



**GREENVILLE UNION CEMETERY
DARKE COUNTY**

REGULAR AUDIT

FOR THE YEARS ENDED DECEMBER 31, 1999 - 1998



**JIM PETRO
AUDITOR OF STATE**

STATE OF OHIO

**GREENVILLE UNION CEMETERY
DARKE COUNTY**

TABLE OF CONTENTS

TITLE	PAGE
Report of Independent Accountants	1
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances – Proprietary Fund Types and Similar Fiduciary Fund Type – For the Year Ended December 31, 1999	3
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances – Proprietary Fund Types and Similar Fiduciary Fund Type – For the Year Ended December 31, 1998	4
Notes to the Financial Statements	5
Report of Independent Accountants on Compliance and on Internal Control Required by <i>Government Auditing Standards</i>	9

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REPORT OF INDEPENDENT ACCOUNTANTS

Greenville Union Cemetery
Darke County
205 West Street
Greenville, Ohio 45331

To the Board of Trustees:

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

We conducted our audit 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 audit 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 audit provides a reasonable basis for our opinion.

As discussed in Note 1, the Cemetery 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 of the Cemetery as of December 31, 1999 and 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 May 4, 2000, on our consideration of the Cemetery'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 the management, Board of Trustees, 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.

A handwritten signature in black ink, appearing to read "Jim Petro".

Jim Petro
Auditor of State

May 4, 2000

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**GREENVILLE UNION CEMETERY
DARKE COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
PROPRIETARY FUND TYPES AND SIMILAR FIDUCIARY FUND
FOR THE YEAR ENDED DECEMBER 31, 1999**

	<u>PROPRIETARY</u> Enterprise Funds	<u>FIDUCIARY</u> Non-Expendable Trust Fund	Totals (Memorandum Only)
Operating Cash Receipts:			
Sale of Lots, Lot Markers	\$30,648	\$0	\$30,648
Interment Fees	40,510		40,510
Charges for Services	3,596		3,596
Miscellaneous Revenues	4,248		4,248
	<u>79,002</u>	<u>0</u>	<u>79,002</u>
Operating Cash Disbursements:			
Salaries and Benefits	38,159		38,159
Maintenance and Repairs	4,320		4,320
Supplies and Materials	1,710	999	2,709
Legal and Accounting Fees	3,365		3,365
Utilities	1,565		1,565
Other Operating Cash Disbursements	17,835	3,874	21,709
	<u>66,954</u>	<u>4,873</u>	<u>71,827</u>
Total Disbursements	<u>66,954</u>	<u>4,873</u>	<u>71,827</u>
Operating Income/Loss	<u>12,048</u>	<u>(4,873)</u>	<u>7,175</u>
Non-Operating Cash Receipts:			
Interest Income	11,612	2,919	14,531
Dividends	0	3,874	3,874
	<u>11,612</u>	<u>6,793</u>	<u>18,405</u>
Total Non-Operating Cash Receipts	<u>11,612</u>	<u>6,793</u>	<u>18,405</u>
Net Receipts Over/(Under) Disbursements	23,660	1,920	25,580
Fund Cash Balances January 1	<u>221,570</u>	<u>184,589</u>	<u>406,159</u>
Fund Cash Balances, December 31	<u>\$245,230</u>	<u>\$186,509</u>	<u>\$431,739</u>

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

**GREENVILLE UNION CEMETERY
DARKE COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
PROPRIETARY FUND TYPES AND SIMILAR FIDUCIARY FUND
FOR THE YEAR ENDED DECEMBER 31, 1998**

	<u>PROPRIETARY</u> Enterprise Funds	<u>FIDUCIARY</u> Non-Expendable Trust Fund	<u>Totals</u> (Memorandum Only)
Operating Cash Receipts:			
Sale of Lots, Lot Markers	\$34,491		\$34,491
Interment Fees	31,748		31,748
Charges for Services	1,928		1,928
Miscellaneous Revenues	2,655	\$2,426	5,081
	<u>70,822</u>	<u>2,426</u>	<u>73,248</u>
Operating Cash Disbursements:			
Salaries and Benefits	39,797	0	39,797
Maintenance and Repairs	24,463	0	24,463
Supplies and Materials	1,825	998	2,823
Legal and Accounting Fees	3,115	0	3,115
Utilities	1,596	0	1,596
Other Operating Cash Disbursements	15,390	0	15,390
	<u>86,186</u>	<u>998</u>	<u>87,184</u>
Operating Income/Loss	<u>(15,364)</u>	<u>1,428</u>	<u>(13,936)</u>
Non-Operating Cash Receipts:			
Interest Income	13,345	1,656	15,001
Dividends	0	2,222	2,222
	<u>13,345</u>	<u>3,878</u>	<u>17,223</u>
Total Non-Operating Cash Receipts	<u>13,345</u>	<u>3,878</u>	<u>17,223</u>
Net Receipts Over/(Under) Disbursements	(2,019)	5,306	3,287
Fund Cash Balances January 1	<u>223,589</u>	<u>179,283</u>	<u>402,872</u>
Fund Cash Balances, December 31	<u>\$221,570</u>	<u>\$184,589</u>	<u>\$406,159</u>

