

**CITY OF WILLARD**

**HURON, COUNTY, OHIO**

**AUDIT REPORT**

**For the Year Ended December 31, 2008**

***Charles E. Harris & Associates, Inc.***  
**Certified Public Accountants and Government Consultants**





Mary Taylor, CPA  
Auditor of State

City Council  
City of Willard  
631 S. Myrtle Avenue  
P.O. Box 367  
Willard, Ohio 44890

We have reviewed the *Report of Independent Accountants* of the City of Willard, Huron County, prepared by Charles E. Harris & Associates, Inc., for the audit period January 1, 2008 through December 31, 2008. 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 City of Willard is responsible for compliance with these laws and regulations.

*Mary Taylor*

Mary Taylor, CPA  
Auditor of State

September 8, 2009

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**CITY OF WILLARD  
HURON COUNTY  
AUDIT REPORT  
For the Year Ended December 31, 2008**

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***Charles E. Harris & Associates, Inc.***  
*Certified Public Accountants*

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**REPORT OF INDEPENDENT ACCOUNTANTS**

City of Willard  
Huron County  
631 Myrtle Avenue  
Willard, Ohio 44890

To the City Council:

We have audited the accompanying financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the City of Willard, Huron County, Ohio, (the City), as of and for the year ended December 31, 2008, which collectively comprise the City's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the City's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Willard, Huron County, Ohio, as of December 31, 2008, and the respective changes in financial position and, where applicable, cash flows thereof and the budgetary comparison for the General Fund and the Electric System Sale Fund for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Management's discussion and analysis is not a required part of the basic financial statements, but is supplementary information the Governmental Accounting Standards Board requires. We have applied certain limited procedures, which consisted principally on inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

In accordance with *Government Auditing Standards*, we have also issued our report dated July 17, 2009 on our consideration of the City's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, 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 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.

***Charles E. Harris & Associates, Inc.***  
July 17, 2009

## CITY OF WILLARD, OHIO

### MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED DECEMBER 31, 2008 UNAUDITED

The management's discussion and analysis of the City of Willard's (the "City") financial performance provides an overall review of the City's financial activities for the year ended December 31, 2008. The intent of this discussion and analysis is to look at the City's financial performance as a whole; readers should also review the basic financial statements and the notes to the basic financial statements to enhance their understanding of the City's financial performance.

#### Financial Highlights

Key financial highlights for 2008 are as follows:

- The total net assets of the City increased \$451,415. Net assets of governmental activities increased \$316,117 or 2.46% over restated 2007 net assets and net assets of business-type activities increased \$135,298 or 0.97% over restated 2007 net assets.
- General revenues accounted for \$3,967,468 or 75.66% of total governmental activities revenue. Program specific revenues accounted for \$1,276,447 or 24.34% of total governmental activities revenue.
- The City had \$4,957,798 in expenses related to governmental activities; \$1,276,447 of these expenses was offset by program specific charges for services, grants or contributions. The remaining expenses of the governmental activities of \$3,681,351 were offset by general revenues (primarily income taxes, property taxes and unrestricted grants and entitlements) of \$3,967,468.
- The general fund had revenues of \$3,381,438 in 2008. The expenditures and other financing uses of the general fund totaled \$3,164,315 in 2008. The net increase in fund balance for the general fund was \$217,123 or 12.40%.
- The electric system sale fund had revenues of \$50,718 in 2008. The net increase in fund balance for the income tax fund was \$50,718 or 2.98%.
- The bond retirement fund had revenues and other financing sources of \$192,058 in 2008. The expenditures of the bond retirement fund totaled \$42,904 in 2008. The net increase in fund balance for the bond retirement fund was \$149,154 or 28.19%.
- The income tax capital improvement fund had revenues and other financing sources of \$558,530 in 2008. The expenditures and other financing uses of the income tax capital improvement fund, totaled \$425,511 in 2008. The net increase in fund balance for the income tax capital improvement fund was \$133,019 or 27.01%.
- The TIF improvement fund had revenues of \$39,267 in 2008. The expenditures of the TIF improvement fund, totaled \$28,745 in 2008. The net increase in fund balance for the TIF improvement fund was \$10,522 or 1.51%.
- The capital reserve fund had revenues and other financing uses of \$400,000 in 2008. The expenditures of the capital reserve fund, totaled \$768,732 in 2008. The net decrease in fund balance for the capital reserve fund was \$368,732 or 64.36%.
- Net assets for the business-type activities, which are made up of the sewer, water and storm water enterprise funds, increased in 2008 by \$135,298 over restated 2007 net assets. This increase in net assets was due primarily to decreasing liabilities.
- In the general fund, the actual revenues and other financing sources came in \$165,586 more than they were in the final budget and actual expenditures and other financing uses were \$722,032 less than the amount in the final budget. The final budgeted revenues were the same as the amount in the original budget, and final budgeted expenditures were \$51,000 more than the amount in the original budget.

## CITY OF WILLARD, OHIO

### MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED DECEMBER 31, 2008 UNAUDITED

#### **Using this Annual Financial Report**

This annual report consists of a series of financial statements and notes to these statements. These statements are organized so the reader can understand the City as a financial whole, an entire operating entity. The statements then proceed to provide an increasingly detailed look at specific financial activities.

The statement of net assets and statement of activities provide information about the activities of the City as a whole, presenting both an aggregate view of the City's finances and a longer-term view of those finances. Fund financial statements provide the next level of detail. For governmental funds, these statements tell how services were financed in the short-term as well as what remains for future spending. The fund financial statements also look at the City's most significant funds with all other nonmajor funds presented in total in one column.

#### **Reporting the City as a Whole**

##### *Statement of Net Assets and the Statement of Activities*

While this document contains a large number of funds used by the City to provide programs and activities, the view of the City as a whole looks at all financial transactions and asks the question, "How did we do financially during 2008?" The statement of net assets and the statement of activities answer this question. These statements include all assets, liabilities, revenues and expenses using the accrual basis of accounting similar to the accounting used by most private-sector companies. This basis of accounting will take into account all of the current year's revenues and expenses regardless of when cash is received or paid.

These two statements report the City's net assets and changes in those assets. This change in net assets is important because it tells the reader that, for the City as a whole, the financial position of the City has improved or diminished. The causes of this change may be the result of many factors, some financial, some not. Non-financial factors include the City's property tax base, current property tax laws in Ohio restricting revenue growth, facility conditions, required community programs and other factors.

In the statement of net assets and the statement of activities, the City is divided into two distinct kinds of activities:

**Governmental activities** - Most of the City's programs and services are reported here including police, fire, street maintenance, capital improvements and general administration. These services are funded primarily by property and income taxes and intergovernmental revenues including federal and State grants and other shared revenues.

**Business-type activities** - These services are provided on a charge for goods or services basis to recover all or a significant portion of the expenses of the goods or services provided. The City's sewer, water and storm water operations are reported here.

#### **Reporting the City's Most Significant Funds**

##### *Fund Financial Statements*

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Fund financial reports provide detailed information about the City's major funds. The City uses many funds to account for a multitude of financial transactions. However, these fund financial statements focuses on the City's most significant funds. The analysis of the City's major governmental and proprietary funds begins on page 10.

## CITY OF WILLARD, OHIO

### MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED DECEMBER 31, 2008 UNAUDITED

#### ***Governmental Funds***

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of the governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, the readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The City maintains a multitude of individual governmental funds. The City has segregated these funds into major funds and nonmajor funds. The City's major governmental funds are the general fund, electric system sale fund, bond retirement fund, income tax capital improvement fund, TIF improvement fund and capital reserve fund. Information for major funds is presented separately in the governmental fund balance sheet and in the governmental statement of revenues, expenditures, and changes in fund balances. Data from the other governmental funds are combined into a single, aggregated presentation. The basic governmental fund financial statements can be found on pages 21-28 of this report.

#### ***Proprietary Funds***

The City maintains one type of proprietary fund. Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The City uses enterprise funds to account for its sewer, water and storm water management functions. The City's sewer and water enterprise funds are considered major funds. The basic proprietary fund financial statements can be found on pages 29-31 of this report.

#### ***Fiduciary Funds***

Fiduciary funds are used to account for resources held for the benefit of parties outside the City. Fiduciary funds are not reflected in the government-wide financial statement because the resources of those funds are not available to support the City's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds. Agency funds are the City's fiduciary fund type. The basic fiduciary fund financial statements can be found on page 32 of this report.

#### ***Notes to the Basic Financial Statements***

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. These notes to the basic financial statements can be found on pages 33-66 of this report.

**CITY OF WILLARD, OHIO**

MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED DECEMBER 31, 2008  
UNAUDITED

**Government-Wide Financial Analysis**

The table below provides a summary of the City's net assets for 2008 and 2007. Certain 2007 amounts have been restated as described in Note 3.E. of the notes to the basic financial statements.

	<b>Net Assets</b>					
	Governmental Activities		Business-type Activities		2008 Total	Restated 2007 Total
	2008	Restated 2007	2008	Restated 2007		
<b><u>Assets:</u></b>						
Current and other assets	\$ 8,276,101	\$ 8,555,989	\$ 4,433,597	\$ 4,388,451	\$ 12,709,698	\$ 12,944,440
Capital assets, net	8,102,659	7,369,021	11,688,285	12,028,792	19,790,944	19,397,813
Total assets	<u>16,378,760</u>	<u>15,925,010</u>	<u>16,121,882</u>	<u>16,417,243</u>	<u>32,500,642</u>	<u>32,342,253</u>
<b><u>Liabilities:</u></b>						
Long-term liabilities	907,351	518,759	1,761,617	1,832,915	2,668,968	2,351,674
Other liabilities	2,100,327	2,351,286	375,337	734,698	2,475,664	3,085,984
Total liabilities	<u>3,007,678</u>	<u>2,870,045</u>	<u>2,136,954</u>	<u>2,567,613</u>	<u>5,144,632</u>	<u>5,437,658</u>
<b><u>Net assets:</u></b>						
Invested in capital assets, net of related debt	5,966,226	5,390,785	9,969,997	9,866,732	15,936,223	15,257,517
Restricted	4,110,206	3,589,302	-	-	4,110,206	3,589,302
Unrestricted	3,294,650	4,074,878	4,014,931	3,982,898	7,309,581	8,057,776
Total net assets	<u>\$ 13,371,082</u>	<u>\$ 13,054,965</u>	<u>\$ 13,984,928</u>	<u>\$ 13,849,630</u>	<u>\$ 27,356,010</u>	<u>\$ 26,904,595</u>

Over time, net assets can serve as a useful indicator of a government's financial position. At December 31, 2008, the City's assets exceeded liabilities by \$27,356,010. At year-end, net assets were \$13,371,082 and \$13,984,928 for the governmental activities and the business-type activities, respectively.

Capital assets reported on the government-wide statements represent the largest portion of the City's assets. At year-end, capital assets represented 60.90% of total assets. Capital assets include land, land improvements, buildings, equipment, vehicles, infrastructure and utility plant in service. Capital assets, net of related debt to acquire the assets at December 31, 2008, were \$5,966,226 and \$9,969,997 in the governmental activities and business-type activities, respectively. These capital assets are used to provide services to citizens and are not available for future spending. Although the City's investment in capital assets is reported net of related debt, it should be noted that the resources to repay the debt must be provided from other sources, since capital assets may not be used to liquidate these liabilities.

A portion of the City's net assets, \$4,110,206, represents resources that are subject to external restriction on how they may be used. In the governmental activities, the remaining balance of unrestricted net assets of \$3,294,650 may be used to meet the government's ongoing obligations to citizens and creditors.

**CITY OF WILLARD, OHIO**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED DECEMBER 31, 2008  
UNAUDITED**

The table below shows the changes in net assets for fiscal year 2008 and 2007. Certain 2007 amounts have been restated as described in Note 3.E. of the notes to the basic financial statements.

