

***VILLAGE OF DONNELSVILLE
CLARK COUNTY, OHIO***

AUDIT REPORT

FOR THE YEARS ENDED DECEMBER 31, 1998 & 1999

Charles E. Harris and Associates, Inc.
Certified Public Accountants



STATE OF OHIO
OFFICE OF THE AUDITOR
JIM PETRO, AUDITOR OF STATE

35 North Fourth Street, 1st Floor
Columbus, Ohio 43215
Telephone 614-466-4514
800-282-0370
Facsimile 614-728-7398

The Honorable Mayor and Members of Village Council
Village of Donnelsville
Donnelsville, Ohio

We have reviewed the Independent Auditor's Report of the Village of Donnelsville, Clark County, prepared by Charles E. Harris and Associates, Inc., for the audit period January 1, 1998 to December 31, 1999. 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. The Village of Donnelsville is responsible for compliance with these laws and regulations.

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

JIM PETRO
Auditor of State

October 25, 2000

VILLAGE OF DONNELSVILLE
CLARK COUNTY, OHIO
Audit Report
For the Years Ended December 31, 1998 & 1999

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VILLAGE OF DONNELSVILLE
CLARK COUNTY, OHIO
Audit Report
For the Years Ended December 31, 1998 & 1999

ELECTED OFFICIALS

<u>NAME</u>	<u>TITLE</u>	<u>TERM OF OFFICE</u>	<u>SURETY</u>	<u>SURETY PERIOD</u>
Stuart MacDonald 15 South Hampton St. P.O. Box 36 Donnelsville, Ohio 45319	Mayor	1/1/96 to 12/31/99	(A)	1/1/96 - 12/31/99
Joseph Stehle	Vice Mayor/ Council President	3/5/97 to 12/31/99		
Marie Kettlehake	Council	1/1/96 to 12/31/99		
Elwood Stewart	Council	1/1/96 to 12/31/99		
Mike Sherrill	Council	1/1/98 to 12/31/01		
Lynn Gordin	Council	1/1/98 to 12/31/01		
Dale Gentry	Council	3/5/97 to 12/31/99		
Linda Myers	Clerk/ Treasurer	4/1/96 to 3/31/00	(A)	4/1/96 - 3/31/00

Statutory Legal Council

William C. Hicks
Village Solicitor
333 North Limestone St.
Springfield, Ohio 45501

(A) Ohio Casualty Insurance

Rockefeller Building
614 W Superior Ave Ste 1242
Cleveland OH 44113-1306
Office phone - (216) 575-1630
Fax - (216) 436-2411

Charles E. Harris & Associates, Inc.
Certified Public Accountants

REPORT OF INDEPENDENT ACCOUNTANTS

**The Honorable Mayor and Members
of Village Council
Village of Donnelsville
Donnelsville, Ohio**

We have audited the accompanying financial statements of the Village of Donnelsville (the Village), as of and for the years ended December 31, 1998 and 1999, as listed in the table of contents. 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 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 Village prepares its financial statements on a prescribed 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 cash, investments and fund cash balances of the Village, as of December 31, 1998 and 1999, and the receipts, disbursements, and changes in fund cash balances, its combined statements of receipts-budget and actual and combined statements of disbursements and encumbrances compared with expenditure authority for the years then ended in conformity with the basis of accounting referred to above.

In accordance with *Government Auditing Standards*, we have also issued a report dated August 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, and other official authorized to receive this report under Section 117.26, Ohio Revised Code and is not intended to be and should not be used by anyone other than these specified parties.

Charles E. Harris & Associates, Inc.
August 31, 2000

**VILLAGE OF DONNELSVILLE
CLARK COUNTY, OHIO
COMBINED STATEMENT OF CASH, INVESTMENTS AND FUND CASH
BALANCES - ALL FUND TYPES
As of December 31, 1998 and 1999**

	<u>1998 Balances</u>	<u>1999 Balances</u>
Cash and Cash Equivalents	\$ 20,480	\$ 36,375
Investments	<u>30,589</u>	<u>31,966</u>
	<u>\$ 51,069</u>	<u>\$ 68,341</u>

Cash Balances By Fund Class

Governmental Fund Types:

General Fund	\$ 17,945	\$ 30,581
Special Revenue Funds	30,879	35,515
Capital Project Funds	<u>2,245</u>	<u>2,245</u>
 Total	 <u>\$ 51,069</u>	 <u>\$ 68,341</u>

See accompanying Notes to the Financial Statements.

