



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

VILLAGE OF CECIL
PAULDING COUNTY

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REPORT OF INDEPENDENT ACCOUNTANTS

Village of Cecil
Paulding County
103 North Main Street
P.O. Box 164
Cecil, Ohio 45821-0164

To the Village Council:

We have audited the accompanying financial statements of the Village of Cecil (the Village) as of and for the year ended December 31, 2001. 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.

Except as disclosed in the following paragraph, we conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free 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.

Because of inadequacies in the Village's accounting records we were unable to obtain supporting documentation regarding the amounts reported as charges for services, for the year 2001, in the Enterprise Fund Type.

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, except for the effects of such adjustments, if any, as might have been determined to be necessary had records concerning charges for services been adequate, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of the Village as of December 31, 2001, and its combined cash receipts and disbursements for the year then ended on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated September 6, 2002 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. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Village of Cecil
Paulding County
Report of Independent Accountants
Page 2

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.

A handwritten signature in black ink, appearing to read "Jim Petro". The signature is stylized with a large, looping initial "J" and a cursive "Petro".

Jim Petro
Auditor of State

September 6, 2002

**VILLAGE OF CECIL
PAULDING COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES - ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2001**

	<u>Governmental Fund Types</u>		Totals (Memorandum Only)
	<u>General</u>	<u>Special Revenue</u>	
Cash Receipts:			
Property Tax and Other Local Taxes	\$5,070	\$530	\$5,600
Intergovernmental Receipts	17,931	6,629	24,560
Fines, Licenses, and Permits	749		749
Earnings on Investments	1,547		1,547
Miscellaneous	75		75
	<hr/>	<hr/>	<hr/>
Total Cash Receipts	25,372	7,159	32,531
Cash Disbursements:			
Current:			
Security of Persons and Property	4,231	629	4,860
Leisure Time Activities	3,263		3,263
Community Environment	1,230		1,230
Transportation	2,023		2,023
General Government	22,253	16	22,269
	<hr/>	<hr/>	<hr/>
Total Cash Disbursements	33,000	645	33,645
Total Receipts Over/(Under) Disbursements	<hr/> (7,628)	<hr/> 6,514	<hr/> (1,114)
Other Financing Receipts and (Disbursements):			
Sale of Fixed Assets	200		200
Other Financing Disbursements	(23)		(23)
	<hr/>	<hr/>	<hr/>
Total Other Financing Receipts/(Disbursements)	177		177
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	(7,451)	6,514	(937)
Fund Cash Balances, January 1	<hr/> (14,751)	<hr/> 36,934	<hr/> 22,183
Fund Cash Balances, December 31	<hr/> (\$22,202)	<hr/> \$43,448	<hr/> \$21,246

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

**VILLAGE OF CECIL
PAULDING COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES - PROPRIETARY FUND TYPE
FOR THE YEAR ENDED DECEMBER 31, 2001**

	Proprietary Fund Type
	Enterprise
Operating Cash Receipts:	
Charges for Services	\$18,959
Operating Cash Disbursements:	
Personal Services	1,650
Contractual Services	17,831
Supplies and Materials	1,890
Capital Outlay	975
Total Operating Cash Disbursements	22,346
Operating Loss	(3,387)
Non-Operating Cash Receipts:	
Special Assessments	22,605
Non-Operating Cash Disbursements:	
Debt Service	32,769
Net Disbursements Over Receipts	(13,551)
Fund Cash Balances, January 1	29,424
Fund Cash Balances, December 31	\$15,873

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

**VILLAGE OF CECIL
PAULDING COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The Village of Cecil (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. The Village provides water and sewer utilities, park operations, and police services.

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

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.

Certificates of deposit are valued at cost.

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 Fund

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

EMS Fund - This fund receives local tax revenue for the purpose of providing EMS services.

VILLAGE OF CECIL
PAULDING COUNTY

NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001
(Continued)

3. Enterprise Funds

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

Sewer Fund - This fund receives charges for services from residents to cover the cost of providing this utility.

Sewer Special Assessment Debt Fund – The sewer project was financed with a loan from the Ohio Water Development Authority. This debt is being retired from special assessments levied against the benefiting property owners.

E. Budgetary Process

The Ohio Revised Code requires that each fund be budgeted annually.

1. Appropriations

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function, 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 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. The Village did not use the encumbrance method of accounting.

A summary of 2001 budgetary activity appears in Note 3.

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:

**VILLAGE OF CECIL
PAULDING COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001
(Continued)**

	2001
Demand deposits	\$32,514
Certificates of deposit	4,605
Total deposits and investments	\$37,119

Deposits are insured by the Federal Depository Insurance Corporation.

3. BUDGETARY ACTIVITY

Budgetary activity for the year ending December 31, 2001 follows:

2001 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$30,000	\$25,572	(\$4,428)
Special Revenue	917	7,159	6,242
Enterprise	58,517	41,564	(16,953)
Total	\$89,434	\$74,295	(\$15,139)

2001 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$35,899	\$33,023	\$2,876
Special Revenue	700	645	55
Enterprise	53,060	55,115	(2,055)
Total	\$89,659	\$88,783	\$876

Expenditures exceeded appropriation authority in the Sewer fund by \$12,463 for the year ended December 31, 2001.

