



**VILLAGE OF BOSTON HEIGHTS
SUMMIT COUNTY**

REGULAR AUDIT

FOR THE YEARS ENDED DECEMBER 31, 2007-2006



Mary Taylor, CPA
Auditor of State

VILLAGE OF BOSTON HEIGHTS
SUMMIT COUNTY

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Mary Taylor, CPA
Auditor of State

Village of Boston Heights
Summit County
45 E. Boston Mills Road
Hudson, Ohio 44236

To the Village Council:

As you are aware, the Auditor of State's Office (AOS) must modify the *Independent Accountants' Report* we provide on your financial statements due to an interpretation from the American Institute of Certified Public Accountants (AICPA). While AOS does not legally require your Village to prepare financial statements pursuant to Generally Accepted Accounting Principles (GAAP), the AICPA interpretation requires auditors to formally acknowledge that you did not prepare your financial statements in accordance with GAAP. Our Report includes an adverse opinion relating to GAAP presentation and measurement requirements, but does not imply the amounts the statements present are misstated under the non-GAAP basis you follow. The AOS report also includes an opinion on the financial statements you prepared using the cash basis and financial statement format the AOS permits.

Mary Taylor

Mary Taylor, CPA
Auditor of State

August 5, 2008

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Mary Taylor, CPA

Auditor of State

INDEPENDENT ACCOUNTANTS' REPORT

Village of Boston Heights
Summit County
45 E. Boston Mills Road
Hudson, Ohio 44236

To the Village Council:

We have audited the accompanying financial statements of the Village of Boston Heights, Summit County, Ohio, (the Village) as of and for the years ended December 31, 2007 and 2006. 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 the Comptroller General of the United States' *Government Auditing Standards*. Those standards require that we plan and perform the audit to reasonably assure 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 our audit provides a reasonable basis for our opinion.

As described more fully in Note 1, the Village has prepared these financial statements using accounting practices the Auditor of State prescribes or permits. These practices differ from accounting principles generally accepted in the United States of America (GAAP). Although we cannot reasonably determine the effects on the financial statements of the variances between these regulatory accounting practices and GAAP, we presume they are material.

Instead of the combined funds the accompanying financial statements present, GAAP require presenting entity wide statements and also presenting the Village's larger (i.e. major) funds separately. While the Village does not follow GAAP, generally accepted auditing standards requires us to include the following paragraph if the statements do not substantially conform to GAAP presentation requirements. The Auditor of State permits, but does not require Villages to reformat their statements. The Village has elected not to follow GAAP statement formatting requirements. The following paragraph does not imply the amounts reported are materially misstated under the accounting basis the Auditor of State permits. Our opinion on the fair presentation of the amounts reported pursuant to its non-GAAP basis is in the second following paragraph.

In our opinion, because of the effects of the matter discussed in the preceding two paragraphs, the financial statements referred to above for the years ended December 31, 2007 and 2006 do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the

financial position of the Village as of December 31, 2007 and 2006, or its changes in financial position for the years then ended.

Also, 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 of Boston Heights, Summit County, Ohio, as of December 31, 2007 and 2006, and its combined cash receipts and disbursements for the years then ended on the accounting basis Note 1 describes.

The Village has not presented Management's Discussion and Analysis, which accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not required to be part of, the financial statements.

In accordance with *Government Auditing Standards*, we have also issued our report dated August 5, 2008, 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 grant agreements and other matters. While we did not opine on the internal control over financial reporting or on compliance, that report describes the scope of our testing of internal control over financial reporting and compliance, and the results of that testing. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*. You should read it in conjunction with this report in assessing the results of our audit.