**VILLAGE OF DONNELSVILLE
CLARK COUNTY, OHIO
COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND
CASH BALANCES - ALL GOVERNMENTAL FUND TYPES
For the Year Ended December 31, 1998**

	<u>Governmental Fund Types</u>			<u>(Memorandum Only)</u>
	<u>General</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Total</u>
Receipts:				
Taxes	\$ 25,701	\$ 2,532	-	\$ 28,233
Intergovernmental	2,336	6,317	-	8,653
Fines, Licenses, and Permits	1,145	-	-	1,145
Miscellaneous	5,121	-	\$ 5,000	10,121
Total Receipts	34,303	8,849	5,000	48,152
Disbursements:				
Security of Persons & Property	7,210	-	-	7,210
Basic Utility Services	2,486	-	10,077	12,563
Transportation	-	5,179	-	5,179
General Government	18,344	-	-	18,344
Total Disbursements	28,040	5,179	10,077	43,296
Excess of Receipts Over/(Under) Disbursements	6,263	3,670	(5,077)	4,856
Fund Balance January 1, 1998	11,682	27,209	7,322	46,213
Fund Balance December 31, 1998	\$ 17,945	\$ 30,879	\$ 2,245	\$ 51,069

See accompanying Notes to the Financial Statements.

**VILLAGE OF DONNELSVILLE
CLARK COUNTY, OHIO
COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND
CASH BALANCES - ALL GOVERNMENTAL FUND TYPES
For the Year Ended December 31, 1999**

	Governmental Fund Types			(Memorandum Only)
	General	Special Revenue	Capital Projects	Total
Receipts:				
Taxes	\$ 30,511	\$ 2,923	-	\$ 33,434
Intergovernmental	2,658	6,828	-	9,486
Fines, Licenses, and Permits	275	-	-	275
Miscellaneous	5,600	80	-	5,680
Total Receipts	39,044	9,831	-	48,875
Disbursements:				
Security of Persons & Property	6,335	-	-	6,335
Basic Utility Services	2,717	-	\$ 44,044	46,761
Transportation	-	5,195	-	5,195
General Government	17,356	-	-	17,356
Debt Service Principal Payment	-	-	25,000	25,000
Total Disbursements	26,408	5,195	69,044	100,647
Excess of Receipts Over/(Under) Disbursements	12,636	4,636	(69,044)	(51,772)
Other Financing Sources/(Uses):				
OWDA Loan Proceeds	-	-	69,044	69,044
Total Other Financing Sources/(Uses)	-	-	69,044	69,044
Excess of Receipts and Other Financing Sources Over/(Under) Disbursements Disbursements and Other Uses	12,636	4,636	-	17,272
Fund Balance January 1, 1999	17,945	30,879	2,245	51,069
Fund Balance December 31, 1999	\$ 30,581	\$ 35,515	\$ 2,245	\$ 68,341

See accompanying Notes to the Financial Statements.

**VILLAGE OF DONNELSVILLE
CLARK COUNTY, OHIO
COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES
IN FUND CASH BALANCES - ALL FIDUCIARY FUND TYPES
For the Year Ended December 31, 1998**

	<u>Agency</u>	<u>(Memorandum Only)</u> <u>Total</u>
Receipts:		
Fines, Licenses, and Permits	\$ <u>995</u>	\$ <u>995</u>
Total Receipts	995	995
 Disbursements:		
Village Treasurer	<u>995</u>	<u>995</u>
Total Disbursements	<u>995</u>	<u>995</u>
Excess Receipts Over/(Under) Disbursements:	-	-
 Fund Balance January 1, 1998	<u>-</u>	<u>-</u>
Fund Balance December 31, 1998	\$ <u><u>-</u></u>	\$ <u><u>-</u></u>

See accompanying Notes to the Financial Statements.

**VILLAGE OF DONNELSVILLE
CLARK COUNTY, OHIO
COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES
IN FUND CASH BALANCES - ALL FIDUCIARY FUND TYPES
For the Year Ended December 31, 1999**

	<u>Agency</u>	<u>(Memorandum Only)</u> <u>Total</u>
Receipts:		
Fines, Licenses, and Permits	\$ <u>175</u>	\$ <u>175</u>
Total Receipts	175	175
Disbursements:		
Village Treasurer	<u>175</u>	<u>175</u>
Total Disbursements	<u>175</u>	<u>175</u>
Excess Receipts Over/(Under) Disbursements:	-	-
Fund Balance January 1, 1999	<u>-</u>	<u>-</u>
Fund Balance December 31, 1999	<u><u>-</u></u>	<u><u>-</u></u>

See accompanying Notes to the Financial Statements.

