



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

VILLAGE OF MINERVA PARK
FRANKLIN COUNTY

TABLE OF CONTENTS

TITLE	PAGE
Report of Independent Accountants	1
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances - All Governmental and Similar Fiduciary Fund Types For the Year Ended December 31, 2001	3
Statement of Cash Receipts, Cash Disbursements, and Change in Fund Cash Balance – Proprietary and Other Fiduciary Fund Type For the Year Ended December 31, 2001	4
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances - All Governmental and Similar Fiduciary Fund Types For the Year Ended December 31, 2000	5
Statement of Cash Receipts, Cash Disbursements, and Change in Fund Cash Balance – Proprietary and Other Fiduciary Fund Type For the Year Ended December 31, 2000	6
Notes to the Financial Statements	7
Report on Compliance and on Internal Control Required by <i>Government Auditing Standards</i>	15
Schedule of Findings.....	17
Schedule of Prior Audit Findings.....	18

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REPORT OF INDEPENDENT ACCOUNTANTS

Village of Minerva Park
Franklin County
2829 Minerva Lake Road
Columbus, Ohio 43229-4820

To the Village Council:

We have audited the accompanying financial statements of the Village of Minerva Park, Franklin County, Ohio, (the Village) as of and for the years ended December 31, 2001 and December 31, 2000. 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 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.

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 as of December 31, 2001 and December 31, 2000, 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 June 7, 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.

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

June 7, 2002

**VILLAGE OF MINERVA PARK
FRANKLIN COUNTY**

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

	Governmental Fund Types				Fiduciary Fund Type	Totals (Memorandum Only)
	General	Special Revenue	Debt Service	Capital Projects	Expendable Trust	
Cash Receipts:						
Property Tax and Other Local Taxes	\$395,530	\$0	\$35,714	\$0	\$0	\$431,244
Intergovernmental Receipts	169,882	44,359	0	0	0	\$214,241
Charges for Services	925	0	36,422	67,473	0	\$104,820
Fines, Licenses, and Permits	20,247	1,155	0	0	0	\$21,402
Earnings on Investments	21,956	4,671	0	0	1,617	\$28,244
Miscellaneous	21,347	0	0	0	388	\$21,735
Total Cash Receipts	629,886	50,186	72,136	67,473	2,005	821,686
Cash Disbursements:						
Current:						
Security of Persons and Property	259,618	0	0	0	3,215	262,833
Public Health Services	2,266	0	0	0	0	2,266
Leisure Time Activities	11,408	0	0	0	3,070	14,478
Community Environment	10,830	0	0	0	0	10,830
Basic Utility Services	97,034	0	0	0	0	97,034
Transportation	56,601	1,664	0	0	0	58,265
General Government	117,823	0	0	0	0	117,823
Debt Service:						
Principal Payments	0	0	41,118	0	0	41,118
Interest Payments	0	0	25,524	0	0	25,524
Capital Outlay	56,759	0	0	22,519	0	79,277
Total Cash Disbursements	612,340	1,664	66,642	22,519	6,285	709,449
Excess of Cash Receipts Over/(Under) Cash Disbursements	17,547	48,522	5,494	44,954	(4,280)	112,237
Fund Cash Balances, January 1	378,800	134,909	50,977	106,840	41,716	713,243
Fund Cash Balances, December 31	\$396,347	\$183,431	\$56,471	\$151,794	\$37,437	\$825,480
Reserves for Encumbrances, December 31	\$2,204	\$0	\$0	\$0	\$0	\$2,204

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

**VILLAGE OF MINERVA PARK
FRANKLIN COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGE IN FUND CASH BALANCE
PROPRIETARY AND OTHER FIDUCIARY FUND TYPE
FOR THE YEAR ENDED DECEMBER 31, 2001**

	Proprietary and Fiduciary Fund Type		Totals (Memorandum Only)
	Enterprise	Agency	
Non- Operating Cash Receipts:			
Fines, Permits, and Fees	\$0	\$20,591	20,591
Total Non Operating Cash Receipts	0	20,591	20,591
Non-Operating Cash Disbursements:			
Miscellaneous	0	21,767	21,767
Total Non Operating Cash Disbursements	0	21,767	21,767
Net Receipts Over/(Under) Disbursements	0	(1,176)	(1,176)
Fund Cash Balances, January 1	36,698	4,473	41,171
Fund Cash Balances, December 31	<u>\$36,698</u>	<u>\$3,297</u>	<u>\$39,995</u>

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

**VILLAGE OF MINERVA PARK
FRANKLIN COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES - ALL GOVERNMENTAL AND SIMILAR FIDUCIARY FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2000**

