<u>6,256,624</u>	<u>2,140,250</u>	<u>12,998,604</u>
<i>Excess of Receipts Over (Under) Disbursements</i>	<u>64,614</u>	<u>85,864</u>	<u>(308,432)</u>	<u>(60,002)</u>	<u>(217,956)</u>
<b>Other Financing Sources (Uses)</b>					
Transfers In	-	105,551	149,471	22,715	277,737
Transfers Out	(277,737)	-	-	-	(277,737)
<i>Total Other Financing Sources (Uses)</i>	<u>(277,737)</u>	<u>105,551</u>	<u>149,471</u>	<u>22,715</u>	<u>-</u>
<i>Net Change in Fund Balances</i>	(213,123)	191,415	(158,961)	(37,287)	(217,956)
<i>Fund Balances Beginning of Year, Restated</i>	<u>2,266,057</u>	<u>3,833,155</u>	<u>5,626,883</u>	<u>1,508,716</u>	<u>13,234,811</u>
<i>Fund Balances End of Year</i>	<u>\$ 2,052,934</u>	<u>\$ 4,024,570</u>	<u>\$ 5,467,922</u>	<u>\$ 1,471,429</u>	<u>\$ 13,016,855</u>

See accompanying notes to the basic financial statements

**Clearcreek Township**  
*Warren County, Ohio*  
*Notes to the Basic Financial Statements*  
*For the Year Ended December 31, 2018*

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**Note 1 – Reporting Entity**

Clearcreek Township, Warren County, Ohio (the Township), is a body politic and corporate established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The Township is directed by a publicly elected three-member Board of Trustees. The Township also has an elected Township Fiscal Officer.

***Primary Government***

The primary government consists of all funds, departments, boards and agencies that are not legally separate from the Township. The Township provides general government services, maintenance of Township roads and bridges, police and fire protection, emergency medical services, and cemetery maintenance.

***Public Entity Risk Pool***

The Township participates in a public entity risk pool. Note 5 to the financial statements provides additional information for this entity.

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**

As discussed further in the Basis of Accounting section of this Note, these financial statements are presented on a cash basis of accounting. This cash basis of accounting differs from accounting principles generally accepted in the United States of America (GAAP). Generally accepted accounting principles include all relevant Governmental Accounting Standards Board (GASB) pronouncements, which have been applied to the extent they are applicable to the cash basis of accounting.

***Basis of Presentation***

The Township's basic financial statements consist of government-wide financial statements, including a statement of net position and a statement of activities, and fund financial statements which provide a more detailed level of financial information.

***Government-Wide Financial Statements*** The statement of net position and the statement of activities display information about the Township as a whole. These statements include the financial activities of the primary government. Governmental activities generally are financed through taxes, intergovernmental receipts or other nonexchange transactions.

The statement of net position presents the cash and investment balances, of the governmental activities of the Township at year end. The statement of activities compares disbursements with program receipts for each of the Township's governmental activities. Disbursements are reported by function. A function is a group of related activities designed to accomplish a major service or regulatory program for which the Township is responsible. Program receipts include charges paid by the recipient of the program's goods or services, grants and contributions restricted to meeting the operational or capital requirements of a particular program and receipts of interest earned on grants that are required to be used to support a particular program. General receipts are all receipts not classified as program receipts, with certain

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limited exceptions. The comparison of direct disbursements with program receipts identifies the extent to which each governmental function is self-financing on a cash basis or draws from the Township's general receipts.

***Fund Financial Statements*** During the year, the Township segregates transactions related to certain Township functions or activities in separate funds to aid financial management and to demonstrate legal compliance. Fund financial statements are designed to present financial information of the Township at this more detailed level. The focus of governmental fund financial statements is on major funds. Each major fund is presented in a separate column. Nonmajor funds are aggregated and presented in a single column.

***Fund Accounting***

The Township uses fund accounting to maintain its 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 all categorized as governmental funds.

***Governmental Funds*** Governmental funds are those through which most governmental functions of the Township are financed. The following are the Township's major governmental funds:

*General Fund:* This 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.

*Police District Fund:* This fund accounts for proceeds from property taxes and other cash receipts restricted for police department operations and protection services.

*Fire District Fund:* This fund accounts for proceeds from property taxes and other cash receipts restricted for fire department and life squad protection and emergency services.

The other governmental funds of the Township account for and report grants and other resources, whose use is restricted, committed or assigned to a particular purpose.

***Basis of Accounting***

The Township's financial statements are prepared using the cash basis of accounting. Receipts are recorded in the Township's financial records and reported in the financial statements when cash is received rather than when earned and disbursements are recorded when cash is paid rather than when a liability is incurred. Any such modifications made by the Township are described in the appropriate section in this note.

As a result of the use of this cash basis of accounting, certain assets and their related revenues (such as accounts receivable and revenue for billed or provided services not yet collected) and certain liabilities and their related expenses (such as accounts payable and expenses for goods or services received but not yet paid, and accrued liabilities and the related expenses) are not recorded in these financial statements.

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***Cash and Investments***

To improve cash management, cash received by the Township is pooled and invested. Individual fund integrity is maintained through Township records. Interest in the pool is presented as “Equity in Pooled Cash and Cash Equivalents.”

Certificates of deposit and investments of the cash management pool are presented on the financial statements as cash equivalents

Investments are reported as assets. Accordingly, purchases of investments are not recorded as disbursements, and sales of investments are not recorded as receipts. Gains or losses at the time of sale are recorded as receipts or negative receipts (contra revenue), respectively.

During 2018, the Township invested in certificates of deposit, a US Government money market fund and STAR Ohio.

The certificates of deposit are reported at cost.

The US Government money market is reported at the amount Fidelity Investments reported at December 31, 2018.

STAR Ohio (the State Treasury Asset Reserve of Ohio), is an investment pool managed by the State Treasurer’s Office which allows governments within the State to pool their funds for investment purposes. STAR Ohio is not registered with the SEC as an investment company, but has adopted Governmental Accounting Standards Board (GASB), Statement No. 79, “Certain External Investment Pools and Pool Participants.” The Township measures their investment in STAR Ohio at the net asset value (NAV) per share provided by STAR Ohio. The NAV per share is calculated on an amortized cost basis that provides an NAV per share that approximates fair value. For 2018, there were no limitations or restrictions on any participant withdrawals due to redemption notice periods, liquidity fees, or redemption gates. However, twenty-four hours advance notice is appreciated for deposits and withdrawals of \$25 million or more. STAR Ohio reserves the right to limit the transaction to \$100 million per day, requiring the excess amount to be transacted the following business day(s), but only to the \$100 million limit. All accounts of the participant will be combined for these purposes.

