**Cemetery**

**AOS Regulatory Basis Footnote Shell**

**Revised December 2023**

|  |
| --- |
| **Note: This shell is a guide for preparing your annual footnotes to the financial statements when filed on the AOS Regulatory Basis. These footnotes are not all inclusive and might include disclosures not applicable to your particular Cemetery. Modify, delete, or add additional disclosures as necessary. As an example: If your entity has joint ventures, related organizations, or jointly governed organizations, pull in the applicable footnotes from the AOS Regulatory Basis Generic Special Purpose Government Notes Shell.****Items highlighted in yellow are provided for guidance purposes only and should be deleted prior to submission.****See GASB Codification 2300 – Notes to the Financial Statements. As communicated in paragraph .102, the notes to the financial statements should communicate information essential for fair presentation of the basic financial statements that is not displayed on the face of the financial statements. As such, the notes form an integral part of the basic financial statements. Notes should focus on the primary government—specifically, its governmental activities, business-type activities, major funds, and nonmajor funds in the aggregate. Information about the government's discretely presented component units should be presented as discussed in paragraph .105.****Items highlighted in green are items that are generic, and should be reviewed for entity specific information and modified to report specifics for your cemetery.****In this sample 20CY means current year and 20PY means prior year and would be replaced with the four digit current year (for example 2023) or four digit prior year (for example 2022).** |

***Aqua Highlights are 2023 updates.***

* ***Where these highlights are included within yellow highlighted areas, this information is for reference only and should be deleted prior to submission.***
* ***Where these highlights are included within green highlighted areas, this information should be reviewed and modified to report specifics for your entity.***
* ***Where these highlights are not within another color, you will need to review to determine if this applies to your specific entity, and modify or delete.***
* ***Updates have been made related to GASB 96, Subscription-Based Information Technology Arrangements, please see AOS Bulletin 2023-005 for additional information.***  [Bulletin\_2023-005.pdf (ohioauditor.gov)](https://ohioauditor.gov/publications/bulletins/2023/Bulletin_2023-005.pdf)
* ***Although uncommon for smaller governments, GASB 94, Public-Private and Public-Public Partnerships (PPP) and Availability Payment Arrangements (APA) disclosures can be added with leases and SBITAs and with debt, if applicable***
* ***Please note, Note 17 related to COVID-19 has been updated.***
* ***If you are a participant in the OneOhio or Monsanto Legal Settlements, see the generic special purpose government notes for sample disclosure.***

**Note 1 – Reporting Entity**

[*Modify as needed.]*

The constitution and laws of the State of Ohio establish the rights and privileges for the Cemetery of XYZ, ABC County, (the Cemetery). [*List subdivisions appointing members to the board]* appoint a three-member Board of Trustees to direct cemetery operations. *Briefly describe significant financing received from these subdivisions. The following is an example you should insert only if applicable:* These entities also levy a property tax on behalf of the Cemetery **[, and provide other funding]** to meet the Cemetery’s operating costs under the agreement which established the Cemetery. The accompanying financial statement classifies the tax levy as Property Taxes *[, and classify the additional funding as Intergovernmental Receipts]*. The Cemetery provides grounds maintenance, opening and closing of graves, and the sale of grave lots. *[Delete the last item if the cemetery is no longer selling lots.]*

The Cemetery’s management believes this financial statement presents all activities for which the Cemetery is financially accountable.

***Should your cemetery participate in jointly governed organizations, joint ventures and/or public entity risk pools or is associated with related organizations, you should identify the specific types of organizations. A description of the organizations should be included later in the notes. The Generic Special Purpose Government Notes shell Note 1 can be used as an example for wording. See Also Notes 14, 15, 16 and 17 for assistance with the descriptions of the organizations. You can cut and paste into this example.***

**Note 2 – Summary of Significant Accounting Policies**

***Basis of Presentation***

*(Delete all unnecessary / inapplicable fund types)*

The Cemetery’s financial statement consists of a combined statement of receipts, disbursements and changes in fund balances (regulatory cash basis) all governmental fund types and a combined statement of additions, deductions and changes in fund balances (regulatory cash basis) all fiduciary fund types which are organized on a fund type basis.