	Governmental Fund Types				Fiduciary Fund Type	Totals (Memorandum Only)
	General	Special Revenue	Debt Service	Capital Projects	Expendable Trust	
Cash Receipts:						
Property Tax and Other Local Taxes	\$252,575	\$0	\$32,645	\$0	\$0	\$285,219
Intergovernmental Receipts	279,594	37,035	0	0	0	316,629
Charges for Services	2	0	67,931	31,974	0	99,907
Fines, Licenses, and Permits	14,376	615	0	0	0	14,991
Earnings on Investments	29,733	6,523	0	0	2,357	38,613
Miscellaneous	13,817	0	0	9,000	4,500	27,317
Total Cash Receipts	590,096	44,173	100,576	40,974	6,857	782,676
Cash Disbursements:						
Current:						
Security of Persons and Property	215,629	0	0	0	3,809	219,438
Public Health Services	462	0	0	0	0	462
Leisure Time Activities	9,075	0	0	0	0	9,075
Community Environment	1,900	0	0	0	0	1,900
Basic Utility Services	92,057	0	0	0	0	92,057
Transportation	45,616	4,916	0	0	0	50,532
General Government	103,953	0	0	0	0	103,953
Debt Service:						
Principal Payments	0	0	37,662	0	0	37,662
Interest Payments	0	0	26,261	0	0	26,261
Capital Outlay	50,242	0	0	81,175	0	131,417
Total Cash Disbursements	518,934	4,916	63,923	81,175	3,809	672,756
Total Receipts Over/(Under) Disbursements	71,162	39,257	36,653	(40,201)	3,048	109,920
Other Financing Receipts and (Disbursements):						
Transfers-In	0	0	0	500	0	500
Transfers-Out	(500)	0	0	0	0	(500)
Total Other Financing Receipts/(Disbursements)	(500)	0	0	500	0	0
Excess of Cash Receipts Over/(Under) Cash Disbursements	70,662	39,257	36,653	(39,701)	3,048	109,920
Fund Cash Balances, January 1	308,138	95,653	14,324	146,541	38,668	603,323
Fund Cash Balances, December 31	\$378,800	\$134,909	\$50,977	\$106,840	\$41,716	\$713,243
Reserves for Encumbrances, December 31	\$7,050	\$0	\$0	\$0	\$0	\$7,050

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

**VILLAGE OF MINERVA PARK
FRANKLIN COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGE IN FUND CASH BALANCE
PROPRIETARY AND OTHER FIDUCIARY FUND TYPE
FOR THE YEAR ENDED DECEMBER 31, 2000**

	<u>Proprietary and Fiduciary Fund Type</u>		<u>Totals (Memorandum Only)</u>
	<u>Enterprise</u>	<u>Agency</u>	
Operating Cash Receipts:			
Charges for Services	\$4,603	\$0	\$4,603
Total Operating Cash Receipts	4,603	0	4,603
Operating Income	4,603	0	4,603
Non Operating Cash Receipts and Disbursements:			
Fines, Licenses, Permits	0	10,859	10,859
Miscellaneous	0	(10,174)	(10,174)
Net Receipts Over/Under Disbursements	4,603	685	5,288
Fund Cash Balances, January 1	32,095	3,788	35,883
Fund Cash Balances, December 31	<u>\$36,698</u>	<u>\$4,473</u>	<u>\$41,171</u>

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

**VILLAGE OF MINERVA PARK
FRANKLIN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001 AND 2000**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The Village of Minerva Park, Franklin 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. The Village provides general governmental services, including refuse pickup, emergency medical services, 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. Money Market mutual funds (including STAR Ohio) are recorded at share values reported by the mutual fund.

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:

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

**VILLAGE OF MINERVA PARK
FRANKLIN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001 AND 2000
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Fund Accounting

3. Debt Service Fund

These funds are used to accumulate resources for the payment of bonds and note indebtedness. The Village had the following significant debt service funds:

Waterline Funds – These funds are used to service the debt on the Village’s waterlines.

Lake Restoration Project – This fund is used to account for money received for debt related to the dredging beautification project of the Village’s Lakes

4. Capital Project Funds

These funds are used to account for receipts that are restricted for the acquisition or construction of major capital projects (except those financed through enterprise or trust funds). The Village had the following significant capital project funds:

Waterline Replacement Fund – This fund receives money from surcharges on City of Columbus water billings for the maintenance of the Village’s waterlines.