Interest earnings are allocated to Township funds according to State statutes, grant requirements, or debt related restrictions. Interest receipts credited to the General Fund during 2018 were \$224,700.

***Inventory and Prepaid Items***

The Township reports disbursements for inventories and prepaid items when paid. These items are not reflected as assets in the accompanying financial statements.

***Capital Assets***

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

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***Accumulated Leave***

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

***Employer Contributions to Cost-Sharing Pension Plans***

The Township recognizes the disbursement for employer contributions to cost-sharing pension plans when they are paid. As described in Notes 6 and 7, the employer contributions include portions for pension benefits and for other postemployment benefits (OPEB).

***Long-Term Obligations***

The Township's cash basis financial statements do not report liabilities for bonds or other long-term obligations. Proceeds of debt are reported when the cash is received and principal and interest payments are reported when paid.

***Net Position***

Net position is reported as restricted when there are limitations imposed on its use either through enabling legislation or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. Net position restricted for other purposes includes resources restricted for maintaining roads and bridges, cemeteries, police, fire and EMS, and street lighting.

The Township's policy is to first apply restricted resources when an obligation is incurred for purposes for which both restricted and unrestricted net position is available.

***Fund Balance***

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

***Nonspendable*** The nonspendable fund balance category includes amounts that cannot be spent because they are not in spendable form, or are legally or contractually required to be maintained intact. The "not in spendable form" criterion includes items that are not expected to be converted to cash. It also includes the long-term amount of interfund loans.

***Restricted*** Fund balance is reported as 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.

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**Committed** The committed fund balance classification includes amounts that can be used only for the specific purposes imposed by formal action (resolution) of Township Trustees. Those committed amounts cannot be used for any other purpose unless the Township Trustees remove or change the specified use by taking the same type of action (resolution) it employed to previously commit those amounts. In contrast to fund balance that is restricted by enabling legislation, the committed fund balance classification may be redeployed for other purposes with appropriate due process. Constraints imposed on the use of committed amounts are imposed by Township Trustees, separate from the authorization to raise the underlying revenue; therefore, compliance with these constraints is not considered to be legally enforceable. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

**Assigned** Amounts in the assigned fund balance classification are intended to be used by the Township for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not 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. State Statute authorizes the Township Fiscal Officer to assign fund balance for purchases on order provided such amounts have been lawfully appropriated.

**Unassigned** Unassigned fund balance is the residual classification for the general fund and includes amounts not contained 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.

***Interfund Transactions***

Exchange transactions between funds are reported as receipts in the seller funds and as disbursements in the purchaser funds. Subsidies from one fund to another without a requirement for repayment are reported as interfund transfers. Interfund transfers are reported as other financing sources/uses in governmental funds. Repayments from funds responsible for particular disbursements to the funds that initially paid for them are not presented in the financial statements.

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### **Note 3 – Deposits and Investments**

Monies held by the Township are classified by State statute into three categories.

Active monies are public monies determined to be necessary to meet current demands upon the Township treasury. Active monies must be maintained either as cash in the Township treasury, in commercial accounts payable or withdrawable on demand, including negotiable order of withdrawal (NOW) accounts, or in money market deposit accounts.

Inactive deposits are public deposits that the Trustees have identified as not required for use within the current five year period of designation of depositories. Inactive deposits must either be evidenced by certificates of deposit maturing not later than the end of the current period of designation of depositories, or by savings or deposit accounts including, but not limited to, passbook accounts.

Interim deposits are deposits of interim monies. Interim monies are those monies which are not needed for immediate use but which will be needed before the end of the current period of designation of depositories. Interim deposits must be evidenced by time certificates of deposit maturing not more than one year from the date of deposit or by savings or deposit accounts, including passbook accounts.

Interim monies held by the Township can be deposited or invested in the following securities:

1. United States Treasury bills, bonds notes, or any other obligation or security issued by the United States Treasury, or any other obligation guaranteed as to principal and interest by the United States;
2. Bonds, notes, debentures, or any other obligations or securities issued by any federal government agency or instrumentality, including, but not limited to, Federal National Mortgage Association, Federal Home Loan Bank, Federal Farm Credit Bank, Federal Home Loan Mortgage Corporation, and Government National Mortgage Association. All federal agency securities shall be direct issuances of federal government agencies or instrumentalities;
3. No-load money market mutual funds consisting exclusively of obligations described in (1) or (2) and repurchase agreements secured by such obligations, provided that investments in securities described in this division are made only through eligible institutions;
4. Time certificates of deposit or savings or deposit accounts including, but not limited to, passbook accounts;
5. Bonds and other obligations of the State of Ohio, and with certain limitations bonds and other obligations of political subdivisions of the State of Ohio;
6. The State Treasurer's investment pool (STAR Ohio);
7. Certain bankers' acceptances and commercial paper notes for a period not to exceed one hundred eighty days in an amount not to exceed 40 percent of the interim monies available for investment at any one time if training requirements have been met; and



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8. Written repurchase agreements in the securities described in (1) or (2) provided the market value of the securities subject to the repurchase agreement must exceed the principal value of the agreement by at least two percent and be marked to market daily, and the term of the agreement must not exceed thirty days.

Investments in stripped principal or interest obligations, reverse repurchase agreements, and derivatives are prohibited. The issuance of taxable notes for the purpose of arbitrage, the use of leverage, and short selling are also prohibited. An investment must mature within five years from the date of purchase, unless matched to a specific obligation or debt of the Township, and must be purchased with the expectation that it will be held to maturity.

Investments may only be made through specified dealers and institutions. Payment for investments may be made only upon delivery of the securities representing the investments to the Fiscal Officer or, if the securities are not represented by a certificate, upon receipt of confirmation of transfer from the custodian.

### ***Deposits***

Custodial credit risk is the risk that in the event of bank failure, the Township will not be able to recover deposits or collateral securities that are in the possession of an outside party. At year end, \$2,129,068 of the Township's bank balance of \$13,443,690 was exposed to custodial credit risk because those deposits were uninsured and uncollateralized. Although all statutory requirements for the deposit of money had been followed, non-compliance with federal requirements could potentially subject the Township to a successful claim by the FDIC.

The Township has no deposit policy for custodial risk beyond the requirements of State statute. Ohio law requires that deposits be either insured or be protected by:

Eligible securities pledged to the Township and deposited with a qualified trustee by the financial institution as security for repayment whose market value at all times shall be at least one hundred five percent of the deposits being secured; or

Participation in 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. OPCS requires the total market value of the securities pledged to be 102 percent of the deposits being secured or a rate set by the Treasurer of State.

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***Investments***

The fair value of the Township's investments is not materially different than measurement value. As of December 31, 2018, the Township had an investment of \$615,089 in a government money market mutual fund.