	<b>Change in Net Assets</b>					
	Governmental Activities		Business-type Activities		2008 Total	Restated 2007 Total
	2008	Restated 2007	2008	Restated 2007		
<b>Revenues:</b>						
Program revenues:						
Charges for services	\$ 703,003	\$ 663,904	\$ 3,218,140	\$ 3,281,274	\$ 3,921,143	\$ 3,945,178
Operating grants and contributions	341,194	366,139	-	-	341,194	366,139
Capital grants and contributions	<u>232,250</u>	<u>27,646</u>	<u>-</u>	<u>13,826</u>	<u>232,250</u>	<u>41,472</u>
Total program revenues	<u>1,276,447</u>	<u>1,057,689</u>	<u>3,218,140</u>	<u>3,295,100</u>	<u>4,494,587</u>	<u>4,352,789</u>
General revenues:						
Property taxes	411,229	586,028	-	-	411,229	586,028
Income taxes	2,640,780	2,836,818	-	320,000	2,640,780	3,156,818
Unrestricted grants and entitlements	629,479	440,802	-	-	629,479	440,802
Investment earnings	253,900	331,985	73,768	79,129	327,668	411,114
Miscellaneous	<u>32,080</u>	<u>31,863</u>	<u>6,839</u>	<u>2,687</u>	<u>38,919</u>	<u>34,550</u>
Total general revenues	<u>3,967,468</u>	<u>4,227,496</u>	<u>80,607</u>	<u>401,816</u>	<u>4,048,075</u>	<u>4,629,312</u>
Total revenues	<u>5,243,915</u>	<u>5,285,185</u>	<u>3,298,747</u>	<u>3,696,916</u>	<u>8,542,662</u>	<u>8,982,101</u>
<b>Expenses:</b>						
General government	717,216	665,620	-	-	717,216	665,620
Security of persons and property	2,579,735	2,428,663	-	-	2,579,735	2,428,663
Public health and welfare	48,748	43,018	-	-	48,748	43,018
Transportation	1,013,850	830,877	-	-	1,013,850	830,877
Community environment	246,457	194,684	-	-	246,457	194,684
Leisure time activity	293,021	276,619	-	-	293,021	276,619
Interest and fiscal charges	58,771	62,983	-	-	58,771	62,983
Sewer	-	-	1,857,574	1,889,915	1,857,574	1,889,915
Water	<u>-</u>	<u>-</u>	<u>1,275,875</u>	<u>1,398,316</u>	<u>1,275,875</u>	<u>1,398,316</u>
Total expenses	<u>4,957,798</u>	<u>4,502,464</u>	<u>3,133,449</u>	<u>3,288,231</u>	<u>8,091,247</u>	<u>7,790,695</u>
Transfers	<u>30,000</u>	<u>260,000</u>	<u>(30,000)</u>	<u>(260,000)</u>	<u>-</u>	<u>-</u>
Change in net assets	316,117	1,042,721	135,298	148,685	451,415	1,191,406
Net assets at beginning of year (restated)	<u>13,054,965</u>	<u>12,012,244</u>	<u>13,849,630</u>	<u>13,700,945</u>	<u>26,904,595</u>	<u>25,713,189</u>
Net assets at end of year	<u>\$ 13,371,082</u>	<u>\$ 13,054,965</u>	<u>\$ 13,984,928</u>	<u>\$ 13,849,630</u>	<u>\$ 27,356,010</u>	<u>\$ 26,904,595</u>

**CITY OF WILLARD, OHIO**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED DECEMBER 31, 2008  
UNAUDITED**

**Governmental Activities**

Governmental activities net assets increased \$316,117 in 2008. This increase is a result of decreasing revenues exceeding increasing expenditures versus amounts reported in the prior year and a \$30,000 transfer in from business-type activities.

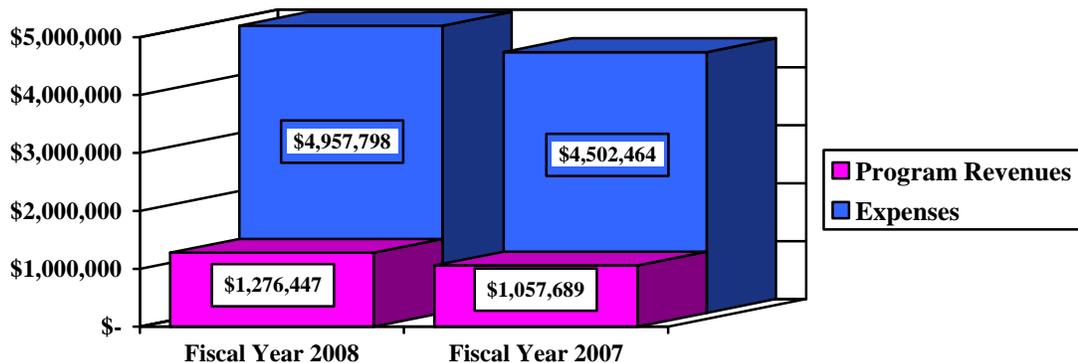
Security of persons and property which primarily supports the operations of the police and fire department accounted for \$2,579,735 or 31.89% of the total expenses of the City. Security of persons and property expenses were partially funded by \$410,262 in direct charges to users of the services. General government expenses totaled \$717,216. General government expenses were partially funded by \$116,028 in direct charges to users of the services.

The State and federal government contributed to the City a total of \$341,194 in operating grants and contributions. These revenues are restricted to a particular program or purpose.

General revenues totaled \$3,967,468 and amounted to 75.66% of total governmental revenues. These revenues primarily consist of property and income tax revenue of \$3,052,009. The other primary source of general revenues is grants and entitlements not restricted to specific programs, including local government revenue and property tax reimbursements received from the State, making up \$629,479.

The statement of activities shows the cost of program services and the charges for services and grants offsetting those services. The following table shows, for governmental activities, the total cost of services and the net cost of services. That is, it identifies the cost of these services supported by tax revenue and unrestricted State grants and entitlements. As can be seen in the graph below, the City is highly dependent upon general revenues (primarily property and income taxes as well as unrestricted grants and entitlements) to support its governmental activities. As program revenues are not sufficient to cover total governmental expenses for 2008.

**Governmental Activities – Program Revenues vs. Total Expenses**



**CITY OF WILLARD, OHIO**

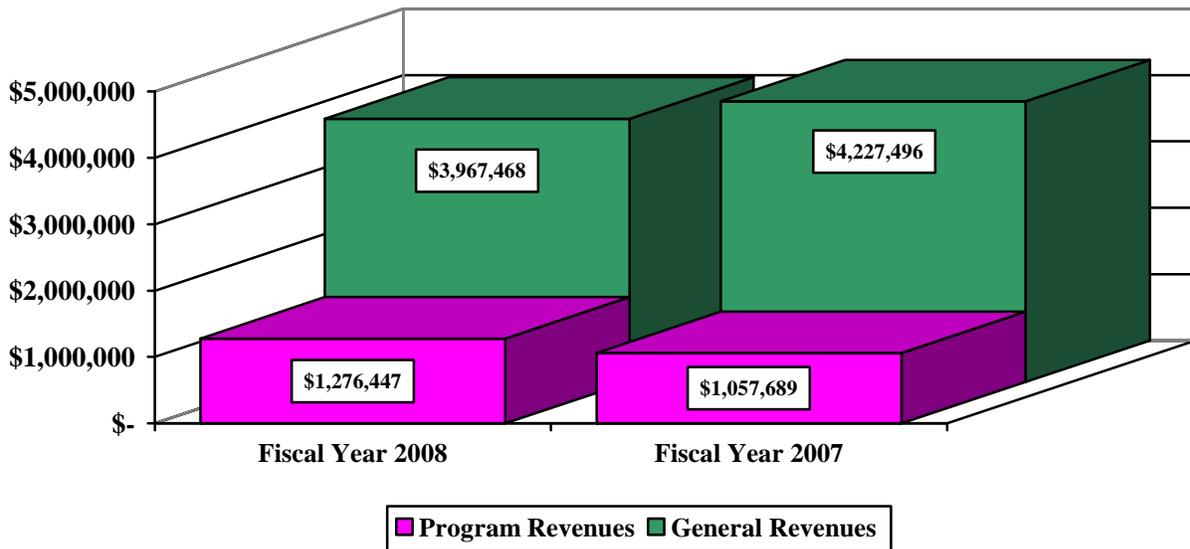
**MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED DECEMBER 31, 2008  
UNAUDITED**

**Governmental Activities**

	Total Cost of Services 2008	Total Cost of Services 2007	Net Cost of Services 2008	Net Cost of Services 2007
<b>Program expenses:</b>				
General government	\$ 717,216	\$ 665,620	\$ 601,188	\$ 550,678
Security of persons and property	2,579,735	2,428,663	1,973,558	2,019,469
Public health and welfare	48,748	43,018	32,689	25,683
Transportation	1,013,850	830,877	564,101	436,001
Community environment	246,457	194,684	241,570	138,916
Leisure time activity	293,021	276,619	209,474	211,045
Interest and fiscal charges	58,771	62,983	58,771	62,983
<b>Total</b>	<b>\$ 4,957,798</b>	<b>\$ 4,502,464</b>	<b>\$ 3,681,351</b>	<b>\$ 3,444,775</b>

The dependence upon general revenues for governmental activities is apparent, with 74.26% of expenses supported through taxes and other general revenues. The chart below illustrates the City's program revenues versus general revenues for 2008 and 2007.

**Governmental Activities – General and Program Revenues**

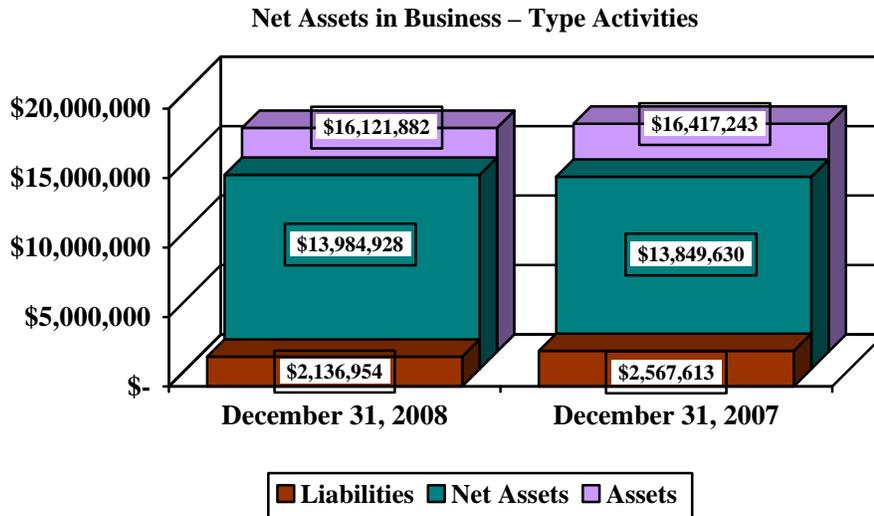


**CITY OF WILLARD, OHIO**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED DECEMBER 31, 2008  
UNAUDITED**

**Business-type Activities**

Business-type activities include the sewer, water and storm water enterprise funds. These programs had program revenues of \$3,218,140, general revenues of \$80,607, transfers out of \$30,000 and expenses of \$3,133,449 for 2008. The graph below shows the business-type activities assets, liabilities and net assets at year-end 2008 and 2007.



**Financial Analysis of the Government's Funds**

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental Funds**

The focus of the City's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City's financing requirements. In particular, unreserved fund balance may serve as a useful measure of the City's net resources available for spending at year-end.

The City's governmental funds (as presented on the balance sheet on pages 21-22) reported a combined fund balance of \$5,699,308, which is \$158,595 more than last year's restated total of \$5,540,713. The schedule below indicates the fund balances and the total change in fund balances as of December 31, 2008 for all major and non-major governmental funds.

**CITY OF WILLARD, OHIO**

MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED DECEMBER 31, 2008  
UNAUDITED

	Fund Balances (Deficits) <u>12/31/08</u>	Restated Fund Balances (Deficits) <u>12/31/07</u>	Increase (Decrease) <u></u>
<b>Major funds:</b>			
General	\$ 1,968,704	\$ 1,751,581	\$ 217,123
Electric system sale	1,753,921	1,703,203	50,718
Bond retirement	(380,055)	(529,209)	149,154
Income tax capital improvement	625,644	492,625	133,019
TIF improvement	(686,243)	(696,765)	10,522
Capital reserve	204,268	573,000	(368,732)
Other nonmajor governmental funds	<u>2,213,069</u>	<u>2,246,278</u>	<u>(33,209)</u>
Total	<u>\$ 5,699,308</u>	<u>\$ 5,540,713</u>	<u>\$ 158,595</u>

**General Fund**

The City's general fund balance increased \$217,123. The table that follows assists in illustrating the revenues of the general fund.