The General fund had a cash deficit balance of \$22,202. In February 2002 Village Council approved a resolution to transfer of \$30,000 from the Street Construction Maintenance and Repair Fund to the General Fund to eliminate the deficit. The Village is waiting for approval of the transfer by the Paulding County Court of Common Pleas.

The Village did not certify disbursements as required by section 5705.41(D) of the Revised Code.

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 payments, the first half is due December 31. The second half payment is due the following June 20.

**VILLAGE OF CECIL
PAULDING COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001
(Continued)**

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 to 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. DEBT

Debt outstanding at December 31, 2001 was as follows:

	Principal	Interest Rate
Ohio Water Development Authority Loan	\$432,994	2%

The Ohio Water Development Authority (OWDA) loan relates to a wastewater treatment system project. The loan will be repaid in semiannual installments of \$16,385, including interest, over 25 years. \$639,772 was the actual amount borrowed. The loan is collateralized by sewer assessments levied against the benefiting property owners. The Village has agreed to assess property owner's sufficient amounts to cover OWDA debt service requirement.

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

Year ending December 31:	OWDA Loan
2001	\$16,385
2002	32,769
2003	32,769
2004	32,769
2005	32,769
2006 – 2010	163,845
2011 – 2015	163,845
2016	32,769
Total	\$507,920

6. RETIREMENT SYSTEMS

Elected official and employees of the Village belong to the Public Employees Retirement System (PERS) of Ohio. PERS is a cost-sharing, multiple-employer plan. This 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 2001 PERS members contributed 8.5% of their wages. The Village contributed an amount equal to 13.55% of participants' gross salaries for 2001. The Village has paid all contributions required through December 31, 2001.

**VILLAGE OF CECIL
PAULDING COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001
(Continued)**

7. RISK MANAGEMENT

The Village belongs to the Ohio Government Risk Management Plan (the Plan), an unincorporated non-profit association with over 600 governmental entity members providing a formalized, jointly administered self-insurance risk management program and other administrative services.

Pursuant to § 2744.081 of the Ohio Revised Code, the Plan is deemed a separate legal entity. The Plan provides property, liability, errors and omissions, law enforcement, automobile, excess liability, crime, surety and bond, inland marine and other coverages, modified for each member's needs. The Plan pays judgments, settlements and other expenses resulting from covered claims that exceed the member's deductible.

The Plan uses conventional insurance coverages and reinsures these coverages 100%, rather than using a risk pool of member funds to pay individual and collective losses. Therefore, the individual members are only responsible for their self-retention (deductible) amounts which vary from member to member.

8. GENERAL FUND BALANCE

The Village has a significant deficit General Fund balance as of December 31, 2001 in the amount of \$22,202. The Village is currently requesting a court order to transfer funds from the Street Construction Maintenance and Repair Fund to the General Fund to offset the deficit and will monitor expenditures in the future to avoid future deficits.

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

Village of Cecil
Paulding County
103 North Main Street
P.O. Box 164
Cecil, Ohio 45821-0164

To the Village Council:

We have audited the accompanying financial statements of the Village of Cecil (the Village) as of and for the year ended December 31, 2001, and have issued our report thereon dated September 6, 2002, in which we noted that we were unable to obtain sufficient evidentiary matter supporting amounts reported as charges for services in the Enterprise Fund. Except as noted above, we conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

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 2001-30263-001 through 2001-30263-003. We also noted certain immaterial instances of noncompliance that we have reported to management of the Village in a separate letter dated September 6, 2002.

Internal Control 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. However, we noted instances involving the internal control over financial reporting and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the Village's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. The reportable conditions are described in the accompanying schedule of findings as items 2001-30263-004 and 2000-30263-005.

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. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe the reportable conditions described above are material weaknesses. We also 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 Village in a separate letter dated September 6, 2002.

This report is intended solely for the information and use of management and 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", written in a cursive style.

Jim Petro
Auditor of State

September 6, 2002

VILLAGE OF CECIL
PAULDING COUNTY

SCHEDULE OF FINDINGS
DECEMBER 31, 2001

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

FINDING NUMBER 2001-30263-001

Noncompliance Citation

Ohio Revised Code § 5705.41(D) states that no subdivision shall make any contract or order any expenditure of money unless the certificate of the fiscal officer is attached. The fiscal officer must certify that the amount required to meet such a commitment has been lawfully appropriated and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrance. Further, contracts and orders for expenditures lacking prior certification should be considered null and void.

This section also provides two exceptions to the above requirements:

- A. Then and Now Certificate - if no certificate is furnished as required, upon receipt of the fiscal officer's certificate that a sufficient sum was, both at the time of the purchase order or contract and at the time of the certificate, appropriated and free of any previous encumbrance, the Council may authorize the issuance of a check in payment of the amount due upon such contract or order by resolution within 30 days from the receipt of such certificate, if such expenditure is otherwise valid.
- B. If the amount involved is less than \$1000, the fiscal officer may authorize it to be paid without the affirmation of Council, if such expenditure is otherwise valid.