**VILLAGE OF DONNELSVILLE
CLARK COUNTY, OHIO
COMBINED STATEMENT OF RECEIPTS - BUDGET AND ACTUAL
For the Year Ended December 31, 1998**

<u>Fund Types/Funds:</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable/ (Unfavorable)</u>
<u>Governmental Fund Types:</u>			
General Fund	\$ 34,580	\$ 34,303	\$ (277)
Special Revenue	10,366	8,849	(1,517)
Capital Projects	<u>5,000</u>	<u>5,000</u>	<u>-</u>
Total (Memorandum Only)	<u>\$ 49,946</u>	<u>\$ 48,152</u>	<u>\$ (1,794)</u>

See Accompanying Notes to the Financial Statements.

**VILLAGE OF DONNELSVILLE
CLARK COUNTY, OHIO
COMBINED STATEMENT OF RECEIPTS - BUDGET AND ACTUAL
For the Year Ended December 31, 1999**

<u>Fund Types/Funds:</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable/ (Unfavorable)</u>
<u>Governmental Fund Types:</u>			
General Fund	\$ 35,198	\$ 39,044	\$ 3,846
Special Revenue	10,691	9,831	(860)
Capital Projects	<u>250,000</u>	<u>69,044</u>	<u>(180,956)</u>
Total (Memorandum Only)	<u>\$ 295,889</u>	<u>\$ 117,919</u>	<u>\$ (177,970)</u>

See Accompanying Notes to the Financial Statements.

VILLAGE OF DONNELSVILLE
CLARK COUNTY, OHIO
COMBINED STATEMENT OF DISBURSEMENTS AND
ENCUMBRANCES COMPARED WITH EXPENDITURE AUTHORITY
For the Year Ended December 31, 1998

<u>Fund Types/Funds</u>	<u>Carryover</u> <u>Appropriation</u>	<u>Year Ending</u> <u>1998</u> <u>Appropriations</u>	<u>Total</u>	<u>Actual</u> <u>1998</u> <u>Disbursements</u>	<u>Encumbrances</u> <u>as of</u> <u>12/31/98</u>	<u>Total</u>	<u>Variance</u> <u>Favorable/</u> <u>(Unfavorable)</u>
Governmental Funds:							
General Fund	\$ -	\$ 30,848	\$ 30,848	\$ 28,040	\$ -	\$ 28,040	\$ 2,808
Special Revenue Funds	-	16,200	16,200	5,179	-	5,179	11,021
Capital Project Funds	-	12,322	12,322	10,077	-	10,077	2,245
Total (Memorandum Only)	\$ -	\$ 59,370	\$ 59,370	\$ 43,296	\$ -	\$ 43,296	\$ 16,074

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See accompanying Notes to the Financial Statements.

VILLAGE OF DONNELSVILLE
CLARK COUNTY, OHIO
COMBINED STATEMENT OF DISBURSEMENTS AND
ENCUMBRANCES COMPARED WITH EXPENDITURE AUTHORITY
 For the Year Ended December 31, 1999

<u>Fund Types/Funds</u>	<u>Carryover</u> <u>Appropriation</u>	<u>Year Ending</u> <u>1999</u> <u>Appropriations</u>	<u>Total</u>	<u>Actual</u> <u>1999</u> <u>Disbursements</u>	<u>Encumbrances</u> <u>as of</u> <u>12/31/99</u>	<u>Total</u>	<u>Variance</u> <u>Favorable/</u> <u>(Unfavorable)</u>
Governmental Funds:							
General Fund	\$ -	\$ 33,900	\$ 33,900	\$ 26,408	\$ -	\$ 26,408	\$ 7,492
Special Revenue Funds	-	20,000	20,000	5,195	-	5,195	14,805
Capital Project Funds	-	250,000	250,000	69,044	-	69,044	180,956
Total (Memorandum Only)	\$ -	\$ 303,900	\$ 303,900	\$ 100,647	\$ -	\$ 100,647	\$ 203,253

See accompanying Notes to the Financial Statements.

VILLAGE OF DONNELSVILLE
CLARK COUNTY, Ohio
Notes to the Financial Statements
For the Years Ended December 31, 1998 and 1999

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. DESCRIPTION OF THE ENTITY

The Village of Donnelsville, Clark County, (the Village) is a body corporate and politic established for the purpose of exercising 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. The Village provides general governmental services, including water, sewer, and electric utilities, park operations (leisure time activities), and police, fire and ambulance services.