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

**GREENVILLE UNION CEMETERY
DARKE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 199 AND 1998**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

Greenville Union Cemetery, Darke County (the Cemetery) 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 Cemetery is directed by an appointed three-member Board of Trustees. The Board is appointed by Greenville Township and the City of Greenville. The Cemetery provides for the maintenance of the cemetery grounds, services for the opening and closing of graves, and the sale of lots.

The Cemetery's management believes these financial statements present all activities for which the Cemetery 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.

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

C. Cash and Investments

Certificates of deposit are valued at cost. The investment in bank stock through Second National Bank Corporation is valued at cost.

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 disbursements, respectively.

D. Fund Accounting

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

1. Enterprise Funds

These funds account for operations that are similar to private business enterprises where management intends that the significant costs of providing goods or services will be recovered through user charges. The Cemetery had the following significant Enterprise Funds:

**GREENVILLE UNION CEMETERY
DARKE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 199 AND 1998
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Fund Accounting (Continued)

1. Enterprise Funds

Cemetery Fund (Regular Account) - This fund receives money from the sale of plots, graves, and other fees of the cost of maintaining the general cemetery.

Pet Cemetery Fund (Pet Account) - This fund receives money from the sale of plots, graves, and other fees for the burial of animals and the cost of maintaining this portion of the cemetery.

2. Fiduciary Funds (Trust Funds)

These funds are used to account for resources restricted by legally binding trust agreements. If the agreement requires the Cemetery to maintain the corpus of the trust, the fund is classified as a nonexpendable trust fund. Other trust funds are classified as expendable. The Cemetery had the following significant nonexpendable trust fund:

Cemetery Endowment Fund - This fund is used to account for proceeds received from endowments for their designated purposes.

E. Property, Plant and Equipment

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

2. EQUITY IN POOLED CASH AND INVESTMENTS

The Cemetery 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 follows:

	<u>1999</u>	<u>1998</u>
Demand deposits	\$ 117,394	\$ 139,836
Certificates of deposit	<u>260,705</u>	<u>212,683</u>
Total deposits	<u>378,099</u>	<u>352,519</u>
SNB CORP	<u>53,640</u>	<u>53,640</u>
Total deposits and investments	<u>\$ 431,739</u>	<u>\$ 406,159</u>

Deposits: Deposits are either (1) insured by the Federal Depository Insurance Corporation or (2) collateralized by the financial institution's public entity deposit pool.

Investments: The Cemetery's 596 shares of SNB CORP stock is not publicly traded and market value is based upon the amount the bank is willing to pay to purchase the stock from its shareholders. At December 31, 1999, market value of each share was at \$310.

**GREENVILLE UNION CEMETERY
DARKE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 199 AND 1998
(Continued)**

3. RETIREMENT SYSTEMS

The Cemetery's employees belong to the Public Employees Retirement System (PERS) of Ohio. PERS is a cost-sharing, multiple-employer plan. The plan provides retirement benefits, including postretirement 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, PERS members contributed 8.5% of their gross salaries. The Cemetery contributed an amount equal to 13.55% of participants' gross salaries. The Cemetery has paid all contributions required through December 31, 1999.

4. RISK MANAGEMENT

The Cemetery has obtained commercial insurance for the following risks:

- Comprehensive property and general liability
- Workers Compensation

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**REPORT OF INDEPENDENT ACCOUNTANTS ON COMPLIANCE AND ON INTERNAL CONTROL
REQUIRED BY GOVERNMENT AUDITING STANDARDS**

Greenville Union Cemetery
Darke County
205 West Street
Greenville, Ohio 45331

To the Board of Trustees:

We have audited the financial statements of Greenville Union Cemetery, Darke County (the Cemetery), as of and for the years ended December 31, 1999 and 1998, and have issued our report thereon dated May 4, 2000. We conducted our audit 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 Cemetery'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 audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*. However, we noted certain immaterial instances of noncompliance that we have reported to management of the Cemetery in a separate letter dated May 4, 2000.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Cemetery'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 management of the Cemetery in a separate letter dated May 4, 2000.

Greenville Union Cemetery
Darke County
Report of Independent Accountants 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 Board of Trustees, 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". The signature is fluid and cursive, with a large loop at the end of the last name.

Jim Petro
Auditor of State

May 4, 2000



STATE OF OHIO
OFFICE OF THE AUDITOR

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GREENVILLE UNION CEMETERY

DARKE 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
JUNE 20, 2000**