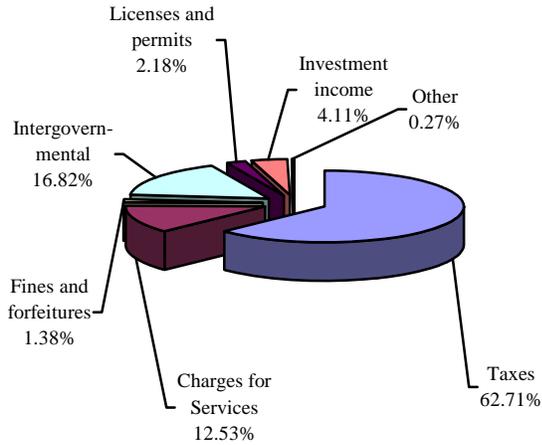
	<u>2008</u> <u>Amount</u>	<u>2007</u> <u>Amount</u>	<u>Percentage</u> <u>Change</u>
<b>Revenues</b>			
Taxes	\$ 2,120,429	\$ 2,021,398	4.90 %
Charges for services	423,414	416,286	1.71 %
Fines and forfeitures	46,627	51,182	(8.90) %
Intergovernmental	568,820	417,692	36.18 %
Licenses and permits	73,986	5,768	1,182.70 %
Investment income	139,285	221,913	(37.23) %
Other	<u>8,877</u>	<u>77,502</u>	(88.55) %
Total	<u>\$ 3,381,438</u>	<u>\$ 3,211,741</u>	5.28 %

Tax revenue represents 62.71% of all general fund revenue. Tax revenue increased 4.90% from the prior year due to an increase in income tax collections. The increase in intergovernmental revenue is due to an increase in the amount of property tax reimbursements, such as homestead and rollback and tangible personal property tax phase-out reimbursement, received from the State. Charges for services increased 1.71% due to an increased amount of emergency rescue calls. The increase in licenses and permits and decrease in other revenue is due to the reclassification of cable franchise fee revenues to licenses and permits during 2008. The decrease in investment income is due to decreased interest rates in 2008 compared to 2007.

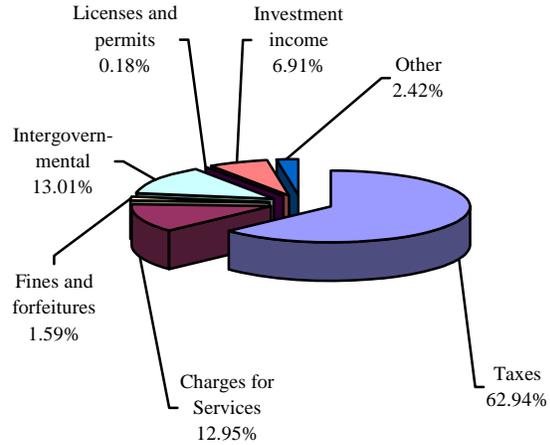
**CITY OF WILLARD, OHIO**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED DECEMBER 31, 2008  
UNAUDITED**

**Revenues - Fiscal Year 2008**



**Revenues - Fiscal Year 2007**



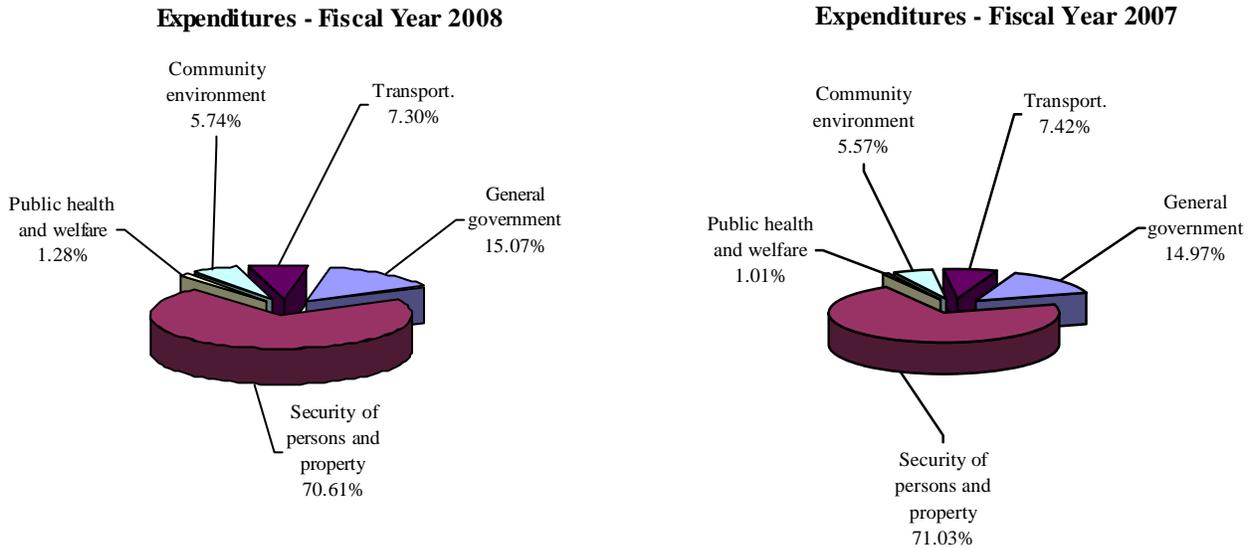
The table that follows assists in illustrating the expenditures of the general fund.

	<u>2008</u> <u>Amount</u>	<u>2007</u> <u>Amount</u>	<u>Percentage</u> <u>Change</u>
<b><u>Expenditures</u></b>			
General government	\$ 475,191	\$ 446,340	6.46
Security of persons and property	2,226,174	2,118,709	5.07
Public health and welfare	40,209	29,993	34.06
Community environment	180,863	166,438	8.67
Transportation	<u>229,878</u>	<u>221,137</u>	3.95
 Total	 <u>\$ 3,152,315</u>	 <u>\$ 2,982,617</u>	 5.69

The City increased total general fund expenditures by 5.69%. The slight increase in expenditures can be attributed to strong internal cost control.

## CITY OF WILLARD, OHIO

### MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED DECEMBER 31, 2008 UNAUDITED



#### ***Budgeting Highlights***

The City's budgeting process is prescribed by the Ohio Revised Code (ORC). Essentially the budget is the City's appropriations which are restricted by the amounts of anticipated revenues certified by the Budget Commission in accordance with the ORC. Therefore, the City's plans or desires cannot be totally reflected in the original budget. If budgeted revenues are adjusted due to actual activity then the appropriations can be adjusted accordingly.

Budgetary information is presented for the general fund and major special revenue funds. In the general fund, the actual revenues and other financing sources came in \$165,586 more than they were in the final budget and actual expenditures and other financing uses were \$722,032 less than the amount in the final budget. Final budgeted revenues and other financing sources were unchanged from the original budgeted revenues and other financing sources. Final budgeted expenditures were \$51,000 more than the original budgeted expenditures.

#### ***Proprietary Funds***

The City's proprietary funds provide the same type of information found in the government-wide financial statements for business-type activities, except in more detail.

#### **Capital Assets and Debt Administration**

##### ***Capital Assets***

At the end of 2008, the City had \$19,790,944 (net of accumulated depreciation) invested in land, land improvements, buildings, equipment, vehicles, infrastructure and utility plant in service. Of this total, \$8,102,659 was reported in governmental activities and \$11,688,285 was reported in business-type activities. See Note 9 for further description of capital assets. The following table shows fiscal 2008 balances compared to 2007 (certain 2007 balances have been restated as described in note 9.A. of the notes to the basic financial statements):

**CITY OF WILLARD, OHIO**

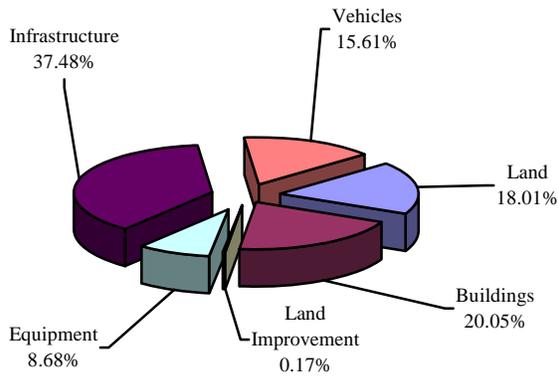
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED DECEMBER 31, 2008  
UNAUDITED

**Capital Assets at December 31  
(Net of Depreciation)**

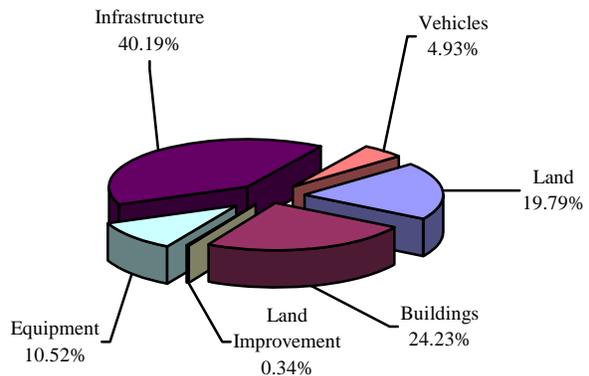
	<u>Governmental Activities</u>		<u>Business-type Activities</u>		<u>Total</u>	
		Restated		Restated		Restated
	<u>2008</u>	<u>2007</u>	<u>2008</u>	<u>2007</u>	<u>2008</u>	<u>2007</u>
Land	\$ 1,458,892	\$ 1,458,892	\$ 1,005,061	\$ 1,005,061	\$ 2,463,953	\$ 2,463,953
Buildings	1,625,022	1,785,636	2,093,432	2,147,124	3,718,454	3,932,760
Land improvements	13,446	24,422	63,655	52,790	77,101	77,212
Equipment	703,144	774,900	367,642	392,174	1,070,786	1,167,074
Vehicles	1,264,578	363,415	84,616	91,451	1,349,194	454,866
Utility plant in service	-	-	8,073,879	8,340,192	8,073,879	8,340,192
Infrastructure	<u>3,037,577</u>	<u>2,961,756</u>	<u>-</u>	<u>-</u>	<u>3,037,577</u>	<u>2,961,756</u>
Totals	<u>\$ 8,102,659</u>	<u>\$ 7,369,021</u>	<u>\$ 11,688,285</u>	<u>\$ 12,028,792</u>	<u>\$ 19,790,944</u>	<u>\$ 19,397,813</u>

The following graphs show the breakdown of governmental capital assets by category for 2008 and 2007.

**Capital Assets - Governmental Activities 2008**



**Capital Assets - Governmental Activities 2007**



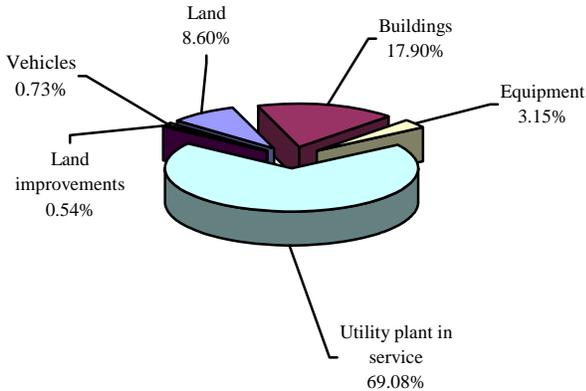
The City's infrastructure is the largest capital asset category. These items are immovable and of value only to the City, however, the annual cost of purchasing these items is quite significant. The net book value of the City's infrastructure (cost less accumulated depreciation) represents approximately 37.48% of the City's total governmental capital assets.

**CITY OF WILLARD, OHIO**

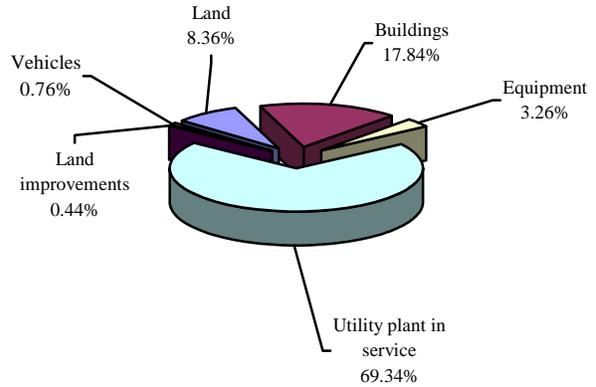
**MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED DECEMBER 31, 2008  
UNAUDITED**

The following graphs show the breakdown of business-type capital assets by category for 2008 and 2007.