***Interest Rate Risk*** – Interest rate risk arises because potential purchasers of debt securities will not agree to pay face value for those securities if interest rates subsequently increase. The Township addresses interest rate risk by requiring that the Township's investment portfolio be structured so that securities mature to meet cash requirements for ongoing operations and/or long-term debt payments, thereby avoiding the need to sell securities on the open market prior to maturity, and by investing operating funds primarily in short term investments.

***Credit Risk*** – The Township has no investment policy dealing with investment credit risk beyond the requirements in state statutes.

***Custodial Credit Risk*** – For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the Township will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party.

The Township has no investment policy dealing with investment custodial risk beyond the requirements in ORC 135.14(M)(2) which states, "Payment for investments shall be made only upon the delivery of securities representing such investments to the treasurer, investing authority, or qualified trustee. If the securities transferred are not represented by a certificate, payment shall be made only upon receipt of confirmation of transfer from the custodian by the treasurer, governing board, or qualified trustee."

***Concentration of Credit Risk*** – The Township places no limit on the amount it may invest in any one issuer.

**Note 4 – Property Taxes**

Property taxes include amounts levied against all real and public utility property located in the Township. Property tax revenue received during 2018 for real and public utility property taxes represents collections of 2017 taxes.

2018 real property taxes are levied after October 1, 2018, on the assessed value as of January 1, 2018, the lien date. Assessed values are established by State law at 35 percent of appraised market value. 2018 real property taxes are collected in and intended to finance 2019.

Real property taxes are payable annually or semi-annually. If paid annually, payment is due December 31; if paid semi-annually, the first payment is due December 31, with the remainder payable by June 20. Under certain circumstances, State statute permits later payment dates to be established.

Public utility personal property currently is assessed at varying percentages of true value; public utility real property is assessed at 35 percent of true value. 2018 public utility property taxes which became a lien December 31, 2017, are levied after October 1, 2018, and are collected in 2019 with real property taxes.

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The full tax rate for all Township operations for the year ended December 31, 2018, was \$16.97 per \$1,000 of assessed value. The assessed values of real property and public utility tangible property upon which 2018 property tax receipts were based are as follows:

Real Property Tax Assessed Valuation	\$ 583,816,370
Public Utility Personal Property Assessed Valuation	<u>104,867,060</u>
Total	<u>\$ 688,683,430</u>

The County Treasurer collects property taxes on behalf of all taxing districts in the county, including the Township. The County Auditor periodically remits to the Township its portion of the taxes collected.

**Note 5 – Risk Management**

The Township is exposed to various risks of property and casualty losses, and injuries to employees.

The Township insures against injuries to employees through the Ohio Bureau of Worker’s Compensation.

The Township belongs to the Ohio Township Association Risk Management Authority (OTARMA), a risk-sharing pool available to Ohio townships. OTARMA provides property and casualty coverage for its members. York Risk Pooling Services, Inc. (formally known as American Risk Pooling Consultants, Inc.) (York or Management), functions as the administrator of the Pool and provides underwriting claims, loss control, risk management, and reinsurance services for the Pool. Member governments pay annual contributions to fund OTARMA. OTARMA pays judgments, settlements and other expenses resulting from covered claims that exceed the members’ deductibles.

Casualty and Property Coverage

The Pool is a member of American Public Entity Excess Pool (APEEP), which is also administered by York. APEEP provides the Pool with an excess risk-sharing program. Under this arrangement, OTARMA retains insured risks up to an amount specified in the contracts. At December 31, 2018, OTARMA retained \$350,000 for casualty claims and \$250,000 for property claims.

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

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Financial Position

OTARMA's financial statements (audited by other accountants) conform with generally accepted accounting principles, and reported the following assets, liabilities and net position at December 31, 2017, the most recent financial information available.

	<b>2017</b>
Assets	\$40,010,732
Liabilities	8,675,465
Net Position	\$31,335,267

At December 31, 2017 the liabilities above include approximately \$8.0 million of estimated incurred claims payable. The assets above also include approximately \$6.9 million of unpaid claims to be billed to approximately 1,016 member governments in the future, as of December 31, 2017. These amounts will be included in future contributions from members when the related claims are due for payment. As of December 31, 2018, the Township's share of these unpaid claims collectible in future years is approximately \$40,000.

Based on discussions with OTARMA, the expected rates OTARMA charges to compute member contributions, which are used to pay claims as they become due, are not expected to change significantly from those used to determine the historical contributions detailed below. By contract, the annual liability of each member is limited to the amount of financial contributions required to be made to OTARMA for each year of membership.

The Township's contributions to OTARMA for 2018 totaled \$85,204.

After one year of membership, a member may withdraw on the anniversary of the date of joining OTARMA, if the member notifies OTARMA in writing 60 days prior to the anniversary date. Upon withdrawal, members are eligible for a full or partial refund of their capital contributions, minus the subsequent year's contribution. Withdrawing members have no other future obligation to the pool. Also upon withdrawal, payments for all casualty claims and claim expenses become the sole responsibility of the withdrawing member, regardless of whether a claim occurred or was reported prior to the withdrawal.

**Note 6 – Defined Benefit Pension Plan**

***Plan Description - Ohio Public Employees Retirement System (OPERS)***

Township employees, other than full-time firefighters, participate in the Ohio Public Employees Retirement System (OPERS). OPERS administers three separate pension plans. The traditional pension plan is a cost-sharing, multiple-employer defined benefit pension plan. The member-directed plan is a defined contribution plan and the combined plan is a combination cost-sharing, multiple-employer defined benefit/defined contribution pension plan. Participating employers are divided into state, local, law enforcement and public safety divisions. While members in the state and local divisions may participate in all three plans, law enforcement and public safety divisions exist only within the traditional plan.

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OPERS provides retirement, disability, survivor and death benefits, and annual cost-of-living adjustments to members of the traditional and combined plans. Authority to establish and amend benefits is provided by Chapter 145 of the Ohio Revised Code. OPERS issues a stand-alone financial report that includes financial statements, required supplementary information and detailed information about OPERS' fiduciary net position that may be obtained by visiting <https://www.opers.org/financial/reports.shtml>, by writing to the Ohio Public Employees Retirement System, 277 East Town Street, Columbus, Ohio 43215-4642, or by calling 800-222-7377.

