



**ANTRIM EDEN NEVADA JOINT CEMETERY DISTRICT
WYANDOT COUNTY**

REGULAR AUDIT

FOR THE YEARS ENDED DECEMBER 31, 2008-2007



Mary Taylor, CPA
Auditor of State

**ANTRIM EDEN NEVADA JOINT CEMETERY
WYANDOT COUNTY**

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Mary Taylor, CPA
Auditor of State

Antrim Eden Nevada Joint Cemetery
Wyandot County
1336 County Highway 330
Nevada, Ohio 44849

To the Board of Trustees:

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 Cemetery 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

November 9, 2009

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Mary Taylor, CPA

Auditor of State

INDEPENDENT ACCOUNTANTS' REPORT

Antrim Eden Nevada Joint Cemetery
Wyandot County
1336 County Highway 330
Nevada, Ohio 44849

To the Board of Trustees:

We have audited the accompanying financial statements of the Antrim Eden Nevada Joint Cemetery, Wyandot County, Ohio, (the Cemetery) as of and for the years ended December 31, 2008, and 2007. 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 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 Cemetery 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.

Revisions to GAAP would require the Cemetery to reformat its financial statement presentation and make other changes effective for the years ended December 31, 2008, and 2007. While the Cemetery 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 cemeteries to reformat their statements. The Cemetery 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, 2008, and 2007, do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Cemetery as of December 31, 2008, and 2007, 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 fund cash balances of the Antrim Eden Nevada Joint Cemetery, Wyandot County, Ohio, as of December 31, 2008, and 2007, and its cash receipts and disbursements for the years then ended on the accounting basis Note 1 describes.

The Cemetery 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 November 9, 2009, 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 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 cursive script that reads "Mary Taylor".

Mary Taylor, CPA
Auditor of State

November 9, 2009

**ANTRIM EDEN NEVADA JOINT CEMETERY
WYANDOT COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
GENERAL AND PRIVATE PURPOSE TRUST FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2008**

	<u>General</u>	<u>Private Purpose Trust</u>	<u>Totals (Memorandum Only)</u>
Cash Receipts:			
Intergovernmental	\$ 3,000	\$ -	\$ 3,000
Charges for Services	15,635	-	15,635
Sale of Lots	5,900	-	5,900
Interest	1,402	514	1,916
Miscellaneous	334	-	334
	<hr/>	<hr/>	<hr/>
Total Cash Receipts	26,271	514	26,785
Cash Disbursements:			
Current:			
Salaries	10,827	-	10,827
Equipment	3,407	-	3,407
Contracts - Services	7,463	-	7,463
Public Employees' Retirement	2,777	-	2,777
Miscellaneous	2,539	41	2,580
	<hr/>	<hr/>	<hr/>
Total Disbursements	27,013	41	27,054
Total Receipts Over/(Under) Disbursements	(742)	473	(269)
Fund Cash Balances, January 1, 2008	<hr/> 54,201	<hr/> 11,686	<hr/> 65,887
Fund Cash Balances, December 31, 2008	<u>\$ 53,459</u>	<u>\$ 12,159</u>	<u>\$ 65,618</u>

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

**ANTRIM EDEN NEVADA JOINT CEMETERY
WYANDOT COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
GENERAL AND PRIVATE PURPOSE TRUST FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2007**

	<u>General</u>	<u>Private Purpose Trust</u>	<u>Totals (Memorandum Only)</u>
Cash Receipts:			
Intergovernmental	\$ 3,000	\$ -	\$ 3,000
Charges for Services	11,679	-	11,679
Sale of Lots	2,375	-	2,375
Interest	1,916	501	2,417
Miscellaneous	6,057	-	6,057
	<hr/>	<hr/>	<hr/>
Total Cash Receipts	25,027	501	25,528
Cash Disbursements:			
Current:			
Salaries	11,484	-	11,484
Equipment	6,092	-	6,092
Contracts - Services	4,854	-	4,854
Public Employees' Retirement	2,961	-	2,961
Miscellaneous	13,212	23	13,235
	<hr/>	<hr/>	<hr/>
Total Disbursements	38,603	23	38,626
Total Receipts Over/(Under) Disbursements	(13,576)	478	(13,098)
Fund Cash Balances, January 1, 2007	<hr/> 67,777	<hr/> 11,208	<hr/> 78,985
Fund Cash Balances, December 31, 2007	<u>\$ 54,201</u>	<u>\$ 11,686</u>	<u>\$ 65,887</u>