The Village's management believes these financial statements included in this report represent all of the funds of the Village over which the Village has the ability to exercise direct operating control.

B. REPORTING ENTITY

In evaluating how to define the Village for financial reporting purposes, management has considered all agencies, departments and organizations making up the Village of Donnelsville (the primary government) and its potential component units consistent with Governmental Accounting Standards Board Statement No. 14, "The Financial Reporting Entity." There were no significant changes in the reporting entity related to the implementation of this statement for the current audit period.

Component units are legally separate organizations for which the Village, as the primary government, is financially accountable. The Village is financially accountable for an organization if the Village appoints a voting majority of the organization's governing board and 1) the Village is able to significantly influence the programs or services performed or provided by the organization; or 2) the Village is legally entitled to or can otherwise access the organization's resources; the Village is legally obligated or has otherwise assumed the responsibility to finance the deficits of, or provide financial support to, the organization; or the Village is obligated for the debt of the organization. Component units may also include organizations for which the Village approves the budget, the issuance of debt, or the levying of taxes.

Based on the above definitions, the Village has determined that there were no component units required to be included the financial statements.

C. 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 disbursement 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.)

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

VILLAGE OF DONNELSVILLE
CLARK COUNTY, Ohio
Notes to the Financial Statements
For the Years Ended December 31, 1998 and 1999

1. **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** - (continued)

D. INVESTMENTS AND INACTIVE FUNDS

Investment procedures are restricted by the provisions of the Ohio Revised Code. Purchased investments are valued at purchase cost. Interest earned is recognized and recorded when received. See Note 2 for further description.

E. FUND ACCOUNTING

The Village maintains its accounting records in accordance with the principles of "Fund" accounting. Fund accounting is a concept developed to meet the needs of governmental entities in which legal or other restraints require the recording of specific receipts and disbursements. The transactions of each fund are reflected in a self-balancing group of accounts, an accounting entity which stands separate from the activities reported in other funds. The restrictions associated with each class of funds are as follows:

Governmental Fund Types:

General Fund: The General Fund is the general operating fund of the Village. It is used to account for all financial resources except those required by law or contract to be accounted for in another fund.

Special Revenue Funds: To account for the proceeds of specific revenue sources that are legally restricted to disbursements for specified purposes.

Capital Project Funds: This fund is used to account for receipts that are restricted for the acquisition or construction of major capital projects (except those financed through enterprise funds).

Fiduciary Fund Types:

These funds are used to account for assets held by the Village in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds. The following are the Village's fiduciary fund types:

Agency Funds: These funds are purely custodial (assets equal liabilities) and thus do not involve measurement of results of operations.

VILLAGE OF DONNELSVILLE
CLARK COUNTY, Ohio
Notes to the Financial Statements
For the Years Ended December 31, 1998 and 1999

1. **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** - (continued)

F. **BUDGETARY PROCESS**

1. **Budget**

A budget of estimated cash receipts and disbursements is prepared by the Clerk/Treasurer, approved by Council, and submitted to the county auditor, as secretary of the County Budget Commission, by July 20 of each year, for the period January 1 to December 31 of the following year.

2. **Estimated Resources**

The county auditor calculates the estimated revenues available to the Village. He prepares a certificate of estimated resources based upon this calculation and upon the other financial information supplied in the budget sent by the Village. The certificate is approved by the county budget commission and sent to the Village Treasurer by September 1.

Prior to December 31, the Village must revise its budget so that the total budgeted expenditures for a fund will not exceed the amount of stated in the certificate of estimated resources. The revised budget serves as the basis for the annual appropriation measure.

On or about January 1, the Clerk/Treasurer sends the county auditor a certificate to which includes the actual unencumbered balances from the preceding year. The county auditor prepares an amended certificate, submits it to the County Budget Commission for approval. This amended certificate may be further amended during the year if projected increases or decreases in revenue are identified by the Clerk/Treasurer. The amounts reported in the budgetary statements reflect the amounts in the final amended certificates issued during 1998 and 1999. The Village does not budget for the Agency Fund in the certificate of estimated resources.

Budget receipts, as shown in the accompanying financial statements, do not include the unencumbered fund balances as of January 1, 1998 and 1999. However, those fund balances are available for appropriations.