Senate Bill (SB) 343 was enacted into law with an effective date of January 7, 2013. In the legislation, members in the traditional and combined plans were categorized into three groups with varying provisions of the law applicable to each group. The following table provides age and service requirements for retirement and the retirement formula applied to final average salary (FAS) for the three member groups under the traditional and combined plans as per the reduced benefits adopted by SB 343 (see OPERS' CAFR referenced above for additional information, including requirements for reduced and unreduced benefits):

<b>Group A</b> Eligible to retire prior to January 7, 2013 or five years after January 7, 2013	<b>Group B</b> 20 years of service credit prior to January 7, 2013 or eligible to retire ten years after January 7, 2013	<b>Group C</b> Members not in other Groups and members hired on or after January 7, 2013
<b>State and Local</b>	<b>State and Local</b>	<b>State and Local</b>
<b>Age and Service Requirements:</b> Age 60 with 60 months of service credit or Age 55 with 25 years of service credit	<b>Age and Service Requirements:</b> Age 60 with 60 months of service credit or Age 55 with 25 years of service credit	<b>Age and Service Requirements:</b> Age 57 with 25 years of service credit or Age 62 with 5 years of service credit
<b>Formula:</b> 2.2% of FAS multiplied by years of service for the first 30 years and 2.5% for service years in excess of 30	<b>Formula:</b> 2.2% of FAS multiplied by years of service for the first 30 years and 2.5% for service years in excess of 30	<b>Formula:</b> 2.2% of FAS multiplied by years of service for the first 35 years and 2.5% for service years in excess of 35
<b>Public Safety</b>	<b>Public Safety</b>	<b>Public Safety</b>
<b>Age and Service Requirements:</b> Age 48 with 25 years of service credit or Age 52 with 15 years of service credit	<b>Age and Service Requirements:</b> Age 48 with 25 years of service credit or Age 52 with 15 years of service credit	<b>Age and Service Requirements:</b> Age 52 with 25 years of service credit or Age 56 with 15 years of service credit
<b>Law Enforcement</b>	<b>Law Enforcement</b>	<b>Law Enforcement</b>
<b>Age and Service Requirements:</b> Age 52 with 15 years of service credit	<b>Age and Service Requirements:</b> Age 48 with 25 years of service credit or Age 52 with 15 years of service credit	<b>Age and Service Requirements:</b> Age 48 with 25 years of service credit or Age 56 with 15 years of service credit
<b>Public Safety and Law Enforcement</b>	<b>Public Safety and Law Enforcement</b>	<b>Public Safety and Law Enforcement</b>
<b>Formula:</b> 2.5% of FAS multiplied by years of service for the first 25 years and 2.1% for service years in excess of 25	<b>Formula:</b> 2.5% of FAS multiplied by years of service for the first 25 years and 2.1% for service years in excess of 25	<b>Formula:</b> 2.5% of FAS multiplied by years of service for the first 25 years and 2.1% for service years in excess of 25

Final average Salary (FAS) represents the average of the three highest years of earnings over a member's career for Groups A and B. Group C is based on the average of the five highest years of earnings over a member's career.

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Members who retire before meeting the age and years of service credit requirement for unreduced benefits receive a percentage reduction in the benefit amount.

When a traditional plan benefit recipient has received benefits for 12 months, an annual cost-of-living adjustment (COLA) is provided. This COLA is calculated on the base retirement benefit at the date of retirement and is not compounded. Members retiring under the combined plan receive a cost-of-living adjustment of the defined benefit portion of their pension benefit. For those retiring prior to January 7, 2013, the COLA will continue to be a 3 percent simple annual COLA. For those retiring subsequent to January 7, 2013, beginning in calendar year 2019, the COLA will be based on the average percentage increase in the Consumer Price Index, capped at 3 percent.

Defined contribution plan benefits are established in the plan documents, which may be amended by the Board. Member-directed plan and combined plan members who have met the retirement eligibility requirements may apply for retirement benefits. The amount available for defined contribution benefits in the combined plan consists of the member's contributions plus or minus the investment gains or losses resulting from the member's investment selections. Combined plan members wishing to receive benefits must meet the requirements for both the defined benefit and defined contribution plans. Member-directed participants must have attained the age of 55, have money on deposit in the defined contribution plan and have terminated public service to apply for retirement benefits. The amount available for defined contribution benefits in the member-directed plan consists of the members' contributions, vested employer contributions and investment gains or losses resulting from the members' investment selections. Employer contributions and associated investment earnings vest over a five-year period, at a rate of 20 percent each year. At retirement, members may select one of several distribution options for payment of the vested balance in their individual OPERS accounts. Options include the purchase of a monthly defined benefit annuity from OPERS (which includes joint and survivor options), partial lump-sum payments (subject to limitations), a rollover of the vested account balance to another financial institution, receipt of entire account balance, net of taxes withheld, or a combination of these options.

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Funding Policy – The Ohio Revised Code (ORC) provides statutory authority for member and employer contributions as follows:

	<u>State and Local</u>	<u>Public Safety</u>	<u>Law Enforcement</u>
<b>2018 Statutory Maximum Contribution Rates</b>			
Employer	14.0%	18.1%	18.1%
Employee (3)	10.0%	(1)	(2)
<b>2018 Actual Contribution Rates</b>			
Employer:			
Pension	14.0%	18.1%	18.1%
Post-employment Health Care Benefits (4)	<u>0.0%</u>	<u>0.0%</u>	<u>0.0%</u>
Total Employer	<u>14.0%</u>	<u>18.1%</u>	<u>18.1%</u>
Employee	<u>10.0%</u>	<u>12.0%</u>	<u>13.0%</u>

- (1) This rate is determined by OPERS' Board and has no maximum rate established by ORC.
- (2) This rate is also determined by OPERS' Board, but is limited by ORC to not more than 2 percent greater than the Public Safety rate.
- (3) Member contributions within the combined plan are not used to fund the defined benefit retirement allowance.
- (4) This employer health care rate is for the traditional and combined plans. The employer contribution for the member-directed plan is 4 percent.

Employer contribution rates are actuarially determined and are expressed as a percentage of covered payroll. The Township's contractually required contribution was \$342,814 for year 2018.

***Plan Description – Ohio Police & Fire Pension Fund (OPF)***

Plan Description – Township full-time firefighters participate in Ohio Police and Fire Pension Fund (OPF), a cost-sharing, multiple-employer defined benefit pension plan administered by OPF. OPF provides retirement and disability pension benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefit provisions are established by the Ohio State Legislature and are codified in Chapter 742 of the Ohio Revised Code. OPF issues a publicly available financial report that includes financial information and required supplementary information and detailed information about OPF fiduciary net position. The report that may be obtained by visiting the OPF website at [www.op-f.org](http://www.op-f.org) or by writing to the Ohio Police and Fire Pension Fund, 140 East Town Street, Columbus, Ohio 43215-5164.

Upon attaining a qualifying age with sufficient years of service, a member of OPF may retire and receive a lifetime monthly pension. OPF offers four types of service retirement: normal, service commuted, age/service commuted and actuarially reduced. Each type has different eligibility guidelines and is calculated using the member's average annual salary. The following discussion of the pension formula relates to normal service retirement.