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

Mary Taylor, CPA
Auditor of State

August 5, 2008

**VILLAGE OF BOSTON HEIGHTS
SUMMIT COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2007**

	Governmental Fund Types			Totals (Memorandum Only)
	General	Special Revenue	Capital Projects	
Cash Receipts:				
Property and Local Taxes	\$231,695	\$252,872	\$19,764	\$504,331
Municipal Income Tax	592,977			592,977
Intergovernmental	139,289	115,187	1,983	256,459
Charges for Services	4,136	17,922		22,058
Fines, Licenses and Permits	411,881	31,128		443,009
Earnings on Investments	22,894	13,477	2	36,373
Miscellaneous	59,478	9,952		69,430
	1,462,350	440,538	21,749	1,924,637
Cash Disbursements:				
Current:				
Security of Persons and Property	684,118	9,780		693,898
Public Health Services	56,139			56,139
Leisure Time Activities		31,850		31,850
Community Environment	5,986			5,986
Transportation	172,809	177,265		350,074
General Government	421,307	0		421,307
Debt Service:				
Redemption of Principal		8,426		8,426
Interest and Fiscal Charges		301		301
Capital Outlay		22,386	40,291	62,677
	1,340,359	250,008	40,291	1,630,658
Total Receipts Over/(Under) Disbursements	121,991	190,530	(18,542)	293,979
Other Financing Receipts / (Disbursements):				
Sale of Land	430,850			430,850
Proceeds from Notes		65,000		65,000
Transfers-In		20,000		20,000
Transfers-Out	(20,000)			(20,000)
	410,850	85,000	0	495,850
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	532,841	275,530	(18,542)	789,829
Fund Cash Balances, January 1	100,801	342,606	43,904	487,311
Fund Cash Balances, December 31	\$633,642	\$618,136	\$25,362	\$1,277,140
Reserve for Encumbrances, December 31	\$4,619	\$224,752	\$0	\$229,371

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

**VILLAGE OF BOSTON HEIGHTS
SUMMIT COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES - ALL FIDUCIARY FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2007**

	Fiduciary Fund Types		Totals (Memorandum Only)
	Private Purpose Trust	Agency	
Operating Cash Receipts:			
Charges for Services	\$95		\$95
Earnings on Investments	3,523		3,523
Miscellaneous	485		485
Total Operating Cash Receipts	4,103		4,103
Non-Operating Cash Receipts:			
Other Non-Operating Receipts		\$594,532	594,532
Non-Operating Cash Disbursements:			
Other Non-Operating Cash Disbursements		600,760	600,760
Net Receipts Over/(Under) Disbursements	4,103	(6,228)	(2,125)
Fund Cash Balances, January 1	64,946	85,578	150,524
Fund Cash Balances, December 31	\$69,049	\$79,350	\$148,399

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

**VILLAGE OF BOSTON HEIGHTS
SUMMIT COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2006**

	Governmental Fund Types			Totals (Memorandum Only)
	General	Special Revenue	Capital Projects	
Cash Receipts:				
Property and Local Taxes	\$228,211	\$287,483	\$19,873	\$535,567
Municipal Income Tax	555,307			555,307
Intergovernmental	118,917	128,222	1,943	249,082
Charges for Services	12,073	14,508		26,581
Fines, Licenses and Permits	384,942	40,526		425,468
Earnings on Investments	10,272	11,167	6	21,445
Miscellaneous	63,348	4,284		67,632
	1,373,070	486,190	21,822	1,881,082
Total Cash Receipts				
Cash Disbursements:				
Current:				
Security of Persons and Property	742,207	13,612		755,819
Public Health Services	58,833			58,833
Leisure Time Activities		31,041		31,041
Community Environment	4,583			4,583
Transportation	170,268	137,325	8,253	315,846
General Government	440,835			440,835
Debt Service:				
Redemption of Principal		78,135		78,135
Interest and Fiscal Charges		2,747		2,747
Capital Outlay		76,242	31,052	107,294
	1,416,726	339,102	39,305	1,795,133
Total Cash Disbursements				
Total Receipts Over/(Under) Disbursements	(43,656)	147,088	(17,483)	85,949
Other Financing Receipts / (Disbursements):				
Transfers-In		4,000		4,000
Transfers-Out	(4,000)			(4,000)
	(4,000)	4,000	0	0
Total Other Financing Receipts / (Disbursements)				
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	(47,656)	151,088	(17,483)	85,949
Fund Cash Balances, January 1	148,457	191,518	61,388	401,363
Fund Cash Balances, December 31	\$100,801	\$342,606	\$43,905	\$487,312
Reserve for Encumbrances, December 31	\$4,388	\$5,235	\$25,450	\$35,073