**Capital Assets - Business-type Activities 2008**



**Capital Assets - Business-type Activities 2007**



The City's largest business-type capital asset category is utility plant in service, which includes water and sewer lines and the water plant. These items play a vital role in the income producing ability of the business-type activities. The net book value of the City's utility plant in service (cost less accumulated depreciation) represents approximately 69.08% of the City's total business-type capital assets.

***Debt Administration***

The long-term liabilities of the governmental and business-type activities have been restated. See Note 13 for detail. The City had the following long-term obligations outstanding at December 31, 2008 and 2007.

**Governmental Activities**

	<u>2008</u>	<u>Restated 2007</u>
USDA fire truck bond	\$ 370,000	\$ -
Issue II loans	<u>296,433</u>	<u>308,236</u>
<b>Total long-term obligations</b>	<b><u>\$ 666,433</u></b>	<b><u>\$ 308,236</u></b>

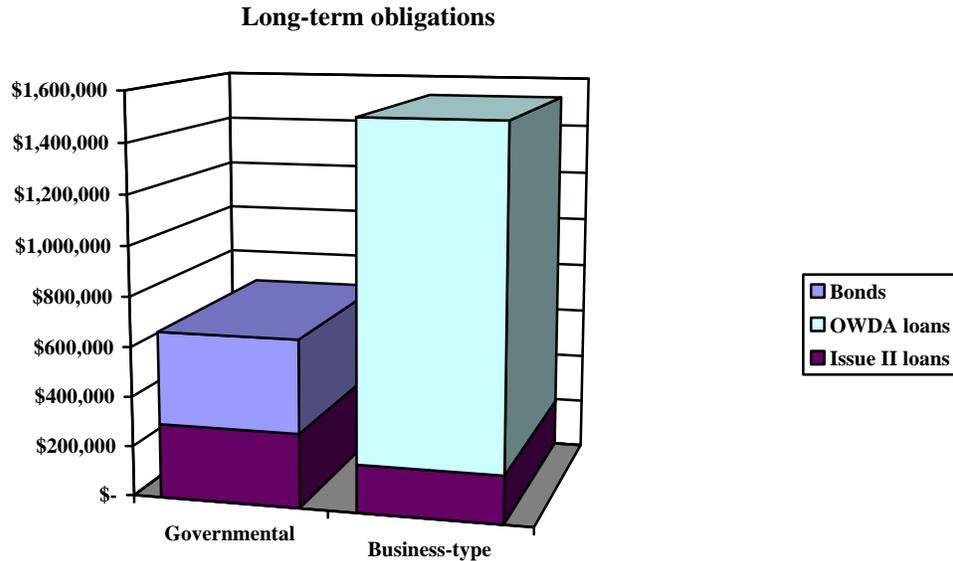
**Business-type Activities**

	<u>2008</u>	<u>Restated 2007</u>
OWDA loans	\$ 1,326,940	\$ 1,407,369
Issue II loans	<u>191,348</u>	<u>204,691</u>
<b>Total long-term obligations</b>	<b><u>\$ 1,518,288</u></b>	<b><u>\$ 1,612,060</u></b>

## CITY OF WILLARD, OHIO

### MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED DECEMBER 31, 2008 UNAUDITED

A comparison of the long-term obligations by category is depicted in the chart below.



Further detail on the City's long-term obligations can be found in Note 13 to the financial statements.

### **Economic Conditions and Outlook**

The City of Willard currently is home to about 6,800 residents and serves an additional 3,500 area residents through our fire and rescue department as well as our water department. We are the second largest city in Huron County and are proud to be home to several successful manufacturing plants including RR Donnelley & Sons, MTD, Pepperidge Farms and Guardian Manufacturing. These factories employ nearly 4,000 workers from the Willard area.

The City currently has a 1.375% income tax, a portion of which is earmarked for capital improvements, maintenance and repair; an equal portion is used to provide funds for payment of service debt on bonds, notes, loans and other obligations issued prior to January 1, 2005, and the remainder is allocated to various other funds of the City for operational expenses. Collections for 2008 were approximately \$3 million. Income tax collections account for about 34% of the City of Willard's revenue sources.

Although revenues are stable there is little growth. The City was able to maintain services and activities normally provided to the residents. Our recreation department held its annual festival in the park, fireworks display and summer concert series. The City's swimming pool and parks were also able to remain open to area residents. The recycling program was also maintained with limited hours of operation. Due to uncontrollable circumstances the City had to eliminate the plastic recycling.

The City of Willard is struggling to maintain the streets due to the high cost of materials and supplies associated with repairing roadways. Street improvements were made to Myrtle Avenue and St. Mary's Street. Asphalt repairs were made at the water pollution control plant.

Major capital purchases were as follows:

- The fire department purchased a pumper/tanker.
- The fire department purchased a ladder truck.
- The maintenance department purchased a bucket truck.

## CITY OF WILLARD, OHIO

### MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED DECEMBER 31, 2008 UNAUDITED

- The maintenance department purchased 2 pickup trucks with plows.
- The maintenance department purchased a skid loader.
- The police department purchased a command vehicle.
- The police department purchased a new cruiser.
- New carpeting was installed and paint was applied in the administrative offices at City Hall.
- City Hall HVAC units were replaced.
- Improvements were made to the Clearwell.

Other capital items purchased and completed were as follows: The fire department replaced hose, and received a grant to purchase miscellaneous equipment. The maintenance department replaced some miscellaneous equipment. The roof at the mausoleum was repaired. The parks and recreation department replaced a pool pump, ice machine, and a fryer. The engineering department replaced a computer. The police department installed jail security cameras. The water treatment plant repaired the parking lot steps and railing at the reservoir as well as replaced some security barbed wire and pumps. The wastewater treatment plant replaced pumps. The finance office replaced a server and upgraded a computer.

The year 2009 will prove to be another tightly budgeted year due to the lack of growth in the City's revenue sources and increasing fuel costs. With the elimination of personal property taxes and local government funding freezes, the City will strive to maintain the current level of services and activities. Street project costs continue to climb due to the high fuel prices. The City has had to postpone or shorten the scope of several projects in order to meet current budget needs.

In the future the City intends to expand its recycling program to include glass. The City would also like to apply for a grant from the Ohio Department of Natural Resources to use the wastewater land areas for multi-public use such as birdhouses, bluebird trails, and prairie grass reintroduction. The City of Willard is proud to be a catalyst in promoting environmental awareness.

#### **Contacting the City's Financial Management**

This financial report is designed to provide our citizens, taxpayers, investors and creditors with a general overview of the City's finances and to show the City's accountability for the money it receives. If you have questions about this report or need additional financial information please contact: Ms. Jody Wagoner, Director of Finance, at 631 S. Myrtle Ave. P.O. Box 367, Willard, Ohio 44890.

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**BASIC  
FINANCIAL STATEMENTS**

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**CITY OF WILLARD, OHIO**

STATEMENT OF NET ASSETS  
DECEMBER 31, 2008

	<b>Governmental Activities</b>	<b>Business-type Activities</b>	<b>Total</b>
<b>Assets:</b>			
Equity in pooled cash and cash equivalents . . . . .	\$ 6,562,575	\$ 3,301,446	\$ 9,864,021
Cash and cash equivalents in segregated accounts . . . . .	229,794	-	229,794
Receivables (net of allowances for uncollectibles):			
Income taxes . . . . .	468,671	-	468,671
Real and other taxes . . . . .	353,576	-	353,576
Accounts . . . . .	75,648	855,648	931,296
Special assessments . . . . .	93,743	-	93,743
Accrued interest . . . . .	58,212	-	58,212
Due from other governments . . . . .	358,100	-	358,100
Prepayments . . . . .	44,880	28,268	73,148
Materials and supplies inventory . . . . .	30,902	208,194	239,096
Restricted assets:			
Cash and cash equivalents - restricted . . . . .	-	40,041	40,041
Capital assets:			
Land . . . . .	1,458,892	1,005,061	2,463,953
Depreciable capital assets, net . . . . .	6,643,767	10,683,224	17,326,991
Total capital assets . . . . .	<u>8,102,659</u>	<u>11,688,285</u>	<u>19,790,944</u>
Total assets . . . . .	<u>16,378,760</u>	<u>16,121,882</u>	<u>32,500,642</u>
<b>Liabilities:</b>			
Accounts payable . . . . .	51,687	43,976	95,663
Accrued wages . . . . .	59,299	43,793	103,092
Due to other governments . . . . .	130,890	31,227	162,117
Accrued interest payable . . . . .	48,166	16,300	64,466
Notes payable . . . . .	1,470,000	200,000	1,670,000
Unearned revenue . . . . .	340,285	-	340,285
Payable from restricted assets:			
Refundable deposits payable . . . . .	-	40,041	40,041
Long-term liabilities:			
Due within one year . . . . .	205,558	220,720	426,278
Due in more than one year . . . . .	701,793	1,540,897	2,242,690
Total liabilities . . . . .	<u>3,007,678</u>	<u>2,136,954</u>	<u>5,144,632</u>
<b>Net assets:</b>			
Invested in capital assets, net of related debt . . . . .	5,966,226	9,969,997	15,936,223
Restricted for:			
Capital projects . . . . .	849,161	-	849,161
Transportation projects . . . . .	574,461	-	574,461
Community environment projects . . . . .	449,498	-	449,498
Police and fire purposes . . . . .	205,394	-	205,394
Recreation . . . . .	157,326	-	157,326
Perpetual care . . . . .	14,657	-	14,657
Electric system sale . . . . .	1,753,921	-	1,753,921
Other purposes . . . . .	105,788	-	105,788
Unrestricted . . . . .	3,294,650	4,014,931	7,309,581
Total net assets . . . . .	<u>\$ 13,371,082</u>	<u>\$ 13,984,928</u>	<u>\$ 27,356,010</u>

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS

**CITY OF WILLARD, OHIO**

STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2008

	<b>Program Revenues</b>			
	<b>Expenses</b>	<b>Charges for Services</b>	<b>Operating Grants and Contributions</b>	<b>Capital Grants and Contributions</b>
<b>Governmental activities:</b>				
General government . . . . .	\$ 717,216	\$ 116,028	\$ -	\$ -
Security of persons and property. . . . .	2,579,735	410,262	2,665	193,250
Public health and welfare . . . . .	48,748	16,009	50	-
Transportation . . . . .	1,013,850	88,128	322,621	39,000
Community environment. . . . .	246,457	4,887	-	-
Leisure time activity. . . . .	293,021	67,689	15,858	-
Interest and fiscal charges . . . . .	58,771	-	-	-
<b>Total governmental activities . . . . .</b>	<b>4,957,798</b>	<b>703,003</b>	<b>341,194</b>	<b>232,250</b>
<b>Business-type activities:</b>				
Sewer . . . . .	1,857,574	1,664,654	-	-
Water . . . . .	1,275,875	1,553,486	-	-
<b>Total business-type activities . . . . .</b>	<b>3,133,449</b>	<b>3,218,140</b>	<b>-</b>	<b>-</b>
<b>Total primary government. . . . .</b>	<b>\$ 8,091,247</b>	<b>\$ 3,921,143</b>	<b>\$ 341,194</b>	<b>\$ 232,250</b>

**General revenues:**

Property taxes levied for:
General purposes . . . . .
Recreation . . . . .
Police and fire pension. . . . .
Capital projects . . . . .
Income taxes levied for:
General purposes . . . . .
Special revenue . . . . .
Capital projects . . . . .
Grants and entitlements not restricted to specific programs . . . . .
Investment earnings . . . . .
Miscellaneous . . . . .
 Total general revenues. . . . .
 Transfers. . . . .
 Change in net assets. . . . .
 <b>Net assets at beginning of year (restated) . . . . .</b>
 <b>Net assets at end of year . . . . .</b>

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS

**Net (Expense) Revenue and Changes in Net Assets**

<b>Governmental Activities</b>	<b>Business-type Activities</b>	<b>Total</b>
\$ (601,188)	\$ -	\$ (601,188)
(1,973,558)	-	(1,973,558)
(32,689)	-	(32,689)
(564,101)	-	(564,101)
(241,570)	-	(241,570)
(209,474)	-	(209,474)
(58,771)	-	(58,771)
<u>(3,681,351)</u>	<u>-</u>	<u>(3,681,351)</u>
-	(192,920)	(192,920)
<u>-</u>	<u>277,611</u>	<u>277,611</u>
-	84,691	84,691
<u>(3,681,351)</u>	<u>84,691</u>	<u>(3,596,660)</u>
290,340	-	290,340
57,157	-	57,157
28,467	-	28,467
35,265	-	35,265
1,814,300	-	1,814,300
267,992	-	267,992
558,488	-	558,488
629,479	-	629,479
253,900	73,768	327,668
32,080	6,839	38,919
<u>3,967,468</u>	<u>80,607</u>	<u>4,048,075</u>
<u>30,000</u>	<u>(30,000)</u>	<u>-</u>
316,117	135,298	451,415
<u>13,054,965</u>	<u>13,849,630</u>	<u>26,904,595</u>
<u>\$ 13,371,082</u>	<u>\$ 13,984,928</u>	<u>\$ 27,356,010</u>

