

**SYLVANIA TOWNSHIP  
LUCAS COUNTY, OHIO**

**FINANCIAL STATEMENTS**

**YEAR ENDED DECEMBER 31, 2013**





# Dave Yost • Auditor of State

Board of Trustees  
Sylvania Township  
4927 Holland-Sylvania Road  
Sylvania, Ohio 43560

We have reviewed the *Independent Auditor's Report* of Sylvania Township, Lucas County, prepared by Weber O'Brien Ltd., for the audit period January 1, 2013 through December 31, 2013. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

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

A handwritten signature in cursive script that reads "Dave Yost".

Dave Yost  
Auditor of State

October 20, 2014

**This page intentionally left blank.**

**SYLVANIA TOWNSHIP  
LUCAS COUNTY, OHIO**

**TABLE OF CONTENTS**

<b>Independent Auditor's Report</b>	<b>1 - 2</b>
<b>Management's Discussion and Analysis</b>	<b>3 - 10</b>
<b>Statement of Net Position - Cash Basis</b>	<b>11</b>
<b>Statement of Activities - Cash Basis</b>	<b>12</b>
<b>Statement of Cash Basis Assets and Fund Balances - Governmental Funds</b>	<b>13</b>
<b>Reconciliation of Total Governmental Fund Balances to Net Position of Governmental Activities - Cash Basis</b>	<b>14</b>
<b>Statement of Cash Receipts, Disbursements and Changes in Cash Basis Fund Balances - Governmental Funds</b>	<b>15</b>
<b>Reconciliation of the Statement of Cash Receipts, Disbursements and Changes in Cash Basis Fund Balances - Governmental Funds to the Statement of Activities - Cash Basis</b>	<b>16</b>
<b>Statement of Proprietary Net Position - Cash Basis</b>	<b>17</b>
<b>Statement of Changes in Proprietary Net Position - Cash Basis</b>	<b>18</b>
<b>Statement of Fiduciary Net Position - Cash Basis</b>	<b>19</b>
<b>Statement of Changes in Fiduciary Net Position - Cash Basis</b>	<b>20</b>
<b>Statement of Cash Receipts, Disbursements and Changes in Cash Basis Fund Balances - Budget and Actual - Budgetary Basis</b>	
<b>General Fund</b>	<b>21</b>
<b>Road and Bridge Fund</b>	<b>22</b>
<b>Police Fund</b>	<b>23</b>
<b>Fire Fund</b>	<b>24</b>
<b>Notes to the Financial Statements</b>	<b>25 - 47</b>
<b>Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards</b>	<b>48 - 49</b>



## INDEPENDENT AUDITOR'S REPORT

Board of Trustees  
Sylvania Township  
Lucas County, Ohio  
4927 Holland-Sylvania Road  
Sylvania, OH 43560

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Sylvania Township (the "Township"), as of and for the year ended December 31, 2013, 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 the preparation and fair presentation of these financial statements in accordance with the cash basis of accounting as described in Note 2; this includes determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Sylvania Township, as of December 31, 2013, and, the respective changes in financial position and the respective budgetary comparison for the General Fund, Road and Bridge Fund, Police Fund, and the Fire Fund for the year then ended in accordance with the cash basis of accounting as described in Note 2.

## Basis of Accounting

We draw attention to Note 2 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

## Other Matters

### *Other Information*

We audited to opine on the Township's financial statements that collectively comprise its basic financial statements.

*Management's Discussion & Analysis* includes tables of net position, changes in net position, and governmental activities. This information provides additional analysis and is not a required part of the basic financial statements.

These tables are management's responsibility, and derive from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. We subjected these tables to the auditing procedures we applied to the basic financial statements. We also applied certain additional procedures, including comparing and reconciling these tables directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and in accordance with auditing standards generally accepted in the United States of America. In our opinion, these tables are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Other than the aforementioned procedures applied to the tables, we applied no procedures to any other information in Management's Discussion & Analysis, and 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 September 11, 2014, on our consideration of Sylvania Township's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion 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 Sylvania Township's internal control over financial reporting and compliance.



September 11, 2014

**Sylvania Township, Lucas County, Ohio  
Management's Discussion and Analysis  
For the Year Ended December 31, 2013  
Unaudited**

---

The management's discussion and analysis of the financial performance of Sylvania Township (the Township) provides an overall review of the Township's financial activities for the year ended December 31, 2013, within the limitations of the Township's cash basis accounting. Readers should also review the basic financial statements and notes to enhance their understanding of the Township's financial performance.

**Financial Highlights**

Key financial highlights for 2013 are as follows:

The net position of governmental activities decreased \$ 205,105 or approximately eight tenths of 1%. This was mainly due to the construction of Fire Station #1. We spent \$2,217,908 from net position funds which means the remaining governmental activities had an increase in net position of \$2,012,803. The General Fund, Road & Bridge Fund and Police Fund had significant increases in net position with the Fire Fund having a decrease in net position.

The Township's general receipts are primarily property taxes. Property tax receipts represent \$13,958,185 or approximately 65% of the total cash received for governmental activities during the year. Property tax receipts for 2013 decreased by \$681,116 or approximately 4.7% which is primarily due to lower collection rates in 2013 over 2012 and the lowering of property tax values in 2012.

**Using the Basic Financial Statements**

This annual report is presented in a format consistent with the presentation requirements of Governmental Accounting Standards Board (GASB) Statement 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 on the financial records of the Township as a way to segregate money whose use is restricted to a particular 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.

**Sylvania Township, Lucas County, Ohio  
Management's Discussion and Analysis  
For the Year Ended December 31, 2013  
Unaudited**

---

**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 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 revenues (such as accounts receivable) and certain liabilities and their related expenses (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**

A three-member Board of Trustees oversees the daily activities of the Township. The Township Fiscal Officer provides various fiscal reporting and oversight functions.

The Township provides general government services, maintenance of Township roads and bridges, cemetery maintenance, and police and fire protection with first response emergency medical services.

The statement of net position and the statement of activities reflect how the Township did financially during 2012 within the limitations of cash basis accounting. The statement of net position presents the cash balances of the governmental activities of the Township at year end. The statement of activities compares cash disbursements with program receipts for each governmental program activity. 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 revenue sources such as property taxes.

**Sylvania Township, Lucas County, Ohio**  
**Management's Discussion and Analysis**  
**For the Year Ended December 31, 2013**  
**Unaudited**

---

In the statement of net position and the statement of activities, we report governmental activities only which include basic services such as construction, maintenance of Township roads and bridges, police and fire protection, and other governmental services. State and federal grants and property taxes finance most of these activities. Benefits provided through governmental activities are not necessarily paid for by the people receiving them.

**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 and is being spent for the intended purpose. The funds of the Township are split into three categories, governmental, proprietary, and fiduciary.

**Governmental Funds** - Most of 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 on the financial statements in separate columns. The information for non-major 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, road and bridge fund, police fund, fire fund, general capital projects fund and fire capital projects fund. The programs reported in governmental funds are closely related to those reported in the governmental activities section of the entity-wide statements.

**Proprietary Funds** - When the Township charges customers for the services it provides, these services are generally reported in proprietary funds. When the services are provided to the general public, the activity is reported as an enterprise fund. The Township does not have any enterprise funds. When the services are provided to other departments of the Township, the service is reported as an internal service fund. The Township has one internal service fund to account and report for the self-insured dental, medical, and wellness plan claims and contributions. Because these services predominantly benefit governmental rather than business-type functions, they have primarily been included with governmental activities in the Township-wide financial statements.

**Fiduciary Funds** - Fiduciary funds are held in a trustee or agency capacity for others and therefore cannot be used to support the Township's own programs. The key distinction between trust funds and agency funds is that the former normally are subject to a trust agreement that affects the degree of management involvement and the length of time that the resources are held. The Township has one fiduciary fund to account and report for the employee Section 125 Plan claims and contributions

**Sylvania Township, Lucas County, Ohio  
Management's Discussion and Analysis  
For the Year Ended December 31, 2013  
Unaudited**

---

**The Township as a Whole**

Table 1 provides a summary of the Township's net position for 2013 compared to 2012 on a cash basis:

(Table 1)  
**Net Position**

	Governmental Activities	
	2013	2012
<b>Assets</b>		
Cash and Cash Equivalents	\$25,382,641	\$25,587,746
<i>Total Assets</i>	<i>\$25,382,641</i>	<i>\$25,587,746</i>
<b>Net-Position</b>		
Restricted for:		
Capital Outlay	\$0	\$1,833,073
Other Purposes	7,199,901	7,464,771
Unrestricted	18,182,740	16,289,902
<i>Total Net Position</i>	<i>\$25,382,641</i>	<i>\$25,587,746</i>

As mentioned previously, net position of governmental activities decreased \$205,105 or approximately eight tenths of 1% during 2013. The primary reason contributing to the decrease in cash balances are as follows:

- Construction of Fire Station #1 spending \$2,217,908 during 2013

**Sylvania Township, Lucas County, Ohio  
Management's Discussion and Analysis  
For the Year Ended December 31, 2013  
Unaudited**

Table 2 reflects the changes in net position on a cash basis in 2013 and 2012 for governmental activities.

