



**VILLAGE OF GLENWILLOW  
CUYAHOGA COUNTY**

**REGULAR AUDIT**

**FOR THE YEARS ENDED DECEMBER 31, 1999-1998**



**JIM PETRO**  
**AUDITOR OF STATE**  

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**STATE OF OHIO**



**VILLAGE OF GLENWILLOW  
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## REPORT OF INDEPENDENT ACCOUNTANTS

Village of Glenwillow  
Cuyahoga County  
29555 Pettibone Road  
Glenwillow, Ohio 44139

To the Village Council:

We have audited the accompanying financial statements of the Village of Glenwillow, Cuyahoga County, Ohio, (the Village) as of and for the years ended December 31, 1999 and December 31, 1998. These financial statements are the responsibility of the Village's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with generally accepted auditing standards 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 audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

As discussed in Note 1, the Village prepares its financial statements on the basis of accounting prescribed or permitted by the Auditor of State, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances and reserves for encumbrances of the Village of Glenwillow, Cuyahoga County, Ohio, as of December 31, 1999 and December 31, 1998, and its combined cash receipts and disbursements for the years then ended on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated March 31, 2000 on our consideration of the Village's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

This report is intended solely for the information and use of management, Village Council and other officials authorized to receive this report under § 117.26, Ohio Revised Code, and is not intended to be and should not be used by anyone other than these specified parties.

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**Jim Petro**  
Auditor of State

March 31, 2000

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**VILLAGE OF GLENWILLOW**  
**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND**  
**CHANGES IN FUND CASH BALANCES - GOVERNMENTAL FUND TYPES -**  
**FOR THE YEAR ENDED DECEMBER 31, 1999**

	<u>Governmental Fund Types</u>				<b>Totals (Memorandum Only)</b>
	<u>General</u>	<u>Special Revenue</u>	<u>Debt Service</u>	<u>Capital Projects</u>	
<b>Cash Receipts:</b>					
Local Taxes	\$840,103	\$33,405	\$0	\$0	\$873,508
Special Assessments	0	0	14,527	0	14,527
Intergovernmental Receipts	19,453	133,644	0	248,320	401,417
Charges for Services	107	77,661	0	0	77,768
Fines, Licenses, and Permits	120,459	8,184	0	8,261	136,904
Earnings on Investments	57,287	0	0	0	57,287
Miscellaneous	2,382	0	0	0	2,382
<b>Total Cash Receipts</b>	<u>1,039,791</u>	<u>252,894</u>	<u>14,527</u>	<u>256,581</u>	<u>1,563,793</u>
<b>Cash Disbursements:</b>					
Current:					
Security of Persons and Property	236,356	3,831	0	0	240,187
Public Health Services	62,958		0	0	62,958
Community Environment	56,006	56,460	0	0	112,466
Basic Utility Services	1,252		0	0	1,252
Transportation	0	278,512	0	0	278,512
General Government	574,261	2,500	0	0	576,761
Debt Service:					
Principal Payments	0	0	3,908	325,000	328,908
Interest Payments	0	0	8,908	12,675	21,583
Financing and Other Debt-Service Related	0	0	144		144
Capital Outlay	0	0	0	347,690	347,690
<b>Total Disbursements</b>	<u>930,833</u>	<u>341,303</u>	<u>12,960</u>	<u>685,365</u>	<u>1,970,461</u>
<b>Total Receipts Over/(Under) Disbursements</b>	<u>108,958</u>	<u>(88,409)</u>	<u>1,567</u>	<u>(428,784)</u>	<u>(406,668)</u>
<b>Other Financing Receipts/(Disbursements):</b>					
Sale of Bonds or Notes	0	0	0	325,000	325,000
Transfers-In	0	125,000	0	60,000	185,000
Transfers-Out	(125,000)	(60,000)	0	0	(185,000)
<b>Total Other Financing Receipts/(Disbursements)</b>	<u>(125,000)</u>	<u>65,000</u>	<u>0</u>	<u>385,000</u>	<u>325,000</u>
<b>Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements</b>	<u>(16,042)</u>	<u>(23,409)</u>	<u>1,567</u>	<u>(43,784)</u>	<u>(81,668)</u>
<b>Fund Cash Balances January 1, 1999</b>	<u>1,437,866</u>	<u>64,749</u>	<u>4,617</u>	<u>83,914</u>	<u>1,591,146</u>
<b>Fund Cash Balances, December 31, 1999</b>	<u><b>\$1,421,824</b></u>	<u><b>\$41,340</b></u>	<u><b>\$6,184</b></u>	<u><b>\$40,130</b></u>	<u><b>\$1,509,478</b></u>
<b>Reserves for Encumbrances, December 31, 1999</b>	<u><b>\$15,759</b></u>	<u><b>\$3,883</b></u>	<u><b>\$0</b></u>	<u><b>\$0</b></u>	<u><b>\$19,642</b></u>