3. **Appropriations**

A temporary appropriation measure to control cash expenditures may be passed on or about January 1 of each year for the period January 1 to March 31. An annual appropriation measure must be passed by March 31 of each year for the period January 1 to December 31. The appropriation measure may be amended or supplemented during the year as new information becomes available. Appropriations may not exceed estimated resources. The Village does not appropriate for the Agency Fund.

VILLAGE OF DONNELSVILLE
CLARK COUNTY, Ohio
Notes to the Financial Statements
For the Years Ended December 31, 1998 and 1999

1. **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** - (continued)

F. **BUDGETARY PROCESS** - (continued)

4. **Encumbrances**

The Village is required to use the encumbrance method of accounting by virtue of Ohio law. Under this system, purchase orders, contracts and other commitments for the expenditure of funds are recorded in order to reserve that portion of the applicable appropriation and to determine and maintain legal compliance. The Village did not use the encumbrance method of accounting, as required.

G. **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.

H. **Unpaid Vacation and Sick Leave**

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused vacation and sick leave. Unpaid vacation and sick leave are not reflected as liabilities on the accompanying financial statements.

I. **Total Columns on Financial Statements**

Total columns on the financial statements are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. This data is not comparable to consolidation. Interfund-type eliminations have not been made in the aggregation of this data.

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

The Village maintains a cash and investment pool used by all funds. The balance of this pool is displayed on the "Combined Statement of Cash, Investments, and Fund Cash Balances - All Fund Types, As of December 31, 1998 and 1999."

Legal Requirements

State statutes classify monies held by the Village into three categories.

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

**VILLAGE OF DONNELSVILLE
CLARK COUNTY, Ohio
Notes to the Financial Statements
For the Years Ended December 31, 1998 and 1999**

2. EQUITY IN POOLED CASH AND CASH EQUIVALENTS - (continued)

Legal Requirements - (continued)

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

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

1. United States treasury notes, bills, bonds, or any other obligations or security issued by the United States treasury or any other obligations guaranteed as to principal or interest by the United States;
2. Bonds, notes, debentures or any other obligations or securities issued by any federal government agency or instrumentality, including but not limited to, 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 services shall be direct issuances of federal government agencies or instrumentalities;
3. Written repurchase agreements in the securities listed above provided that 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 that term of the agreement must not exceed thirty days;
4. Bond and other obligations of the State of Ohio;
5. No -load money market mutual funds consisting exclusively of obligations described in division (1) or (2) of this section and repurchase agreements secured by such obligations, provided that investments in securities described in the is division are made only through eligible institutions; and
6. The State Treasurer's investment pool (STAR Ohio).

VILLAGE OF DONNELSVILLE
CLARK COUNTY, Ohio
Notes to the Financial Statements
For the Years Ended December 31, 1998 and 1999

2. **EQUITY IN POOLED CASH AND CASH EQUIVALENTS** - (continued)

Legal Requirements - (continued)

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 Village, and be purchased within the expectation that it will be held to maturity. Investments may only be made through specified dealers and institutions. Payment for investments may be made only upon delivery of the securities representing the investments to the treasurer or, if the securities are not representing the investments to the treasurer or, if the securities are not represented by a certificate, upon receipt of confirmation of transfer from the custodian.

Protection of the Village's deposits is provided by the Federal Deposit Insurance Corporation, by eligible securities pledged by the financial institution as security for repayment, by surety company bonds deposited with the Clerk/Treasurer by the financial institution, or by a single collateral pool established by the financial institution to secure the repayment of all public monies deposited with the institution.

The following information classifies deposits and investments by categories of risk as defined by GASB Statement No.3, "Deposits with Financial Institutions, Investments and Reverse Repurchase Agreements".

Deposits: At year end, the carrying amount of the Village's deposits were \$51,069 in 1998 and \$68,341 in 1999 and the bank balance was \$20,658 in 1998 and \$36,405 in 1999. Of the bank balance, all deposits for both years were covered by federal depository insurance.

Investments:

The Village's investments are categorized to give an indication of the level of risk assumed by the entity at year-end. Category 1 includes investments that are insured or registered or for which the securities are held by the Village. Category 2 includes uninsured and unregistered investments for which the securities are held by the broker's or dealer's trust department or agent in the Village's name. Category 3 includes uninsured and unregistered investments for which the securities are held by the broker or by its trust department but not in the Village's name. At December 31, 1998 and 1999, the Village held no investments that would be classified as investments under GASB Statement No. 3.