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For members hired after July 1, 2013, the minimum retirement age is 52 for normal service retirement with at least 25 years of service credit. For members hired on or before after July 1, 2013, the minimum retirement age is 48 for normal service retirement with at least 25 years of service credit.

The annual pension benefit for normal service retirement is equal to a percentage of the allowable average annual salary. The percentage equals 2.5 percent for each of the first 20 years of service credit, 2.0 percent for each of the next five years of service credit and 1.5 percent for each year of service credit in excess of 25 years. The maximum pension of 72 percent of the allowable average annual salary is paid after 33 years of service credit (see OPF’s CAFR referenced above for additional information, including requirements for Deferred Retirement Option Plan provisions and reduced and unreduced benefits).

Under normal service retirement, retired members who are at least 55 years old and have been receiving OPF benefits for at least one year may be eligible for a cost-of-living allowance adjustment. The age 55 provision for receiving a COLA does not apply to those who are receiving a permanent and total disability benefit, surviving beneficiaries, and statutory survivors. Members participating in the DROP program have separate eligibility requirements related to COLA.

Members retiring under normal service retirement, with less than 15 years of service credit on July 1, 2013, and members whose pension benefit became effective on or after July 1, 2013, will receive a COLA equal to a percentage of the member’s base pension benefit where the percentage is the lesser of three percent or the percentage increase in the consumer price index, if any, over the 12 month period that ends on the thirtieth day of September of the immediately preceding year, rounded to the nearest one-tenth of one percent.

Funding Policy – The Ohio Revised Code (ORC) provides statutory authority for member and employer contributions as follows:

	Police	Firefighters
<b>2018 Statutory Maximum Contribution Rates</b>		
Employer	19.50%	24.00%
Employee	12.25%	12.25%
 <b>2018 Actual Contribution Rates</b>		
Employer:		
Pension	19.00%	23.50%
Post-employment Health Care Benefits	0.50%	0.50%
Total Employer	19.50%	24.00%
Employee	12.25%	12.25%

Employer contribution rates are expressed as a percentage of covered payroll. The Township’s contractually required contribution to OPF was \$926,812 for 2018.



**Clearcreek Township**  
*Warren County, Ohio*  
*Notes to the Basic Financial Statements*  
*For the Year Ended December 31, 2018*

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**Note 7 - Postemployment Benefits**

***Ohio Public Employees Retirement System***

Plan Description – The Ohio Public Employees Retirement System (OPERS) administers three separate pension plans: the traditional pension plan, a cost-sharing, multiple-employer defined benefit pension plan; the member-directed plan, a defined contribution plan; and the combined plan, a cost-sharing, multiple-employer defined benefit pension plan that has elements of both a defined benefit and defined contribution plan.

OPERS maintains a cost-sharing, multiple-employer defined benefit post-employment health care trust, which funds multiple health care plans including medical coverage, prescription drug coverage and deposits to a Health Reimbursement Arrangement to qualifying benefit recipients of both the traditional pension and the combined plans. This trust is also used to fund health care for member-directed plan participants, in the form of a Retiree Medical Account (RMA). At retirement or refund, member directed plan participants may be eligible for reimbursement of qualified medical expenses from their vested RMA balance.

In order to qualify for postemployment health care coverage, age and service retirees under the traditional pension and combined plans must have twenty or more years of qualifying Ohio service credit. Health care coverage for disability benefit recipients and qualified survivor benefit recipients is available. The health care coverage provided by OPERS meets the definition of an Other Post Employment Benefit (OPEB) as described in GASB Statement 75. See OPERS' CAFR referenced below for additional information.

The Ohio Revised Code permits, but does not require OPERS to provide health care to its eligible benefit recipients. Authority to establish and amend health care coverage is provided to the Board in Chapter 145 of the Ohio Revised Code.

Disclosures for the health care plan are presented separately in the OPERS financial report. Interested parties may obtain a copy by visiting <https://www.opers.org/financial/reports.shtml>, by writing to OPERS, 277 East Town Street, Columbus, Ohio 43215-4642, or by calling (614) 222-5601 or (800) 222-7377.

Funding Policy – The Ohio Revised Code provides the statutory authority requiring public employers to fund postemployment health care through their contributions to OPERS. A portion of each employer's contribution to OPERS is set aside to fund OPERS health care plans.

Employer contribution rates are expressed as a percentage of the earnable salary of active members. In 2018, state and local employers contributed at a rate of 14.0 percent of earnable salary and public safety and law enforcement employers contributed at 18.1 percent. These are the maximum employer contribution rates permitted by the Ohio Revised Code. Active member contributions do not fund health care.

**Clearcreek Township**  
*Warren County, Ohio*  
*Notes to the Basic Financial Statements*  
*For the Year Ended December 31, 2018*

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Each year, the OPERS Board determines the portion of the employer contribution rate that will be set aside to fund health care plans. For 2018, OPERS did not allocate any employer contribution to health care for members in the Traditional Pension Plan and Combined Plan. The OPERS Board is also authorized to establish rules for the retiree or their surviving beneficiaries to pay a portion of the health care provided. Payment amounts vary depending on the number of covered dependents and the coverage selected. The employer contribution as a percentage of covered payroll deposited into the RMA for participants in the Member-Directed Plan for 2018 was 4.0 percent.

Employer contribution rates are actuarially determined and are expressed as a percentage of covered payroll. The Township's contractually required contribution was \$0 for the year 2018.

***Ohio Police and Fire Pension Fund***

Plan Description – The Township contributes to the Ohio Police and Fire Pension Fund (OPF) sponsored healthcare program, a cost-sharing, multiple-employer defined post-employment healthcare plan administered by a third-party provider. This program is not guaranteed and is subject to change at any time upon action of the Board of Trustees. OPF provides health care benefits including coverage for medical, prescription drug, dental, vision, and Medicare Part B Premium to retirees, qualifying benefit recipients and their eligible dependents.

OPF provides access to postretirement health care coverage for any person who receives or is eligible to receive a monthly service, disability, or statutory survivor benefit, or is a spouse or eligible dependent child of such person. The health care coverage provided by OPF meets the definition of an Other Post Employment Benefit (OPEB) as described in Government Accounting Standards Board (GASB) Statement No. 75.

The Ohio Revised Code allows, but does not mandate, OPF to provide OPEB benefits. Authority for the OPF Board of Trustees to provide health care coverage to eligible participants and to establish and amend benefits is codified in Chapter 742 of the Ohio Revised Code.

OPF issues a publicly available financial report that includes financial information and required supplementary information for the plan. The report may be obtained by visiting the OPF website at [www.op-f.org](http://www.op-f.org) or by writing to the Ohio Police and Fire Pension Fund, 140 East Town Street, Columbus, Ohio 43215-5164.

