



**Auditor of State  
Betty Montgomery**



CLIFTON UNION CEMETERY  
GREENE COUNTY

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**Auditor of State  
Betty Montgomery**

**REPORT OF INDEPENDENT ACCOUNTANTS**

Clifton Union Cemetery  
Greene County  
225 Corry Street  
Yellow Springs, Ohio 45387

To the Board of Trustees:

We have audited the accompanying financial statements of Clifton Union Cemetery (the Cemetery) as of and for the years ended December 31, 2002 and 2001. These financial statements are the responsibility of the Cemetery's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with 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 Cemetery prepares its financial statements on the basis of accounting prescribed or permitted by the Auditor of State, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects, the fund cash balance of the Cemetery as of December 31, 2002 and 2001, and its 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 April 4, 2003, on our consideration of the Cemetery's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. 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, the Board of Trustees and other officials authorized to receive this report under § 117.26, Ohio Revised Code, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink that reads "Betty Montgomery". The signature is written in a cursive, flowing style.

**Betty Montgomery**  
Auditor of State

April 4, 2003

**CLIFTON UNION CEMETERY  
GREENE COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGE IN FUND CASH BALANCE  
GENERAL FUND  
FOR THE YEAR ENDED DECEMBER 31, 2002**

	<u>General</u>
<b>Cash Receipts:</b>	
Opening and Closing of Graves	\$1,700
Sale of Lots	4,500
Other	500
Interest	82
	<hr/>
Total Cash Receipts	6,782
	<hr/>
<b>Cash Disbursements:</b>	
Current:	
Maintenance	1,680
Bank Fees	28
Other	173
	<hr/>
Total Disbursements	1,881
	<hr/>
Total Receipts Over Disbursements	4,901
Fund Cash Balance, January 1, 2002	8,514
	<hr/>
<b>Fund Cash Balance, December 31, 2002</b>	<b><u><u>\$13,415</u></u></b>

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

CLIFTON UNION CEMETERY  
GREENE COUNTY

STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGE IN FUND CASH BALANCE  
GENERAL FUND  
FOR THE YEAR ENDED DECEMBER 31, 2001

	<u>General</u>
<b>Cash Receipts:</b>	
Opening and Closing of Graves	\$3,600
Sale of Lots	3,400
Interest	106
	<hr/>
Total Cash Receipts	7,106
	<hr/>
<b>Cash Disbursements:</b>	
Current:	
Maintenance	2,340
Building	12,650
Bank Fees	14
Other	1,006
	<hr/>
Total Disbursements	16,010
	<hr/>
Total Receipts (Under) Disbursements	(8,904)
Fund Cash Balance, January 1, 2001	17,418
	<hr/>
<b>Fund Cash Balance, December 31, 2001</b>	<b><u><u>\$8,514</u></u></b>

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



**CLIFTON UNION CEMETERY  
GREENE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2002 AND 2001**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Description of the Entity**

Clifton Union Cemetery, Greene County, (the Cemetery), is a body corporate and politic established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The Cemetery is directed by an appointed three-member Board of Trustees. The Board is appointed by Miami Township, Greene Township and the Village of Clifton. The Cemetery provides grounds maintenance, opening and closing of graves, and the sale of grave lots.

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

**B. Basis of Accounting**

These financial statements follow the basis of accounting prescribed or permitted by the Auditor of State, which is similar to the cash receipts and disbursements basis of accounting. Receipts are recognized when received in cash rather than when earned, and disbursements are recognized when paid rather than when a liability is incurred. These statements include adequate disclosure of material matters, as prescribed or permitted by the Auditor of State.

**C. Cash and Investments**

The Cemetery deposits its receipts into a general checking account.

**D. Fund Accounting**

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

**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. EQUITY IN POOLED CASH AND INVESTMENTS**

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

	<u>2002</u>	<u>2001</u>
Demand deposits	<u>\$13,415</u>	<u>\$8,514</u>

**Deposits:** Deposits are insured by the Federal Depository Insurance Corporation.

**CLIFTON UNION CEMETERY  
GREENE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2002 AND 2001  
(Continued)**

**3. RISK MANAGEMENT**

**Commercial Insurance**

Miami Township has obtained commercial insurance for the following risks of the Cemetery:

- Comprehensive property and general liability;
- Errors and omissions.



## **Auditor of State Betty Montgomery**

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

Clifton Union Cemetery  
Greene County  
225 Corry Street  
Yellow Springs, Ohio 45387

To the Board of Trustees:

We have audited the financial statements of Clifton Union Cemetery, Greene County (the Cemetery), as of and for the years ended December 31, 2002 and 2001, and have issued our report thereon dated April 4, 2003. 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 Cemetery's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*. However, we noted immaterial instances of noncompliance that we reported to management of the Cemetery in a separate letter dated April 4, 2003.

#### **Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the Cemetery's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted other matters involving the internal control over financial reporting, that do not require inclusion in this report, which we have reported to management of the Cemetery in a separate letter April 4, 2003.

Clifton Union Cemetery  
Greene County  
Report of Independent Accountants On Compliance And  
On Internal Control Required By *Government Auditing Standards*  
Page 2

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

A handwritten signature in black ink that reads "Betty Montgomery". The signature is written in a cursive, flowing style.

**Betty Montgomery**  
Auditor of State

April 4, 2003



**Auditor of State  
Betty Montgomery**

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**CLIFTON UNION CEMETERY**

**GREENE COUNTY**

**CLERK'S CERTIFICATION**

**This is a true and correct copy of the report which is required to be filed in the Office of the Auditor of State pursuant to Section 117.26, Revised Code, and which is filed in Columbus, Ohio.**

*Susan Babbitt*

**CLERK OF THE BUREAU**

**CERTIFIED  
MAY 8, 2003**