*The notes to the financial statements are an integral part of this statement.*

**VILLAGE OF GLENWILLOW  
 STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
 CHANGES IN FUND CASH BALANCES - FIDUCIARY FUND TYPE -  
 FOR THE YEAR ENDED DECEMBER 31, 1999**

	<b>Agency Fund</b>
<b>Non-Operating Cash Receipts:</b>	
Other Non-Operating Receipts	\$79,960
Total Non-Operating Cash Receipts	79,960
<b>Non-Operating Cash Disbursements:</b>	
Debt Service	
Other Non-Operating Cash Disbursements	68,007
Total Non-Operating Cash Disbursements	68,007
Net Receipts Over/(Under) Disbursements	11,953
Fund Cash Balances, January 1, 1999	39,071
<b>Fund Cash Balances, December 31, 1999</b>	<b>\$51,024</b>
Reserve for Encumbrances, December 31, 1999	\$0

*The notes to the financial statements are an integral part of this statement.*



**VILLAGE OF GLENWILLOW  
 COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
 CHANGES IN FUND CASH BALANCES - GOVERNMENTAL FUND TYPES -  
 FOR THE YEAR ENDED DECEMBER 31, 1998**

	<u>Governmental Fund Types</u>				<b>Totals (Memorandum Only)</b>
	<u>General</u>	<u>Special Revenue</u>	<u>Debt Service</u>	<u>Capital Projects</u>	
<b>Cash Receipts:</b>					
Local Taxes	\$1,007,914	\$24,559	\$0	\$0	\$1,032,473
Special Assessments	0	0	12,718	0	12,718
Intergovernmental Receipts	14,383	134,102	0	0	148,485
Charges for Services	159	10,795	0	20,983	31,937
Fines, Licenses, and Permits	82,303	10,563	0	0	92,866
Earnings on Investments	59,315	0	0	0	59,315
Miscellaneous	14,346	0	0	0	14,346
<b>Total Cash Receipts</b>	<u>1,178,420</u>	<u>180,019</u>	<u>12,718</u>	<u>20,983</u>	<u>1,392,140</u>
<b>Cash Disbursements:</b>					
Current:					
Security of Persons and Property	201,152	0	0	0	201,152
Public Health Services	83,714	0	0	0	83,714
Community Environment	60,530	102	0	0	60,632
Basic Utility Services	3,041	0	0	0	3,041
Transportation		145,181	0	0	145,181
General Government	442,259	290	0	0	442,549
Debt Service:					
Principal Payments	0	0	5,000	0	5,000
Interest Payments	0	0	8,107	0	8,107
Financing and Other Debt-Service Related	0	0	226	0	226
Capital Outlay	0	0	0	293,937	293,937
<b>Total Disbursements</b>	<u>790,696</u>	<u>145,573</u>	<u>13,333</u>	<u>293,937</u>	<u>1,243,539</u>
<b>Total Receipts Over/(Under) Disbursements</b>	<u>387,724</u>	<u>34,446</u>	<u>(615)</u>	<u>(272,954)</u>	<u>148,601</u>
<b>Other Financing Receipts/(Disbursements):</b>					
Sale of Bonds or Notes	0	0	0	325,000	325,000
Transfers-In	0	110,000	0	6,330	116,330
Transfers-Out	0	(116,330)	0	0	(116,330)
<b>Total Other Financing Receipts/(Disbursements)</b>	<u>0</u>	<u>(6,330)</u>	<u>0</u>	<u>331,330</u>	<u>325,000</u>
<b>Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements</b>	<u>387,724</u>	<u>28,116</u>	<u>(615)</u>	<u>58,376</u>	<u>473,601</u>
<b>Fund Cash Balances January 1, 1998</b>	<u>1,050,142</u>	<u>36,633</u>	<u>5,232</u>	<u>25,538</u>	<u>1,117,545</u>
<b>Fund Cash Balances, December 31, 1998</b>	<u><b>\$1,437,866</b></u>	<u><b>\$64,749</b></u>	<u><b>\$4,617</b></u>	<u><b>\$83,914</b></u>	<u><b>\$1,591,146</b></u>
<b>Reserves for Encumbrances, December 31, 1998</b>	<u><b>\$20,990</b></u>	<u><b>\$100,372</b></u>	<u><b>\$0</b></u>	<u><b>\$32,376</b></u>	<u><b>\$153,756</b></u>

