

VILLAGE OF MILFORD CENTER
UNION COUNTY
REPORT ON FINANCIAL STATEMENTS
DECEMBER 31, 2001 AND 2000



**Auditor of State
Betty Montgomery**

Village Council
Village of Milford Center
12 Railroad Street
Milford Center, OH 43045

We have reviewed the Independent Auditor's Report of the Village of Milford Center, Union County, prepared by Holbrook & Manter, for the audit period January 1, 2000 through December 31, 2001. 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 Milford Center is responsible for compliance with these laws and regulations.

Betty Montgomery

BETTY MONTGOMERY
Auditor of State

April 14, 2003

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INDEPENDENT AUDITORS' REPORT

Village Council
Village of Milford Center
Union County
12 Railroad St.
Milford Center, Ohio 43045

We have audited the accompanying financial statements of the Village of Milford Center, Union 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 audits.

We conducted our audits 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 audits 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 audits provide 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 accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of the Village of Milford Center, 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 November 21, 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.

This report is intended solely for the information and use of the officials 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.

Holbrook & Manter

Certified Public Accountants

November 21, 2002
Marysville, Ohio

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MEMBERS
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS
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CERTIFIED PUBLIC ACCOUNTANTS

VILLAGE OF MILFORD CENTER
UNION 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

	GOVERNMENTAL FUND TYPES		(Memorandum Only)
	General	Special Revenue	Total
Cash receipts:			
Local taxes	\$ 139,787	\$ 0	\$ 139,787
Intergovernmental	22,529	22,349	44,878
Fines, licenses, and permits	7,076	0	7,076
Interest	8,473	23	8,496
Miscellaneous	10,627	0	10,627
Total cash receipts	188,492	22,372	210,864
Cash disbursements:			
Current:			
Security of persons and property	18,534	0	18,534
Leisure time activities	7,274	0	7,274
Community environment	2,846	0	2,846
Basic utility services	9,679	0	9,679
Transportation	8,444	60,653	69,097
General government	82,926	0	82,926
Total cash disbursements	129,703	60,653	190,356
Total receipts over/(under) cash disbursements	58,789	(38,281)	20,508
Fund cash balances, January 1, 2001	148,756	52,993	201,749
Fund cash balances, December 31, 2001	\$ 207,545	\$ 14,712	\$ 222,257

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

VILLAGE OF MILFORD CENTER
UNION COUNTY
COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN
FUND CASH BALANCES - PROPRIETARY FUND TYPE AND SIMILAR FIDUCIARY FUND
FOR THE YEAR ENDED DECEMBER 31, 2001

	<u>PROPRIETARY</u>	<u>FIDUCIARY</u>	<u>(Memorandum Only)</u>
	<u>Enterprise</u>	<u>Agency</u>	<u>Total</u>
Operating cash receipts:			
Charges for services	\$ 183,983	\$ 0	\$ 183,983
Miscellaneous	360	0	360
Total operating cash receipts	<u>184,343</u>	<u>0</u>	<u>184,343</u>
Operating cash disbursements:			
Personal service	10,720	0	10,720
Employee fringe benefits	970	0	970
Contractual services	46,069	0	46,069
Supplies and materials	14,406	0	14,406
Miscellaneous	43,098	0	43,098
Total operating cash disbursements	<u>115,263</u>	<u>0</u>	<u>115,263</u>
Operating income/(loss)	69,080	0	69,080
Non-operating cash disbursements:			
Debt service	67,845	0	67,845
Net receipts over/(under) disbursements	1,235	0	1,235
Fund cash balances, January 1, 2001	<u>157,615</u>	<u>2,034</u>	<u>159,649</u>
Fund cash balances, December 31, 2001	<u>\$ 158,850</u>	<u>\$ 2,034</u>	<u>\$ 160,884</u>

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

VILLAGE OF MILFORD CENTER
UNION COUNTY
COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN
FUND CASH BALANCES - ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2000