**CITY OF WILLARD, OHIO**

BALANCE SHEET  
GOVERNMENTAL FUNDS  
DECEMBER 31, 2008

	<u>General</u>	<u>Electric System Sale</u>	<u>Bond Retirement</u>	<u>Income Tax Capital Improvement</u>
<b>Assets:</b>				
Equity in pooled cash and cash equivalents . . . . .	\$ 1,956,711	\$ 1,753,921	\$ 290,203	\$ 554,871
Cash in segregated accounts . . . . .	-	-	-	-
Receivables (net of allowance for uncollectibles):				
Income taxes . . . . .	-	-	-	-
Real and other taxes . . . . .	281,516	-	-	-
Accounts . . . . .	75,648	-	-	-
Interfund loans . . . . .	10,000	-	-	89,000
Accrued interest . . . . .	58,212	-	-	-
Special assessments . . . . .	30,313	-	-	-
Due from other governments. . . . .	216,650	-	-	-
Prepayments . . . . .	34,268	-	-	-
Materials and supplies inventory . . . . .	8,029	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
Total assets . . . . .	<u>\$ 2,671,347</u>	<u>\$ 1,753,921</u>	<u>\$ 290,203</u>	<u>\$ 643,871</u>
<b>Liabilities:</b>				
Accounts payable. . . . .	\$ 24,316	\$ -	\$ -	\$ 18,227
Accrued wages . . . . .	48,015	-	-	-
Interfund loan payable . . . . .	-	-	-	-
Due to other governments . . . . .	109,403	-	-	-
Accrued interest payable. . . . .	-	-	20,258	-
Notes payable. . . . .	-	-	650,000	-
Deferred revenue . . . . .	249,862	-	-	-
Unearned revenue. . . . .	271,047	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
Total liabilities . . . . .	<u>702,643</u>	<u>-</u>	<u>670,258</u>	<u>18,227</u>
<b>Fund balances:</b>				
Reserved for encumbrances . . . . .	23,691	-	-	57,188
Reserved for prepayments . . . . .	34,268	-	-	-
Reserved for materials and supplies inventory. . . . .	8,029	-	-	-
Reserved for unclaimed monies . . . . .	3,879	-	-	-
Reserved for perpetual care. . . . .	-	-	-	-
Reserved for electric system sale. . . . .	-	1,575,000	-	-
Unreserved, undesignated (deficit), reported in:				
General fund. . . . .	1,898,837	-	-	-
Special revenue funds . . . . .	-	178,921	-	-
Debt service funds . . . . .	-	-	(380,055)	-
Capital projects funds . . . . .	-	-	-	568,456
	<hr/>	<hr/>	<hr/>	<hr/>
Total fund balances. . . . .	<u>1,968,704</u>	<u>1,753,921</u>	<u>(380,055)</u>	<u>625,644</u>
	<hr/>	<hr/>	<hr/>	<hr/>
Total liabilities and fund balances . . . . .	<u>\$ 2,671,347</u>	<u>\$ 1,753,921</u>	<u>\$ 290,203</u>	<u>\$ 643,871</u>

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS

<b>TIF Improvement</b>	<b>Capital Reserve</b>	<b>Other Governmental Funds</b>	<b>Total Governmental Funds</b>
\$ 159,314	\$ 204,268	\$ 1,643,287	\$ 6,562,575
-	-	229,794	229,794
-	-	468,671	468,671
-	-	72,060	353,576
-	-	-	75,648
-	-	-	99,000
-	-	-	58,212
63,430	-	-	93,743
-	-	141,450	358,100
-	-	10,612	44,880
-	-	22,873	30,902
<u>\$ 222,744</u>	<u>\$ 204,268</u>	<u>\$ 2,588,747</u>	<u>\$ 8,375,101</u>
\$ -	\$ -	\$ 9,144	\$ 51,687
-	-	11,284	59,299
-	-	99,000	99,000
-	-	21,487	130,890
25,557	-	-	45,815
820,000	-	-	1,470,000
63,430	-	165,525	478,817
-	-	69,238	340,285
<u>908,987</u>	<u>-</u>	<u>375,678</u>	<u>2,675,793</u>
-	-	10,960	91,839
-	-	10,612	44,880
-	-	22,873	30,902
-	-	-	3,879
-	-	14,657	14,657
-	-	-	1,575,000
-	-	-	1,898,837
-	-	2,132,367	2,311,288
-	-	-	(380,055)
(686,243)	204,268	21,600	108,081
<u>(686,243)</u>	<u>204,268</u>	<u>2,213,069</u>	<u>5,699,308</u>
<u>\$ 222,744</u>	<u>\$ 204,268</u>	<u>\$ 2,588,747</u>	<u>\$ 8,375,101</u>

**CITY OF WILLARD, OHIO**

RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES TO  
NET ASSETS OF GOVERNMENTAL ACTIVITIES  
DECEMBER 31, 2008

<b>Total governmental fund balances</b>		\$ 5,699,308
<i>Amounts reported for governmental activities in the statement of net assets are different because:</i>		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.		8,102,659
Other long-term assets are not available to pay for current period expenditures and therefore are deferred in the funds.		
Income taxes	\$ 63,686	
Real and other taxes	13,291	
Special assessments	93,743	
Intergovernmental revenues	249,885	
Interest	58,212	
Total		478,817
In the statement of activities interest is accrued on outstanding bonds, notes and loans payable, whereas in governmental funds, interest expenditures are reported when due.		(2,351)
Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds. The long-term liabilities are as follows:		
Compensated absences	(240,918)	
Fire truck bonds payable	(370,000)	
Issue II loans payable	(296,433)	
Total		(907,351)
<b>Net assets of governmental activities</b>		<b>\$ 13,371,082</b>

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS

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**CITY OF WILLARD, OHIO**

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS  
FOR THE YEAR ENDED DECEMBER 31, 2008

	<u>General</u>	<u>Electric System Sale</u>	<u>Bond Retirement</u>	<u>Income Tax Capital Improvement</u>
<b>Revenues:</b>				
Income taxes . . . . .	\$ 1,814,300	\$ -	\$ -	\$ 558,488
Real and other taxes . . . . .	306,129	-	-	-
Charges for services . . . . .	423,414	-	-	-
Licenses and permits . . . . .	73,986	-	-	-
Fines and forfeitures . . . . .	46,627	-	-	-
Intergovernmental . . . . .	568,820	-	-	-
Investment income . . . . .	139,285	50,718	5,058	-
Rental income . . . . .	-	-	-	-
Contributions and donations . . . . .	-	-	-	-
Other . . . . .	8,877	-	-	-
Total revenues . . . . .	<u>3,381,438</u>	<u>50,718</u>	<u>5,058</u>	<u>558,488</u>
<b>Expenditures:</b>				
Current:				
General government . . . . .	475,191	-	-	-
Security of persons and property . . . . .	2,226,174	-	-	-
Public health and welfare . . . . .	40,209	-	-	-
Transportation . . . . .	229,878	-	-	-
Community environment . . . . .	180,863	-	-	-
Leisure time activity . . . . .	-	-	-	-
Capital outlay . . . . .	-	-	-	250,511
Debt service:				
Principal retirement . . . . .	-	-	19,804	-
Interest and fiscal charges . . . . .	-	-	23,100	-
Total expenditures . . . . .	<u>3,152,315</u>	<u>-</u>	<u>42,904</u>	<u>250,511</u>
Excess (deficiency) of revenues over (under) expenditures . . . . .	<u>229,123</u>	<u>50,718</u>	<u>(37,846)</u>	<u>307,977</u>
<b>Other financing sources (uses):</b>				
Sale of bonds . . . . .	-	-	-	-
Issue II loans . . . . .	-	-	-	-
Sale of capital assets . . . . .	-	-	-	-
Transfers in . . . . .	-	-	187,000	42
Transfers out . . . . .	(12,000)	-	-	(175,000)
Total other financing sources (uses) . . . . .	<u>(12,000)</u>	<u>-</u>	<u>187,000</u>	<u>(174,958)</u>
Net change in fund balances . . . . .	217,123	50,718	149,154	133,019
<b>Fund balances (deficit)</b>				
<b>at beginning of year (restated)</b> . . . . .	1,751,581	1,703,203	(529,209)	492,625
<b>Fund balances (deficit) at end of year</b> . . . . .	<u>\$ 1,968,704</u>	<u>\$ 1,753,921</u>	<u>\$ (380,055)</u>	<u>\$ 625,644</u>

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS

<b>TIF Improvement</b>	<b>Capital Reserve</b>	<b>Other Governmental Funds</b>	<b>Total Governmental Funds</b>
\$ -	\$ -	\$ 482,479	\$ 2,855,267
35,265	-	92,042	433,436
-	-	139,182	562,596
-	-	-	73,986
-	-	559	47,186
-	30,000	556,929	1,155,749
4,002	-	16,414	215,477
-	-	38,750	38,750
-	-	13,204	13,204
-	-	20,625	29,502
<u>39,267</u>	<u>30,000</u>	<u>1,360,184</u>	<u>5,425,153</u>
-	-	128,034	603,225
-	-	159,294	2,385,468
-	-	4,205	44,414
-	-	593,988	823,866
-	-	12,550	193,413
-	-	251,771	251,771
-	764,157	285,445	1,300,113
-	-	-	19,804
28,745	4,575	-	56,420
<u>28,745</u>	<u>768,732</u>	<u>1,435,287</u>	<u>5,678,494</u>
<u>10,522</u>	<u>(738,732)</u>	<u>(75,103)</u>	<u>(253,341)</u>
-	370,000	-	370,000
-	-	8,001	8,001
-	-	3,935	3,935
-	-	30,000	217,042
-	-	(42)	(187,042)
<u>-</u>	<u>370,000</u>	<u>41,894</u>	<u>411,936</u>
10,522	(368,732)	(33,209)	158,595
(696,765)	573,000	2,246,278	5,540,713
<u>\$ (686,243)</u>	<u>\$ 204,268</u>	<u>\$ 2,213,069</u>	<u>\$ 5,699,308</u>

**CITY OF WILLARD, OHIO**

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES  
IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2008

<b>Net change in fund balances - total governmental funds</b>		\$ 158,595
<i>Amounts reported for governmental activities in the statement of activities are different because:</i>		
Government funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets are allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.		
Capital asset additions	\$ 1,295,440	
Current year depreciation	(553,769)	
Total		741,671
Governmental funds only report the disposal of capital assets to the extent proceeds are received from the sale. In the statement of activities, a gain or loss is reported for each disposal.		
Capital asset disposal	(80,555)	
Accumulated depreciation on disposal	72,522	
Total		(8,033)
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds.		
Income taxes	(214,487)	
Real and other taxes	(22,207)	
Special assessments	(20,872)	
Intergovernmental revenues	17,556	
Interest	54,837	
Total		(185,173)
Repayment of loan principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net assets.		
		19,804
Proceeds of loans and bonds are other financing sources in the governmental funds, but they increase liabilities on the statement of net assets.		
		(378,001)
In the statement of activities, interest is accrued on outstanding bonds and loans, whereas in governmental funds, an interest expenditure is reported when due.		
		(2,351)
Some expenses reported in the statement of activities, such as compensated absences, do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.		
		(30,395)
<b>Change in net assets of governmental activities</b>		<b>\$ 316,117</b>

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS

**CITY OF WILLARD, OHIO**

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN  
 FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)  
 GENERAL FUND  
 FOR THE YEAR ENDED DECEMBER 31, 2008