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

**VILLAGE OF BOSTON HEIGHTS
SUMMIT COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES - ALL FIDUCIARY FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2006**

	Fiduciary Fund Types		Totals (Memorandum Only)
	Private Purpose Trust	Agency	
Operating Cash Receipts:			
Charges for Services	\$250		\$250
Earnings on Investments	2,748		2,748
Total Operating Cash Receipts	2,998		2,998
Non-Operating Cash Receipts:			
Other Non-Operating Receipts		\$572,428	572,428
Non-Operating Cash Disbursements:			
Other Non-Operating Cash Disbursements	5,132	579,836	584,968
Net Receipts Over/(Under) Disbursements	614	(7,408)	(9,542)
Fund Cash Balances, January 1	67,080	92,986	160,066
Fund Cash Balances, December 31	\$67,694	\$85,578	\$150,524

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

**VILLAGE OF BOSTON HEIGHTS
SUMMIT COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2007 AND 2006**

1. Summary of Significant Accounting Policies

A. Description of the Entity

The constitution and laws of the State of Ohio establish the rights and privileges of the Village of Boston Heights, Summit County, Ohio, (the Village) as a body corporate and politic. A publicly-elected six-member Council directs the Village. The Village provides general governmental services, park operations, fire protection, and police services. The Village contracts with the Macedonia Fire Department to provide dispatch and emergency medical services.

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

B. Accounting Basis

These financial statements follow the accounting basis the Auditor of State prescribes or permits. This basis is similar to the cash receipts and disbursements accounting basis. The Village recognizes receipts when received in cash rather than when earned, and recognizes disbursements 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 the Auditor of State prescribes or permits.

C. Cash and Investments

The Village's accounting basis includes investments as assets. This basis does not record disbursements for investment purchases or receipts for investment sales. This basis records gains or losses at the time of sale as receipts or disbursements, respectively.

The Village values certificates of deposits and overnight repurchase agreements at cost. Money Market mutual funds are recorded at share values the mutual fund reports.

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 reports all financial resources except those required to be accounted for in another fund.

2. Special Revenue Funds

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

**VILLAGE OF BOSTON HEIGHTS
SUMMIT COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2007 AND 2006
(Continued)**

1. Summary of Significant Accounting Policies (Continued)

D. Fund Accounting (Continued)

Road Levy Fund - This fund receives revenue generated from a special tax levy for maintaining and repairing Village streets.

Fire Levy Fund – This fund receives revenue generated from a special tax levy to purchase a fire truck and equipment for fire protection.

3. Capital Project Fund

These funds account for receipts restricted to acquiring or constructing major capital projects (except those financed through enterprise or trust funds). The Village's only capital project fund is the Capital Improvement Fund which is used to account for the portion of tax revenue used for capital improvements in the Village.

4. Fiduciary Funds (Trust and Agency Funds)

Fiduciary funds include private purpose trust funds and agency funds. Trust funds account for assets held under a trust agreement for individuals, private organizations, or other governments which are not available to support the Village's own programs.

The Village's private purpose trust fund is used for the benefit of the Village's cemetery.

Agency funds are purely custodial in nature and are used to hold resources for individuals, organizations or other governments. The Village disburses these funds as directed by the individual, organization or other government. The Village's agency funds account for Refundable Performance Bond deposits for residential or commercial site improvements within the Village and Mayor's Court fine monies from traffic violations and other Mayor's Court activities.

E. Budgetary Process

The Ohio Revised Code requires that each fund (except certain agency funds) be budgeted annually.