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

**ANTRIM EDEN NEVADA JOINT CEMETERY
WYANDOT COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2008 AND 2007**

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 for the Antrim Eden Nevada Joint Cemetery, Wyandot County, Ohio, (the Cemetery) as a body corporate and politic. The Cemetery is directed by an appointed three-member Board of Trustees. The Board is appointed by Antrim and Eden Townships' Board of Trustees and the Village of Nevada's Council. These entities also provide funding to meet the Cemetery's operating costs under the agreement which established the Cemetery. The accompanying financial statements present this funding as Intergovernmental Receipts. 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 the Auditor of State prescribes or permits. This basis is similar to the cash receipts and disbursements basis of accounting. This basis recognizes receipts when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred.

These statements include adequate disclosure of material matters, as the Auditor of State prescribes or permits.

C. Cash and Investments

The Cemetery includes investments as assets. The Cemetery does not report purchases of investments as disbursements or investment sales as receipts. The Cemetery recognizes gains or losses at the time of sale as receipts or disbursements, respectively.

The Cemetery records certificates of deposit and common stock at cost.

D. Fund Accounting

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

1. General Fund

The General Fund is the general operating fund. It presents all financial resources except those required to be accounted for in another fund.

2. Fiduciary Funds (Private Purpose Trust Funds)

These funds account for resources restricted by legally binding trust agreements and funds for which the Cemetery is acting in an agency capacity. The Cemetery had the following significant Fiduciary Funds:

Smith Land Trust Fund and Hughes Land Trust Fund - These funds receive interest from fund investments. Proceeds are used to maintain grave sites.

**ANTRIM EDEN NEVADA JOINT CEMETERY
WYANDOT COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2008 AND 2007
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. Property, Plant, and Equipment

The financial statements report acquisitions of property, plant, and equipment as capital outlay disbursements when paid. The financial statements do not report these items as assets.

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:

	2008	2007
Deposits	\$8,717	\$9,510
Certificates of deposit	56,501	55,977
Total deposits	<u>65,218</u>	<u>65,487</u>
Common stock	400	400
Total deposits and investments	<u>\$65,618</u>	<u>\$65,887</u>

Deposits: Deposits are insured by the Federal Depository Insurance Corporation. The common stock was donated to the Cemetery.

3. RETIREMENT SYSTEM

The Cemetery's employees belong to the Ohio Public Employees Retirement System (OPERS). OPERS is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes this plans' benefits, which include postretirement healthcare and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. For 2008 and 2007, OPERS employee members contributed 10.0 and 9.5 percent of their gross salaries. The Cemetery contributes an amount equal to 14.0 and 13.85 percent of participants' gross salaries. The Cemetery has paid all contributions required through December 31, 2008.

4. RISK MANAGEMENT

The Cemetery has obtained commercial insurance for comprehensive property and general liability.



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*

Antrim Eden Nevada Joint Cemetery
Wyandot County
1336 County Highway 330
Nevada, Ohio 44849

To the Board of Trustees:

We have audited the financial statements of Antrim Eden Nevada Joint Cemetery, Wyandot County, Ohio, (the Cemetery) as of and for the years ended December 31, 2008 and 2007, and have issued our report thereon dated November 9, 2009, wherein we noted the Cemetery 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 Cemetery's internal control over financial reporting as a basis for designing our audit procedures for expressing our opinion on the financial statements, but not to opine on the effectiveness of the Cemetery's internal control over financial reporting. Accordingly, we have not opined on the effectiveness of the Cemetery's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. However, as discussed below, we identified certain deficiencies in internal control over financial reporting that we consider significant deficiencies.