***Fund Accounting***

*[Review GASB Codification 1300, Fund Accounting, paragraphs .104-.116 for guidance.]*

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

*[Delete all unnecessary/inapplicable fund types.]*

***Should your cemetery establish a debt service fund and/or proprietary funds, you should insert the appropriate fund type description and make any other necessary footnote and financial statement modifications. The Generic Special Purpose Government Notes shell is an example that can be used and you can cut and paste into this example.***

***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 Cemetery for any purpose provided it is expended or transferred according to the general laws of Ohio.

***Special Revenue Funds*** These funds account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The Cemetery had the following significant Special Revenue Funds: *[Include a one or two sentence description of any special revenue fund constituting at least 20% of combined special revenue disbursements or deemed significant by the Cemetery. The following is an example that must be modified.]*

***Perpetual Care Fund*** This fund receives a portion of the receipts from all grave sales. The fund’s resources finance Cemetery maintenance costs after all grave lots have been sold.

***Capital Project Funds*** These funds account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. The Cemetery had the following significant capital project funds: *[Include a one or two sentence description of any capital project funds constituting at least 20% of combined capital project disbursements or deemed significant by the Cemetery.]*

***Permanent Funds*** These funds account for and report resources that are restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs (for the benefit of the government or its citizenry). The Cemetery had the following significant permanent fund: *[Include a one or two sentence description of any permanent funds constituting at least 20% of combined permanent fund disbursements or deemed significant by the Cemetery. The following is an example that must be modified.]*

***Rebove Memorial Fund and Wolstaff Memorial Fund*** These funds receive interest on the nonexpendable corpus from trust agreements. These earnings are used for the general maintenance and upkeep of the cemetery.

*(Note: Classifying private purpose funds requires judgment. If the intent generally benefits the Cemetery’s own programs, permanent or special revenue fund classification is appropriate. However, if the intent is to benefit a specific individual, private organization, or another government which is not available to support the Cemetery’s own programs, private purpose trust fund classification may be more appropriate* provided the fund meets the GASB 84 fund definition described below.  *See Bulletin 2005-05 for additional classification guidance.) GASB 84 clarified these requirements for classifying a fund as a private purpose trust fund, including that the assets are (a) administered through a trust in which the government itself is not a beneficiary, (b) dedicated to providing benefits to recipients in accordance with the benefit terms, and (c) legally protected from the creditors of the government. See Bulletin 2020-003 for additional classification guidance.)*

***Fiduciary Funds*** Fiduciary funds include private purpose trust funds and custodial funds. Trust funds account for assets held under a trust agreement meeting certain criteria.

The Cemetery’s private purpose trust fund**(s)** is **(are)** for the benefit of certain individuals, a non-profit organization and the Cemetery of X. [<<<*Modify as needed. Omit ¶ if there are none]*.

Custodial funds are purely custodial in nature and are used to report fiduciary activity that is not required to be reported in a trust fund. The Cemetery’s custodial fund**(s)** account**(s)** for [*Describe nature of the most significant custodial funds here. Omit ¶ if there are none]*.

For regulatory purposes, certain own source revenues are permitted to flow through clearing funds presented as custodial funds.  The amounts distributed to the other funds of the entity are identified on the combined statement of additions, deductions and changes in fund balances (regulatory cash basis) all fiduciary fund types.  Also, for regulatory purposes, certain deposits and clearing funds are permitted to be presented as custodial funds.  (See GASB 84 bulletin 2020-003 and GASB 84 analysis chart for when these presentations are permitted for regulatory purposes.)

***Basis of Accounting***

The financial statement follows the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(C). This basis is similar to the cash receipts and disbursements accounting basis. The Cemetery recognizes receipts when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

The statement includes adequate disclosure of material matters, as the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(C) permit.

***Budgetary Process***

*[Include the following footnote if your cemetery is a Union Cemetery District because you are subject to Ohio Revised code Section 5705. Delete this footnote if your cemetery is not a Union Cemetery District. See OCS Implementation Guide Matrix 1 for further information*.]