	GOVERNMENTAL FUND TYPES		(Memorandum Only)
	General	Special Revenue	Total
	General	Special Revenue	Total
Cash receipts:			
Local taxes	\$ 134,850	\$ 0	\$ 134,850
Intergovernmental	20,079	40,649	60,728
Fines, licenses, and permits	2,274	0	2,274
Interest	5,110	2,103	7,213
Miscellaneous	6,374	145	6,519
	168,687	42,897	211,584
Total cash receipts			
	168,687	42,897	211,584
Cash disbursements:			
Current:			
Security of persons and property	12,490	0	12,490
Leisure time activities	5,131	0	5,131
Basic utility services	16,498	0	16,498
Transportation	3,317	26,234	29,551
General government	87,880	500	88,380
	125,316	26,734	152,050
Total cash disbursements			
	125,316	26,734	152,050
Total receipts over/(under) cash disbursements	43,371	16,163	59,534
Other financing receipts/(disbursements):			
Transfers - out	(54,489)	0	(54,489)
Excess of cash receipts and other financing receipts over/(under) cash disbursements and other financing disbursements	(11,118)	16,163	5,045
Fund cash balances, January 1, 2000	159,874	36,830	196,704
Fund cash balances, December 31, 2000	\$ 148,756	\$ 52,993	\$ 201,749

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

VILLAGE OF MILFORD CENTER
UNION COUNTY
COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN
FUND CASH BALANCES - PROPRIETARY FUND TYPE AND SIMILAR FIDUCIARY FUND
FOR THE YEAR ENDED DECEMBER 31, 2000

	<u>PROPRIETARY</u>	<u>FIDUCIARY</u>	<u>(Memorandum Only)</u>
	<u>Enterprise</u>	<u>Agency</u>	<u>Total</u>
Operating cash receipts:			
Charges for services	\$ 179,284	\$ 0	\$ 179,284
Interest	1,225	0	1,225
Miscellaneous	13,101	0	13,101
Total operating cash receipts	<u>193,610</u>	<u>0</u>	<u>193,610</u>
Operating cash disbursements:			
Personal service	5,800	0	5,800
Employee fringe benefits	1,120	0	1,120
Contractual services	75,892	0	75,892
Supplies and materials	25,058	0	25,058
Capital outlay	24,913	0	24,913
Miscellaneous	14,241	560	14,801
Total operating cash disbursements	<u>147,024</u>	<u>560</u>	<u>147,584</u>
Operating income/(loss)	46,586	(560)	46,026
Non-operating cash disbursements:			
Debt service	44,516	0	44,516
Net receipts over/(under) disbursements	2,070	(560)	1,510
Other financing receipts/(disbursements):			
Transfers - in	54,489	2,594	57,083
Transfers - out	(2,594)	0	(2,594)
Total other financing receipts/(disbursements)	<u>51,895</u>	<u>2,594</u>	<u>54,489</u>
Excess of cash receipts and other financing receipts over/(under) cash disbursements and other financing disbursements	53,965	2,034	55,999
Fund cash balances, January 1, 2000	<u>103,650</u>	<u>0</u>	<u>103,650</u>
Fund cash balances, December 31, 2000	<u>\$ 157,615</u>	<u>\$ 2,034</u>	<u>\$ 159,649</u>

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

VILLAGE OF MILFORD CENTER
UNION COUNTY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001 AND 2000

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:-

- A. **Description of the Entity** – The Village of Milford Center, Union 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 water and sewer utilities, park operations (leisure time activities), and police protection.

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** - Certificates of deposit are valued at cost. The investment in STAR Ohio (the State Treasurer's investment pool) is valued at amounts reported by the State Treasurer.

- 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:

General Fund

The General Fund is the general operating fund. It is used to account for all financial resources except those required by law or contract to be restricted.

Special Revenue Funds

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 Funds:

Street Construction, Maintenance and Repair Fund

This fund receives gasoline tax and motor vehicle tax money for constructing, maintaining and repairing Village streets.

State Highway Fund

This fund receives real estate property tax and personal property tax money for maintaining and repair State Highways that run through the Village.

Street Improvement Fund

This fund receives interest revenue for Village street improvements.

Enterprise Funds

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

VILLAGE OF MILFORD CENTER
UNION COUNTY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001 AND 2000

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:- (continued)

Water Operating Fund

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

Sewer Operating Fund

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

Sewer Reserve Fund

This fund receives interest revenue and is kept as a reserve for future sewer costs.

Fiduciary Funds (Agency Funds)

Funds for which the Village is acting in an agency capacity are classified as agency funds.

Water Deposit Fund

This fund receives deposits from residents when water service is first established. These deposits will be returned upon termination of service.

- E. Budgetary Process** - The Ohio Revised Code requires that each fund (except certain agency funds) be budgeted annually.

Appropriations

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function or object level of control, and appropriations may not exceed estimated resources. The Board of Trustees 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.

Estimated Resources

Estimated resources include estimates of cash to be received (budgeted receipts) plus cash as of January 1. The Union County Budget Commission must also approve estimated resources.