(Table 2)  
**Changes in Net-Position**

	Governmental Activities	
	2013	2012
<b>Receipts:</b>		
<i>Program Receipts:</i>		
Charges for Services and Sales	\$595,028	\$525,193
Operating Grants and Contributions	1,404,710	1,372,603
Capital Grants and Contributions	471,458	352,342
<i>Total Program Receipts</i>	2,471,196	2,250,138
<i>General Receipts:</i>		
Property and Other Local Taxes	13,958,182	14,639,301
Payment in Lieu of Taxes	218,051	223,943
Cable Franchise Fees	437,916	428,140
Intergovernmental	3,069,338	4,295,138
Interest	108,668	83,346
Miscellaneous	222,630	34,783
Sale of Capital Assets	0	380,503
<i>Total General Receipts</i>	18,014,785	20,085,154
<b>Total Receipts</b>	20,485,981	22,335,292
<b>Disbursements:</b>		
General Government	1,145,422	1,334,805
Public Safety	12,873,318	13,630,349
Public Works	2,625,744	2,908,489
Health	199,152	198,324
Human Services	379,685	423,800
Capital Outlay	2,661,277	415,290
Debt Service:		
Principal Retirement	506,703	496,703
Interest and Fiscal Charges	299,785	310,330
<b>Total Disbursements</b>	20,691,086	19,718,090
Change in Net Position	(205,105)	2,617,202
<i>Net Position Beginning of Year</i>	25,587,746	22,970,544
<i>Net Position End of Year</i>	\$25,382,641	\$25,587,746

**Sylvania Township, Lucas County, Ohio**  
**Management's Discussion and Analysis**  
**For the Year Ended December 31, 2013**  
**Unaudited**

---

Program receipts represent only 14.0% of total receipts and are primarily comprised of restricted receipts for police, fire, road and include charge for services, operating grants and contributions and capital grants and contributions. The internal service fund is used to pay for actual Medical, Dental, Vision and Wellness Cost incurred by the insured employees and their covered families. Premiums are determined by the Township for the services and those premiums are netted against the cost of the Health & Dental payments.

General receipts represent 86.0% of the Township's total receipts, and of this amount, 75.8% is from property and other local taxes. The remaining 24.2% consists of cable franchise fees, intergovernmental, interest, miscellaneous, and refund/rebate receipts.

Disbursements for General Government represent the overhead costs of running the Township and the support services provided for the other Township activities. These include the costs of elected officials, finance department personnel, as well as internal services such as payroll and purchasing.

Disbursements for Public Safety represent the cost of police and fire protection. Disbursements for Public Works represent the cost of maintenance for Township roads and bridges. Health Services disbursements are deductions for services from the health department and the cost of cemetery upkeep. Human Services disbursements are the levy proceeds that are received for the operation of the Senior Center.

**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 second column identifies the costs of providing these services. The major program disbursements for governmental activities are for public safety and public works which account for 63% and 13%, respectively, of all governmental disbursements. General government also represents a significant cost of approximately 6%. The next three columns of the Statement entitled Program Cash 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 Receipt (Disbursement) column compares the program receipts to the cost of 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. A comparison between the net cost is presented in Table 3.

**Sylvania Township, Lucas County, Ohio  
Management's Discussion and Analysis  
For the Year Ended December 31, 2013  
Unaudited**

---

(Table 3)

**Governmental Activities**

	Net Cost of Services 2013	Net Cost of Services 2012
General Government	\$1,043,917	\$1,279,510
Public Safety	11,957,928	12,702,395
Public Works	1,173,633	1,676,991
Health	196,962	162,933
Human Services	379,685	423,800
Capital Outlay	2,661,277	415,290
Principal Retirement	506,703	496,703
Interest and Fiscal Charges	299,785	310,330
Net Disbursements	\$18,219,890	\$17,467,952

The dependence upon property tax receipts is apparent as over 70% of governmental activities are supported through these general receipts.

**The Township's Funds**

Total governmental funds had receipts of \$20,485,979 and disbursements of \$21,680,610. The greatest change within governmental funds occurred within the Fire Capital Projects Fund. The Fund Balance in the Fire Capital Projects Fund decreased by \$2,261,199. The decrease in the Fund was mainly due to the construction cost of Fire Station #1 with disbursements totaling \$2,217,908

**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.

During 2013, the Township amended its general fund budget several times to reflect changing circumstances. Actual receipts were greater than original budgeted receipts by a material amount. The difference between final budgeted receipts and actual receipts was \$405,246.

Final disbursements were budgeted at \$1,944,873 while actual disbursements were \$1,414,312. The Township kept spending under the budgeted amounts as demonstrated by the reported variances.

**Sylvania Township, Lucas County, Ohio  
Management's Discussion and Analysis  
For the Year Ended December 31, 2013  
Unaudited**

---

**Capital Assets and Debt Administration**

Capital Assets

The Township does not report capital assets and infrastructure under the cash basis of accounting in the accompanying basis financial statements, but records payments for capital assets as disbursements.

Debt

At December 31, 2013 the Township's outstanding debt included \$625,000 in general obligation bonds issued for the construction of the Sylvania Senior Center, \$7,520,000 in general obligation bonds issued for the construction of three new fire stations, the remodeling of one fire station and the purchase of fire equipment, and \$408,841 in Ohio Public Works Commission loans for infrastructure improvements. For further information regarding the Township's debt, refer to Note 9 to the basic financial statements.

**Current Issues**

Like most governments, Sylvania Township is facing complex fiscal challenges in trying to balance high quality service with declining revenues. The State of Ohio continues to decrease revenues to Townships in several areas hence the declining revenues. We rely heavily on local taxes and have very little industry to support the tax base. The Township continues to accumulate funds for future permanent improvements and capital equipment for the general, road and bridge, police and fire funds. Cost allocation for services and related expenses provided to the other departments that are included in the general fund expenses were also continued in 2013.

**Contacting the Government'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 David J. Simko, Fiscal Officer, Sylvania Township, 4927 Holland-Sylvania Road, Sylvania, Ohio 43560.

**Sylvania Township**  
**Lucas County, Ohio**  
*Statement of Net Position - Cash Basis*  
*December 31, 2013*

---

	Governmental Activities
<b>Assets</b>	
Cash and Cash Equivalents	\$25,382,641
<i>Total Assets</i>	<u>\$25,382,641</u>
<b>Net Position</b>	
Restricted for:	
Other Purposes	7,199,901
Unrestricted	<u>18,182,740</u>
<i>Total Net Position</i>	<u>\$25,382,641</u>

**Sylvania Township**  
**Lucas County, Ohio**  
*Statement of Activities - Cash Basis*  
*For the Year Ended December 31, 2013*

	Disbursements	Program Cash Receipts			Net Receipts (Disbursements) and Change in Net Position
		Charges for Services and Sales	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
<b>Governmental Activities</b>					
General Government	\$1,145,422	\$101,505			(\$1,043,917)
Public Safety	12,873,318	52,785	842,010	20,595	(11,957,928)
Public Works	2,625,744	438,548	562,700	450,863	(1,173,633)
Health	199,152	2,190			(196,962)
Human Services	379,685				(379,685)
Capital Outlay	2,661,277				(2,661,277)
Debt Service:					
Principal Retirement	506,703				(506,703)
Interest and Fiscal Charges	299,785				(299,785)
<b>Total Governmental Activities</b>	<b>\$20,691,086</b>	<b>\$595,028</b>	<b>\$1,404,710</b>	<b>\$471,458</b>	<b>(\$18,219,890)</b>
<b>General Receipts</b>					
Property and Other Local Taxes Levied for:					
General Purposes					524,460
Road & Bridge					1,635,938
Police					5,933,845
Fire District					5,531,140
Other Taxes					332,802
Cable Franchise Fees					437,916
Grants and Entitlements not Restricted to Specific Program					3,069,338
Payment in Lieu of Taxes					218,051
Interest					108,668
Miscellaneous					222,630
<b>Total General Receipts</b>					<b>18,014,785</b>
Change in Net Position					(205,105)
<b>Net Position Beginning of Year</b>					<b>25,587,746</b>
<b>Net Position End of Year</b>					<b>\$25,382,641</b>

**Sylvania Township**  
**Lucas County, Ohio**  
*Statement of Cash Basis Assets and Fund Balances*  
*Governmental Funds*  
*December 31, 2013*

