



**SOUTHWEST COUNCIL OF GOVERNMENTS
CUYAHOGA COUNTY**

REGULAR AUDIT

FOR THE YEARS ENDED DECEMBER 31, 2003 & 2002



**Auditor of State
Betty Montgomery**

**SOUTHWEST COUNCIL OF GOVERNMENTS
CUYAHOGA COUNTY**

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**Auditor of State
Betty Montgomery**

INDEPENDENT ACCOUNTANTS' REPORT

Southwest Council of Governments
Cuyahoga County
6281 Pearl Road
Parma Heights, Ohio 44130

We have audited the accompanying financial statements of the Southwest Council of Governments, Cuyahoga, Ohio (the Council) as of and for the years ended December 31, 2003 and December 31, 2002. These financial statements are the responsibility of the Council'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 described in Note 1, the Council 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 balances of the Southwest Council of Governments, Cuyahoga County, Ohio, as of December 31, 2003 and December 31, 2002, 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 30, 2004 on our consideration of the Council'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, 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 cursive script that reads "Betty Montgomery".

Betty Montgomery
Auditor of State

April 30, 2004

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**SOUTHWEST COUNCIL OF GOVERNMENTS
CUYAHOGA COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
GENERAL FUND
FOR THE YEARS ENDED DECEMBER 31, 2003 AND DECEMBER 31, 2002**

	<u>2003</u>	<u>2002</u>
Cash Receipts:		
Membership	\$150,000	\$159,790
Interest	1,996	2,475
SERT Clean Up Reimbursement Costs	22,399	68,752
Miscellaneous	103	6,566
Total Cash Receipts	<u>174,498</u>	<u>237,583</u>
 Cash Disbursements:		
Administration	15,227	35,636
Training/Education	41,666	49,731
Equipment/Vehicles	163,358	37,150
Supplies/Uniforms	9,553	10,810
Communications	1,543	1,525
Insurance	9,936	12,440
Total Cash Disbursements	<u>241,283</u>	<u>147,292</u>
 Excess of Cash Receipts Over/(Under) Cash Disbursements	<u>(66,785)</u>	<u>90,291</u>
 Fund Cash Balances, January 1	<u>333,653</u>	<u>243,362</u>
 Fund Cash Balances, December 31	<u><u>\$266,868</u></u>	<u><u>\$333,653</u></u>

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

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**SOUTHWEST COUNCIL OF GOVERNMENTS
CUYAHOGA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2003 AND 2002**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The Southwest Council of Governments, Cuyahoga County, Ohio, (the Council) is a body politic and corporate established for the purpose of exercising the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The Council was established in 1972 and incorporated under the statutory guidelines of Ohio Revised Code Chapter 167. The Council currently consists of the municipal corporations of Berea, Brecksville, Broadview Heights, Brooklyn, Brooklyn Heights, Brook Park, Brunswick, Cuyahoga Heights, Independence, Middleburg Heights, Newburgh Heights, North Royalton, Olmsted Falls, Olmsted Township, Parma, Parma Heights, Seven Hills, Strongsville and Valley View.

The Council has two purposes. The Southwest Enforcement Bureau's purpose is to provide cooperative efforts between the law enforcement agencies of the members; serve as a forum for discussion of area-wide law enforcement problems; collect and exchange information relating to law enforcement activities; and to provide for the exchange of services, physical assistance, and mutual aid among members in such a manner as deemed necessary and appropriate by the Council for effective law enforcement. The Southwest Emergency Response Team's (formerly HAZMAT) purpose is to provide cooperative efforts between the fire departments of the members; serve as a forum for discussion of area-wide hazardous materials problems; collect and exchange information relating to fire protection activities; and to provide for the exchange of services, physical assistance, and mutual aid among members in such a manner as deemed necessary and appropriate by the Council for effective fire protection and hazardous materials response.

The Council's management believes these financial statements present all activities for which the Council 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

Investments are included in fund cash balances. 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 and disbursements, respectively.

Repurchase agreements are valued at cost.

D. Fund Accounting

The Council uses fund accounting to segregate cash and investments that are restricted to use. The Council classifies its only fund as a General Fund:

**SOUTHWEST COUNCIL OF GOVERNMENTS
CUYAHOGA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2003 AND 2002
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Fund Accounting (Continued)

General Fund

The General Fund is the general operating fund. It is used to account for all financial resources.

E. Property Plant and Equipment

Acquisitions of property, plant and equipment are recorded as capital outlay disbursements when paid. These items are not reflected as assets on the accompanying financial statements.

2. EQUITY IN POOLED CASH AND INVESTMENTS

The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of cash and investments at December 31 follows:

	<u>2003</u>	<u>2002</u>
Demand Deposits	\$31,857	\$38,354
Total Investments	235,011	295,299
Total Deposits and Investments	<u>266,868</u>	<u>333,653</u>

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

Investments: Investments in repurchase agreements are uninsured and unregistered, securities held by the counterparty, or by its trust department or agent, but not in the Council's name.

3. RETIREMENT SYSTEM

The Council's Secretary/Treasurer belongs to the Ohio Public Employees Retirement System (OPERS). OPERS is a state operated, cost-sharing, multiple employer public employee retirement plan. OPERS' plan provides retirement benefits, including post retirement healthcare, and survivor and disability benefits to participants as prescribed by the Ohio Revised Code.

Contribution rates are prescribed by the Ohio Revised Code. The Councils OPERS member contributes 8.5% of his gross salary. The Council contributed an amount equal to 13.55% of the participant's gross salary through December 31, 2003. The Council has paid all contributions required through December 31, 2003.

4. RISK MANAGEMENT

Commercial Insurance

The Council has obtained commercial insurance for the following risks:

- Commercial Crime Coverage;
- Commercial Auto Coverage; and
- Commercial Inland Marine Coverage.



Auditor of State Betty Montgomery

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

Southwest Council of Governments
Cuyahoga County
6281 Pearl Road
Parma Heights, Ohio 44130

We have audited the financial statements of the Southwest Council of Governments, Cuyahoga County, Ohio, (the Council) as of and for the years ended December 31, 2003, and December 31, 2002, and have issued our report thereon dated April 30, 2004. 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 Council'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 audits 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 certain immaterial instances of noncompliance that we have reported to management of the Council in a separate letter dated April 30, 2004.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Council'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 certain 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 Council's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. The reportable condition is described in the accompanying schedule of findings as item 2003-001.

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 Council in a separate letter dated April 30, 2004.

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This report is intended solely for the information and use of 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 30, 2004

**SOUTHWEST COUNCIL OF GOVERNMENTS
CUYAHOGA COUNTY**

**SCHEDULE OF FINDINGS
DECEMBER 31, 2003 AND 2002**

FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS
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FINDING NUMBER	2003-001
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Expenditure of Public Funds for a Proper Public Purpose

Generally, a public purpose has for its objective the promotion of the public health, safety, morals, general welfare, security, prosperity, and the contentment of all the inhabitants. As reinforced in Audit Bulletin 2003-05, the Auditor of State's Office does not view the expenditure of public funds for alcoholic beverages as a proper public purpose.

During our testing of 2003 and 2002 expenditures, several instances were noted whereby alcoholic beverages were included on receipts that, in total, were included in amounts reimbursed to various individuals.

We recommend all receipts submitted for reimbursement be reviewed by management to ensure that expenditures are made only for proper public purposes.

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SOUTHWEST COUNCIL OF GOVERNMENTS

CUYAHOGA 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
JUNE 17, 2004**