Encumbrances

The Ohio Revised Code requires the Village to reserve (encumber) appropriations when commitments are made. Encumbrances outstanding at year end are canceled, and reappropriated in the subsequent year.

During our testing of expenditures all disbursements were obligated without prior certification. There was no evidence of subsequent resolutions authorizing payment for such obligations.

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.

VILLAGE OF MILFORD CENTER
UNION COUNTY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001 AND 2000

NOTE 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	\$ 344,241	\$ 324,045
STAR Ohio	<u>38,900</u>	<u>37,353</u>
Total deposits and investments	<u>\$ 383,141</u>	<u>\$ 361,398</u>

Deposits - The Village's deposits are either (1) insured by the Federal Depository Insurance Corporation or (2) collateralized by securities specifically pledged by the financial institution to the Village.

Investments – Investment in STAR Ohio is not evidenced by securities that exist in physical or book entry form.

NOTE 3 – BUDGETARY ACTIVITY:-

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

2001 Budgeted VS. Actual Receipts

<u>Fund Type</u>	<u>Budgeted Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
General	\$ 167,250	\$ 188,492	\$ 21,242
Special Revenue	23,800	22,372	(1,428)
Enterprise	<u>284,295</u>	<u>184,343</u>	<u>(99,952)</u>
Total	<u>\$ 475,345</u>	<u>\$ 395,207</u>	<u>\$ (80,138)</u>

2001 Budgeted VS. Actual Budgetary Basis Expenditures

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General	\$ 248,075	\$ 129,703	\$ 118,372
Special Revenue	66,725	60,653	6,072
Enterprise	293,650	183,108	110,542
Agency	<u>100</u>	<u>0</u>	<u>100</u>
Total	<u>\$ 608,550</u>	<u>\$ 373,464</u>	<u>\$ 235,086</u>

VILLAGE OF MILFORD CENTER
UNION COUNTY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001 AND 2000

NOTE 3 – BUDGETARY ACTIVITY:- (continued)

Budgetary activity for the year ending December 31, 2000 was as follows:

2000 Budgeted VS. Actual Receipts

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 160,000	\$ 168,687	\$ 8,687
Special Revenue	29,000	42,897	13,897
Enterprise	178,500	248,099	69,599
Agency	<u>0</u>	<u>2,594</u>	<u>2,594</u>
Total	<u>\$ 367,500</u>	<u>\$ 462,277</u>	<u>\$ 94,777</u>

2000 Budgeted VS. Actual Budgetary Basis Expenditures

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 281,900	\$ 179,805	\$ 102,095
Special Revenue	78,100	26,734	51,366
Enterprise	304,521	194,134	110,387
Agency	<u>2,594</u>	<u>560</u>	<u>2,034</u>
Total	<u>\$ 667,115</u>	<u>\$ 401,233</u>	<u>\$ 265,882</u>

NOTE 4 – PROPERTY TAX:-

Real property taxes become a lien on January 1, proceeding the October 1 date for which rates are adopted by the Board of Trustees. 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 payment, 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.

VILLAGE OF MILFORD CENTER
UNION COUNTY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001 AND 2000

NOTE 5 - DEBT:-

Debt outstanding at December 31, 2001 was as follows:

	<u>Principal</u>	<u>Interest Rate</u>
Ohio Water Development Authority Loans (OWDA) - Sewer Line Improvements	\$ 199,045	5.94% - 6.58%
Mortgage Revenue Bonds	<u>752,000</u>	5.00% - 5.25%
Total	<u>\$ 951,045</u>	

The mortgage revenue bonds relate to a water plant expansion and the installation of sewer lines that were mandated by the United States Environmental Protection Agency. Property and revenue of the utility facilities have been pledged to repay this debt. The OWDA Loans were also used for the installation of sewer lines by the Village. The annual requirements to amortize all debt as of December 31, 2001, including interest payments of \$ 892,425 are as follows:

<u>Year ending December 31</u>	<u>Mortgage Revenue Bonds</u>	<u>O.W.D.A. Loans</u>	<u>Total</u>
2002	\$ 54,165	\$ 17,609	\$ 71,774
2003	54,378	17,609	71,987
2004	53,538	17,609	71,147
2005-2009	267,197	88,045	355,242
2010-2014	230,204	88,045	318,249
2015-2019	222,679	88,045	310,724
2020-2024	222,326	23,817	246,143
2024-2029	221,204	0	221,204
2030-2033	<u>177,000</u>	<u>0</u>	<u>177,000</u>
Total	<u>\$ 1,502,691</u>	<u>\$ 340,779</u>	<u>\$ 1,843,470</u>

NOTE 6 – RETIREMENT SYSTEMS:-

Village officials and employees belong to the Public Employees Retirement System (PERS) of Ohio. PERS is a cost-sharing, multiple-employer plan. This plan provides retirement benefits, including post retirement health care, 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, PERS members contributed 8.5% of their gross salaries. The Village contributed an amount equal to 13.55% of participants' gross salaries through June 30, 2000. PERS temporarily reduced the employer contribution to 8.13% effective July 1, 2000 through December 31, 2000. The Village has paid all contributions required through December 31, 2001.