	General	Road and Bridge Fund	Police Fund	Fire Fund	General Capital Projects	Fire Capital Projects	Other Governmental Funds	Total Governmental Funds
<b>Assets</b>								
Equity in Pooled Cash and Cash Equivalents	\$7,944,983	\$2,411,667	\$4,187,880	\$2,325,844	\$3,627,586	\$247,776	\$3,595,268	\$24,341,004
<i>Total Assets</i>	<u>\$7,944,983</u>	<u>\$2,411,667</u>	<u>\$4,187,880</u>	<u>\$2,325,844</u>	<u>\$3,627,586</u>	<u>\$247,776</u>	<u>\$3,595,268</u>	<u>\$24,341,004</u>
<b>Fund Balances</b>								
Restricted			\$4,187,880	\$2,325,844			\$686,177	\$7,199,901
Committed		2,411,667			3,627,586	247,776	2,908,333	9,195,362
Assigned	13,662							13,662
Unassigned	7,931,321						758	7,932,079
<i>Total Fund Balances</i>	<u>\$7,944,983</u>	<u>\$2,411,667</u>	<u>\$4,187,880</u>	<u>\$2,325,844</u>	<u>\$3,627,586</u>	<u>\$247,776</u>	<u>\$3,595,268</u>	<u>\$24,341,004</u>

**Sylvania Township**  
**Lucas County, Ohio**  
*Reconciliation of Total Governmental Fund Balances to*  
*Net Position of Governmental Activities - Cash Basis*  
*December 31, 2013*

---

---

<b>Total Governmental Fund Balances</b>	\$24,341,004
---	--------------

***Amounts reported for governmental activities in the statement of  
net position are different because***

Governmental activities' net position include the internal service  
funds' cash and cash equivalents. The proprietary funds'  
statements include these assets.

1,041,636

*Net Position of Governmental Activities*

\$25,382,640

**Sylvania Township  
Lucas County, Ohio**

*Statement of Cash Receipts, Disbursements and Changes in Cash Basis Fund Balances*

*Governmental Funds*

*For the Year Ended December 31, 2013*

	General	Road and Bridge Fund	Police Fund	Fire Fund	General Capital Projects	Fire Capital Projects	Other Governmental Funds	Total Governmental Funds
<b>Receipts</b>								
Property and Other Local Taxes	\$524,460	\$1,635,938	\$5,933,845	\$5,531,140			\$332,802	\$13,958,185
Charges for Services		14,748					0	14,748
Licenses, Permits and Fees	71,049	730	7,437	44,104			2,190	125,510
Cable Franchise Fees	437,916							437,916
Fines and Forfeitures	30,456						43,239	73,695
State and Local Grants	0						253,854	253,854
Intergovernmental	1,418,360	447,975	903,262	1,464,337			609,602	4,843,536
Special Assessments							413,578	413,578
Interest	99,864						8,803	108,667
Miscellaneous	30,089	17,669	63,571	60,333	500		33,660	205,822
<i>Total Receipts</i>	<u>2,612,194</u>	<u>2,117,060</u>	<u>6,908,115</u>	<u>7,099,914</u>	<u>500</u>	<u>0</u>	<u>1,697,728</u>	<u>20,435,511</u>
<b>Disbursements</b>								
Current:								
General Government	1,212,907							1,212,907
Public Safety			6,575,483	7,035,282			96,128	13,706,893
Public Works		1,833,100					881,108	2,714,208
Health	187,743						11,409	199,152
Human Services							379,685	379,685
Capital Outlay					124,628	2,278,399	258,251	2,661,278
Debt Service:								
Principal Retirement		116,702					390,000	506,702
Interest and Fiscal Charges							299,785	299,785
<i>Total Disbursements</i>	<u>1,400,650</u>	<u>1,949,802</u>	<u>6,575,483</u>	<u>7,035,282</u>	<u>124,628</u>	<u>2,278,399</u>	<u>2,316,366</u>	<u>21,680,610</u>
<i>Excess (Deficiency) of Receipts</i>								
<i>Over (Under) Disbursements</i>	1,211,544	167,258	332,632	64,632	(124,128)	(2,278,399)	(618,638)	(1,245,099)
<b>Other Financing Receipts (Disbursements)</b>								
Transfers In		413,295	37,726	14,826	25,000	17,200	830,218	1,338,265
Transfers Out	(519,175)	(100,000)	(100,000)	(619,090)				(1,338,265)
Advances In			2,134				3,906	6,040
Advances Out			(2,406)	(1,500)			(2,134)	(6,040)
Other Financing Sources					1,320		49,148	50,468
<i>Total Other Financing Receipts (Disbursements)</i>	<u>(519,175)</u>	<u>313,295</u>	<u>(62,546)</u>	<u>(605,764)</u>	<u>26,320</u>	<u>17,200</u>	<u>881,138</u>	<u>50,468</u>
<i>Net Change in Fund Balances</i>	692,369	480,553	270,086	(541,132)	(97,808)	(2,261,199)	262,500	(1,194,631)
<i>Fund Balances Beginning of Year</i>								
	7,252,613	1,931,114	3,917,793	2,866,976	3,725,394	2,508,975	3,332,769	25,535,635
<i>Fund Balances End of Year</i>	<u>\$7,944,982</u>	<u>\$2,411,667</u>	<u>\$4,187,879</u>	<u>\$2,325,844</u>	<u>\$ 3,627,586</u>	<u>\$ 247,776</u>	<u>\$3,595,269</u>	<u>\$24,341,004</u>

The Accompanying Notes are an Integral Part of These Financial Statements.

**Sylvania Township**  
**Lucas County, Ohio**

*Reconciliation of the Statement of Cash Receipts, Disbursements and Changes in  
Cash Basis Fund Balances - Governmental Funds to the Statement of Activities - Cash Basis  
For the Year Ended December 31, 2013*

---

---

<b>Net Change in Fund Balances - Total Governmental Funds</b>	<b>(\$1,194,631)</b>
---	----------------------

***Amounts reported for governmental activities in the  
statement of activities are different because***

Internal service funds charge insurance costs to other funds. The entity-wide statements eliminate governmental fund expenditures and related internal service fund charges. Governmental activities report allocated net internal service fund receipts (disbursements).

989,524

*Change in Net Position of Governmental Activities*

(\$205,107)

**Sylvania Township**  
**Lucas County, Ohio**  
*Statement of Proprietary Net Position - Cash Basis*  
*Proprietary Funds*  
*December 31, 2013*

	Governmental Activities Internal Service Fund
<b>Assets</b>	
Cash and Cash Equivalents	\$1,041,636
<i>Total Assets</i>	\$1,041,636
<b>Net Position</b>	
Unrestricted	\$1,041,636
<i>Total Net Position</i>	\$1,041,636

**Sylvania Township**  
**Lucas County, Ohio**  
*Statement of Changes in Proprietary Net Position - Cash Basis*  
*Proprietary Funds*  
*For the Year Ended December 31, 2013*

	Governmental Activities Internal Service Fund
<b>Additions</b>	
Contributions	\$2,103,595
Rebates	\$460,651
Total Additions	2,564,246
<b>Deductions</b>	
Payments	1,574,722
Total Deductions	1,574,722
Excess of Receipts Over (Under) Disbursements	989,524
<i>Net Position Beginning of Year</i>	52,112
<i>Net Position End of Year</i>	\$1,041,636

**Sylvania Township**  
**Lucas County, Ohio**  
*Statement of Fiduciary Net Position - Cash Basis*  
*Fiduciary Funds*  
*December 31, 2013*

---

---

	Private Purpose Trust
<b>Assets</b>	
Cash and Cash Equivalents	\$43,136
<i>Total Assets</i>	<u>\$43,136</u>
<b>Net Position</b>	
Unrestricted	\$43,136
<i>Total Net Position</i>	<u>\$43,136</u>

**Sylvania Township**  
**Lucas County, Ohio**  
*Statement of Changes in Fiduciary Net Position - Cash Basis*  
*Fiduciary Funds*  
*For the Year Ended December 31, 2013*

	Private Purpose Trust
<b>Additions</b>	
Contributions	\$135,716
Total Additions	135,716
<b>Deductions</b>	
Payments	106,028
Total Deductions	106,028
Change in Net Position	29,688
<i>Net Position Beginning of Year</i>	13,448
<i>Net Position End of Year</i>	\$43,136

**Sylvania Township  
Lucas County, Ohio**

*Statement of Cash Receipts, Disbursements and Changes in Cash Basis Fund Balance  
Budget and Actual - Budgetary Basis  
General Fund  
For the Year Ended December 31, 2013*