The Ohio Revised Code requires that each fund (except certain custodial funds) *delete the preceding parenthetical reference if there are no unbudgeted custodial funds* be budgeted annually.

***Appropriations***Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function or object level of control, [modify to reflect legal level of control *as approved by the Cemetery Board of Trustees*] and appropriations may not exceed estimated resources. The Board must annually approve appropriation measures and any subsequent amendments. Unencumbered appropriations lapse at year end. *[Delete the word “unencumbered”, if there were no encumbrances outstanding at year end.]*

***Estimated Resources*** Estimated resources include estimates of cash to be received (budgeted receipts) plus unencumbered cash as of January 1. *[Delete "unencumbered" in the preceding sentence if the Cemetery had no encumbrances at year end.]* The County Budget Commission must approve estimated resources.

***Encumbrances*** The Ohio Revised Code requires the Cemetery to reserve (encumber) appropriations when individual commitments are made. Encumbrances outstanding at year end are carried over, and need not be reappropriated. *[Replace the preceding sentence with the following only if encumbrances are canceled at year end.]* Encumbrances outstanding at year end are canceled, and reappropriated in the subsequent year. *[Include, or modify the following sentences as necessary.]* The Cemetery did not use the encumbrance method of accounting. ***[or]*** The Cemetery did not encumber all commitments required by Ohio law. *[If your auditors propose material adjustments to your budgetary disclosures during the audit, they may request you revise this note to include the following sentence.]* Management has included audit adjustments in the accompanying budgetary presentations for material items that should have been encumbered.

A summary of 20CY budgetary activity appears in Note 4. *[Modify footnote reference if after completion the footnote number changes.]*

***Deposits and Investments***

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

The Cemetery values U.S. Treasury Notes and common stock at cost [or fair value when donated]. *<<DELETE IF NO DONATED INVESTMENTS.* Money market mutual funds are recorded at share values the mutual funds report. Investment in STAR Ohio is measured at the net asset value (NAV) per share provided by STAR Ohio. The NAV per share is calculated on an amortized cost basis that provides an NAV per share that approximates fair value.  *[Modify this note as needed. Only describe investments actually held during the fiscal year. Equity securities (stock) are normally illegal, unless donated. Consult with your legal counsel if in doubt about an investment’s legality. Also, if equity securities have an impaired value deemed “other than temporary,” write them down to fair value.]*

***Capital Assets***

The Cemetery records disbursements for acquisitions of property, plant, and equipment when paid. The accompanying financial statement does not report these items as assets.

***Accumulated Leave***

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. The financial statement does not include a liability for unpaid leave. *(Delete this note if no employees are entitled to these benefits.)*

***Leases and SBITAs***

The Cemetery is the lessor/lessee in various leases (as defined by GASB 87) related to buildings, vehicles, and other equipment under noncancelable leases. Lease revenue/disbursements are recognized when they are received/paid. (*Edit as needed. This note can be deleted if the Cemetery has no GASB 87 leases)*

The Cemetery has entered into noncancelable Subscription-Based Information Technology Arrangements (SBITA) contracts (as defined by GASB 96) for several types of software including contracts related to financial systems and various other software. Subscription disbursements are recognized when they are paid. (Edit as needed. This paragraph can be deleted along with the reference to SBITAs in the note heading, if the Cemetery has no GASB 96 SBITAs.)

The following is instructional. If the Cemetery has any PPPs or APAs under GASB 94, add explanation. See sample language in the generic special purpose government notes.

***Fund Balance***

*[Although regulatory filers follow a simplified approach, review GASB 54, Fund Balance Disclosures, paragraphs 5-23 and GASB Codification 1800, Classification and Terminology, paragraph .183, for guidance.]*

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

***Nonspendable*** The Cemetery classifies assets as *nonspendable* when legally or contractually required to maintain the amounts intact. For regulatory purposes, nonspendable fund balance includes unclaimed monies that are required to be held for five years before they may be utilized by the Cemetery and the nonspendable portion of the corpus in permanent funds.

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

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

***Assigned*** Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as *restricted* or *committed*. For regulatory purposes, assigned fund balance in the general fund is limited to encumbrances outstanding at year end.

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

The Cemetery 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.