*The notes to the financial statements are an integral part of this statement.*

**VILLAGE OF GLENWILLOW  
STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES - FIDUCIARY FUND TYPE -  
FOR THE YEAR ENDED DECEMBER 31, 1998**

	<b>Agency Fund</b>
<b>Operating Cash Receipts:</b>	
Fines, Licenses, and Permits	\$34,955
Total Operating Cash Receipts	34,955
Operating Income/(Loss)	34,955
<b>Non-Operating Cash Receipts:</b>	
Other Non-Operating Receipts	95,855
Total Non-Operating Cash Receipts	95,855
<b>Non-Operating Cash Disbursements:</b>	
Debt Service	
Other Non-Operating Cash Disbursements	103,021
Total Non-Operating Cash Disbursements	103,021
Net Receipts Over/(Under) Disbursements	27,789
Fund Cash Balances, January 1, 1998	11,282
<b>Fund Cash Balances, December 31, 1998</b>	<b>\$39,071</b>
Reserve for Encumbrances, December 31, 1998	\$0

*The notes to the financial statements are an integral part of this statement.*

**VILLAGE OF GLENWILLOW  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 1999 AND 1998**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Description of the Entity**

The Village of Glenwillow, Cuyahoga County, Ohio, (the Village) is a body corporate and politic established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The Village is directed by a publicly-elected six-member Council and Mayor. The Village provides general governmental and police services. Fire and ambulance services are contracted through the City of Solon and the Village of Oakwood.

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

**B. Basis of Accounting**

These financial statements follow the basis of accounting prescribed or permitted by the Auditor of State, which is similar to the cash receipts and disbursements basis of accounting. Receipts are recognized when received in cash rather than when earned, and disbursements are recognized when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as prescribed or permitted by the Auditor of State.

**C. Cash and Investments**

The investment in STAR Ohio (the State Treasurer's investment pool) is valued at amounts reported by the State Treasurer.

**D. Fund Accounting**

The Village uses fund accounting to segregate cash and investments that are restricted as to use. The Village classifies its funds into the following types:

**1. General Fund**

The General Fund is the general operating fund. It is used to account for all financial resources except those required to be accounted for in another fund.

**2. Special Revenue Funds**

These funds are used to account for proceeds from specific sources (other than capital projects) that are restricted to expenditure for specific purposes. The Village had the following significant Special Revenue Funds:

Street Construction, Maintenance and Repair Fund - This fund receives gasoline tax and motor vehicle tax money for constructing, maintaining and repairing Village streets.

Community Development Block Grant Fund - This fund is used to account for grant revenues received from Cuyahoga County for the rerouting of Cochran Road.

**VILLAGE OF GLENWILLOW**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 1999 AND 1998**  
**(Continued)**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**D. Fund Accounting (Continued)**

**3. Debt Service Fund**

This fund is used to accumulate resources for the payment of special assessment bonds.

**4. Capital Project Funds**

These funds are used to account for receipts that are restricted for the acquisition or construction of major capital projects. The Village had the following significant Capital Project Funds:

Water Line Construction Fund - This fund is used to account for funds received from the Ohio Public Works Commission used for water line construction within the Village.

Sewer Line Construction Fund - This fund is used to account for the portion of fees collected from the landfill operator within the Village used for the construction of sewer lines.

**5. Fiduciary Fund (Agency Fund)**

Funds for which the Village is acting in an agency capacity are classified as agency funds. The Village had the following significant Fiduciary Fund:

Mayor's Court Fund - This fund is used to account for the collection of fines, fees, and costs from the Village Mayor's Court.

**E. Budgetary Process**

The Ohio Revised Code requires that each fund (except certain agency funds) be budgeted annually.

**1. Appropriations**

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function or object level of control, and appropriations may not exceed estimated resources. The Council must annually approve appropriation measures and subsequent amendments. The County Budget Commission must also approve the annual appropriation measure. Appropriations lapse at year end.

**2. Estimated Resources**

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

**3. Encumbrances**

The Ohio Revised Code requires the Village to reserve (encumber) appropriations when commitments are made. Encumbrances outstanding at year end are carried over, and need not be reappropriated. The Village did not encumber all commitments required by Ohio law.

A summary of 1999 and 1998 budgetary activity appears in Note 3.