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
<b>Receipts</b>				
Property and Other Local Taxes	\$541,200	\$541,200	\$524,460	(\$16,740)
Charge for Services	\$193,200	\$193,200	\$0	(\$193,200)
Licenses, Permits and Fees	25,253	25,253	71,049	45,796
Cable Franchise Fees	440,000	440,000	437,916	(2,084)
Fines and Forfeitures	30,500	30,500	30,456	(44)
Intergovernmental	919,795	919,795	1,418,360	498,565
Interest	42,000	42,000	99,864	57,864
Miscellaneous	15,000	15,000	30,089	15,089
<i>Total Receipts</i>	<u>2,206,948</u>	<u>2,206,948</u>	<u>2,612,194</u>	<u>405,246</u>
<b>Disbursements</b>				
Current:				
General Government	1,759,304	1,757,130	1,226,569	530,561
Health	187,743	187,743	187,743	(0)
<i>Total Disbursements</i>	<u>1,947,047</u>	<u>1,944,873</u>	<u>1,414,312</u>	<u>530,561</u>
<i>Excess (Deficiency) of Receipts Over (Under) Disbursements</i>	259,901	262,075	1,197,882	935,807
<b>Other Financing Receipts (Disbursements)</b>				
Sale of Capital Assets				0
Transfers Out	(527,895)	(519,175)	(519,175)	0
Advances In				0
<i>Total Other Financing Receipts (Disbursements)</i>	<u>(527,895)</u>	<u>(519,175)</u>	<u>(519,175)</u>	<u>0</u>
<i>Net Change in Fund Balance</i>	(267,994)	(257,100)	678,707	935,807
<i>Fund Balance Beginning of Year</i>	7,237,596	7,237,596	7,237,596	0
Prior Year Encumbrances	15,017	15,017	15,017	0
<i>Fund Balance End of Year</i>	<u>\$6,984,619</u>	<u>\$6,995,513</u>	<u>\$7,931,320</u>	<u>\$935,807</u>

**Sylvania Township  
Lucas County, Ohio**

*Statement of Cash Receipts, Disbursements and Changes in Cash Basis Fund Balances  
Budget and Actual - Budgetary Basis  
Road and Bridge Fund  
For the Year Ended December 31, 2013*

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
<b>Receipts</b>				
Property and Other Local Taxes	\$1,704,935	\$1,704,935	\$1,635,938	(\$68,997)
Charge for Services	\$264,984	\$264,984	\$14,748	(\$250,236)
Licenses, Permits and Fees	350	350	730	380
Intergovernmental	247,320	247,320	447,975	200,655
Interest				0
Miscellaneous	2,000	2,000	17,669	15,669
<i>Total Receipts</i>	<u>2,219,589</u>	<u>2,219,589</u>	<u>2,117,060</u>	<u>(102,529)</u>
<b>Disbursements</b>				
Current:				
Public Works	2,446,390	2,653,885	1,956,479	697,406
Debt Service:				
Principal Retirement	116,709	116,709	116,703	6
<i>Total Disbursements</i>	<u>2,563,099</u>	<u>2,770,594</u>	<u>2,073,182</u>	<u>697,412</u>
<i>Excess (Deficiency) of Receipts Over (Under) Disbursements</i>	(343,510)	(551,005)	43,878	594,883
<b>Other Financing Receipts (Disbursements)</b>				
Sale of Capital Assets				0
Transfers In	400,000	400,000	413,295	13,295
Transfers Out	(100,000)	(100,000)	(100,000)	0
<i>Total Other Financing Receipts (Disbursements)</i>	<u>300,000</u>	<u>300,000</u>	<u>313,295</u>	<u>13,295</u>
<i>Net Change in Fund Balance</i>	(43,510)	(251,005)	357,173	608,178
<i>Fund Balance Beginning of Year</i>	1,922,341	1,922,341	1,922,341	0
Prior Year Encumbrances	8,773	8,773	8,773	0
<i>Fund Balance End of Year</i>	<u>\$1,887,604</u>	<u>\$1,680,109</u>	<u>\$2,288,287</u>	<u>\$608,178</u>

**Sylvania Township  
Lucas County, Ohio**

*Statement of Cash Receipts, Disbursements and Changes in Cash Basis Fund Balances  
Budget and Actual - Budgetary Basis  
Police Fund  
For the Year Ended December 31, 2013*

	Budgeted Amounts		Actual	Variance with
	Original	Final		Final Budget Positive (Negative)
<b>Receipts</b>				
Property and Other Local Taxes	\$6,014,800	\$6,014,800	\$5,933,845	(\$80,955)
Charges for Services	54,000	54,000	0	(54,000)
Licenses, Permits and Fees	12,600	12,600	7,437	(5,163)
Intergovernmental	873,341	873,341	903,262	29,921
Interest				0
Miscellaneous			63,571	63,571
<i>Total Receipts</i>	<u>6,954,741</u>	<u>6,954,741</u>	<u>6,908,115</u>	<u>(46,626)</u>
<b>Disbursements</b>				
Current:				
Public Safety	7,040,897	7,051,837	6,607,241	444,596
<i>Total Disbursements</i>	<u>7,040,897</u>	<u>7,051,837</u>	<u>6,607,241</u>	<u>444,596</u>
<i>Excess (Deficiency) of Receipts Over (Under) Disbursements</i>	(86,156)	(97,096)	300,874	397,970
<b>Other Financing Receipts (Disbursements)</b>				
Sale of Capital Assets				0
Transfers In			37,726	37,726
Transfers Out	(100,000)	(100,000)	(100,000)	0
Advances In	4,550	4,550	2,135	(2,415)
Advances Out	(4,550)	(4,550)	(2,406)	2,144
<i>Total Other Financing Receipts (Disbursements)</i>	<u>(100,000)</u>	<u>(100,000)</u>	<u>(62,545)</u>	<u>37,455</u>
<i>Net Change in Fund Balance</i>	(186,156)	(197,096)	238,329	435,425
<i>Fund Balance Beginning of Year</i>	3,901,957	3,901,957	3,901,957	0
Prior Year Encumbrances	15,837	15,837	15,837	0
<i>Fund Balance End of Year</i>	<u>\$3,731,638</u>	<u>\$3,720,698</u>	<u>\$4,156,123</u>	<u>\$435,425</u>

**Sylvania Township  
Lucas County, Ohio**

*Statement of Cash Receipts, Disbursements and Changes in Cash Basis Fund Balances  
Budget and Actual - Budgetary Basis  
Fire Fund  
For the Year Ended December 31, 2013*

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
<b>Receipts</b>				
Property and Other Local Taxes	\$5,555,800	\$5,555,800	\$5,531,140	(\$24,660)
Licenses, Permits and Fees	10,500	10,500	44,105	33,605
Intergovernmental	1,456,702	1,456,702	1,464,337	7,635
Interest	9,000	9,000	0	(9,000)
Miscellaneous	7,212	7,212	60,333	53,121
<i>Total Receipts</i>	7,039,214	7,039,214	7,099,915	60,701
<b>Disbursements</b>				
Current:				
Public Safety	7,407,405	7,395,220	7,072,660	322,560
<i>Total Disbursements</i>	7,407,405	7,395,220	7,072,660	322,560
<i>Excess (Deficiency) of Receipts Over (Under) Disbursements</i>	(368,191)	(356,006)	27,255	383,261
<b>Other Financing Receipts (Disbursements)</b>				
Sale of Capital Assets				0
Transfers In	0	0	14,826	14,826
Transfers Out	(601,890)	(619,090)	(619,090)	0
Advances In	1,500	1,500	0	(1,500)
Advances Out	(1,500)	(1,500)	(1,500)	0
<i>Total Other Financing Receipts (Disbursements)</i>	(601,890)	(619,090)	(605,764)	13,326
<i>Net Change in Fund Balance</i>	(970,081)	(975,096)	(578,510)	396,587
<i>Fund Balance Beginning of Year</i>	2,780,810	2,780,810	2,780,810	0
Prior Year Encumbrances	86,167	86,167	86,167	0
<i>Fund Balance End of Year</i>	\$1,896,896	\$1,891,881	\$2,288,468	\$396,587

**Sylvania Township  
Lucas County, Ohio  
Notes to the Basic Financial Statements  
For the Year Ended December 31, 2013**

---

**NOTE 1 – REPORTING ENTITY**

Sylvania Township, Lucas County, Ohio (the “Township”) was established in 1835 to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. Sylvania Township is the 8<sup>th</sup> largest township in the State of Ohio and as of January 1, 2000 operates under a Limited Home Rule – Urban Government. The Township is directed by a three member Board of Trustees which are elected to staggered four-year terms; in addition, there is an elected Township Fiscal Officer and an appointed Township Administrator.