For regulatory purposes, limited disclosure related to fund balance is included in Note 15.  (update note number as needed)

**Note 3 – Compliance**

*Disclose any material budgetary violations here. The description should* ***list the individual funds affected*** *(i.e., not “the special revenue funds were in violation,” unless all the special revenue funds violated a requirement). The disclosures here should be brief. For example:*

Contrary to Ohio law, budgetary expenditures exceeded appropriation authority in the ABC fund by $XXX for the year ended December 31, 20CY. Also contrary to Ohio law, at December 31, 20CY, the XYZ fund had a cash deficit balance of $XXX.

**Note 4 – Budgetary Activity**

*[Delete if the Cemetery is not subject to § 5705.] See notes included in Note 2 Section Budgetary Process.*

***[Note:*** *Replace “Fiduciary” in the table below with “Trust” if private purpose trust funds are the only budgeted fiduciary funds. (Custodial funds generally do not require budgeting).]*

Budgetary activity for the year ending 20CY follows:



*[Note: The above is an embedded Excel Spreadsheet. Double-click to edit. Do not enter $ signs.]*

*[Insert the following in the above tables:*

* *Budgetary Receipts from the Certificate of Estimated Revenues (Total Available Resources less Unencumbered Fund Balance).*
* *Actual Receipts from the Financial Statement*
* *Appropriation Authority from the approved Appropriation Resolution and any amendments made during the period plus Prior Year Carryover Encumbrances.*
* *Budgetary Expenditures from the Financial Statement plus Outstanding Encumbrances at Year End.]*

**Note 5 – Deposits and Investments**

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



*[Note: The above is an embedded Excel Spreadsheet. Double-click to edit. Do not enter $ signs. Delete any rows that are not applicable to the Cemetery.]*

*[Insert amounts from Year End Reconciliation. (i.e. Demand deposits are checking balance less reconciling items such as outstanding checks and deposits in transit.) Total Deposits and Investments should agree to total Financial Statement Year End Balance.]*

*If the Cemetery also has segregated accounts, such as clearing accounts (including a payroll clearing account) and amounts with fiscal and escrow agents that are not part of this pool, please see the Generic note shell for additional required disclosures at the following link:* [*http://www.ohioauditor.gov/references/shells/regulatory.html*](http://www.ohioauditor.gov/references/shells/regulatory.html)*.*

At December 31, 20CY, the Cemetery held $XXX in equity securities. Equity securities are not eligible investments for the Cemetery under Ohio law. *[Insert other time period if other than 12/31/XX these investments were held during the fiscal year. Also include any other ineligible investments. Note that entities may be allowed to hold equity securities, if required under a trust agreement. Check with your Cemetery’s Legal Counsel.]*

***Deposits***

*Effective July 1, 2017, the Ohio Pooled Collateral System (OPCS) was implemented by the Office of the Ohio Treasurer of State. Financial institutions have the option of participating in OPCS or collateralizing utilizing the specific pledge method. The following note will need to be customized to fit the Cemetery’s specific situation: 1) Participating in OPCS or 2) Financial institution utilizing specific securities to collateralize deposit.*

Deposits are insured by the Federal Deposit Insurance Corporation; [or] collateralized by securities specifically pledged by the financial institution to the Cemetery; *[Delete if there is no specific pledging.]* or collateralized through the Ohio Pooled Collateral System (OPCS), a collateral pool of eligible securities deposited with a qualified trustee and pledged to the Treasurer of State to secure the repayment of all public monies deposited in the financial institution. *[Delete if no pool is used.]*

At December 31, 20CY, *[Insert other time period if applicable during the fiscal year.]* $XXX of deposits were not insured or collateralized, contrary to Ohio law. (Modify as needed. If deposits are not collateralized due to reduced collateral through OPCS, describe the collateral, and delete “contrary to Ohio law.”)

***Investments***

*[Delete if your Cemetery does not invest.] [The following MUST be modified, based on the Cemetery’s circumstances. It may be best to discuss the arrangement with a knowledgeable officer of the financial institution.]* The Federal Reserve holds the Cemetery’s U.S. Treasury Notes in book-entry form, in the name of the Cemetery’s financial institution. The financial institution maintains records identifying the Cemetery as owner of these securities.