The Village did not certify expenditures in 2001. Certification is not only required by Ohio law but is also a key control in the disbursement process to help assure that purchase commitments receive prior approval and to help reduce the possibility of Village funds being over expended. To improve controls over disbursements we recommend all Village disbursements receive prior certification of the Clerk and the Council periodically review the expenditures made to ensure they are certified by the Clerk and recorded against appropriations.

FINDING NUMBER 2001-30263-002

Ohio Revised Code § 5705.10 states that money paid into any fund shall be used only for the purposes for which such fund was established.

The existence of a deficit balance in any fund indicates that money from another fund or funds has been used to pay the obligation of the fund or funds carrying the deficit balance. At December 31, 2001 the General Fund had a deficit fund balance of \$22,202.

Fund balances and activity should be monitored and planned expenditures reduced to avoid deficit fund cash balances.

FINDING NUMBER 2001-30263-003

Ohio Revised Code § 5705.41(B) prohibits a subdivision from making expenditure unless it has been lawfully appropriated.

Actual expenditures in the Sewer Fund at December 31, 2001 were \$31,523 and appropriations were \$19,060 resulting in expenditures exceeding appropriations by \$12,463.

The Clerk/Treasurer should not issue purchase orders or checks for expenditures that would exceed appropriations. The Clerk/Treasurer should inform the Council of the insufficiency of appropriations, and whether current resources permit an increase to appropriations. The Council should determine if they wish to increase appropriations and if needed, obtain an amended certificate of estimated resources.

FINDING NUMBER 2001-30263-004

Material Weakness - Financial Monitoring

The Village's 2001 cash reconciliations showed significant variances between the bank and the monthly book balances, with no explanations and there is little evidence of any monitoring by Council of the Village's finances.

This limits Council's ability to monitor the financial condition of the Village and ensure there are sufficient funds to support planned disbursements.

The Village should include all account balances in the "system/depository balance" total on its monthly cash reconciliation, or utilize just one account to process receipts and disbursements. This would result in a more accurate reconciliation and/or easier reconciliation process.

The UAN system provides a group of reports intended to be reviewed by management. These "management reports" include the bank reconciliation, fund status, expenditure/revenue summaries, warrant register, and employee summary. Council should use these management reports as a tool to monitor the Village's finances. The review and approval can be documented on the signature page from the management report package.

FINDING NUMBER 2001-30263-005

Material Weakness - Sewer Billing System

The Village uses a software package to process all sewer billings and collections. During the audit period, no reports were generated showing account balances, monthly activity, adjusting entries, etc. A collection report was generated; however, this report was inaccurate and did not reconcile to the revenues on the UAN system. There were some instances that the Village was collecting more than the rates authorized by Council. There was no policy for levying late penalties and based on prior audit balances and current estimated billings and collections, it is estimated as of December 31, 2001 there is more than \$70,000 in delinquent accounts, which represents almost 2 full years of sewer billings that the Village has not made any effort to collect.

This lack of information does not provide sufficient information with which to monitor sewer billings and collections, could cause delay or neglect in billing and posting of revenues, and errors or irregularities could occur and not be detected timely. In addition, failure to enforce collection of past due accounts restricts the Village's cash flow and could result in the inability to pay obligations of the sewer utility.

We recommend monthly reports be completed and maintained for each month, showing amounts billed, penalties assessed, amounts paid and balances outstanding. Revenues per the utility records should be reconciled to the UAN system and amounts deposited monthly. In addition, the Village should amend the utility collection ordinance to coincide with the amounts charged, adopt a policy for assessing penalties to past due accounts and consult with their legal counsel for procedures to collect past due accounts, including but not limited to, certifying the amounts to the County Auditor and having them added to the property owners tax bill.

**VILLAGE OF CECIL
PAULDING COUNTY**

**SCHEDULE OF PRIOR AUDIT FINDINGS
DECEMBER 31, 2001**

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; Explain:
2000-30263-001	ORC § 117.28 Overcompensation of Police Chief	Yes	
2000-30263-002	ORC § 5705.10 Deficit fund balance	No	No improvement noted and this finding has been repeated in this report as finding 2001-30263-002
2000-30263-003	ORC § 5705.39 Appropriations exceeded estimated revenue	Yes	
2000-30263-004	ORC § 5705.41 (B) Expenditures in excess of appropriations	No	No improvement noted and this finding has been repeated in this report as finding 2001-30263-003
2000-30263-005	ORC § 5705.41 (D) Prior certification of funds	No	No improvement noted and this finding has been repeated in this report as finding 2001-30263-001
2000-30263-006	Financial monitoring by Council	No	No improvement noted and this finding has been repeated in this report as finding 2001-30263-004
2000-30263-007	Sewer billing system	No	No improvement noted and this finding has been repeated in this report as finding 2001-30263-005



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VILLAGE OF CECIL

PAULDING 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
SEPTEMBER 24, 2002**