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 Cemetery'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 Cemetery's internal control will not prevent or detect a more-than-inconsequential financial statement misstatement.

We consider the following deficiencies described in the accompanying schedule of findings to be significant deficiencies in internal control over financial reporting: 2008-001 through 2008-003.

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

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in the internal control that might be significant deficiencies and accordingly, would not necessarily disclose all significant deficiencies that are also material weaknesses. However, of the significant deficiencies described above, we believe finding numbers 2008-001 and 2008-002 are also material weaknesses.

We also noted certain internal control matters that we reported to the Cemetery's management in a separate letter dated November 9, 2009.

Compliance and Other Matters

As part of reasonably assuring whether the Cemetery'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 an instance of noncompliance or other matter that we must report under *Government Auditing Standards* which is described in the accompanying schedule of findings as item 2008-001.

We also noted a certain noncompliance or other matter not requiring inclusion in this report that we reported to the Cemetery's management in a separate letter dated November 9, 2009.

We intend this report solely for the information and use of management and the Board of Trustees. We intend it for no one other than these specified parties.



Mary Taylor, CPA
Auditor of State

November 9, 2009

**ANTRIM EDEN NEVADA JOINT CEMETERY
WYANDOT COUNTY**

**SCHEDULE OF FINDINGS
DECEMBER 31, 2008 AND 2007**

FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS
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Finding Number	2008-001
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Accounting Records – Noncompliance/Significant Deficiency/Material Weakness

Ohio Admin. Code Sections 117-2-02(D) and (E) state in part all local public offices may maintain accounting records in a manual or computerized format. The records used should be based on the nature of operations and services the public office provides, and should consider the degree of automation and other factors. Such records **should** include the following:

- (1) Cash journal, which typically contains the following information: The amount, date, receipt number, check number, account code, purchase order number, and any other information necessary to properly classify the transaction.
- (2) Receipts ledger, which typically assembles and classifies receipts into separate accounts for each type of receipt of each fund the public office uses. The amount, date, name of the payor, purpose, receipt number, and other information required for the transactions can be recorded on this ledger.
- (3) Appropriation ledger, which may assemble and classify disbursements or expenditure/expenses into separate accounts for, at a minimum, each account listed in the appropriation resolution. The amount, fund, date, check number, purchase order number, encumbrance amount, unencumbered balance, amount of disbursement, and any other information required may be entered in the appropriate columns.

Currently, the Cemetery maintains a separate cash ledger for each bank account and records bank activity rather than fund activity. In addition, the ledgers are not completely and accurately maintained. As a result, \$625 and \$537 of interest earned was not recorded in the receipt ledger in 2008 and 2007, respectively. The financial statements and accounting records have been adjusted to reflect this activity.

We recommend the Fiscal Officer of the Cemetery maintain the ledgers to reflect proper fund accounting. All transactions should be recorded timely and monthly reconciliations should be performed to include all bank accounts and certificates of deposit. If necessary, the Fiscal Officer should obtain training on fund accounting.

Finding Number	2008-002
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Financial Reporting – Significant Deficiency/Material Weakness

Sound financial reporting is the responsibility of the Fiscal Officer and Board of Trustees and is essential to ensure the information provided to the readers of the financial statements is complete and accurate.

The following audit adjustments were made to the December 31, 2008 financial statements:

1. An adjustment in the amount of \$268 to properly report interest revenue in the Private Purpose Trust Fund incorrectly posted to the General Fund, an adjustment in the amount of \$246 to properly report interest revenue in the Private Purpose Trust not posted, and an adjustment in the amount of \$379 to properly post interest revenue in the General Fund not posted as noted in finding 2008-001.