*[The following sentences describe some repurchase agreements / sweep accounts. However, circumstances may require modification to this disclosure. Also, not all sweep accounts are repurchase agreements.]* The Cemetery’s financial institution transfers securities to the Cemetery’s agent to collateralize repurchase agreements. The securities are not in the Cemetery’s name.

*[The following may describe some equity securities, but you should check with the broker-dealer or financial institution.]* A financial institution’s trust department holds the Cemetery’s equity securities in book-entry form in the Cemetery’s name.

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

**Note 6 – Property Taxes**

*[Include the following note if the Union Cemetery District has taxes levied on its behalf. Omit this note if the Union Cemetery District does not have taxes levied on its behalf.]*

Real property taxes become a lien on January 1 preceding the October 1 date for which the Board adopted tax rates. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable non-business, owner occupancy, and homestead exemption credits and/or homestead and rollback deductions. The financial statement includes these credits and/or deduction amounts the State pays as Intergovernmental Receipts. Payments are due to the County by December 31. If the property owner elects to pay semiannually, the first half is due December 31. The second half payment is due the following June 20.

Public utilities are also taxed on personal and real property located within the taxing authority. *[Delete this sentence if none.]*

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

**Note 7 – Interfund Balances**

*Disclose any material outstanding advance not repaid by the end of the year.*

Outstanding advances at December 31, 20CY, consisted of $XXX,XXX advanced to XYZ funds to provide working capital for operations or projects.  *(Modify as needed.)*

**Note 8 – Risk Management**

*[Note: Use only the paragraphs that apply. Some of the descriptions below are mutually exclusive, so you must make appropriate modification.] [If your Cemetery belongs to Ohio Plan Healthcare Consortium, Inc. (OPHC), Ohio Plan Risk Management, Inc. (OPRM), or Public Entities Pool (PEP) see* [*http://www.ohioauditor.gov/references/shells/footnotes.html*](http://www.ohioauditor.gov/references/shells/footnotes.html) *for applicable risk management footnote. Replace the applicable parts of the footnote below with the specialized footnote.]*

*[If the footnote at the link above is not for the fiscal year you are reporting, please obtain the necessary information from these risk management agencies, as applicable. If the footnote information is not available for your fiscal year from these agencies, use the most recent information available and add a note in your footnote referencing the time period of the information reported and indicate it is the most recent information available at the time the footnotes were prepared.]*

***Workers’ Compensation***

*The specialized footnote can be inserted here.*

*OR, if not included in a risk pool or group rating for WC, use the paragraph below:*

Workers’ Compensation coverage is provided by the State of Ohio. The Cemetery 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. *(If material; can be deleted if immaterial*.)

***Commercial Insurance***

The Cemetery has obtained commercial insurance for the following risks:

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

The Cemetery is uninsured for the following risks:

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

*[Insert the following sentence if uninsured losses were material.]* During 20CY, the Cemetery paid $XXX for losses that exceeded insurance coverage.

*[Also disclose any significant changes in coverage from the prior year.*

***Risk Pool Membership***

The Cemetery is a member of the XYZ Joint Self Insurance Pool (the Pool). The Pool assumes the risk of loss up to the limits of the [name of subdivision’s] policy. The Pool may make supplemental assessments if the experience of the overall pool is unfavorable. *[Modify the preceding sentence as needed.]* The Pool covers the following risks:

* General liability and casualty;
* Public official’s liability; and
* Vehicle.

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



***Self-Insurance***

The Cemetery is also self-insured for [describe type of coverage, such as employee health or liability insurance]. The Self-Insurance Fund pays covered claims to service providers, and recovers these costs from charges to other funds based on an actuarially determined cost per employee. *[OR]* Interfund rates are charged based on claims approved by the claims administrator. *[OR]* [describe other method of cost recovery]. A comparison of Self Insurance Fund cash and investments to the actuarially-measured liability as of December 31 follows:



***Self-Insurance Footnote Comments:***

*As stated above, this example footnote will always require considerable modification. For example, the illustration describes an entity that simultaneously has obtained commercial liability insurance, has no liability insurance, and has pooled its liability risk. Usually only one of these three conditions will apply.*