1. Appropriations

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, department and personal service/other level of control, and appropriations may not exceed estimated resources. The Village 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.

**VILLAGE OF BOSTON HEIGHTS
SUMMIT COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2007 AND 2006
(Continued)**

1. Summary of Significant Accounting Policies (Continued)

E. Budgetary Process (Continued)

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 individual commitments are made. Encumbrances outstanding at year end are carried over, and need not be reappropriated. The Village did not encumber all commitments required by Ohio law.

A summary of 2007 and 2006 budgetary activity appears in Note 3.

F. Property, Plant, and Equipment

The Village records disbursements for acquisitions of property, plant, and equipment when paid. The accompanying financial statements do not report these items as assets.

G. Accumulated Leave

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. The financial statements do not include a liability for unpaid leave.

2. Equity in Pooled Cash and Investments

The Village maintains a cash and investments pool all funds use. The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of cash and investments at December 31 was as follows:

	2007	2006
Demand deposits	\$ 63,110	\$ 98,674
Certificates of deposit	67,226	63,959
Total deposits	130,336	162,633
Repurchase agreement		
Total investments	1,295,000	475,000
Total deposits and investments	1,425,336	637,633
Cash on Hand	203	203
Total Cash	\$ 1,425,539	\$ 637,836

**VILLAGE OF BOSTON HEIGHTS
SUMMIT COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2007 AND 2006
(Continued)**

2. Equity in Pooled Cash and Investments (Continued)

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

At December 31, 2007 and December 31, 2006, \$1,258,110 and \$473,674, respectively, of deposits were not insured or collateralized, contrary to Ohio law.

Investments: The Village's financial institution transfers securities to the Village's agent to collateralize repurchase agreements. The securities are not in the Village's name.

3. Budgetary Activity

Budgetary activity for the years ending 2007 and 2006 follows:

2007 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$1,863,863	\$1,893,200	\$29,337
Special Revenue	426,082	460,538	34,456
Capital Projects	21,787	21,749	(38)
Fiduciary	1,000	4,103	3,103
Total	\$2,312,732	\$2,379,590	\$66,858

2007 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$1,525,636	\$1,364,978	\$160,658
Special Revenue	955,454	474,760	480,694
Capital Projects	63,110	40,291	22,819
Fiduciary	6,000	0	6,000
Total	\$2,550,200	\$1,880,029	\$670,171

2006 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$1,346,782	\$1,373,070	\$26,288
Special Revenue	464,651	490,190	25,539
Capital Projects	21,181	21,822	641
Fiduciary	0	2,998	2,998
Total	\$1,832,614	\$1,888,080	\$55,466

**VILLAGE OF BOSTON HEIGHTS
SUMMIT COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2007 AND 2006
(Continued)**

3. Budgetary Activity (Continued)

2006 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$1,481,176	\$1,425,114	\$56,062
Special Revenue	566,438	343,295	223,143
Capital Projects	79,785	64,755	15,030
Fiduciary	16,500	5,132	11,368
Total	\$2,143,899	\$1,838,296	\$305,603

4. Property Tax

Real property taxes become a lien on January 1 preceding the October 1 date for which the Council adopted tax rates. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. The financial statements include homestead and rollback amounts the State pays as Intergovernmental Receipts. Payments are due to the County by December 31. If the property owner elects to pay semiannually, the first half is due December 31. The second half payment is due the following June 20.

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. Local Income Tax

The Village levies a municipal income tax of 1.5 percent on substantially all earned income arising from employment, residency, or business activities within the Village as well as certain income of residents earned outside of the Village.

Employers within the Village withhold income tax on employee compensation and remit the tax to the Village either monthly or quarterly as required. Corporations and other individual taxpayers pay estimated taxes quarterly and file a declaration annually.