The reporting entity is comprised of the primary government, component units and other organizations that were included to ensure that the financial statements are not misleading.

**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, cemetery maintenance, and police and fire protection.

**Component Units**

Component units are legally separate organizations for which the Township is financially accountable. The Township is financially accountable for an organization if the Township appoints a voting majority of the organization’s governing board; and (1) the Township is able to significantly influence the programs or services performed or provided by the organization; or (2) the Township is legally entitled to or can otherwise access the organization’s resources; the Township is legally obligated or has otherwise assumed the responsibility to finance the deficits of, or provide support to, the organization; or the Township is obligated for the debt of the organization. Component units may also include organizations for which the Township authorizes the issuance of debt or the levying of taxes or determines the budget if there is also the potential for the organization to provide specific financial benefits to, or impose specific financial burdens on the Township.

Based on these criteria, the Township has no component units.

**Joint Ventures, Jointly Governed Organizations and Public Entity Risk Pools**

A joint venture is a legal entity or other organization that results from a contractual arrangement and that is owned, operated, or governed by two or more participants as a separate and specific activity subject to joint control, in which the participants retain (a) an ongoing financial interest or (b) an ongoing financial responsibility. Under the cash basis of accounting, the Township does not report assets for equity interests in joint ventures.

**Sylvania Township  
Lucas County, Ohio  
Notes to the Basic Financial Statements, Continued  
For the Year Ended December 31, 2013**

---

**NOTE 1 – REPORTING ENTITY (Continued)**

**Joint Ventures, Jointly Governed Organizations and Public Entity Risk Pools (Continued)**

The Township participates in one joint venture. Note 13 to the financial statements provides information about the Sylvania Senior Citizen Center (Senior Center).

The Township participates in one jointly governed organization. Note 14 to the financial statements provides information about the Sylvania Area Joint Recreation District (SAJRD).

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. Following are the more significant of the Township's accounting policies.

**Basis of Presentation**

The Township's basic financial statements consist of government-wide financial statements, including a statement of net assets 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. The activity of the internal service fund is eliminated to avoid "doubling up" receipts and disbursements. Governmental activities generally are financed through taxes, intergovernmental receipts or other non-exchange transactions.

The statement of net position presents the cash 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 is required to be used to support a particular program.

**Sylvania Township  
Lucas County, Ohio  
Notes to the Basic Financial Statements, Continued  
For the Year Ended December 31, 2013**

---

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Government-Wide Financial Statements (Continued)**

General receipts are all receipts not classified as program receipts, with certain 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. Non-major funds are aggregated and presented in a single column. The internal service funds are presented in a single column on the face of the proprietary fund statements. Fiduciary funds are reported by type.

Proprietary fund statements distinguish operating transactions from non-operating transactions. Operating receipts generally result from exchange transactions such as charges for services directly relating to the funds' principal services. Operating disbursements include costs of sales and services and administrative costs. The proprietary fund statements report all other receipts and disbursements as non-operating.

**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. Funds are used to segregate resources that are restricted as to use. The funds of the Township are divided into three categories, governmental, proprietary and fiduciary.

**Governmental Funds**

The Township classifies funds financed primarily from taxes, intergovernmental receipts (e.g. grants), and other non-exchange transactions as governmental funds. The following are the Township's major governmental funds:

**General Fund:**

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

**Sylvania Township  
Lucas County, Ohio  
Notes to the Basic Financial Statements, Continued  
For the Year Ended December 31, 2013**

---

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Governmental Funds (Continued)**

**Road and Bridge Fund:**

The road and bridge fund accounts for and reports proceeds of property tax revenues to provide for construction, maintenance, and repair of Township roads and bridges in the unincorporated area.

**Police Fund:**

The police fund accounts for and reports proceeds of property tax revenues to provide police protection to the Township in the unincorporated area.

**Fire Fund:**

The fire fund accounts for and reports proceeds of property tax revenues and charges for services to provide fire protection to the Township in the incorporated and unincorporated areas.

**General Capital Projects Fund:**

The general capital projects fund accounts for and reports the transfer of monies from the General Fund for the purpose of capital projects such as equipment, land or buildings.

**Fire Capital Projects Fund:**

The fire capital projects fund accounts for and reports the transfer of monies from the Fire Fund and other sources of funding for the purpose of capital projects such as equipment, land or buildings.

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

**Proprietary Funds**

The Township classifies funds financed primarily from user charges for goods or services as proprietary. Proprietary funds are classified as either enterprise or internal service. The Township has one internal service fund to account and report for a self-insurance programs for dental and health & wellness benefits.

**Fiduciary Funds**

Fiduciary funds include a private purpose trust fund used to account for assets held under a trust agreement for individuals, private organizations, or other governments which are not available to support the Township's own programs. The Township's private purpose trust fund accounts for reporting monies collected from and held on behalf of employees for Section 125 qualified medical reimbursements. The accounts are managed via a third party administrator agreement with Wageworks, Inc. and the funds are paid out as billed.

**Sylvania Township  
Lucas County, Ohio  
Notes to the Basic Financial Statements, Continued  
For the Year Ended December 31, 2013**

---

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**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.

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.

**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, department, and object level for all funds.

The certificate of amended 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.

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 during the year.

**Sylvania Township  
Lucas County, Ohio  
Notes to the Basic Financial Statements, Continued  
For the Year Ended December 31, 2013**

---

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**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”.

Investments with an original maturity of three months or less at the time of purchase and investments of the cash management pool are presented on the financial statements as cash equivalents. Investments with an initial maturity of more than three months that were not purchased from the pool are reported as investments.

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, respectively.

During 2013, the Township invested in certificates of deposit, federal agency securities, a money market fund, and STAR Ohio. The certificates of deposit and federal agency securities are reported at cost. The money market fund is recorded at the amount reported by Charles Schwab Institutional at December 31, 2013. STAR 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 does operate in a manner consistent with Rule 2a7 of the Investment Company Act of 1940. Investments in STAR Ohio are valued at STAR Ohio’s share price, which is the price the investment could be sold for on December 31, 2013.

Interest earnings are allocated to Township funds according to State statutes, Township policy, grant requirements, or debt related restrictions. Interest receipts credited to the General Fund during 2013 was \$99,864.

**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.

**Sylvania Township  
Lucas County, Ohio  
Notes to the Basic Financial Statements, Continued  
For the Year Ended December 31, 2013**

---

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Interfund Receivables/Payables**

The Township reports advances-in and advances-out for interfund loans. These items are not reflected as assets and liabilities in the accompanying financial statements.

**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 8 and 9, the employer contributions include portions for pension benefits and for postretirement healthcare benefits.

**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. Since recording a capital asset when entering into a capital lease is not the result of a cash transaction, neither financing source nor capital outlay expenditure are reported at inception. Lease payments are reported when paid.

**Net Position**

Net position is reported as restricted when there are limitations imposed on their 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 include resources restricted for public safety through police and fire services, road and bridge construction, maintenance and repair, 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 are 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:

**Sylvania Township  
Lucas County, Ohio  
Notes to the Basic Financial Statements, Continued  
For the Year Ended December 31, 2013**

---

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Fund Balance (Continued)**

***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.

***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. 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.

***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.

**Sylvania Township  
Lucas County, Ohio  
Notes to the Basic Financial Statements, Continued  
For the Year Ended December 31, 2013**

---

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**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 inter-fund 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.

**NOTE 3 – 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 Statement of Receipts, Disbursements and Changes in Fund Balance – Budget and Actual – Budgetary Basis presented for the general fund and all major special revenue funds is prepared on the budgetary basis to provide a meaningful comparison of actual results with the budget. The difference between the budgetary basis and the cash basis is that outstanding year end encumbrances are treated as disbursements (budgetary basis) rather than as restricted, committed or assigned fund balance (cash basis). The encumbrances outstanding at year end (budgetary basis) amounted to \$13,663 for the general fund and \$192,515 for major special revenue funds.

**NOTE 4– 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 able to withdraw 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.

**Sylvania Township  
Lucas County, Ohio  
Notes to the Basic Financial Statements, Continued  
For the Year Ended December 31, 2013**

---

**NOTE 4— DEPOSITS AND INVESTMENTS (Continued)**

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 obligation or security issued by any federal government agency or instrumentality including, but not limited to, the Federal National Mortgage Association, Federal Home Loan Bank, Federal Farm Credit Bank, Federal Home Loan Mortgage Corporation, Government National Mortgage Association, and Student Loan Marketing Association. All federal agency securities shall be direct issuances of federal government agencies or instrumentalities;
3. Written repurchase agreements in the securities listed above 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;
4. Bonds and other obligations of the State of Ohio or Ohio local governments;
5. Time certificates of deposit or savings or deposit accounts including, but not limited to, passbook accounts;
6. No-load money market mutual funds consisting exclusively of obligations described in division (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;
7. The State Treasurer's investment pool (STAR Ohio).