5. Enterprise Fund

This fund accounts 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 Fund:

Sewer Improvement - This fund receives money from surcharges on City of Columbus sewer billings for the maintenance of the Village’s sewer lines. In 2001, the village posted all surcharge money directly to the debt service fund due to debt being paid out of this fund

6. Fiduciary Funds (Trust and Agency Funds)

Trust funds are used to account for resources restricted by legally binding trust agreements. If the agreement requires the Village to maintain the corpus of the trust, the fund is classified as a nonexpendable trust fund. Other trust funds are classified as expendable. Funds for which the Village is acting in an agency capacity are classified as agency funds. The Village had the following significant fiduciary funds:

Mary Yost Fund – This fund receives donations that are used exclusively for plantings and maintenance of the Village’s parks.

Mayor’s Court Agency Fund - This fund is used to account for activities of the Mayor’s Court.

**VILLAGE OF MINERVA PARK
FRANKLIN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001 AND 2000
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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 and function 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. Unencumbered 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 re-appropriated. A summary of 2001 and 2000 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:

	<u>2001</u>	<u>2000</u>
Demand deposits	\$185,294	\$101,702
Certificates of deposit	123,507	118,188
Total deposits	<u>308,801</u>	<u>219,890</u>
STAR Ohio	556,674	534,524
Total investments	<u>556,674</u>	<u>534,524</u>
Total deposits and investments	<u><u>\$865,475</u></u>	<u><u>\$754,414</u></u>

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

**VILLAGE OF MINERVA PARK
FRANKLIN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001 AND 2000
(Continued)**

2. EQUITY IN POOLED CASH AND INVESTMENTS (Continued)

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, 2001 and December 31, 2000 follows:

2001 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$578,000	\$629,886	\$51,886
Special Revenue	36,500	50,186	13,686
Debt Service	54,510	72,136	17,626
Capital Projects	25,000	67,473	42,473
Enterprise	5,000	0	(5,000)
Fiduciary	2,000	2,005	5
Total	\$701,010	\$821,686	\$120,676

2001 Appropriations vs. Budgetary Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$676,890	\$614,544	\$62,346
Special Revenue	143,750	1,664	142,086
Debt Service	102,881	66,642	36,239
Capital Projects	110,195	22,519	87,676
Enterprise	0	0	0
Fiduciary	43,200	6,285	36,915
Total	\$1,076,916	\$711,654	\$365,262

2000 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$536,488	\$590,096	\$53,608
Special Revenue	37,700	44,173	6,473
Debt Service	105,487	100,576	(4,911)
Capital Projects	10,000	41,474	31,474
Enterprise	3,500	4,603	1,103
Fiduciary	0	6,857	6,857
Total	\$693,175	\$787,779	\$94,604

**VILLAGE OF MINERVA PARK
FRANKLIN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001 AND 2000
(Continued)**

3. BUDGETARY ACTIVITY (Continued)

2000 Appropriations vs. Budgetary Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$633,795	\$526,484	\$107,311
Special Revenue	130,250	4,916	125,334
Debt Service	96,931	63,923	33,008
Capital Projects	71,195	81,175	(9,980)
Enterprise	36,000	0	36,000
Fiduciary	0	3,809	(3,809)
Total	\$968,171	\$680,307	\$287,864

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.

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
Waterline Replacement Phase I - Ohio Public Works	\$113,985	0%
Waterline Replacement Phase II - Ohio Public Works	185,533	3%
Waterline Replacement Phase III - Ohio Public Works	385,199	3%
Waterline Replacement Phase IV - Ohio Public Works	429,016	3%
Lake Restoration Bond	305,000	4.8%
Total	\$1,418,733	

The Ohio Public Works Commissions (OPWC) loans relate to construction of waterlines within the Village. The OPWC initially approved \$1,125,360 in loans to the Village for these projects. The loans are being repaid in semi-annual installments including interest, over 20 years.

The Village's Lake Restoration Bond was a voter approved \$365,000 general obligation bond to be used for the dredging and beautification of the Village's lakes. The loans will be repaid in annual installments including interest over a 17 year period.

**VILLAGE OF MINERVA PARK
FRANKLIN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001 AND 2000
(Continued)**

5. DEBT (Continued)

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

Year ending December 31:	Waterline Replacement Phase I Ohio Public Works	Waterline Replacement Phase II Ohio Public Works	Waterline Replacement Phase III Ohio Public Works
2002	\$5,699	\$8,164	\$12,876
2003	11,398	16,327	25,752
2004	11,398	16,327	25,752
2005	11,398	16,327	25,752
2006	11,398	16,327	25,752
Subsequent	62,692	155,110	399,160
Total	<u>\$113,983</u>	<u>\$228,582</u>	<u>\$515,044</u>

Year ending December 31:	Waterline Replacement Phase IV Ohio Public Works	Lake Restoration Bond
2002	\$5,699	\$34,640
2003	11,398	33,680
2004	11,398	32,720
2005	11,398	31,760
2006	11,398	30,800
Subsequent	62,692	256,600
Total	<u>\$113,983</u>	<u>\$420,200</u>