The classification of cash and cash equivalents and investments on the combined financial statements is based on criteria set forth in GASB Statement No. 9. Cash and cash equivalents are defined to include investments with original maturities of three months or less and cash and investments of the cash management pool.

**VILLAGE OF DONNELSVILLE
CLARK COUNTY, Ohio
Notes to the Financial Statements
For the Years Ended December 31, 1998 and 1999**

2. **EQUITY IN POOLED CASH AND CASH EQUIVALENTS** - (continued)

Investments - (continued)

A reconciliation between the classifications of cash and investments on the combined financial statements and the classification per GASB 3 is as follows:

<u>1998</u>	<u>Cash and Cash Equivalents</u>	<u>Investments</u>
GASB Statement 9 Certificates of Deposit over 90 days	\$ 20,480	\$ 30,589
	<u>30,589</u>	<u>(30,589)</u>
GASB Statement 3	<u>\$ 51,069</u>	<u>\$ - 0 -</u>
<u>1999</u>	<u>Cash and Cash Equivalents</u>	<u>Investments</u>
GASB Statement 9 Certificates of Deposit over 90 days	\$ 36,375	\$ 31,966
	<u>31,966</u>	<u>(31,966)</u>
GASB Statement 3	<u>\$ 68,341</u>	<u>\$ - 0 -</u>

3. **PROPERTY TAX**

Real property taxes are levied on assessed values which equal 35 percent of appraised value. The county auditor reappraises all real property every six years with a triennial update. The last update was completed for tax year 1997.

Real property taxes become a lien on all non-exempt real property located in the county on January 1. Real property taxes are payable annually or semiannually. 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 of the following year. Under certain circumstances, state statute permits later payment dates to be established.

The full tax rate applied to real property for the years ended December 31, 1997 and 1998 (received in 1998 and 1999) were \$9.50 and \$9.50, respectively, per \$1,000 of assessed valuation. After adjustment of the rate for inflationary increases in property values, the effective tax rate was \$8.382219 and \$8.382219, respectively, per \$1,000 of assessed valuation for real property classified as residential/agricultural and \$9.329095 and \$9.329095 for 1997 and 1998, respectively, per \$1,000 of assessed valuation for commercial property. Real property owners' tax bills are further reduced by homestead and rollback deductions when applicable. The amount of these homestead and rollback reductions is reimbursed to the Village by the State of Ohio.

VILLAGE OF DONNELSVILLE
CLARK COUNTY, Ohio
Notes to the Financial Statements
For the Years Ended December 31, 1998 and 1999

3. **PROPERTY TAX** - (continued)

Owners of tangible personal property are required to file a list of such property including costs, by April 30 of each year. The property is assessed for tax purposes at varying statutory percentages of cost.

The following represents the assessed property values for the revenues received during the years 1998 and 1999:

Real Property:	<u>1997</u>	<u>1998</u>
Residential/Agricultural	\$2,265,550	\$2,344,200
Commercial/Industrial	154,000	154,000
Tangible Personal Property:		
General	266,920	310,040
Public Utilities	<u>228,430</u>	<u>274,630</u>
Total Valuation	<u>\$2,914,900</u>	<u>\$3,082,870</u>

The Clark County Treasurer collects property tax on behalf of all taxing Villages within the County. The Clark County Auditor periodically remits to the taxing Villages their portions of the taxes collected.

4. **DEBT**

Debt outstanding at December 31, 1998 was as follows:

	<u>Balance</u> <u>1/1/98</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>12/31/98</u>
OWDA EVO465 12/31/07 maturity	\$ 25,000	-	-	\$ 25,000
Total Debt	<u>\$ 25,000</u>	<u>-</u>	<u>-</u>	<u>\$ 25,000</u>

Debt outstanding at December 31, 1999 was as follows:

	<u>Balance</u> <u>1/1/99</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>12/31/99</u>
OWDA EVO465 12/31/07 maturity	\$ 25,000	-	\$ 25,000	-
OWDA 8169 5.54% 12/31/14 maturity	-	\$ 69,044	-	\$ 69,044
Total Debt	<u>\$ 25,000</u>	<u>\$ 69,044</u>	<u>\$ 25,000</u>	<u>\$ 69,044</u>

VILLAGE OF DONNELSVILLE
CLARK COUNTY, Ohio
Notes to the Financial Statements
For the Years Ended December 31, 1998 and 1999

4. **DEBT** – (continued)

OWDA loan proceeds of \$225,000 were approved in 1999, of which only \$44,044 was received by the Village. The Village “rolled over” the 12/31/98 balance of \$25,000 of the old OWDA loan into the new one for a total approved loan of \$250,000.