NOTE 7 – RISK MANAGEMENT:-

The Village has obtained commercial insurance for the following risks:

- Comprehensive property and general liability
- Vehicles
- Errors and omissions



Report on Compliance and on Internal Control Required by *Government Auditing Standards*

Village Council
Village of Milford Center
Union County
12 Railroad St.
Milford Center, Ohio 43045

We have audited the accompanying financial statements of the Village of Milford Center, Union 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 November 21, 2002. We conducted our audits 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 compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audits 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 item 2001-01. We also noted certain immaterial instances of noncompliance that we have reported to management of the Village in a separate letter dated November 21, 2002.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered 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 matter 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 of 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.

We noted certain immaterial instances on noncompliance and internal controls over financial reporting that we have reported to the management of the Village in a separate letter dated November 21, 2002.

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

Holbrook & Manter

Certified Public Accountants

November 21, 2002
Marysville, Ohio

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VILLAGE OF MILFORD CENTER
UNION COUNTY
SCHEDULE OF FINDINGS
JANUARY 1, 2000 TO DECEMBER 31, 2001

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

Finding Number - 2001-01

Ohio Revised Code Section 5705.41 (D) states 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. The amount so certified shall be recorded against the applicable appropriation account.

This section also provides an exception to the above requirement:

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 contract or order and at the time of the certificate, appropriated and free of any previous encumbrances, the fiscal officer may authorize the issuance of a warrant 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.

If the amount involved is less than one thousand dollars, the fiscal officer may authorize it to be paid without the affirmation of the Village Council.

One Hundred percent of the expenditure transactions tested which were subject to prior certification requirements were not certified by the fiscal officer until the time of payment. The fiscal officer did not issue “Then and Now Certificates” for these payments. No prior certification of funds by the fiscal officer could result in overspending funds and result in a possible deficit. The Clerk did not sign any of the purchase orders or blanket certificates certifying that the funds were available. However, the clerk is the only one with access to generate a purchase order or blanket certificate from the computer system. We also noted that in March of 2001, all checks were prepared by computer and the system will not allow a check to exceed the blanket certificate amount.

We recommend the fiscal officer certify that funds are available prior to incurring the expenditure by signing all purchase orders or blanket certificates or by utilizing the “Then and Now Certificates”.

VILLAGE OF MILFORD CENTER
UNION COUNTY
SCHEDULE OF PRIOR AUDIT FINDINGS
DECEMBER 31, 2001 AND 2000

Finding Number	Finding Summary	Fully Corrected?	Explanation
1999-01	Ohio Admin. Code 117-5-01 - Uniform system of accounting.	Yes	Finding no longer applicable
1999-02	Ohio Rev. Code 5705.41 (D) - Goods ordered prior to certification	No	Improvement has been made, however, this is still a continued finding
1999-03	Ohio Rev. Code 117.38 - Filing of annual reports with Auditor of State within 90 days.	Yes	Annual reports have been filed with the Auditor of State.
1999-04	Ohio Rev. Code 5705.38 - Filing of annual appropriation measure.	Yes	Annual appropriation measure is now properly filed.
1999-05	Ohio Rev. Code 5705.36 - Certifying the total amount from all sources which is available for expenditure.	Yes	Certificate of estimated resources is now properly filed
1999-06	Village financial records were not properly maintained and had to be reconstructed.	Yes	Village records are properly maintained.
1999-07	Segregation of duties.	Yes	Increased monitoring by board to limit the risk from segregation of duties associated with a small government.
1999-08	Filing of proper and timely PERS withholding payments.	Yes	PERS filings are now properly completed and withholdings properly paid.
1999-09	Completion of the payroll tax form 941 and the payment of the required withholdings.	Yes	Payroll tax form 941 are now properly completed and withholdings properly paid.



**Auditor of State
Betty Montgomery**

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 MILFORD CENTER

UNION 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**