6. Debt

Debt outstanding at December 31, 2007 was as follows:

	Principal	Interest Rate
General Obligation Notes	\$65,000	4.5%
Total	\$65,000	

**VILLAGE OF BOSTON HEIGHTS
SUMMIT COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2007 AND 2006
(Continued)**

6. Debt (Continued)

The Village issued general obligation notes to finance the purchase of a new truck for Village road maintenance.

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

Year ending December 31:	General Obligation Notes
2008	<u>\$23,645</u>
2009	23,645
2010	<u>23,645</u>
Total	<u><u>\$70,935</u></u>

7. Retirement Systems

The Village's full-time Police Officers belong to the Police and Fire Pension Fund (OP&F). Other employees belong to the Ohio Public Employees Retirement System (OPERS). OP&F and OPERS are cost-sharing, multiple-employer plans. The Ohio Revised Code prescribes these plans' benefits, which include postretirement healthcare and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. For 2007 and 2006, OP&F participants contributed 10% of their wages. For 2007 and 2006, the Village contributed to OP&F an amount equal to 19.5% of full-time police members' wages. For 2007 and 2006, OPERS members contributed 9.5 and 9%, respectively, of their gross salaries and the Village contributed an amount equaling 13.85 and 13.7%, respectively, of participants' gross salaries. The Village has paid all contributions required through December 31, 2007.

8. Risk Management

Commercial Insurance

The Village has obtained commercial insurance for the following risks:

- Comprehensive property and general liability;
- Vehicles;
- Commercial Inland Marine;
- General Liability;
- Public officials' liability;
- Employer's liability;
- Employee benefits liability; and
- Cemetery liability.

The Village also provides health insurance and dental to full-time employees through a private carrier.

**VILLAGE OF BOSTON HEIGHTS
SUMMIT COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2007 AND 2006
(Continued)**

10. Contingent Liabilities

Amounts grantor agencies pay to the Village are subject to audit and adjustment by the grantor. The grantor may require refunding any disallowed costs. Management cannot presently determine amounts grantors may disallow. However, based on prior experience, management believes any refunds would be immaterial.

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Mary Taylor, CPA

Auditor of State

INDEPENDENT ACCOUNTANTS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS REQUIRED BY *GOVERNMENT AUDITING STANDARDS*

Village of Boston Heights
Summit County
45 E. Boston Mills Road
Hudson, Ohio 44236

To the Village Council:

We have audited the financial statements of the Village of Boston Heights, Summit County, Ohio, (the Village) as of and for the years ended December 31, 2007 and 2006, and have issued our report thereon dated August 5, 2008, wherein we noted the Village followed accounting practices the Auditor of State prescribes rather than accounting principles generally accepted in the United States of America. 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 the Comptroller General of the United States' *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Village's internal control over financial reporting as a basis for designing our audit procedures for expressing our opinions on the financial statements, but not to opine on the effectiveness of the Village's internal control over financial reporting. Accordingly, we have not opined on the effectiveness of the Village's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Village's ability to initiate, authorize, record, process, or report financial data reliably in accordance with its applicable accounting basis, such that there is more than a remote likelihood that the Village's internal control will not prevent or detect a more-than-inconsequential financial statement misstatement.

A material weakness is a significant deficiency, or combination of significant deficiencies resulting in more than a remote likelihood that the Village's internal control will not prevent or detect a material financial statement misstatement.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all internal control deficiencies that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider material weaknesses, as defined above.

We noted certain internal control matters that we reported to the Village's management in a separate letter dated August 5, 2008.

Compliance and Other Matters

As part of reasonably assuring whether the Village's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect 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 an opinion. The results of our tests disclosed instances of noncompliance or other matters that we must report under *Government Auditing Standards* which are described in the accompanying schedule of findings as items 2007-001 and 2007-002.

We did note certain noncompliance or other matters that we reported to the Village's management in a separate letter dated August 5, 2008.

We intend this report solely for the information and use of the audit committee, management, and Village Council. We intend it for no one other than these specified parties.