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.

**Sylvania Township  
Lucas County, Ohio  
Notes to the Basic Financial Statements, Continued  
For the Year Ended December 31, 2013**

---

**NOTE 4— DEPOSITS AND INVESTMENTS (Continued)**

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 clerk/treasurer 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. As of December 31, 2013, the carrying amount of the Township's deposits was \$23,394,037 and the bank balance was \$23,365,491. At year end, \$-0- of the Township's bank balance of \$23,365,491 was exposed to custodial credit risk. All other deposits were FDIC insured.

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 and deposited either with the Township or a qualified trustee by the financial institution as security for repayment, or by a collateral pool of eligible securities deposited with a qualified trustee and pledged to secure the repayment of all public monies deposited in the financial institution whose market value at all times shall be at least one hundred five percent of the deposits being secured.

**Investments**

As of December 31, 2013, the Township had the following investments:

<u>Investment</u>	<u>Maturities</u>	<u>Carrying Value</u>
STAR Ohio	N/A	\$ 10,000
Federal Agency Securities		
Federal Farm Cr Bank	02/27/2014	151,752
Federal Farm Cr Bank	11/14/2016	274,888
Federal Home Loan Mortgage	08/27/2014	151,226
Federal Home Loan Mortgage	11/25/2014	175,014
Federal Home Loan Mortgage	12/19/2016	159,905
Federal Home Loan Bank	06/28/2016	149,985
Federal Home Loan Bank	05/09/2016	250,025
Federal Home Loan Mortgage	12/29/2014	250,675
Federal National Mortgage	11/06/2015	200,220
Federal National Mortgage	06/27/2014	254,095
Money Market Fund	N/A	<u>3,955</u>
Total Investments		\$2,031,740

**Sylvania Township  
Lucas County, Ohio  
Notes to the Basic Financial Statements, Continued  
For the Year Ended December 31, 2013**

---

**NOTE 4– DEPOSITS AND INVESTMENTS (Continued)**

**Investments (Continued)**

Interest Rate Risk - Township policy requires that an investment mature within two years from the date of purchase, unless matched to a specific obligation or debt of the Township, and must be purchased with the expectations that it will be held to maturity.

Credit Risk – The federal agency securities carry a rating of AA+ to AAA by Standard and Poor’s and the money market fund and STAR Ohio carry a rating of AAAM by Standard and Poor’s. The Township has no investment policy dealing with the investment credit risk, beyond the requirements of state statutes. Ohio law requires that STAR Ohio maintain the highest rating provided by at least one nationally recognized standard rating service and that the money market fund be rated in the highest category at the time of purchase by a least one nationally recognized standard rating service.

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 of state statutes that prohibits payments for investments prior to the delivery of the securities representing such investments to the Treasurer or qualified trustee.

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

**NOTE 5 – PROPERTY TAXES**

Property taxes include amounts levied against all real and public utility property located in the Township. Property tax receipts received during 2013 for real and public utility property taxes represents collections of the 2012 taxes.

2013 real property taxes are levied after October 1, 2013 on the assessed values as of January 1, 2013, the lien date. Assessed values for real property taxes are established by State statute at 35 percent of appraised market value. 2013 real property taxes are collected in and intended to finance 2014.

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

**Sylvania Township**  
**Lucas County, Ohio**  
**Notes to the Basic Financial Statements, Continued**  
**For the Year Ended December 31, 2013**

---

**NOTE 5 – PROPERTY TAXES (Continued)**

Public utility personal property is assessed at varying percentages of true value; public utility real property is assessed at 35 percent of true value. 2013 public utility property taxes which became a lien on December 31, 2012, are levied after October 1, 2013, and are collected in 2014 with real property taxes.

The full tax rate for all Township operations for the year ended December 31, 2013 was \$21.47 per \$1,000 of assessed value. The assessed values of real and personal property upon which 2013 property tax receipts were based are as follows:

Real Property	
Residential/Agricultural	\$ 942,192,630
Commercial/Industrial	248,547,840
Public Utility Property	
Real	42,510
Personal	<u>22,643,490</u>
Total Assessed Value	<u>\$1,213,426,470</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 6 – RISK MANAGEMENT**

The Township is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During 2013 the Township had obtained commercial insurance for the following risks:

Comprehensive property and general liability  
Vehicles  
Errors and omissions

Settled claims have not exceeded coverage in any of the last three years and there was no significant reduction in coverage from the prior year.

The Township pays the State Workers' Compensation System a premium based on a rate per \$100 of salaries. This rate is calculated based on accident history and administrative costs. The System administers and pays all claims.

**Sylvania Township  
Lucas County, Ohio  
Notes to the Basic Financial Statements, Continued  
For the Year Ended December 31, 2013**

---

**NOTE 6 – RISK MANAGEMENT (Continued)**

During 2013 the Township added Medical, Prescription, & Vision Insurance to its self-insured list of employee benefits as well as Dental Insurance which was added in 2011. The Self-Insurance Fund pays covered claims and administrative fees to a third party administrator and recovers these costs from charges to other funds based on an actuarial method or historical cost information and adjusted over a reasonable period of time so the internal service fund receipts and disbursements are approximately equal.

Because the Township manages its Medical, Prescription, Dental & Vision benefit program it has a potential liability for incurred but not yet reported claims (IBNR). IBNR claims are claims for insured events that have occurred but not yet been reported to the third party administrator as of December 31, 2013. These claims include known loss events that are expected to later be presented as claims, unknown loss events that are expected to become claims, and expected future developments on claims already reported. A comparison of cash available to pay plan benefits to the actuarially-measured liability as of December 31, 2013 is as follows:

Cash	\$1,041,636
Actuarial liabilities-Dental	\$ 4,620
Actuarial Liabilities- Medical, Prescription & Vision	\$ 152,000

**NOTE 7 – DEFINED BENEFIT PENSION PLAN**

**Ohio Public Employees Retirement System**

The Township participates in the Ohio Public Employees Retirement System (OPERS). OPERS administer three separate pension plans. The Traditional Pension Plan (TP) is a cost-sharing, multiple-employer defined benefit pension plan. The Member-Directed Plan (MD) is a defined contribution plan in which the member invests both member and employer contributions (employer contributions vest over five years at 20% per year). Under the MD Plan, members accumulate retirement assets equal to the value of the member and (vested) employer contributions plus any investment earnings. The Combined Plan (CO) is a cost-sharing, multiple-employer defined benefit pension plan. Under the CO Plan, OPERS invests employer contributions to provide a formula retirement benefit similar in nature to, but less than, the TP Plan benefit. Member contributions, the investment of which is self-directed by the members, accumulate retirement assets in a manner similar to the MD Plan.

OPERS provides retirement, disability, survivor and death benefits and annual cost-of-living adjustments to members of the TP Plan and CO Plan. Members of the MD Plan do not qualify for ancillary benefits. Authority to establish and amend benefits is provided in Chapter 145 of the Ohio Revised Code. OPERS issues a stand-alone financial report that may be obtained by visiting <https://www.opers.org/investments/cafr.shtml>, writing to OPERS, 277 East Town Street, Columbus, OH 43215-4642, or by calling (614) 222-5601 or (800) 222-7377.

**Sylvania Township  
Lucas County, Ohio  
Notes to the Basic Financial Statements, Continued  
For the Year Ended December 31, 2013**

---

**NOTE 7 - DEFINED BENEFIT PENSION PLAN (Continued)**

**Ohio Public Employees Retirement System (Continued)**

The Ohio Revised Code provides statutory authority for member and employer contributions. For 2013, member and employer contribution rates were consistent across all three plans. While members in the state and local divisions may participate in all three plans, law enforcement and public safety divisions exist only within the TP Plan. The 2013 member contribution rates were 10.0% of covered payroll for members in state and local classifications. Public safety and law enforcement members contributed 12.0% and 12.6%, respectively.

The 2013 employer contribution rate for state and local employers was 14.00% of covered payroll. The law enforcement and public safety division employer contribution rate was 18.10% of covered payroll. Total required employer contributions for all plans are equal to 100% of employer charges and should be extracted from the employer's records. The Township's required contributions for pension obligations to the TP Plan and CO Plan for the years ended December 31, 2013, 2012, and 2011, were \$886,250, 903,349, and \$897,628, respectively, which were equal to the required contributions for each year.

**Ohio Police and Fire Pension Fund**

The Township contributes to the Ohio Police and Fire Pension Fund (OP&F), a cost-sharing multiple-employer defined benefit pension plan. OP&F 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. OP&F issues a publicly available financial report that includes financial information and required supplementary information for the plan. That report may be obtained by writing to the Ohio Police and Fire Pension Fund, 140 East Town Street, Columbus, Ohio 43215-5164.