	<u>Budgeted Amounts</u>			<b>Variance with Final Budget Positive (Negative)</b>
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	
<b>Revenues:</b>				
Income taxes . . . . .	\$ 1,814,300	\$ 1,814,300	\$ 1,814,300	\$ -
Property and other taxes. . . . .	306,800	306,800	306,129	(671)
Charges for services. . . . .	390,500	390,500	426,358	35,858
Licenses and permits . . . . .	42,500	42,500	73,986	31,486
Fines and forfeitures . . . . .	51,000	51,000	46,627	(4,373)
Intergovernmental. . . . .	493,000	493,000	574,926	81,926
Investment income . . . . .	148,300	148,300	148,783	483
Other . . . . .	14,000	14,000	8,877	(5,123)
<b>Total revenues . . . . .</b>	<u>3,260,400</u>	<u>3,260,400</u>	<u>3,399,986</u>	<u>139,586</u>
<b>Expenditures:</b>				
Current:				
General government . . . . .	574,204	574,204	475,380	98,824
Security of persons and property. . . . .	2,774,356	2,789,356	2,279,429	509,927
Public health and welfare . . . . .	54,783	54,783	40,408	14,375
Transportation . . . . .	283,602	283,602	236,668	46,934
Community environment. . . . .	243,168	243,168	191,196	51,972
<b>Total expenditures . . . . .</b>	<u>3,930,113</u>	<u>3,945,113</u>	<u>3,223,081</u>	<u>722,032</u>
Excess (deficiency) of revenues over (under) expenditures . . . . .	<u>(669,713)</u>	<u>(684,713)</u>	<u>176,905</u>	<u>861,618</u>
<b>Other financing sources (uses):</b>				
Advance in . . . . .	68,800	68,800	94,800	26,000
Advance out . . . . .	(68,800)	(104,800)	(104,800)	-
Transfers out . . . . .	(12,000)	(12,000)	(12,000)	-
<b>Total other financing sources (uses) . . . . .</b>	<u>(12,000)</u>	<u>(48,000)</u>	<u>(22,000)</u>	<u>26,000</u>
Net change in fund balance . . . . .	(681,713)	(732,713)	154,905	887,618
<b>Fund balance at beginning of year. . . . .</b>	1,703,978	1,703,978	1,703,978	-
<b>Prior year encumbrances appropriated. . . . .</b>	51,563	51,563	51,563	-
<b>Fund balance at end of year . . . . .</b>	<u>\$ 1,073,828</u>	<u>\$ 1,022,828</u>	<u>\$ 1,910,446</u>	<u>\$ 887,618</u>

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS

**CITY OF WILLARD, OHIO**

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN  
 FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)  
 ELECTRIC SYSTEM SALE FUND  
 FOR THE YEAR ENDED DECEMBER 31, 2008

	<u>Budgeted Amounts</u>		<u>Actual</u>	<b>Variance with Final Budget Positive (Negative)</b>
	<u>Original</u>	<u>Final</u>		
<b>Revenues:</b>				
Investment income . . . . .	\$ 69,350	\$ 69,350	\$ 50,718	\$ (18,632)
Total revenues . . . . .	<u>69,350</u>	<u>69,350</u>	<u>50,718</u>	<u>(18,632)</u>
Net change in fund balance . . . . .	69,350	69,350	50,718	(18,632)
<b>Fund balance at beginning of year. . . . .</b>	<u>1,703,203</u>	<u>1,703,203</u>	<u>1,703,203</u>	<u>-</u>
<b>Fund balance at end of year . . . . .</b>	<u>\$ 1,772,553</u>	<u>\$ 1,772,553</u>	<u>\$ 1,753,921</u>	<u>\$ (18,632)</u>

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS

**CITY OF WILLARD, OHIO**

STATEMENT OF NET ASSETS  
 PROPRIETARY FUNDS  
 DECEMBER 31, 2008

	<b>Business-type Activities -Enterprise Funds</b>			
	<b>Sewer</b>	<b>Water</b>	<b>Nonmajor</b>	<b>Total</b>
<b>Assets:</b>				
Current assets:				
Equity in pooled cash and cash equivalents. . . . .	\$ 1,329,110	\$ 1,877,197	\$ 95,139	\$ 3,301,446
Receivables (net of allowance for uncollectibles):				
Accounts . . . . .	412,510	443,138	-	855,648
Prepayments . . . . .	13,868	14,400	-	28,268
Materials and supplies inventory . . . . .	151,630	56,564	-	208,194
Restricted assets:				
Equity in pooled cash and cash equivalents . . . . .	-	40,041	-	40,041
Total current assets . . . . .	<u>1,907,118</u>	<u>2,431,340</u>	<u>95,139</u>	<u>4,433,597</u>
Noncurrent assets:				
Capital assets:				
Land . . . . .	442,180	562,881	-	1,005,061
Depreciable capital assets, net. . . . .	5,437,920	5,245,304	-	10,683,224
Total capital assets . . . . .	<u>5,880,100</u>	<u>5,808,185</u>	<u>-</u>	<u>11,688,285</u>
Total noncurrent assets . . . . .	<u>5,880,100</u>	<u>5,808,185</u>	<u>-</u>	<u>11,688,285</u>
Total assets . . . . .	<u>7,787,218</u>	<u>8,239,525</u>	<u>95,139</u>	<u>16,121,882</u>
<b>Liabilities:</b>				
Current liabilities:				
Accounts payable. . . . .	18,890	25,086	-	43,976
Accrued wages . . . . .	26,051	17,742	-	43,793
Compensated absences . . . . .	74,166	44,947	-	119,113
Due to other governments . . . . .	18,567	12,660	-	31,227
Accrued interest payable . . . . .	7,008	9,292	-	16,300
Notes payable . . . . .	-	200,000	-	200,000
Payable from restricted assets:				
Refundable deposits payable . . . . .	-	40,041	-	40,041
Current portion of OWDA loans . . . . .	65,465	22,799	-	88,264
Current portion of Issue II loans. . . . .	2,420	10,923	-	13,343
Total current liabilities . . . . .	<u>212,567</u>	<u>383,490</u>	<u>-</u>	<u>596,057</u>
Long-term liabilities:				
OWDA loans . . . . .	955,525	283,151	-	1,238,676
Issue II loans . . . . .	37,506	140,499	-	178,005
Compensated absences. . . . .	84,434	39,782	-	124,216
Total long-term liabilities. . . . .	<u>1,077,465</u>	<u>463,432</u>	<u>-</u>	<u>1,540,897</u>
Total liabilities . . . . .	<u>1,290,032</u>	<u>846,922</u>	<u>-</u>	<u>2,136,954</u>
<b>Net assets:</b>				
Invested in capital assets, net of related debt. . . . .	4,819,184	5,150,813	-	9,969,997
Unrestricted . . . . .	<u>1,678,002</u>	<u>2,241,790</u>	<u>95,139</u>	<u>4,014,931</u>
Total net assets . . . . .	<u>\$ 6,497,186</u>	<u>\$ 7,392,603</u>	<u>\$ 95,139</u>	<u>\$ 13,984,928</u>

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS

**CITY OF WILLARD, OHIO**

STATEMENT OF REVENUES, EXPENSES AND  
CHANGES IN NET ASSETS  
PROPRIETARY FUNDS  
FOR THE YEAR ENDED DECEMBER 31, 2008

	<b>Business-type Activities - Enterprise Funds</b>			
	<b>Sewer</b>	<b>Water</b>	<b>Nonmajor</b>	<b>Total</b>
<b>Operating revenues:</b>				
Charges for services. . . . .	\$ 1,664,654	\$ 1,551,986	\$ -	\$ 3,216,640
Tap-in fees. . . . .	-	1,500	-	1,500
Other . . . . .	18	6,821	-	6,839
	<hr/>	<hr/>	<hr/>	<hr/>
Total operating revenues. . . . .	1,664,672	1,560,307	-	3,224,979
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Operating expenses:</b>				
Personal services . . . . .	948,538	632,517	-	1,581,055
Contract services . . . . .	44,580	56,935	-	101,515
Materials and supplies . . . . .	115,494	122,890	-	238,384
Depreciation. . . . .	386,913	221,268	-	608,181
Administrative costs. . . . .	133,440	133,440	-	266,880
Utilities. . . . .	201,687	88,033	-	289,720
Other . . . . .	6,285	5,785	-	12,070
	<hr/>	<hr/>	<hr/>	<hr/>
Total operating expenses. . . . .	1,836,937	1,260,868	-	3,097,805
	<hr/>	<hr/>	<hr/>	<hr/>
Operating income (loss). . . . .	(172,265)	299,439	-	127,174
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Nonoperating revenues (expenses):</b>				
Interest revenue. . . . .	33,270	40,498	-	73,768
Interest expense and fiscal charges . . . . .	(14,270)	(15,007)	-	(29,277)
Other nonoperating expenses. . . . .	(6,367)	-	-	(6,367)
	<hr/>	<hr/>	<hr/>	<hr/>
Total nonoperating revenues (expenses) . . . . .	12,633	25,491	-	38,124
	<hr/>	<hr/>	<hr/>	<hr/>
Income (loss) before transfers. . . . .	(159,632)	324,930	-	165,298
	<hr/>	<hr/>	<hr/>	<hr/>
Transfers out . . . . .	(30,000)	-	-	(30,000)
	<hr/>	<hr/>	<hr/>	<hr/>
Changes in net assets . . . . .	(189,632)	324,930	-	135,298
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net assets at beginning of year (restated). . . . .</b>	6,686,818	7,067,673	95,139	13,849,630
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net assets at end of year. . . . .</b>	<u>\$ 6,497,186</u>	<u>\$ 7,392,603</u>	<u>\$ 95,139</u>	<u>\$ 13,984,928</u>

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS

**CITY OF WILLARD, OHIO**

STATEMENT OF CASH FLOWS  
 PROPRIETARY FUNDS  
 FOR THE YEAR ENDED DECEMBER 31, 2008

**Business-type Activities - Enterprise Funds**

	<u>Sewer</u>	<u>Water</u>	<u>Nonmajor</u>	<u>Total</u>
<b>Cash flows from operating activities:</b>				
Cash received from customers. . . . .	\$ 1,663,206	\$ 1,456,853	\$ -	\$ 3,120,059
Cash received from other operations . . . . .	18	20,251	-	20,269
Cash payments for personal services . . . . .	(947,072)	(636,476)	-	(1,583,548)
Cash payments for contract services. . . . .	(57,242)	(69,406)	-	(126,648)
Cash payments for materials and supplies. . . . .	(106,961)	(157,048)	-	(264,009)
Cash payments for utilities. . . . .	(201,522)	(89,446)	-	(290,968)
Cash payments for administrative costs . . . . .	(133,440)	(133,440)	-	(266,880)
Cash payments for other expenses . . . . .	(6,831)	(8,330)	-	(15,161)
Net cash provided by operating activities. . . . .	<u>210,156</u>	<u>382,958</u>	<u>-</u>	<u>593,114</u>
<b>Cash flows from noncapital financing activities:</b>				
Cash payments for transfers out. . . . .	(30,000)	-	-	(30,000)
Net cash used in noncapital financing activities . . . . .	<u>(30,000)</u>	<u>-</u>	<u>-</u>	<u>(30,000)</u>
<b>Cash flows from capital and related financing activities:</b>				
Acquisition of capital assets . . . . .	(42,992)	(224,682)	-	(267,674)
Principal retirement. . . . .	(66,866)	(583,273)	-	(650,139)
Interest and fiscal charges. . . . .	(14,779)	(30,425)	-	(45,204)
Sale of notes. . . . .	-	200,000	-	200,000
Net cash used in capital and related financing activities . . . . .	<u>(124,637)</u>	<u>(638,380)</u>	<u>-</u>	<u>(763,017)</u>
<b>Cash flows from investing activities:</b>				
Interest received. . . . .	33,270	40,498	-	73,768
Net cash provided by investing activities. . . . .	<u>33,270</u>	<u>40,498</u>	<u>-</u>	<u>73,768</u>
Net increase (decrease) in cash and cash equivalents . . . . .	88,789	(214,924)	-	(126,135)
<b>Cash and cash equivalents at beginning of year (restated) . . . . .</b>	<u>1,240,321</u>	<u>2,132,162</u>	<u>95,139</u>	<u>3,467,622</u>
<b>Cash and cash equivalents at end of year . . . . .</b>	<u>\$ 1,329,110</u>	<u>\$ 1,917,238</u>	<u>\$ 95,139</u>	<u>\$ 3,341,487</u>
<b>Reconciliation of operating income (loss) to net cash provided by operating activities:</b>				
Operating income (loss) . . . . .	\$ (172,265)	\$ 299,439	\$ -	\$ 127,174
Adjustments:				
Depreciation . . . . .	386,913	221,268	-	608,181
Changes in assets and liabilities:				
Increase in materials and supplies inventory. . . . .	(5,422)	(44,328)	-	(49,750)
Increase in accounts receivable . . . . .	(1,448)	(96,633)	-	(98,081)
Increase in prepayments . . . . .	(11,698)	(11,752)	-	(23,450)
Increase in accounts payable. . . . .	12,610	7,660	-	20,270
Increase in payable from restricted assets. . . . .	-	11,263	-	11,263
Decrease in accrued wages and benefits . . . . .	(15,117)	(9,980)	-	(25,097)
Increase in due to other governments. . . . .	64	66	-	130
Increase in compensated absences payable. . . . .	16,519	5,955	-	22,474
Net cash provided by operating activities . . . . .	<u>\$ 210,156</u>	<u>\$ 382,958</u>	<u>\$ -</u>	<u>\$ 593,114</u>

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS

**CITY OF WILLARD, OHIO**

STATEMENT OF FIDUCIARY NET ASSETS  
FIDUCIARY FUNDS  
DECEMBER 31, 2008

	<u>Agency</u>
<b>Assets:</b>	
Equity in pooled cash and cash equivalents . . . . .	\$ 11,559
Total assets. . . . .	<u>\$ 11,559</u>
<b>Liabilities:</b>	
Deposits held and due to others. . . . .	\$ 11,559
Total liabilities . . . . .	<u>\$ 11,559</u>

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS

## **CITY OF WILLARD, OHIO**

### **NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2008**

#### **NOTE 1 - DESCRIPTION OF THE CITY**

The City of Willard ("The City") is a body politic and corporate established for the purpose of exercising the rights and privileges conveyed to it by the constitution of the State of Ohio.