Funding Policy – The Ohio Revised Code provides for contribution requirements of the participating employers and of plan members to the OPF defined benefit pension plan. Participating employers are required to contribute to the pension plan at rates expressed as percentages of the payroll of active pension plan members, currently 19.5 percent and 24 percent of covered payroll for police and fire employer units, respectively. The Ohio Revised Code states that the employer contribution may not exceed 19.5 percent of covered payroll for police employer units and 24 percent of covered payroll for fire employer units. Active members do not make contributions to the OPEB Plan.

OPF maintains funds for health care in two separate accounts. There is one account for health care benefits and one account for Medicare Part B reimbursements. A separate health care trust accrual account is maintained for health care benefits. One for health care benefits under IRS Code Section 115 trust. An Internal Revenue Code 401(h) account is maintained for Medicare Part B reimbursements.

**Clearcreek Township**  
*Warren County, Ohio*  
*Notes to the Basic Financial Statements*  
*For the Year Ended December 31, 2018*

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The Board of Trustees is authorized to allocate a portion of the total employer contributions made into the pension plan to the Section 115 trust and the Section 401(h) account as the employer contribution for retiree health care benefits. For 2018, the portion of employer contributions allocated to health care was 0.5 percent of covered payroll. The amount of employer contributions allocated to the health care plan each year is subject to the Trustees' primary responsibility to ensure that pension benefits are adequately funded and is limited by the provisions of Sections 115 and 401(h).

The OPF Board of Trustees is also authorized to establish requirements for contributions to the health care plan by retirees and their eligible dependents or their surviving beneficiaries. Payment amounts vary depending on the number of covered dependents and the coverage selected.

Beginning January 1, 2019, OPF 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 OPF will be placed in individual Health Reimbursement Accounts that retirees will use to be reimbursed for health care expenses.

The Township's contractually required contribution to OPF was \$19,309 for 2018.

**Note 8 – Debt**

A summary of the Township's long-term debt activity for the year ended December 31, 2018, was as follows:

	Beginning Balance	Additions	Deletions	Ending Balance
Governmental Activities:				
General Obligation:				
Promissory Note - 0%	\$ 71,374	\$ -	\$ (71,374)	\$ -
Total Governmental Activities	\$ 71,374	\$ -	\$ (71,374)	\$ -

The general obligation promissory note was supported by the full faith and credit of the Township and was payable from unvoted property tax receipts to the extent that other resources were not available to meet annual principal payments.

The Ohio Revised Code provides that net general obligation debt of the Township, exclusive of certain exempt debt, issued without a vote of the electors shall never exceed 5.5 percent of the tax valuation of the Township. The Revised Code further provides that total voted and unvoted net debt of the Township less the same exempt debt shall never exceed amount equal to 10.5 percent of its tax valuation. The effects of the debt limitations at December 31, 2018, were an overall debt margin of approximately \$72,000,000 and an unvoted debt margin of approximately \$38,000,000.

**Clearcreek Township**  
*Warren County, Ohio*  
*Notes to the Basic Financial Statements*  
*For the Year Ended December 31, 2018*

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**Note 9 – Interfund Activity**

Transfers

During 2018, the following transfers were made:

Transfer from Fund	Transfer to Fund	Amount
General	Road and Bridge	\$ 6,982
	Police District	105,551
	Fire District	149,471
	Ambulance and EMS	15,733
		\$ 277,737

The above transfers were completed to move unrestricted receipts collected in the General Fund to finance various programs accounted for in other funds, in accordance with budgetary authorizations.

**Note 10 – Contingent Liabilities**

Amounts grantor agencies pay to the Township are subject to audit and adjustment by the grantor, principally the federal, state and local governments. Grantors 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.

**Clearcreek Township**  
*Warren County, Ohio*  
*Notes to the Basic Financial Statements*  
*For the Year Ended December 31, 2018*

**Note 11 – Change in Basis of Accounting and Restatement of Fund Balance**

Last year the Township reported fund financial statements by fund type using the regulatory basis of accounting as prescribed by the State Auditor’s Office. This year the Township has implemented the cash basis of accounting described in Note 2. The fund financial statements now present each major fund in a separate column with nonmajor funds aggregated and presented in a single column, rather than a column for each fund type. Additionally, the Township identified various posting errors and a fund combining adjustment that resulted in fund balance at December 31, 2017, being restated as follows:

	General Fund	Police District Fund	Fire District Fund	Other Governmental Funds	Total Governmental Funds
Fund Balance, December 31, 2017, as Previously Issued	\$2,265,527	\$ 3,840,172	\$5,617,875	\$ 1,511,228	\$13,234,802
Adjustment to Present and Combine Vending Machine Fund with General Fund, Under GASB 54	2,354	-	-	(2,354)	-
Adjustment to Correct Various Posting Errors	(1,824)	(7,017)	9,008	(158)	9
Fund Balance, December 31, 2017, Restated	\$2,266,057	\$ 3,833,155	\$5,626,883	\$ 1,508,716	\$13,234,811

**NOTE 12 – Clearcreek Fire District**

The Clearcreek Fire District (the District) serves the people of Clearcreek Township and the City of Springboro (the City). It is primarily supported by a 7.35 mill property tax that is paid by those people who live within the District. The District also has an emergency medical services fund that generates income from billing for advanced life support emergency medical services.

The Township administers the District with the Fire Chief reporting to the Township Administrator and the Board of Trustees. As such, the financial activity of the District has been reported in the Township’s financial statements.

**Clearcreek Township**  
*Warren County, Ohio*  
*Notes to the Basic Financial Statements*  
*For the Year Ended December 31, 2018*

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**NOTE 13 – Coterminus Agreement with the City of Springboro**

The Township and the City of Springboro (the City) have a Coterminus Agreement (the Agreement) that defines the boundary of the Township to include all portions of the City. The Agreement, which expires in 2021, has several stipulations that benefit both governments:

- 25% of the property taxes collected by the Township inside the City will be returned to the City for recreational purposes. The Agreement also stipulates that no distinction be made between township and city residents in all recreational, library, or cultural activities sponsored, conducted, or permitted by the City or Township.
- The City will not form a separate fire district during the term of the Agreement.
- The City will not erect a new township out of the portion of Clearcreek Township located within the city limits.

A necessary effect of the Agreement means that all township elections for trustee and fiscal officer are held within both the Township and the City. This allows city residents (in addition to the township residents) the opportunity to vote for those offices. This is also a consideration in the Clearcreek Fire District as well, since all township and city residents will have representation for this vital public service.