**ANTRIM EDEN NEVADA JOINT CEMETERY
WYANDOT COUNTY**

**SCHEDULE OF FINDINGS
DECEMBER 31, 2008 AND 2007
(Continued)**

FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS (Continued)
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Finding Number	2008-002
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Financial Reporting – Significant Deficiency/Material Weakness (Continued)

2. An adjustment in the amount of \$100 to properly report salary expense not recorded in the General Fund.

The following audit adjustments were made to the December 31, 2007 financial statements:

3. An adjustment in the amount of \$256 to properly report interest revenue in the Private Purpose Trust Fund incorrectly posted to the General Fund, an adjustment in the amount of \$245 to properly report interest revenue in the Private Purpose Trust Fund not posted, and an adjustment in the amount of \$292 to properly post interest revenue in the General Fund not posted. (as noted in finding 2008-001.
4. An adjustment in the amount of \$275 in the General Fund to reduce charges for service revenue and cash that was posted as revenue in both 2006 and 2007.

The following unadjusted differences were inconsequential to the financial statement of the Cemetery and were not posted to the December 31, 2008 financial statements:

1. An adjustment in the amount of \$293 to properly post a reduction of expenditure in the General Fund for overpayments from Ohio Public Employee Retirement System and Bureau of Workman's Compensation posted as revenue.

There were no unadjusted differences on the December 31, 2007 financial statements.

The adjustments and unadjusted differences identified above should be reviewed by the Fiscal Officer and the Board of Trustees to ensure that similar errors are not reported on the financial statements in subsequent years. In addition, the Cemetery should adopt policies and procedures, including a final review of the financial statements and note disclosures by the Fiscal Officer and governing board, to identify and correct errors and omissions.

**ANTRIM EDEN NEVADA JOINT CEMETERY
WYANDOT COUNTY**

**SCHEDULE OF FINDINGS
DECEMBER 31, 2008 AND 2007
(Continued)**

FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS (Continued)
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Finding Number

2008-003

Bank Reconciliations - Significant Deficiency

Bank reconciliations should be performed each month to reconcile the Cemetery's accounting ledgers to bank balances. Additionally, the Board of Trustees should review monthly bank reconciliations and bank statements and initial the statements as evidence of their review. Bank reconciliations were not performed for five months in 2007 and 12 months in 2008. The seven months the bank reconciliations were performed during 2007 were only reconciling the Cemetery's general checking account and did not include the Cemetery's savings accounts or certificates of deposit. A bank to book reconciliation was not performed during the audit period. At December 31, 2007 and 2008 the Cemetery bank balance exceeded their fund balance by approximately \$556.24 and \$730.00, respectively. Additionally, the Board did not initial their bank statements for 10 months in 2007 and 12 months in 2008.

Failure to perform and review reconciliations monthly limits management's ability to ensure transactions are properly recorded and may limit the usefulness of financial reports presented to the Board. Furthermore, without performing monthly bank reconciliations, errors or irregularities may occur and go undetected by management.

We recommend the Clerk perform monthly reconciliations of bank to book balances. Reconciling items should be identified at the time of the reconciliation. Any unreconciled errors should be investigated by comparing transaction-level activity posted to the accounting ledgers with transaction-level activity reflected on the bank statement. In addition, the bank reconciliations, including original bank statements and documentation supporting any reconciling items, should be reviewed and approved by the Board of Trustees.

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

**ANTRIM EDEN NEVADA JOINT CEMETERY
WYANDOT COUNTY**

**SCHEDULE OF PRIOR AUDIT FINDINGS
DECEMBER 31, 2008 AND 2007**

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <i>Explain</i>
2006-001	Accounting Records	No	Not Corrected. Comment is being repeated as finding number 2008-001.
2006-002	Financial Reporting	No	Not Corrected. Comment is being repeated as finding number 2008-002.
2006-003	Federal Tax Reporting – 26CFR 1.6041-1	Yes	Finding No Longer Valid; All payments to Independent Contractors aggregating \$600 or more were reported on Form 1099.



Mary Taylor, CPA
Auditor of State

ANTRIM, EDEN, NEVADA JOINT CEMETERY DISTRICT
WYANDOT 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
DECEMBER 22, 2009