*The example also describes an entity that has joined a pool to insure liability risks and is self-insured for health insurance. The opposite may apply, or some other combination may apply.*

*As illustrated in the second commercial insurance paragraph, we request you disclose if you have elected to forego liability insurance. You would be considered uninsured when you have none of the following:*

*1. Commercial insurance coverage*

*2. A self-insurance fund*

*3. Fund equity reserved for self-insurance under 5705.13 (A) (2)*

*4. Participates in a self-insurance pool*

*5. Annual appropriations for claims costs reasonably sufficient to cover those costs.*

*There is no requirement to disclose a lack of health insurance coverage. Health insurance coverage is an employee benefit; failing to insure health coverage is a risk for employees, not a direct risk to a subdivision. Conversely, you should disclose if you have contractually agreed to cover employee health costs. Such costs are often significant and therefore of interest to financial statement readers.*

*The two-year comparison of cash and investments vs. actuarial-liabilities is a useful measurement of the adequacy of your funding methods / formulas. A significant excess of liabilities over assets or a trend showing a deteriorating excess of assets should warn management and financial statement users that current funding methods / formulas may require modification. In such instances, management must disclose plans to address the issue.*

*If the notes do not address management’s plans regarding a material deficiency of actuarial liabilities greater than related assets, your auditors will consider whether the disclosure is sufficient and whether a going concern contingency exists (See Auditing Standards Section AU-C 705). For going concern considerations see GASB Codification Section 2250 starting at paragraph .117.*

*While the Auditor of State believes all subdivisions with significant self-insurance commitments should have an actuary measure the liability annually, the Revised Code does not require this for all subdivisions or all types of insurance (see Appendix 2 in Bulletin 2001-05). If the Revised Code requires the measurement, but you elect not to comply, you would be unable to prepare the comparison of assets with actuarial liabilities, and auditors would need to consider (1) qualifying their financial statement opinions for an inadequate disclosure and (2) reporting a material noncompliance finding in the report on compliance and internal controls required by Government Auditing Standards.*

*However, if the Revised Code does not require you to actuarially measure your liabilities, the lack of an actuarial disclosure would not affect auditors’ reports. The disclosure could still describe the funding methods. You should also disclose if it were unable to pay claims in a timely manner.*

**Note 9 – Defined Benefit Pension Plans**

***Ohio Public Employees Retirement System*** *[Delete this note if no employees are entitled to these benefits.]*

Other/Some [Modify reference to number of employees participating in OPERS.] Cemeteryemployees belong to the Ohio Public Employees Retirement System (OPERS). OPERS is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes this plan’s benefits, which include postretirement healthcare and survivor and disability benefits.

*(Note: You must modify the contribution rates as applicable. See chart below. The chart is only for reference and can be deleted.)* The Ohio Revised Code also prescribes contribution rates. OPERS members contributed XX percent of their gross salaries, and the Cemetery contributed an amount equaling XX percent of participants’ gross salaries. The Cemetery has paid all contributions required through December 31, 20CY.

|  |  |  |  |
| --- | --- | --- | --- |
| *Retirement Rates* | *Year* | *Member Rate* | *Employer Rate* |
| *OPERS – Local* | *2012–2023* | *10%* | *14%* |

***Social Security*** *[Delete this note if no employees are entitled to these benefits.]*

The/Several [Modify reference to number of employees participating in Social Security.] Cemetery employees contributed to Social Security. This plan provides retirement benefits, including survivor and disability benefits to participants.

Employees contributed 6.2 percent of their gross salaries. The Cemetery contributed an amount equal to 6.2 percent of participants’ gross salaries. The Cemetery has paid all contributions required December 31, 20CY.