**Clearcreek Township**  
Warren County, Ohio  
*Schedule of Receipts, Disbursements and Changes*  
*In Fund Balance - Budget and Actual - Budget Basis*  
*General Fund*  
*For the Year Ended December 31, 2018*

	Budgeted Amounts		Actual	Variance with Final Budget Favorable (Unfavorable)
	Original	Final		
<b>Receipts</b>				
Property and Other Local Taxes	\$ 1,100,000	\$ 1,150,000	\$ 1,093,026	\$ (56,974)
Licenses, Permits and Fees	130,000	197,000	242,239	45,239
Fines and Forfeitures	16,000	17,000	20,494	3,494
Intergovernmental	302,600	380,436	405,250	24,814
Interest	75,000	200,000	224,700	24,700
Other	26,200	59,200	56,533	(2,667)
<i>Total Receipts</i>	<u>1,649,800</u>	<u>2,003,636</u>	<u>2,042,242</u>	<u>38,606</u>
<b>Disbursements</b>				
Current				
General Government				
Administration				
Personal Services	498,444	516,494	442,629	73,865
Other	284,520	286,799	220,486	66,313
Zoning				
Personal Services	174,226	174,226	154,947	19,279
Other	43,882	48,882	39,616	9,266
Public Safety				
Other	6,054	6,054	672	5,382
Public Works				
Other	547,113	547,113	546,931	182
Health				
Other	17,000	21,000	20,413	587
Conservation and Recreation				
Personal Services	179,293	162,793	132,278	30,515
Other	455,187	455,187	277,086	178,101
Capital Outlay	145,000	141,000	125,526	15,474
Debt Service				
Principal Retirement	71,374	71,374	71,374	-
<i>Total Disbursements</i>	<u>2,422,093</u>	<u>2,430,922</u>	<u>2,031,958</u>	<u>398,964</u>
<i>Excess of Receipts Over (Under) Disbursements</i>	<u>(772,293)</u>	<u>(427,286)</u>	<u>10,284</u>	<u>437,570</u>
<b>Other Financing Sources (Uses)</b>				
Transfers Out	-	(278,000)	(277,737)	263
<i>Total Other Financing Sources (Uses)</i>	<u>-</u>	<u>(278,000)</u>	<u>(277,737)</u>	<u>263</u>
<i>Net Change in Fund Balance</i>	(772,293)	(705,286)	(267,453)	437,833
<i>Fund Balance at Beginning of Year</i>	2,248,322	2,248,322	2,248,322	-
<i>Prior Year Encumbrances</i>	17,735	17,735	17,735	-
<i>Fund Balance at End of Year</i>	<u>\$ 1,493,764</u>	<u>\$ 1,560,771</u>	<u>\$ 1,998,604</u>	<u>\$ 437,833</u>

**Clearcreek Township**  
Warren County, Ohio  
*Schedule of Receipts, Disbursements and Changes*  
*In Fund Balance - Budget and Actual - Budget Basis*  
*Police District Fund*  
For the Year Ended December 31, 2018

	Budgeted Amounts		Actual	Variance with Final Budget Favorable (Unfavorable)
	Original	Final		
<b>Receipts</b>				
Property and Other Local Taxes	\$ 2,332,000	\$ 2,426,000	\$ 2,337,465	\$ (88,535)
Licenses, Permits and Fees	55,000	55,000	58,256	3,256
Intergovernmental	132,000	231,000	242,204	11,204
Interest	3,000	-	-	-
Other	50,000	69,000	72,041	3,041
<i>Total Receipts</i>	<u>2,572,000</u>	<u>2,781,000</u>	<u>2,709,966</u>	<u>(71,034)</u>
<b>Disbursements</b>				
Current				
Public Safety				
Police Protection				
Personal Services	2,384,824	2,384,824	2,023,915	360,909
Other	603,797	628,297	607,456	20,841
Capital Outlay	254,873	236,373	131,023	105,350
<i>Total Disbursements</i>	<u>3,243,494</u>	<u>3,249,494</u>	<u>2,762,394</u>	<u>487,100</u>
<i>Excess of Receipts Over (Under) Disbursements</i>	<u>(671,494)</u>	<u>(468,494)</u>	<u>(52,428)</u>	<u>416,066</u>
<b>Other Financing Sources (Uses)</b>				
Transfers In	-	106,000	105,551	(449)
<i>Total Other Financing Sources (Uses)</i>	<u>-</u>	<u>106,000</u>	<u>105,551</u>	<u>(449)</u>
<i>Net Change in Fund Balance</i>	(671,494)	(362,494)	53,123	415,617
<i>Fund Balance at Beginning of Year</i>	3,653,418	3,653,418	3,653,418	-
<i>Prior Year Encumbrances</i>	179,737	179,737	179,737	-
<i>Fund Balance at End of Year</i>	<u>\$ 3,161,661</u>	<u>\$ 3,470,661</u>	<u>\$ 3,886,278</u>	<u>\$ 415,617</u>



**Clearcreek Township**  
Warren County, Ohio  
*Schedule of Receipts, Disbursements and Changes*  
*In Fund Balance - Budget and Actual - Budget Basis*  
*Fire District Fund*  
For the Year Ended December 31, 2018

	Budgeted Amounts		Actual	Variance with Final Budget Favorable (Unfavorable)
	Original	Final		
<b>Receipts</b>				
Property and Other Local Taxes	\$ 5,328,000	\$ 5,454,000	\$ 5,238,664	\$ (215,336)
Licenses, Permits and Fees	1,000	1,000	10	(990)
Intergovernmental	305,000	700,000	600,109	(99,891)
Interest	40,000	-	-	-
Other	70,500	101,000	109,409	8,409
<i>Total Receipts</i>	<u>5,744,500</u>	<u>6,256,000</u>	<u>5,948,192</u>	<u>(307,808)</u>
<b>Disbursements</b>				
Current				
Public Safety				
Fire and EMS Services				
Personal Services	6,572,653	6,574,653	5,605,696	968,957
Other	814,898	812,898	716,205	96,693
Capital Outlay	45,000	45,000	44,246	754
<i>Total Disbursements</i>	<u>7,432,551</u>	<u>7,432,551</u>	<u>6,366,147</u>	<u>1,066,404</u>
<i>Excess of Receipts Over (Under) Disbursements</i>	<u>(1,688,051)</u>	<u>(1,176,551)</u>	<u>(417,955)</u>	<u>758,596</u>
<b>Other Financing Sources (Uses)</b>				
Transfer In	-	149,000	149,471	471
<i>Total Other Financing Sources (Uses)</i>	<u>-</u>	<u>149,000</u>	<u>149,471</u>	<u>471</u>
<i>Net Change in Fund Balance</i>	(1,688,051)	(1,027,551)	(268,484)	759,067
<i>Fund Balance at Beginning of Year</i>	5,577,386	5,577,386	5,577,386	-
<i>Prior Year Encumbrances</i>	49,497	49,497	49,497	-
<i>Fund Balance at End of Year</i>	<u>\$ 3,938,832</u>	<u>\$ 4,599,332</u>	<u>\$ 5,358,399</u>	<u>\$ 759,067</u>

**Clearcreek Township**  
*Warren County, Ohio*  
*Notes to Supplementary Information*  
*December 31, 2018*

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**Note 1 – Budgetary Process**

All funds, except agency funds, are legally required to be budgeted and appropriated. The major documents prepared are the tax budget, the certificate of estimated resources, and the appropriations ordinance, all of which are prepared on the budgetary basis of accounting. The tax budget demonstrates a need for existing or increased tax rates. The certificate of estimated resources establishes a limit on the amount the Township may appropriate.