From January 1 thru July 1, 2013 plan members were required to contribute 10.0% of their annual covered salary and from July 2, 2013 thru December 31, 2013 - 10.75%, while employers are required to contribute 24.0% for firefighters. Contributions are established by State statute. The Township's contributions for pension obligations to the OP&F Fund for firefighters for the years ending December 31, 2013, 2012, and 2011, were \$966,159, \$940,294, and \$896,746, respectively, which were equal to the required contributions for each year.

**Sylvania Township  
Lucas County, Ohio  
Notes to the Basic Financial Statements, Continued  
For the Year Ended December 31, 2013**

---

**NOTE 8 – POSTEMPLOYMENT BENEFITS**

**Ohio Public Employees Retirement System**

Plan Description – 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 postemployment healthcare plan, which includes a medical plan, prescription drug program and Medicare Part B Premium reimbursement, to qualifying members of both the Traditional Pension and the Combined Plans. Members of the Member-Directed Plan do not qualify for ancillary benefits, including postemployment healthcare coverage.

In order to qualify for postemployment healthcare coverage, age-and-service retirees under the Traditional Pension and Combined Plans must have ten or more years of qualifying Ohio service credit. Healthcare coverage for disability benefit recipients and qualified survivor benefit recipients is available. The healthcare coverage provided by OPERS is considered an Other Postemployment Benefit (OPEB) as described in GASB Statement No. 45.

The Ohio Revised Code permits, but does not mandate, OPERS to provide OPEB benefits to its eligible members and beneficiaries. Authority to establish and amend benefits is provided in Chapter 145 of the Ohio Revised Code.

OPERS issues a stand-alone financial report. Interested parties may obtain a copy by visiting <https://www.opers.org/investments/cafr.shtml>, 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 postretirement healthcare coverage through their contributions to OPERS. A portion of each employer’s contribution to OPERS is set aside for the funding of postretirement healthcare benefits. Employer contribution rates are expressed as a percentage of the covered payroll of active members. In 2013 local government employers contributed at a rate of 14.0% of covered payroll and public safety and law enforcement employers contributed at 18.10%. These are the maximum employer contribution rates permitted by the Ohio Revised Code. Active members do not make contributions to the OPEB Plan.

**Sylvania Township  
Lucas County, Ohio  
Notes to the Basic Financial Statements, Continued  
For the Year Ended December 31, 2013**

---

**NOTE 8 – POSTEMPLOYMENT BENEFITS (Continued)**

**Ohio Public Employees Retirement System (Continued)**

OPERS Post Employment Health Care plan was established under, and is administered in accordance with, Internal Revenue Code 401(h). Each year, the OPERS Board of Trustees determines the portion of the employer contribution rate that will be set aside for funding of postemployment healthcare benefits. The portion of employer contributions allocated to healthcare for members in the Tradition Plan was 1.0% during calendar year 2013. The portion of employer contributions allocated to healthcare for members in the Combined Plan was 1.0% during calendar year 2013. Effective January 1, 2014, the portion of employer contributions allocated to healthcare was raised to 2.0% for both plans, as recommended by the OPERS Actuary. The OPERS Board of Trustees is also authorized to establish rule for the payment of a portion of healthcare benefits provided, by the retiree or their surviving beneficiaries to pay a portion of the health care benefits provided. Payment amounts vary depending on the number of covered dependents and the coverage selected.

The Township's contributions allocated to fund postemployment healthcare benefits for the years ended December 31, 2013, 2012, and 2011, were \$ 54,370, \$222,567, and \$221,359, respectively, which were equal to the required contributions each year.

The Health Care Preservation Plan (HCPP) adopted by the OPERS Board of Trustees on September 9, 2004, was effective January 1, 2007. Member and employer contribution rates increased as of January 1, 2006, January 1, 2007, and January 1, 2008, which allowed additional funds to be allocated to the healthcare plan.

**Ohio Police and Fire Pension Fund**

The Township contributes to the Ohio Police and Fire Pension Fund (OP&F) sponsored healthcare program, a cost-sharing multiple-employer defined postemployment healthcare plan administered by OP&F. OP&F provides healthcare benefits including coverage for medical, prescription drugs, dental, vision, Medicare Part B Premium and long term care to retirees, qualifying benefit recipients and their eligible dependents.

OP&F provides access to postretirement healthcare coverage for any person who receives or is eligible to receive a monthly service, disability, or survivor benefit check or is a spouse or eligible dependent child of such person. The healthcare coverage provided by OP&F meets the definition of an Other Post Employment Benefit (OPEB) as described in GASB Statement 45.

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

**Sylvania Township  
Lucas County, Ohio  
Notes to the Basic Financial Statements, Continued  
For the Year Ended December 31, 2013**

---

**NOTE 8 – POSTEMPLOYMENT BENEFITS (Continued)**

**Ohio Police and Fire Pension Fund (Continued)**

OP&F issues a publicly available financial report that includes financial information and required supplementary information for the Plan. That report may be obtained by writing to OP&F, 140 East Town Street, Columbus, Ohio 43215-5146.

Funding Policy – The Ohio Revised Code provides for contribution requirements of the participating employers and of plan members to the OP&F (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, 24.00% of covered payroll for fire employees. The Ohio Revised Code states that the employer contribution may not exceed 24.00% of covered payroll for fire employer units. Active members do not make contributions to the OPEB Plan.

OP&F maintains funds for healthcare in two separate accounts. One for healthcare benefits under an IRS Code Section 115 trust and one for Medicare Part B reimbursements administered as an Internal Revenue Code 401(h) account, both of which are within the defined benefit pension plan, under the authority granted by the Ohio Revised Code to the OP&F Board of Trustees.

The Board of Trustees is authorized to allocate a portion of the total employer contributions made to the pension plan to the Section 115 trust and the Section 401(h) account as the employer contribution for retiree healthcare benefits. For the year ended December 31, 2013, the employer contribution allocated to the healthcare plan was 4.69% of covered payroll from January 1, 2013 thru May 31, 2013 and 2.85% of covered payroll from June 1, 2013 thru December 31, 2013. The amount of employer contributions allocated to the healthcare plan each year is subject to the Trustees' primary responsibility to ensure that pension benefits are adequately funded and also is limited by the provisions of Sections 115 and 401(h).

The OP&F Board of Trustees is also authorized to establish requirements for contributions to the healthcare 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.

The Township's contributions for healthcare to the OP&F for firefighters for the years ending December 31, 2013, 2012, and 2011, were \$145,416 \$264,453, \$252,210, respectively, which were equal to the required contributions for the year.

**Sylvania Township  
Lucas County, Ohio  
Notes to the Basic Financial Statements, Continued  
For the Year Ended December 31, 2013**

---

**NOTE 9 – DEBT**

The Township’s long-term debt activity for the year ended December 31, 2013 was as follows:

	Balance December 31, <u>2012</u>	<u>Additions</u>	<u>Deletions</u>	Balance December 31, <u>2013</u>	Amount Due Within <u>One Year</u>
<b>Governmental Activities:</b>					
<b>General Obligation Bonds:</b>					
Senior Center	\$ 680,000	\$0	\$ 55,000	\$ 625,000	\$ 60,000
Fire Fund	7,855,000	0	335,000	7,520,000	340,000
<b>OPWC Loans:</b>					
Central / McCord	120,000	0	60,000	60,000	60,000
Corey Road	72,863	0	12,144	60,719	12,144
Westchester Woods	183,631	0	30,605	153,026	30,605
Mitchaw Road	<u>90,697</u>	<u>0</u>	<u>13,954</u>	<u>76,743</u>	<u>13,954</u>
Totals	<u>\$9,002,191</u>	<u>\$0</u>	<u>\$506,703</u>	<u>\$8,495,488</u>	<u>\$516,703</u>

During 2002, the Township issued general obligation bonds in the amount of \$1,135,000. These bonds were issued to finance the Township’s portion of the construction of the Sylvania Senior Center. The bonds were issued for twenty years and mature December 1, 2022, carry a variable interest rate between 3.00% and 5.05%, and are collateralized solely by the Township’s taxing authority.

During 2004, the Township entered into a loan agreement with the Ohio Public Works Commission in the amount of \$600,000 for the construction of Central Avenue from McCord to I-475. This agreement is for ten years, has a zero percent interest rate, and matures January 1, 2015.

During 2008, the Township entered into a loan agreement with the Ohio Public Works Commission in the amount of \$121,439 for the resurfacing of Corey Road from 0.04 miles west of Whiteford to 0.06 miles south of Monroe Street and the replacement of Culvert No. 176. This agreement is for ten years, has a zero percent interest rate, and matures January 1, 2019.