6. RETIREMENT SYSTEMS

The Village's law enforcement officers and emergency medical personnel belong to the Ohio Police and Fire Pension Funds (OP&F). Other full-time employees belong to the Public Employees Retirement System (PERS) of Ohio. OP&F and PERS are cost-sharing, multiple-employer plans. These plans provide 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 and 2000, OP&F participants contributed 10% of their wages. The Village contributed an amount equal to 19.5% of police participant and 24% of fire participant wages. PERS members contributed 8.5% of their wages. The Village contributed an amount equal to 13.55% of participants' gross salaries for 2001 and from January 1, 2000 through June 30, 2000. PERS temporarily reduced the employer contribution rate to 8.13%, effective July 1, 2000 through December 31, 2000. The Village has paid all contributions required through December 31, 2001.

**VILLAGE OF MINERVA PARK
FRANKLIN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001 AND 2000
(Continued)**

7. RISK MANAGEMENT

The Village has obtained commercial insurance for the following risks:

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

The Village also provides health insurance and dental and vision coverage to full-time employees through the Central Ohio Health Care Consortium.

8. JOINTLY GOVERNED ORGANIZATION

The Westerville, Minerva Park, and Blendon Township Joint Hospital District is a jointly governed organization managed by a nine member board consisting of three elected officials from each of the governmental entities comprising the Joint Hospital District. The Joint Hospital District possesses its own budgeting and taxing authority and does not receive contributions or payments from its members. The participating members do not retain an ongoing financial interest or an ongoing financial responsibility for the Joint Hospital District.

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**STATE OF OHIO
OFFICE OF THE AUDITOR**

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

Village of Village of Minerva Park
Franklin County
2829 Minerva Lake Road
Columbus, Ohio 43229-4820

To the Village Council:

We have audited the financial statements of the Village of Minerva Park, Franklin County, Ohio (the Village) as of and for the years ended December 31, 2001 and December 31, 2000, and have issued our report thereon dated June 7, 2002. 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 an instance of noncompliance that is required to be reported under *Government Auditing Standards* which is described in the accompanying schedule of findings as item 2001-30625-001. We also noted certain immaterial instances of noncompliance that we have reported to management of the Village in a separate letter dated June 7, 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 a matter involving the internal control over financial reporting and its operation that we consider to be a reportable condition. 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 data consistent with the assertions of management in the financial statements. The reportable condition is described in the accompanying schedule of findings as item 2001-30625-0002.

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 condition described above is not a material weakness. 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 June 7, 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", with a large, stylized flourish at the end.

JIM PETRO
Auditor of State

June 7, 2002

**VILLAGE OF MINERVA PARK
FRANKLIN COUNTY**

**SCHEDULE OF FINDINGS
DECEMBER 31, 2001 AND 2000**

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

FINDING NUMBER 2001-30625-001

Ohio Rev. Code Section 9.38 states that a public official other than a state officer, employee, or agent shall deposit all public moneys received with the treasurer of the public office or properly designated depository on the next business day following the day of receipt, if the total amount of such moneys received exceeds \$1,000. If the total amount does not exceed \$1,000, the public official has the option of either depositing the money on the next business day following the day of receipt or adopting a policy permitting a different time period. The alternate time period, however, shall not exceed three business days following the day of receipt. Further, the policy must include procedures to safeguard the moneys until the time of deposit.

The Village deposited mayor's court receipts with the designated depository two to three times per month in 2001 and 2000.

The Village does not have a policy allowing a different deposit timetable. This practice increases the risk that cash could be stolen or lost. We recommend that the Village make every effort to deposit mayor's court receipts on a timely basis to ensure proper accountability of funds.

FINDING NUMBER 2001-30625-002

Approximately fifty percent of Village checks were only signed by the Clerk-Treasurer. A control procedure to accomplish checks and balances would be to have another official (Mayor or Council member) review and sign checks.

It is recommended that dual signatures be affixed to all checks to strengthen controls over the proper accountability of all Village funds.

**VILLAGE OF MINERVA PARK
FRANKLIN 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:
1999-30625-001	Ohio Revised Code 715.18 bidding requirements	Yes	Bidding requirements followed.
1999-30625-002	Ohio Revised Code 5705.10 proper use of fund revenue	Yes	Corrective action taken.
1999-30625-003	Ohio Revised Code 5705.41(D), expenditure invoice date proceeds purchase order date	Partially Corrected	Management Letter comment in 2001
1999-30625-004	Bank Reconciliations	Partially Corrected	Management Letter comment in 2001
1999-30625-005	Additional signature on checks	No	Not Corrected.



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

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800-282-0370
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VILLAGE OF MINERVA PARK

FRANKLIN 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
JULY 5, 2002**