The appropriations ordinance is the Township’s authorization to spend resources and sets limits on disbursements plus encumbrances at the level of control selected by the Township. The legal level of control has been established at the fund, function, department, and object level for all funds.

The certificate of estimated resources may be amended during the year if projected increases or decreases in receipts are identified by the Township Fiscal Officer. The amounts reported as the original budgeted amounts on the budgetary statements reflect the amounts on the certificate of estimated resources when the original appropriations were adopted. The amounts reported as the final budgeted amounts on the budgetary statements reflect the amounts on the amended certificate of estimated resources in effect at the time final appropriations were passed by the Township Trustees.

The appropriations ordinance is subject to amendment throughout the year with the restriction that appropriations cannot exceed estimated resources. The amounts reported as the original budgeted amounts reflect the first appropriation ordinance for that fund that covered the entire year, including amounts automatically carried forward from prior years. The amounts reported as the final budgeted amounts represent the final appropriation amounts passed by the Township Trustees during the year.

**Note 2 – Budgetary Basis of Accounting**

The budgetary basis as provided by law is based upon accounting for certain transactions on the basis of cash receipts, disbursements, and encumbrances. The Schedule of Receipts, Disbursements and Changes in Fund Balance – Budget and Actual – Budget Basis presented for the General, Police District and Fire District Funds are prepared on the budgetary basis to provide a meaningful comparison of actual results with the budget. The differences between the budgetary basis and the cash basis are outstanding year-end encumbrances, which are treated as disbursements (budgetary basis) rather than as restricted, committed or assigned fund balance (cash basis). The following table summarizes the adjustments necessary to reconcile the cash basis statements to the budgetary basis schedules.

	General	Police District	Fire District
Change in Fund Balance - Cash Basis	\$ (213,123)	\$ 191,415	\$ (158,961)
Encumbrances	(54,330)	(138,292)	(109,523)
Change in Fund Balance - Budgetary Basis	<u>\$ (267,453)</u>	<u>\$ 53,123</u>	<u>\$ (268,484)</u>

# OHIO AUDITOR OF STATE KEITH FABER



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*

Clearcreek Township  
Warren County  
7593 Bunnell Hill Road  
Springboro, Ohio 45036

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, each major fund, and the aggregate remaining fund information of Clearcreek Township, Warren County, (the Township) as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Township's basic financial statements and have issued our report thereon dated March 10, 2020.

### ***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 opinion 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. Therefore, unidentified material weaknesses or significant deficiencies may exist. Given these limitations, we did not identify any deficiencies in internal control that we consider material weaknesses. We did identify a certain deficiency in internal control, described in the accompanying schedule of findings that we consider a significant deficiency. We consider finding 2018-001 to be a significant deficiency.

### ***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*.

***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

March 10, 2020

**CLEARCREEK TOWNSHIP  
WARREN COUNTY**

**SCHEDULE OF FINDINGS  
DECEMBER 31, 2018**

<b>FINDING RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS</b>
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**FINDING NUMBER 2018-001**

**Significant Deficiency**

Sound accounting practices require that when designing the public office's system of internal control and the specific control activities, management should ensure adequate security of assets and records, and verify the existence and valuation of assets and liabilities and periodically reconcile them to the accounting records.

The reconciliation of cash (bank) balances to accounting system records (book) to the accounting system is the most basic and primary control process performed. Lack of completing an accurate and timely reconciliation may allow for accounting errors, theft and fraud to occur without timely detection.

The Fiscal Officer's assistant is responsible for reconciling the book (fund) balance to the total bank balance on a monthly basis, and the Fiscal Officer is responsible for reviewing the reconciliations and related support.

The monthly bank to book reconciliations prepared by the Fiscal Officer's assistant and reviewed by the Fiscal Officer contained errors and unreconciled differences.

Due to errors noted by the Audit division of the Auditor of State's office during the audit, the Fiscal Officer contracted with the Local Government Services (LGS) division of the Auditor of State's office to assist in reconciling the Township at December 31, 2018. LGS reconciled the Township's fund balance to the bank as of December 31, 2018. The December 31, 2018 reconciliation originally presented by the Township for audit contained errors which were identified by LGS. These errors included:

- Revenues totaling \$2,772 were deposited to the bank and not posted to the accounting system.
- Expenditures totaling \$170,341 cleared the bank and were not posted to the accounting system.

The above errors resulted in the following:

- General government expenditures and earnings on investment receipts were understated by \$4,572 and \$2,691, respectively, and fund balance was overstated by \$1,881 in the General Fund.
- Public safety expenditures were understated and fund balance was overstated by \$150,149 in the Fire District Fund.
- Public safety expenditures and earnings on investment receipts were understated by \$15,620 and \$81, respectively, and fund balance was overstated by \$15,539 in the remaining funds.

The financial statements and accounting records have not been adjusted for these errors as they were not significant to the financial statements.

Failure to accurately reconcile monthly increases the possibility that the Township will not be able to identify, assemble, analyze, classify, and record its transactions correctly or to document compliance with finance related legal and contractual requirements. Further, the lack of accurate monthly reconciliations increases the risk of theft/fraud over the cash cycle and could lead to inaccurate reporting in the annual financial statements.

**FINDING NUMBER 2018-001  
(Continued)**

The Fiscal Officer's assistant should record all transactions and prepare accurate monthly bank to book cash reconciliations, which include all bank accounts and all fund balances. Variances should be investigated, documented and corrected. In addition, the Fiscal Officer should review the monthly cash reconciliations including the related support (such as reconciling items) and document the reviews.

**Officials' Response:**

We did not receive a response from Officials to this finding.

# OHIO AUDITOR OF STATE KEITH FABER



**CLEARCREEK TOWNSHIP**

**WARREN 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 Babbitt*

**CLERK OF THE BUREAU**

**CERTIFIED  
MARCH 26, 2020**