5. **RISK MANAGEMENT**

The Village is exposed to various risks of loss related torts, theft of, damage to, destruction of assets, errors and omissions, injuries to employees and natural disasters. During the fiscal years 1998 and 1999, the Village contracted with one insurance company for coverage of buildings and contents.

The following is a list of insurance coverage of the Village and the deductibles associated with each:

<u>Type of Coverage</u>	<u>Limits</u>	<u>Deductible</u>
Business Personal Property	\$ 10,000	\$ 100
Building	66,000	100
Vehicle	50,000	-

All employees of the Village are covered by a blanket bond, while certain individuals in policy-making roles are covered by separate, higher limit bond coverage.

The Village pays the State Worker’s Compensation System a premium based on a rate per \$100 of salaries. This rate is calculated based on accident history and administrative costs.

Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three years. Also, the Village did not reduce its insurance coverages significantly during the year.

6. **PENSION AND RETIREMENT PLANS**

The employees of the Village of Donnelsville are covered by the Public Employees Retirement System (PERS) of Ohio. The State of Ohio accounts for the activities of the retirement systems and the amounts of these funds are not reflected in the accompanying financial statements.

PERS is a cost-sharing multiple-employer defined benefit pension plan. PERS provides retirement and disability benefits, annual cost of living adjustments, and death benefits to plan members and beneficiaries. Authority to establish and amend benefits is provided by state statute per Chapter 145 of the Ohio Revised Code. PERS issues a stand-alone financial report. Interested parties may obtain a copy by making a written request to 277 East Town Street, Columbus, Ohio 43215-4642 or by calling (614) 466-2085 or 1-800-222-PERS (7377).

The Ohio Revised Code provides statutory authority for employee and employer contributions. The employee contribution rates are 8.5% for employees other than law enforcement. For local government employer units, the rate was 13.55% of covered payroll. The Village's contributions for pension obligations to PERS for the years ended December 31, 1997, 1998 and 1999 were \$804, \$783 and \$768; respectively. The full amount has been contributed for 1997 and 1998, and 74.6% has been contributed in 1999.

VILLAGE OF DONNELSVILLE
CLARK COUNTY, Ohio
Notes to the Financial Statements
For the Years Ended December 31, 1998 and 1999

7. POSTEMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS

Public Employees Retirement System of Ohio (PERS) provides postretirement health care coverage to age and service retirants with 10 or more years of qualifying Ohio Service credit and to primary survivor recipients of such retirants. Health care coverage for disability recipients is available. The health care coverage provided by the retirement system is considered an Other Postemployment Benefit (OPEB) as described in GASB Statement No. 12. A portion of each employer's contribution to PERS is set aside for the funding of post retirement health care. The Ohio Revised Code provides statutory authority for employer contributions. The 1999 employer contribution rate for local employers was 13.55% of covered payroll; 4.2% was the portion that was used to fund health care.

Benefits are funded on a pay-as-you-go basis. OPEB are financed through employer contributions and investment earnings thereon. The contributions allocated to retiree health care and Medicare, along with investment income on allocated assets and periodic adjustments in health care provisions are expected to be sufficient to sustain the program indefinitely. During 1999, OPEB expenditures made by PERS were \$523,599,349. As of December 31, 1999, the unaudited estimated net assets available for future OPEB payments were \$9,870,285,641. At December 31, 1999, the total number of benefit recipients eligible for OPEB through PERS was 118,062. The Village's actual contributions for 1999 that were used to fund OPEB were \$238.

During 1997, the Retirement Board adopted a new calculation method for determining employer contributions applied to OPEB. Under the new method, effective January 1, 1998, employer contributions, equal to 4.2% of member covered payroll, are used to fund health care expenses. Under the prior method, accrued liabilities and normal cost rates were determined for retiree health care coverage.

8. CONTINGENT LIABILITIES

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although the government expects such amounts, if any, to be immaterial.

The Village is a defendant in various lawsuits. Although the outcome of these lawsuits is not presently determinable, in the opinion of the Village Solicitor, the resolution of this matter will not have a material adverse effect on the financial condition of the government.