Mary Taylor, CPA
Auditor of State

August 5, 2008

VILLAGE OF BOSTON HEIGHTS
SUMMIT COUNTY

SCHEDULE OF FINDINGS
DECEMBER 31, 2007 AND 2006

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

FINDING NUMBER 2007-001

Noncompliance Citation

Boston Heights Fire Department Standard Operating Guidelines Sections 100.8 provides, in part, all authorized persons with a current valid driver's license in their possession, who maintain an acceptable driving record, will be permitted to operate vehicles on Fire Department business or to operate Fire Department vehicles. Each member assigned to operate any Fire Department vehicle or in a position to operate one at any time must have their driver's license number, classification, and expiration date recorded with the Department. All drivers' licenses shall be verified annually by the Fire Chief for authenticity. Also, **Section 100.9** provides, in part, the department is to maintain a personnel file of the required certifications for each individual's respective positions. The department shall provide a binder for use by all members to maintain a copy of the following: 1) Annual Verification of Records; 2) Valid driver's license; 3) Valid EMS certifications; 4) Valid CPR Card; 5) Valid ACLS, PALS, PHTLS cards, if applicable; 6) Monthly Fire or EMS training attendance; 6) Documentation of outside department training and 7) Valid Firefighter's certificate.

During 2007 and 2006, 7 out of 20 (35%) and 9 out of 20 (45%) EMS employees tested, respectively, did not have a copy of a valid EMS certificate in their personnel files.

During 2007 and 2006 the Village Fire Department did not maintain the following required documents within the EMS/Fire employees personnel file: 16 out of 20 (80%) of EMS/Fire employees did not have a copy of a valid drivers' license; 15 out of 20 (75%) EMS/Fire employees did not have a copy of a valid CPR card; 4 out of 20 (or 20%) of Fire employees did not have a copy of a valid firefighter's certificate; and 18 out of 20 (90%) of EMS/Fire employees did not have an annual verification of records.

FINDING NUMBER 2007-002

Noncompliance Citation

Ohio Rev. Code Section 4765.50(A) provides, in part, no person shall represent that the person is a first responder, an emergency medical technician-basic or EMT-basic, an emergency medical technician-intermediate or EMT-I, or an emergency medical technician-paramedic or paramedic unless appropriately certified under section 4765.30 of the Revised Code. Also, **Ohio Rev. Code Section 4765.50(B)(1) and (B)(2)** indicate no person shall operate an emergency medical services training program without a certificate of accreditation issued under section 4765.17 of the Revised Code and no person shall operate an emergency medical services continuing education program without a certificate of approval issued under section 4765.17 of the Revised Code. Finally, **Ohio Rev. Code Section 4765.55** indicates the state board of emergency medical services, shall issue or renew an instructor certificate to teach the training programs and continuing education classes by this section.

FINDING NUMBER 2007-002 (Continued)

Noncompliance Citation (Continued)

During 2007 and 2006 there were 11 out of 20 (55%) and 6 out of 20 (30%) employees tested, respectively, where no valid evidence was made available where the state board of emergency medical services issued the appropriate certificate of accreditation or certificate of approval, or a renewal of a certificate to practice. Also, no valid evidence was made available where the state board of emergency medical services issued the appropriate Firefighter Instructor's certificate to the Fire Chief.

We did not receive a response from Officials to the findings reported above.

**VILLAGE OF BOSTON HEIGHTS
SUMMIT COUNTY**

**SCHEDULE OF PRIOR AUDIT FINDINGS
DECEMBER 31, 2007 AND 2006**

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <i>Explain</i>
2005-001	Fire/EMS Payroll Procedures	No	Partially Corrected – See Management Letter
2005-002	Budgetary Procedures	No	Partially Corrected – See Management Letter
2005-003	Mayor's Court Internal Controls	Yes	N/A
2005-004	Material Noncompliance – Ohio Rev. Code 5705.39	Yes	N/A



Mary Taylor, CPA
Auditor of State

VILLAGE OF BOSTON HEIGHTS

SUMMIT 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 11, 2008**