**VILLAGE OF GLENWILLOW**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 1999 AND 1998**  
**(Continued)**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**F. Property, Plant and Equipment**

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

**2. EQUITY IN POOLED CASH AND INVESTMENTS**

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

	<u>1999</u>	<u>1998</u>
Demand deposits	\$ 552,734	\$ 671,197
Total deposits	<u>552,734</u>	<u>671,197</u>
 STAR Ohio	 <u>1,007,768</u>	 <u>959,020</u>
Total investments	<u>1,007,768</u>	<u>959,020</u>
Total deposits and investments	<u>\$ 1,560,502</u>	<u>\$ 1,630,217</u>

**Deposits:** Deposits are either insured by the Federal Depository Insurance Corporation, or collateralized by the financial institution's public entity deposit pool.

**Investments:** Investments in STAR Ohio are not evidenced by securities that exist in physical or book-entry form.

**3. BUDGETARY ACTIVITY**

Budgetary activity for the years ending December 31, 1999 and December 31, 1998 follows:

1999 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 765,196	\$ 1,039,791	\$ 274,595
Special Revenue	496,121	377,894	(118,227)
Debt Service	15,900	14,527	(1,373)
Capital Projects	<u>777,000</u>	<u>641,581</u>	<u>(135,419)</u>
Total	<u>\$ 2,054,217</u>	<u>\$ 2,073,793</u>	<u>\$ 19,576</u>

**VILLAGE OF GLENWILLOW**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 1999 AND 1998**  
**(Continued)**

**3. BUDGETARY ACTIVITY (Continued)**

1999 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 1,279,810	\$ 1,071,592	\$ 208,218
Special Revenue	437,797	405,186	32,611
Debt Service	46,451	12,960	33,491
Capital Projects	787,370	685,365	102,005
Total	\$ 2,551,428	\$ 2,175,103	\$ 376,325

1998 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 565,231	\$ 1,178,420	\$ 613,189
Special Revenue	266,829	290,019	23,190
Debt Service	13,855	12,718	(1,137)
Capital Projects	446,329	352,313	(94,016)
Total	\$ 1,292,244	\$ 1,833,470	\$ 541,226

1998 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 1,615,373	\$ 811,686	\$ 803,687
Special Revenue	260,547	362,275	(101,728)
Debt Service	14,075	13,333	742
Capital Projects	25,538	326,313	(300,775)
Total	\$ 1,915,533	\$ 1,513,607	\$ 401,926

As of December 31, 1999, the Debt Service - Bond Street Assessment Fund had total appropriations in excess of estimated revenue plus carryover balances contrary to Section 5705.41(D), Revised Code, in the amount \$25,934.

As of December 31, 1999, the Special Revenue - Street Construction Maintenance and Repair Fund had total expenditures in excess of the of the amount appropriated contrary to Section 5705.41(B), Revised Code, in the amount of \$81,198.

As of December 31, 1998, the Special Revenue - Street Construction Maintenance and Repair Fund, the CDBG Fund, and the Capital Project - Bond Street Sanitary Sewer Fund had total expenditures in excess of the amount appropriated contrary to Section 5705.41(B), Revised Code, in the amounts of \$9,706, \$106,620, and \$300,775, respectively.

**VILLAGE OF GLENWILLOW**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 1999 AND 1998**  
**(Continued)**

**4. PROPERTY TAX**

Real property taxes become a lien on January 1 preceding the October 1 date for which rates are adopted by Village Council. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. Homestead and rollback amounts are then paid by the State, and are reflected in the accompanying financial statements as Intergovernmental Receipts. Payments are due to the County by December 31. If the property owner elects to make semiannual payment, 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 Village.

Tangible personal property tax is assessed by the property owners, who must file a list of such property with the County by each April 30.

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

**5. INCOME TAX**

The Village levies an income tax of 2% on gross salaries, wages and other personal service compensation earned by residents of the Village and on the earnings of nonresidents working within the Village. The tax also applies to the net income of business operating within the Village.

**6. DEBT**

Debt outstanding at December 31, 1999 was as follows:

	Principal	Interest Rate
Special Assessment Bonds	\$110,000	5.70 to 7.00%
General Obligation Note	<u>325,000</u>	3.70%
Total	<u>\$435,000</u>	

The General Obligation Note issued in 1999 relates to the Sewer System Improvements. This note will be repaid in one installment of \$337,025, which includes \$12,025 of interest, payable at maturity one year from the issue date.

The Special Assessment Bonds issued in 1992 relate to the installation of water lines for the Bond Street Improvements. The final payment will be made in 2012.