**Note 10 – Postemployment Benefits**

*Modify for your cemetery.*

OPERS offers a cost-sharing, multiple-employer defined benefit postemployment plan. OPERS offers a health reimbursement arrangement (HRA) allowance to benefit recipients meeting certain age and service credit requirements. The HRA is an account funded by OPERS that provides tax-free reimbursement for qualified medical expenses such as monthly post-tax insurance premiums, deductibles, co-insurance, and co-pays incurred by eligible benefit recipients and their dependents. For calendar year 2023, the portion of OPERS employer contributions allocated to health care was 0 percent for members in the traditional pension plan and 2 percent for members in the combined plan. For 2023, the portion of employer contributions OPERS allocated to health care for members in the member-directed plan was 4.0 percent; however, a portion of the health care rate was funded with reserves. *(Edit to include only your reporting period.* *This paragraph replaces prior note.)*

**Note 11 – Debt *(Delete footnote if your Cemetery does not have Debt.)***

[*Review GASB Codification 1500, Reporting Liabilities, paragraph .129 Debt Obligations for guidance.* Delete footnote if your Cemetery does not have Debt.]

Debt outstanding at December 31, 20CY, was as follows:



*[Note: The above is an embedded Excel Spreadsheet. Double-click to edit. Do not enter $ signs. Enter percentages as decimals, e.g., .0525 = 5.25%.]*

*[Insert Principal Outstanding December 31, 20CY from the Amortization Schedule or Bank Schedule.]*

*[List other indebtedness, such as financed purchases, if material.* *Note: GASB 94 APAs can have financed purchases.]*

*[Include a brief description of the debt, including amount, term, maturity date, interest rate, purpose,* ***collateral****, and any other significant information, such as defaults, etc.]*

*[Example note disclosure]* The Cemetery is obligated for a note payable to a bank. The note is payable over a period of five years at $500 per month plus interest charged at 75 percent of the bank’s prime variable rate, adjusted monthly. The rate disclosed above was the rate effective at December 31, 20CY. The property collateralizes the note. Substantially all the Cemetery’s real and personal property and receipts collateralize the Mortgage Revenue Bonds.

***[****Briefly describe other material debt issues, too. Describe* ***collateral pledged (e.g., pledged receipts, a mortgage on the property financed, taxing authority (that is, general obligations), uncollateralized)*** *and other significant matters, including defaults, covenant violations, etc. Describe any defeased debt and the amounts outstanding, but explain the defeased amounts are NOT included in the amortization table below.*   *If the cemetery has a bond and coupon account related to any outstanding bonds, identify the balance in this account.*

Amortization of the above debt, including interest, is scheduled as follows:



*[Note: The above is an embedded Excel Spreadsheet. Double-click to edit. Do not enter $ signs.]*

*[Insert amounts by debt type from amortization schedules. The dates in the table above should be modified to start with the year following the financial statement date, for payments due in subsequent years. Present amounts due after five years in 5-year increments.]*

***Should your Cemetery have any additional debt including financed purchases for buildings, vehicles, and/or other equipment, you should insert the appropriate description and make any other necessary footnote and financial statement modifications. The Generic Special Purpose Government Notes shell provides examples in Note 11 that can be used and you can cut and paste into this example.***

**Note 12 – Construction and Contractual Commitments**

*Identify any potentially significant outstanding construction or other contractual commitments.*

**Note 13 – Contingent Liabilities**

*[Modify as needed. Review GASB Codification 1500, Reporting Liabilities, paragraph .125 for guidance. Briefly describe potentially material suits. Include the range of potential loss. However, avoid naming plaintiffs. Allow your legal counsel to review your draft language before finalizing the footnotes.]*

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

*[Include the following paragraph only if grants were received.]* Amounts grantor agencies pay to the Cemetery are subject to audit and adjustment by the grantor, *[if significant federal grants were received continue this sentence with the following]* principally the federal government. The grantor may require refunding any disallowed costs. Management cannot presently determine amounts grantors may disallow. However, based on prior experience, management believes any refunds would be immaterial.

**Note 14 – Related Party Transactions**

*[See GASB Codification Section 2250 starting at paragraph .102.]*

*Related party transactions are transactions that an informed observer might reasonably believe reflects considerations other than economic self interest based upon the relationship that exists between the parties to the transactions. The term is often used in contrast to an arm’s length transaction. The notes should disclose the terms of material related party transactions. See GASB 56 for further guidance.*

*Example:* A Cemetery Trustee is part owner of a company from which the Cemetery acquired *[described acquisition briefly]* during the year. The Cemetery paid $XXX for this acquisition. The Cemetery also uses office space a Trustee donated.