The City was originally organized as the Village of Chicago Junction in 1874. The name was changed to the Village of Willard in 1917, which became the City of Willard in 1959 as a home rule municipal corporation under the laws of the State of Ohio. The City operates under a council-manager form of government and provides the following services as authorized by its charter: public safety, public services, recreation and development.

#### **NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The basic financial statements (BFS) of the City have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to local governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial principles. The City also applies Financial Accounting Standards Board (FASB) Statements and Interpretations issued on or before November 30, 1989, to its governmental and business-type activities and to its proprietary funds provided they do not conflict with or contradict GASB pronouncements. The City has the option to also apply FASB Statements and Interpretations issued after November 30, 1989 to its business-type activities and enterprise funds, subject to this same limitation. The City has elected not to apply these FASB Statements and Interpretations. The most significant of the City's accounting policies are described below.

##### **A. Reporting Entity**

For financial reporting purposes, the City's BFS include all funds, agencies, boards, commissions, and departments for which the City is financially accountable. Financial accountability, as defined by the GASB, exists if the City appoints a voting majority of an organization's Governing Board and is either able to impose its will on that organization or there is a potential for the organization to provide specific financial benefits to, or impose specific burdens on, the City. The City may also be financially accountable for governmental organizations with a separately elected Governing Board, a Governing Board appointed by another government, or a jointly appointed Board that is fiscally dependent on the City. The City also took into consideration other organizations for which the nature and significance of their relationship with the City are such that exclusion would cause the City's basic financial statements to be misleading or incomplete.

The primary government of the City consists of all funds, departments, boards and agencies that are not legally separate from the City. For the City of Willard, this includes police protection, street maintenance and repairs, planning and zoning, parks and recreation, water, sewer and storm water. The operation of each of these activities is directly controlled by Council through the budgetary process.

The City of Willard owns and is responsible for the lighting and any major repairs and improvements of the Willard Airport. Rental fees for use of public property and proceeds from the sale of airplane fuel are collected by the City; however, minor repairs, services, and operations at the airport are provided by a private business and its related financial statements are not included in the financial statements of the City.

## CITY OF WILLARD, OHIO

### NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2008

#### NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)

Mercy Hospital is a non-profit corporation privately owned by Willard Area Hospital, Inc. The Board is appointed by the Willard Area Hospital, Inc., whose board members are appointed from private citizens within the community. Although the City originally purchased the land, built the building and had issued debt relating to capital improvements, the administration of the hospital is controlled by the Mercy staff. A lease agreement was entered into in 1968 and on December 31, 2013, the property and operations of the hospital will be returned and to be managed by the City unless Willard Area Hospital, Inc. exercises its purchase option. The financial statements of the hospital are not included with the financial statements of the City of Willard. See Note 10 for detail.

Component units are legally separate organizations for which the City is financially accountable. The City is financially accountable for an organization if the City appoints a voting majority of the organization's governing board and (1) the City is able to significantly influence the programs or services performed or provided by the organization; or (2) the City is legally entitled to or can otherwise access the organization's resources; the City is legally obligated or has otherwise assumed the responsibility to finance deficits of, or provide financial support to, the organization. Component units may also include organizations that are fiscally dependent on the City in that the City approves the budget, the issuance of debt or the levying of taxes. The City has no component units.

#### **B. Basis of Presentation - Fund Accounting**

The City's BFS consist of government-wide statements, including a statement of net assets and a statement of activities, and fund financial statements which provide a more detailed level of financial information.

***Government-wide Financial Statements*** - The statement of net assets and the statement of activities display information about the City as a whole. These statements include the financial activities of the primary government, except for fiduciary funds. The statements distinguish between those activities of the City that are governmental and those that are considered business-type activities.

The statement of net assets presents the financial condition of the governmental and business-type activities of the City at year-end. The statement of activities presents a comparison between direct expenses and program revenues for each program or function of the City's governmental activities and for the business-type activities of the City. Direct expenses are those that are specifically associated with a service, program or department and therefore clearly identifiable to a particular function. Program revenues include charges paid by the recipient of the goods or services offered by the program, grants and contributions that are restricted to meeting the operational or capital requirements of a particular program and interest earned on grants that is required to be used to support a particular program. Revenues which are not classified as program revenues are presented as general revenues of the City, with certain limited exceptions. The comparison of direct expenses with program revenues identifies the extent to which each business segment or governmental functions are self-financing or draw from the general revenues of the City.

***Fund Financial Statements*** - During the year, the City segregates transactions related to certain City functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. Fund financial statements are designed to present financial information of the City at this more detailed level. The focus of governmental and enterprise fund financial statements is on major funds. Each major fund is presented in a separate column. Nonmajor funds are aggregated and presented in a single column. Fiduciary funds are reported by type.

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2008

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)**

**C. Fund Accounting**

The City uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self balancing set of accounts. There are three categories of funds: governmental, proprietary and fiduciary.

***Governmental Funds*** - Governmental funds are those through which most governmental functions typically are financed. Governmental fund reporting focuses on the sources, uses and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used. Current liabilities are assigned to the fund from which they will be paid. The difference between governmental fund assets and liabilities is reported as fund balance. The following are the City's major governmental funds:

*General* - The general fund accounts for all financial resources except those required to be accounted for in another fund. This includes, but is not limited to, police and fire protection, public health activities, cemetery, and the general administration of City functions.

*Electric System Sale* - This fund accounts for the proceeds and interest income from the sale of the City's electric system. The proceeds of the sale, \$1,575,000, may not be used for any purpose without the vote of the citizens of Willard. Interest income in this fund may be used for any purpose.

*Bond Retirement* - This fund accounts for the accumulation of resources for, and payment of, long-term debt principal, interest and related costs.

*Income Tax Capital Improvement* - This fund accounts for income tax receipts that are used for the acquisition and construction of capital assets.

*TIF Improvement* - This fund accounts for tax increment financing receipts that are used for the acquisition and construction of capital assets.

*Capital Reserve* - This fund accounts for the accumulation of resources which are used for the acquisition and construction of capital assets.

Other governmental funds of the City are used to account for (a) financial resources to be used for the acquisition, construction, or improvement of capital facilities other than those financed by proprietary funds; and (b) for grants and other resources whose use is restricted to a particular purpose.

***Proprietary Funds*** - Proprietary fund reporting focuses on changes in net assets, financial position and cash flows. Proprietary funds are classified as either enterprise funds or internal service funds. The City has no internal service funds.

*Enterprise funds* - The enterprise funds may be used to account for any activity for which a fee is charged to external users for goods or services. The following are the City's major enterprise funds:

*Sewer* - This fund accounts for the provision of sanitary sewer service to the residents and commercial users located within the City.

*Water* - This fund accounts for the provision of water treatment and distribution to its residential and commercial users located within the City.

## CITY OF WILLARD, OHIO

### NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2008

#### NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)

The City's nonmajor enterprise fund accounts for the provision of storm drainage runoff services to the residents and commercial users located within the City.

***Fiduciary Funds*** - Fiduciary fund reporting focuses on net assets and changes in net assets. The fiduciary fund category is split into four classifications: pension trust funds, investment trust funds, private-purpose trust funds and agency funds. Trust funds are used to account for assets held by the City under a trust agreement for individuals, private organizations, or other governments and are therefore not available to support the City's own programs. The City has no trust funds. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. The City has four agency funds used to account for cash deposits in lieu of bonds for contracts formally bid, insurance money received by part-time and retired employees who are paying a portion of their health insurance, money received in cases of suspected arson and refundable deposits for use of City owned duck blinds.

#### **D. Measurement Focus and Basis of Accounting**

***Government-wide Financial Statements*** - The government-wide financial statements are prepared using the economic resources measurement focus. All assets and all liabilities associated with the operation of the City are included on the statement of net assets.

***Fund Financial Statements*** - All governmental funds are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. The statement of revenues, expenditures and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements therefore include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the financial statements for governmental funds.

Like the government-wide statements, all proprietary funds are accounted for on a flow of economic resources measurement focus. All assets and all liabilities associated with the operation of these funds are included on the statement of net assets. The statement of changes in fund net assets presents increases (i.e., revenues) and decreases (i.e., expenses) in total net assets. The statement of cash flows provides information about how the City finances and meets the cash flow needs of its proprietary activities.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operation. The principal operating revenues of the City's proprietary funds are charges for sales and services. Operating expenses for the enterprise funds include personnel and other expenses related to the operations of the enterprise activities. All revenues and expenses not meeting these definitions are reported as nonoperating revenues and expenses.

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2008

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)**

**E. Basis of Accounting**

Basis of accounting determines when transactions are recorded in the financial records and reported on the financial statements. Government-wide financial statements are prepared using the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting. Proprietary and agency funds use the accrual basis of accounting. Differences in the accrual and modified accrual basis of accounting arise in the recognition of revenue, the recording of deferred revenue and in the presentation of expenses versus expenditures.

**Revenues - Exchange and Non-exchange Transactions** - Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. Available means that the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For the City, available means expected to be received within sixty days after year-end.

Nonexchange transactions, in which the City receives value without directly giving equal value in return, include income taxes, property taxes, grants, entitlements and donations. On an accrual basis, revenue from income taxes is recognized in the period in which the income is earned (See Note 7). Revenue from property taxes is recognized in the year for which the taxes are levied (See Note 6). Revenue from grants, entitlements and donations is recognized in the year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the year when use is first permitted, matching requirements, in which the City must provide local resources to be used for a specified purpose, and expenditure requirements, in which the resources are provided to the City on a reimbursement basis. On a modified accrual basis, revenue from nonexchange transactions must also be available before it can be recognized.

Under the modified accrual basis, the following revenue sources are considered to be both measurable and available at year-end: income tax, State-levied locally shared taxes (including gasoline tax, local government funds and permissive tax), fines and forfeitures, fees and special assessments.

**Unearned Revenue and Deferred Revenue** - Unearned revenue and deferred revenue arise when assets are recognized before revenue recognition criteria have been satisfied.

Property taxes for which there is an enforceable legal claim as of December 31, 2008, but which were levied to finance year 2009 operations, and other revenues received in advance of the fiscal year for which they were intended to finance, have been recorded as unearned revenue. Income taxes and special assessments not received within the available period, grants and entitlements received before the eligibility requirements are met, and delinquent property taxes due at December 31, 2008, are recorded as deferred revenue in the governmental funds.

On governmental fund financial statements, receivables that will not be collected within the available period have been reported as deferred revenue.

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2008

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)**

*Expenses/Expenditures* - On the accrual basis of accounting, expenses are recognized at the time they are incurred.

The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Expenditures are generally recognized in the accounting period in which the related fund liability is incurred, if measurable. Allocations of cost, such as depreciation and amortization, are not recognized in governmental funds.