**VILLAGE OF GLENWILLOW  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 1999 AND 1998  
(Continued)**

**6. DEBT (Continued)**

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

Year Ending December 31:	Special Assessment Bonds
2000	12,515
2001	12,207
2002	11,893
2003	11,570
2004	11,240
Subsequent	<u>112,920</u>
Total	<u>\$ 172,345</u>

**7. RETIREMENT SYSTEMS**

The Public Employees Retirement System (PERS) of Ohio is a cost-sharing, multiple-employer plan. This plan provides retirement benefits, including post-retirement healthcare, and survivor and disability benefits to participants as prescribed by the Ohio Revised Code.

Contribution rates are also prescribed by the Ohio Revised Code. For 1999 and 1998, members of the PERS contributed 8.5% of their gross salaries. The Village contributed an amount equal to 13.55% of regular participants' gross salaries. The Village has paid all contributions required through December 31, 1999.

**8. RISK MANAGEMENT**

The Village is a member of the Ohio Risk Management Plan (the Plan). The Plan assumes the risk of loss up to the limits of the Village's policy. The Plan may assess supplemental premiums. The following risks are covered by the Plan:

- General liability and casualty
- Public official's liability
- Vehicle





STATE OF OHIO  
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**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL REQUIRED BY  
GOVERNMENT AUDITING STANDARDS**

Village of Glenwillow  
Cuyahoga County  
29555 Pettibone Road  
Glenwillow, Ohio 44139

To the Village Council:

We have audited the accompanying financial statements of the Village of Glenwillow, Cuyahoga County, Ohio, (the Village) as of and for the years ended December 31, 1999 and December 31, 1998, and have issued our report thereon dated March 31, 2000. We conducted our audits in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Compliance**

As part of obtaining reasonable assurance about whether the Village's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, 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 audits and, accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance that are required to be reported under *Government Auditing Standards* which are described in the accompanying Schedule of Findings as items 1999-30818-001, 1999-30818-002 and 1999-30818-003.

**Internal Control Over Financial Reporting**

In planning and performing our audits, we considered the Village's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted other matters involving the internal control over financial reporting that do not require inclusion in this report, that we have reported to the management of the Village in a separate letter dated March 31, 2000.

Village of Glenwillow  
Cuyahoga County  
Report on Compliance and on Internal Control Required by  
*Government Auditing Standards*  
Page 2

This report is intended for the information and use of management and the Village Council, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink, appearing to read "Jim Petro", with a large, stylized loop at the end.

**Jim Petro**  
Auditor of State

March 31, 2000

**VILLAGE OF GLENWILLOW  
SCHEDULE OF FINDINGS  
DECEMBER 31, 1999 AND 1998**

<b>FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS</b>
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<b>Finding Number</b>	<b>1999-30818-001</b>
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Ohio Rev. Code Section 5705.41(B) prohibits an expenditure of money unless it has been appropriated.

As of December 31, 1999 the Special Revenue - Street Construction Maintenance and Repair Fund had total expenditures in excess of the amount appropriated in the amount of \$81,198.

As of December 31, 1998, the Special Revenue - Street Construction Maintenance and Repair Fund, the CDBG Fund, and the Capital Project - Bond Street Sanitary Sewer Fund had total expenditures in excess of the amount appropriated in the amounts of \$9,706, \$106,620, and \$300,775, respectively.

We recommend the Village compare appropriations to expenditures for all funds which are legally required to be budgeted, at the legal level of control, to ensure compliance with the above requirements. This comparison should be completed on a monthly basis at a minimum.

<b>Finding Number</b>	<b>1999-30818-002</b>
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Ohio Rev. Code Section 5705.41(D) states that no subdivision or taxing authority shall make an expenditure of money unless the funds have been properly appropriated. Also, no order or contract involving the expenditure of money shall be made unless there is attached thereto a certificate of the fiscal officer that the amount required to meet such commitment has been lawfully appropriated and is in the treasury or in the process of collection to the credit of the appropriate fund free from any previous encumbrances. The Village did not certify the availability of funds as required.

We recommend that the Village strengthen its controls over expenditures and prepare and approve all purchase orders prior to purchasing goods and services. Also, the Village should include specific language in all purchase orders addressing the certification of funds.

<b>Finding Number</b>	<b>1999-30818-003</b>
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Ohio Rev. Code Section 5705.39 states total appropriations should not exceed total estimated revenue. As of December 31, 1999, the Debt Service - Bond Street Assessment Fund had total appropriations in excess of estimated revenue plus carryover balances in the amount of \$25,934.

We recommend the Village not appropriate in excess of its estimated revenues and make adjustments, as appropriate to the certificate and/or the appropriations throughout the year to ensure compliance with the above requirement.





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**VILLAGE OF GLENWILLOW**

**CUYAHOGA 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  
MAY 30, 2000**