Charles E. Harris & Associates, Inc.
Certified Public Accountants

Rockefeller Building
614 W Superior Ave Ste 1242
Cleveland OH 44113-1306
Office phone - (216) 575-1630
Fax - (216) 436-2411

**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

**The Honorable Mayor and Members of Village Council
Village of Donnelsville
Donnelsville, Ohio**

We have audited the financial statements of the Village of Donnelsville (the Village), as of and for the years ended December 31, 1998 and 1999, and have issued our report thereon dated August 31, 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 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 audit 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 1999-01 through 1999-07. We also noted certain immaterial instances of noncompliance that we have reported to management in a separate letter dated August 31, 2000.

Internal Controls Over Financial Reporting

In planning and performing our audit, 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 we have reported to management of the Village in a separate letter dated August 31, 2000.

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

Charles E. Harris & Associates, Inc.
August 31, 2000

**VILLAGE OF DONNELSVILLE
CLARK COUNTY**

**Schedule of Findings
For the Years Ended December 31, 1999 and 1998**

**FINDINGS RELATED TO THE FINANCIAL STATEMENTS
REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS**

FINDING NUMBER 1999 – 01

Ohio Rev. Code Section 5747.06, requires that every employer, including the state and its political subdivisions who make payment of any compensation to an employee who is a taxpayer shall deduct and withhold from such compensation for each payroll period state income tax with respect to his gross income for the calendar year.

The Village did not withhold state income tax from the compensation paid to its police department personnel.

FINDING NUMBER 1999 – 02

Ohio Rev. Code Section 145.034, states that a public employee as defined in Ohio Rev. Code Section 145.01 Division (A) (2) and whose earnings from employment are or become subject to the tax on wages imposed by the “Federal Insurance Contributions Act,” 68A State. 415 (1954). 26 U.S.C. A 3101, as amended, may elect to have such earnings exempted from contributions to the Public Employees Retirement System by filing with the Public Employees Retirement Board a written request. The request is to be filed no later than ninety days after the date the member becomes subject to such tax on wages. On receipt of the request, the Board shall notify the member’s employer that the request has been made.

The Village’s elected officials were not contributing to the Public Employees Retirement System (PERS) and exemption forms could not be located for these officials. These officials should obtain the proper exemption forms or become participating members of PERS.

FINDING NUMBER 1999 – 03

Internal Revenue Code, 26 USC, Section 3402, states “...every employer making payment of wages shall deduct and withhold upon such wages a tax determined in accordance with tables of computational procedures prescribed by the Secretary (of the Treasury).”

The Village did not withhold federal income taxes from the compensation paid to its police personnel.

FINDING NUMBER 1999 - 04

26 CFR, Section 1.6041-2, provides that wages are to be reported on the forms W-2. This section also provides that all other payments of compensation, including fringe benefits, are to be reported on Form W-2, if the aggregate compensation, that is, wages and other compensation, exceed \$600.

The Village did not report gross income and other pertinent data of its employees of the police department.

**VILLAGE OF DONNELSVILLE
CLARK COUNTY**

**Schedule of Findings
For the Years Ended December 31, 1999 and 1998
(continued)**

FINDING NUMBER 1999 - 05

Ohio Admin. Code Section 117-5-09 requires that each village record each expenditure of Village money and each receipt of Village money in a cash journal.

The Village did not maintain a cash journal.

FINDING NUMBER 1999 - 06

Ohio Admin. Code Section 117-5-13 requires the Village to use the encumbrance method of accounting. All purchase orders shall be numbered consecutively and certified by the Village Clerk that funds are available or in the process of collection free from a previous encumbrance. Each encumbrance charged against an appropriation shall be posted and subtracted from the appropriated balance producing a declining unencumbered balance.

The Village did not use the encumbrance method of accounting.

FINDING NUMBER 1999 - 07

Ohio Admin. Code Section 117-5-14, requires the Village to complete a voucher which is a written order authorizing the drawing of a warrant in payment of a lawful obligation of the Village.

A completed voucher should include the date, purchase order number, amount and other relevant information determined by the Council. Approval by each council member should be indicated by his/her signature.

The Village did not complete vouchers during the fiscal years 1998 and 1999.

STATUS OF PRIOR YEAR'S CITATIONS AND RECOMMENDATIONS

The prior audit report, for the years ended December 31, 1996 and 1997 included material citations and recommendations. These issues were either corrected or are repeated in the current report.



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

88 East Broad Street
P.O. Box 1140
Columbus, Ohio 43216-1140

Telephone 614-466-4514
800-282-0370

Facsimile 614-466-4490

VILLAGE OF DONNELSVILLE

CLARK 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 14, 2000