During 2008, the Township entered into a loan agreement with the Ohio Public Works Commission in the amount of \$306,051 for pavement improvement in the Westchester Woods Subdivision. This agreement is for ten years, has a zero percent interest rate, and matures January 1, 2019.

**Sylvania Township  
Lucas County, Ohio  
Notes to the Basic Financial Statements, Continued  
For the Year Ended December 31, 2013**

---

**NOTE 9 – DEBT (Continued)**

During 2009, the Township entered into a loan agreement with the Ohio Public Works Commission in the amount of \$139,535 for road improvements to Mitchaw Road. This agreement is for ten years, has a zero percent interest rate, and matures July 1, 2019.

During 2010, the Township issued \$8,500,000 in Fire Fund general obligation bonds. The bonds were issued to pay off the \$7,900,000 short term note plus interest with the remaining balance to be used to complete the construction of fire station No. 1. The bonds were issued for twenty years and mature December 1, 2030, carry a variable interest rate between 2.5% and 4.1%, and are collateralized solely by the Township’s taxing authority.

The following is a summary of the Township’s future annual debt service requirements:

<u>Year</u>	<u>General</u>		<u>OPWC Loans</u>		<u>Total</u>	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2014	\$ 400,000	\$ 288,963	\$116,703	\$0	\$ 516,703	\$ 288,963
2015	410,000	277,733	56,703	0	466,703	277,733
2016	425,000	266,193	56,702	0	481,702	266,193
2017	435,000	254,105	56,702	0	491,702	254,105
2018	450,000	241,735	56,703	0	506,703	241,735
2019-2023	2,395,000	972,983	6,977	0	2,401,977	972,983
2024-2028	2,495,000	532,873	0	0	2,495,000	532,873
2029-2030	<u>1,135,000</u>	<u>70,038</u>	<u>0</u>	<u>0</u>	<u>1,135,000</u>	<u>70,038</u>
Totals	<u>\$8,145,000</u>	<u>\$2,904,623</u>	<u>\$350,490</u>	<u>\$0</u>	<u>\$8,495,490</u>	<u>\$2,904,623</u>

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 % of the tax valuation of the Township. The Revised Code further provides that total voted and un-voted net debt of the Township less the same exempt debt shall never exceed amount equal to 10.5% of its tax valuation. The effects of the debt limitations at December 31, 2013 were an overall debt margin of \$127,409,779 and an un-voted debt margin of \$66,735,456.

To assist private sector entities in acquiring and constructing improvements deemed to be in the public interest, the Township has issued Tax Incentive Financing (TIF) Agreements. In March 2003, the Township Trustees passed Resolution 03-001-0040 approving the Sylvan King Tax Increment Financing (TIF) Note. Note payments are secured by a lien against TIF payments when issued by the State of Ohio and terminate on September 1, 2018. The Note financed infrastructure improvements including the widening of Sylvania Avenue and King Road and installing sanitary sewer and water lines under Sylvania Avenue, constructing and installing sanitary sewer lines in a new road connecting Sylvania Avenue and King Road, and installing traffic signals and traffic signal improvements of Sylvania Avenue and King Road. The Township is not obligated in any manner for paying the Note, which is not reflected in the debt schedule.

**Sylvania Township  
Lucas County, Ohio  
Notes to the Basic Financial Statements, Continued  
For the Year Ended December 31, 2013**

**NOTE 10 – FUND BALANCES**

Fund balance is classified as nonspendable, restricted, committed, assigned and/or unassigned based primarily on the extent to which the Township is bound to observe constraints imposed upon the use of the resources in the government funds. The constraints placed on fund balance for the major governmental funds and all other governmental funds are presented below:

Fund Balances	General	Road and Bridge	Police	Fire	General Capital	Fire Capital	Other Governmental Funds	Total
Restricted for:								
Public Safety			\$4,187,880	\$2,325,844			\$198,167	\$6,711,891
Capital projects								-
Public Works								-
Other purposes							488,010	488,010
<b>Total Restricted</b>	<b>\$ -</b>	<b>-</b>	<b>4,187,880</b>	<b>2,325,844</b>	<b>-</b>	<b>-</b>	<b>686,177</b>	<b>7,199,901</b>
Committed to:								
Public Works		\$2,411,667					1,752,331	4,163,998
Capital Projects					3,627,586	247,776	1,144,307	5,019,669
Other Purposes							11,695	11,695
	0	2,411,667	0	0	3,627,586	247,776	2,908,333	9,195,362
Assigned to:								
Carryover Encumbrance	\$13,662							13,662
Unassigned (Deficit)	7,931,321						758	7,932,079
<b>Total Fund Balances</b>	<b>\$7,944,983</b>	<b>\$2,411,667</b>	<b>\$4,187,880</b>	<b>\$2,325,844</b>	<b>\$3,627,586</b>	<b>\$247,776</b>	<b>\$3,595,268</b>	<b>\$24,341,004</b>

**NOTE 11 – INTERFUND TRANSFERS**

During 2013 the following transfers were made

Transfers from the General Fund to:	
Major Governmental Funds	\$490,847
Other Governmental Funds	<u>28,328</u>
<b>Total Transfers from the General Fund</b>	<b><u>\$519,175</u></b>

Transfers represent the allocation of unrestricted receipts collected in the General Fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

In addition to the above transfers the following transfers were made:

Amount	From	To
\$100,000	Road & Bridge Fund	Road Capital Projects
\$100,000	Police Fund	Police Capital Projects
\$601,890	Fire Fund	Debt Service Fun

**Sylvania Township  
Lucas County, Ohio  
Notes to the Basic Financial Statements, Continued  
For the Year Ended December 31, 2013**

---

**NOTE 12 – CONTINGENT LIABILITIES**

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

**NOTE 13 – JOINT VENTURE**

Sylvania Senior Citizens Center (Senior Center) – The Township is a participant with the City of Sylvania in a joint venture to enhance the programs and services available to senior citizen residents in the City and the Township. The City and the Township agreed to jointly pay to construct a community center under the authority of Ohio Revised Code Section 173.11. The original agreement required the Township to bear 60% of the construction costs and the City of Sylvania to bear 40% of the construction costs, resulting in a 60/40 split in equity interest between the two. The community center is managed by Sylvania Community Services Center, Inc. (SCS), and Ohio nonprofit corporation.

In 2002, the Township issued \$1,135,000 in general obligation bonds to fund the Township's 60% of the construction costs for the community center (Note 10). Funding for operating costs of the community center is provided by a 5-year .32 mills voter-approved tax levy on all real property located within the Township. Taxes are collected by the Lucas County Auditor for the levy and are remitted to the Township. The Township then remits the funds to the Senior Center.

The Senior Center's financial statements have not been included within the Township's reporting entity.

**NOTE 14 – JOINTLY GOVERNED ORGANIZATION**

The Township in conjunction with the City of Sylvania and the Sylvania City School District formed the Sylvania Area Joint Recreation District (the "SAJRD") under the authority of Ohio Revised Code Section 755.14 (C). The SAJRD Board of Trustees is composed of twelve members, four of whom are appointed by each of the three separate governmental entities identified above. SAJRD has two supporting levies. A .85 mills permanent operating levy was passed in 1988 and replaced in 2000. In addition, a .5 mill, 25 year capital improvement levy was passed in 1994. Millage on this levy has been reduced over time to .3 mills. Taxes are collected by the Lucas County Auditor and remitted to the SAJRD Board of Trustees. SAJRD is fiscally independent of the Township and the SAJRD's financial statements have not been included within the Township's reporting entity.

**Sylvania Township  
Lucas County, Ohio  
Notes to the Basic Financial Statements, Continued  
For the Year Ended December 31, 2013**

---

**NOTE 15 – PUBLIC ENTITY RISK POOL**

As of January 1, 2013 the Township terminated its relationship with OME-RESA and became self – insured for its Medical, Prescription and Vision Insurance along with its Dental Insurance (Note 7). During July 2013 the Township received a check in the amount of \$447,666 for monies paid into the Insurance Consortium and not used for fees or claims. The money was deposited into the Internal Service Fund to cover any shortfalls in the future.



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Trustees  
Sylvania Township  
Lucas County, Ohio  
4927 Holland-Sylvania Road  
Sylvania, Ohio 43560

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Sylvania Township, as of and for the year ended December 31, 2013, and the related notes to the financial statements, which collectively comprise Sylvania Township's basic financial statements, and have issued our report thereon dated September 11, 2014.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Township's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control. Accordingly, we do not express an opinion on the effectiveness of the Township's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *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 deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Township's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



September 11, 2014



# Dave Yost • Auditor of State

**SYLVANIA TOWNSHIP**

**LUCAS 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  
NOVEMBER 6, 2014**