*[Significant\* related party transactions must be disclosed. They may be indicative of ethics or other violations, but that is not the purpose of disclosing related party transactions. Related party transactions require disclosure because the reported amount of a transaction not conducted at arms-length may not be indicative of its true value, and may mislead readers about the Cemetery’s ongoing ability to obtain or provide these goods or services if it must repay (or receive) fair value for them in future years.*

*\*A transaction may be “significant” when the dollar amount is immaterial, if it does not represent the fair value of the transaction. For example, a government may rent a facility to a related party for $1 per year.*

**Note 15 – Fund Balances**

Included in fund balance are amounts the Cemetery cannot spend, including the balance of unclaimed monies, which cannot be spent for five years and the unexpendable corpus of the permanent funds. Encumbrances are commitments related to unperformed contracts for goods or services. Encumbrance accounting is utilized to the extent necessary to assure effective budgetary control and accountability and to facilitate effective cash planning and control. At year end the balances of these amounts were as follows:

The fund balance of special revenue funds is either restricted or committed. The fund balance of debt service funds and capital projects funds are restricted, committed, or assigned. The fund balance of permanent funds that is not part of the nonspendable corpus is either restricted or committed. These restricted, committed, and assigned amounts in the special revenue, debt service, capital projects, and permanent funds would including the outstanding encumbrances. In the general fund, outstanding encumbrances are considered assigned.

**Note 16 – Subsequent Events**

*[A Subsequent Event is an event or transaction that affects the financial statement that is subsequent to the date of the financial statement (i.e. Year End December 31, 20CY) but before the financial statement is issued. See GASB Codification 2250 starting at paragraph .109.]*

*[Describe material debt issuances, uninsured losses, new tax levies, material federal or state grant awards or other material revenues or expenditures incurred subsequent to the financial statement date.]*

**Note 17 – COVID-19**

*These disclosures are optional and should be removed when substantially all COVID-19 funding has been spent. As described below, this note can also help explain any unique COVID situations.*

The United States and the State of Ohio declared a state of emergency in March of 2020 due to the COVID-19 pandemic. Ohio’s state of emergency ended in June 2021 while the national state of emergency ended in April 2023.  During 2023, the Cemetery received COVID-19 funding.  (Edit or delete as needed.)  The Cemetery will continue to spend available COVID-19 funding consistent with the applicable program guidelines (Specific material impacts from the pandemic may be addressed such as decreases in revenues, personnel impacts, and the Cemetery’s specific responses to mitigating the negative impacts of the pandemic as well as awards of federal and state COVID relief programs may be addressed at the discretion of the fiscal officer. This note can be removed when substantially all COVID-19 funding has been spent.)

This paragraph is instructional. The following disclosures may help explain some of the unique COVID situations and can be used as appropriate. Also, the paragraph about investment volatility can be removed.

(If the entity used the billing method to charge prior year expenditures to an applicable COVID fund, the following disclosure should be made.) During 2023, the Cemetery’s charged prior year expenditures to the XXX Fund (identify specific COVID Fund).  The XXX Fund (identify the fund that made the original expenditure) billed the XXX Fund (identify specific COVID fund) for these costs.  The XXX Fund (identify the fund that made the original expenditure) is reflecting this receipt of $XXX,XXX as a XXXXX Revenue (identify revenue classification) in the accompanying financial statements.

f

*If the Cemetery has sub-granted any COVID-19 funding to another government or organization, spent any funding on behalf of another government, received any funding or assets that were purchased on behalf of the Cemetery by another government, or was required to return any funding to the granting agency, please see the Generic Special Purpose Government note shell for additional required disclosures at the following link:* [*http://www.ohioauditor.gov/references/shells/regulatory.html*](http://www.ohioauditor.gov/references/shells/regulatory.html)

*Customizing the above disclosures of COVID-19 federal funding by program (American Rescue Plan Act Coronavirus State and Local Fiscal Recovery Fund, and other similar COVID-19 related programs) is at the discretion of management.*