**F. Budgetary Data**

The budgetary process is prescribed by provisions of the Ohio Revised Code and entails the preparation of budgetary documents within an established timetable. The major documents prepared are the tax budget, the certificate of estimated resources and the appropriations resolution, all of which are prepared on the budgetary basis of accounting. The certificate of estimated resources and the appropriations ordinance are subject to amendment throughout the year with the legal restriction that appropriations cannot exceed estimated resources, as certified. The legal level of budgetary control is at the object level within each department. Budgetary modifications may only be made by resolution of the City Council at the legal level of control.

*Tax Budget* - A budget of estimated cash receipts and disbursements is submitted to the County Auditor, as Secretary of the County Budget Commission, by July 15 of each year, for the period of January 1, to December 31 of the following year.

*Estimated Resources* - The County Budget Commission certifies its actions to the City by September 1. As part of this process, the City receives the official certificate of estimated resources, which states the projected cash receipts of each fund. On or about January 1, this certificate is amended to include an unencumbered cash balances from the preceding year.

*Appropriations* - An annual appropriation ordinance must be passed by April 1 of each preceding year for the period January 1 to December 31. The appropriation ordinance fixes spending authority at the fund, department, and object level. The appropriation ordinance may be amended during the year as new information becomes available, provided that total fund appropriations do not exceed current estimated resources, as certified. The allocation of appropriations among departments and objects within a fund may be modified during the year by an ordinance of Council.

*Lapsing of Appropriations* - At the close of each year, the unencumbered balance of each appropriation reverts to the respective fund from which it was appropriated and becomes subject to future appropriations. Encumbrances are carried forward and are not reappropriated as part of the subsequent year appropriations.

**G. Encumbrances**

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is utilized during the year for budget control purposes. Encumbrances outstanding at year-end are reported as expenditures under the City's budgetary basis of accounting. For GAAP reporting purposes, encumbrances outstanding at year-end are reported as reservations of fund balances for governmental funds since they do not constitute expenditures or liabilities.

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2008

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)**

**H. Inventories of Materials and Supplies**

On government-wide financial statements, purchased inventories are presented at the lower of cost or market and donated commodities are presented at their entitlement value. Inventories are recorded on a first-in, first-out basis and are expensed when used. Inventories are accounted for using the consumption method.

On fund financial statements, inventories of governmental funds are stated at cost while inventories of proprietary funds are stated at the lower of cost or market. For all funds, cost is determined on a first-in, first-out basis. Inventory in governmental funds consists of expendable supplies held for consumption. The cost of inventory items is recorded as an expenditure in the governmental fund types when purchased. Inventories of the proprietary funds are expensed when used.

**I. Prepayments**

Payments made to vendors for services that will benefit beyond December 31, 2008, are recorded as prepaid items using the consumption method by recording a current asset for the prepaid amount and reflecting the expenditures/expense in the year in which it was consumed.

**J. Cash and Cash Equivalents**

To improve cash management, cash received by the City is pooled. Monies for all funds, including proprietary funds, are maintained in this pool. Individual fund integrity is maintained through the City's records. Each fund's interest in the pool is presented as "equity in pooled cash and cash equivalents" on the financial statements.

During 2008, investments were limited to investments in the State Treasury Asset Reserve of Ohio (STAR Ohio), and nonnegotiable certificates of deposit. Except for nonparticipating investment contracts, investments are reported at fair value which is based on quoted market prices. Nonparticipating investment contracts, such nonnegotiable certificates of deposit and repurchase agreements, are reported at cost.

The City has invested funds in the State Treasury Asset Reserve of Ohio (STAR Ohio) during 2008. STAR Ohio is an investment pool managed by the State Treasurer's Office that allows governments within the State to pool their funds for investment purposes. STAR Ohio is not registered with the SEC as an investment company, but does operate in a manner consistent with Rule 2a7 of the Investment Company Act of 1940. Investments in STAR Ohio are valued at STAR Ohio's shares price which is the price the investment could be sold for on December 31, 2008.

Interest income is distributed to the funds according to charter and statutory requirements. Interest revenue earned and credited to the general fund during 2008 amounted to \$139,285, which included \$86,052 assigned from other funds of the City.

For purpose of presentation on the financial statements, investments of the cash management pool and investments with original maturities of three months or less at the time they are purchased by the City are considered to be cash equivalents. Investments with an initial maturity of more than three months are reported as investments.

Investments with an original maturity of three months or less and investments of the cash management pool are considered to be cash equivalents.

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2008

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)**

An analysis of the City’s investment account at year-end is provided in Note 4.

**K. Capital Assets**

General capital assets are those assets not specifically related to activities reported in the proprietary funds. These assets generally result from expenditures in the governmental funds. These assets are reported in the governmental activities column of the government-wide statement of net assets, but are not reported in the fund financial statements. Capital assets utilized by the proprietary funds are reported both in the business-type activities column of the government-wide statement of net assets and in the respective funds.

All capital assets are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the year. Donated capital assets are recorded at their fair market values as of the date received. The City maintains a capitalization threshold of \$1,000. The City’s infrastructure consists of streets, and water and sewer lines. Improvements are capitalized; the costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset’s life are not. Interest incurred during the construction of capital assets is also capitalized for business-type activities.

All reported capital assets are depreciated except for land. Improvements are depreciated over the remaining useful lives of the related capital assets. Useful lives for infrastructure were estimated based on the City’s historical records of necessary improvements and replacement. Depreciation is computed using the straight-line method over the following useful lives:

<u>Description</u>	<u>Governmental Activities Estimated Lives</u>	<u>Business-type Activities Estimated Lives</u>
Land improvements	20-50 years	20-50 years
Buildings	50 years	50 years
Equipment	5-20 years	5-20 years
Vehicles	5 years	5 years
Infrastructure	40 years	-----
Utility plant in service	-----	40-80 years

**L. Compensated Absences**

The City reports compensated absences in accordance with the provisions of GASB Statement No. 16, “Accounting for Compensated Absences”. Vacation benefits are accrued as a liability as the benefits are earned if the employees’ rights to receive compensation are attributed to services already rendered and it is probable that the City will compensate the employees for the benefits through paid time off or some other means. The City records a liability for accumulated unused vacation time when earned for all employees with more than one year of service.

**CITY OF WILLARD, OHIO**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2008**

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)**

Sick leave benefits are accrued as liability using the vesting method. The liability is based on the sick leave accumulated at December 31 by those employees who are currently eligible to receive termination (severance) payments and by those employees for whom it is probable they will become eligible to receive termination (severance) benefits in the future. For purposes of establishing a liability for severance on employees expected to become eligible to retire in the future, all employees age 50 or greater with at least 10 years of service; or 20 years of service at any age were considered to expected to become eligible to retire in accordance with GASB Statement No. 16.

The entire compensated absence liability is reported on the government-wide financial statements.

On governmental fund financial statements, compensated absences are recognized as liabilities and expenditures to the extent payments come due each period upon the occurrence of employee resignations and retirements. These amounts are recorded in the account "compensated absences payable" in the fund from which the employees who have accumulated leave are paid. The noncurrent portion of the liability is not reported. For proprietary funds, the entire amount of compensated absences is reported as a fund liability.

**M. Accrued Liabilities and Long-Term Obligations**

All payables, accrued liabilities and long-term obligations are reported in the government-wide financial statements, and all payables, accrued liabilities and long-term obligations payable from proprietary funds are reported on the proprietary fund financial statements.

In general, governmental fund payables and accrued liabilities that, once incurred, are paid in a timely manner and in full from current financial resources are reported as obligations of the funds. However, claims and judgments and compensated absences that will be paid from governmental funds are reported as a liability in the fund financial statements only to the extent that they are due for payment during the current year.

**N. Interfund Balances**

On fund financial statements, receivables and payables resulting from short-term interfund loans are classified as "interfund loans receivable/payable." These amounts are eliminated in the governmental and business-type activities columns of the statement of net assets, except for any net residual amounts due between governmental and business-type activities, which are presented as internal balances.

**O. Interfund Activity**

Transfers between governmental and business-type activities on the government-wide statements are reported in the same manner as general revenues.

Exchange transactions between funds are reported as revenues in the seller funds and as expenditures/expenses in the purchaser funds. Flows of cash or goods from one fund to another without a requirement for repayment are reported as interfund transfers. Interfund transfers are reported as other financing sources/uses in governmental funds and after nonoperating revenues/expenses in proprietary funds. Repayments from funds responsible for particular expenditures/expenses to the funds that initially paid for them are not presented on the BFS.

**CITY OF WILLARD, OHIO**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2008**

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)**

**P. Fund Balance Reserves**

Reserved fund balances indicate that portion of fund equity which is not available for current appropriation or use. The unreserved portions of fund equity reflected in the governmental funds are available for use within the specific purposes of the funds.

The City reports a reservation of fund balance for amounts representing encumbrances outstanding, materials and supplies, perpetual care, electric system sale, prepayments and unclaimed monies in the governmental fund financial statements.

**Q. Restricted Assets**

Amounts held as deposits for water service are restricted and can only be expended for the return of such deposit, or to apply to the customer's account when the service is discontinued.

**R. Estimates**

The preparation of the BFS in conformity with GAAP requires management to make estimates and assumptions that affect the amounts reported in the BFS and accompanying notes. Actual results may differ from those estimates.

**S. Contributions of Capital**

Contributions of capital in proprietary fund financial statements arise from outside contributions of capital assets, tap-in fees to the extent they exceed the cost of the connection to the system, or from grants or outside contributions of resources restricted to capital acquisition and construction. Capital contributions are reported as revenue in the proprietary fund financial statements.

**T. Net Assets**

Net assets represent the difference between assets and liabilities. Net assets invested in capital assets, net of related debt consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvement of those assets. Net assets are reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the City or through external restrictions imposed by creditors, grantors or laws or regulations of other governments.

The City applies restricted resources first when an expense is incurred for purposes for which both restricted and unrestricted net assets are available.

**U. Extraordinary and Special Items**

Extraordinary items are transactions or events that are both unusual in nature and infrequent in occurrence. Special items are transactions or events that are within the control of the City Council and that are either unusual in nature or infrequent in occurrence. Neither type of transaction occurred during fiscal year 2008.

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2008

**NOTE 3 - ACCOUNTABILITY AND COMPLIANCE**

**A. Changes in Accounting Principles**

For 2008, the City has implemented GASB Statement No. 45, "Accounting and Financial Reporting for Post-employment Benefits Other than Pensions", GASB Statement No. 49, "Accounting and Financial Reporting for Pollution Remediation Obligations" and GASB Statement No. 50, "Pension Disclosures".

GASB Statement No. 45 establishes uniform standards of financial reporting for other post-employment benefits and increases the usefulness and improves the faithfulness of representations in the financial reports. The implementation of GASB Statement No. 45 did not have an effect on the financial statements of the City; however, certain disclosures related to post-employment benefits (see Note 16) have been modified to conform to the new reporting requirements.

GASB Statement No. 49 addresses accounting and financial reporting standards for pollution remediation obligations, which are obligations to address the current or potential detrimental effects of existing pollution by participating in pollution remediation activities such as site assessments and cleanups. The implementation of GASB Statement No. 49 did not have an effect on the financial statements of the City.

GASB Statement No. 50 establishes standards that more closely align the financial reporting requirements for pensions with those of other postemployment benefits. The implementation of GASB Statement No. 50 did not have an effect on the financial statements of the City.

**B. Deficit Fund Balance**

The following fund had a deficit fund balances as of December 31, 2008:

<u>Major governmental funds:</u>	<u>Deficit</u>
Bond retirement	\$ 380,055
TIF improvement	686,243
 <u>Nonmajor governmental funds:</u>	
Police and fire pension	104
CDBG	79,330

The deficit fund balances in the major governmental funds resulted from notes payable being recorded as liabilities within these funds. The nonmajor governmental fund deficits resulted from adjustments for accrued liabilities. The general fund is liable for any deficit and provides operating transfers when cash is required, not when accruals occur.

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2008

**NOTE 3 - ACCOUNTABILITY AND COMPLIANCE - (Continued)**

**C. Restatement of Fund Balance**

The fund balance of the bond retirement fund has been restated to report corrections of errors in cash balance reported in the prior year. The following is the effect on governmental fund balances previously reported as of December 31, 2007:

	Governmental Funds		
	Bond Retirement	All Other Funds	Total
Fund balance, December 31, 2007	\$ (534,049)	\$ 6,069,922	\$ 5,535,873
Adjustment for errors	4,840	-	4,840
Restated fund balance, January 1, 2008	<u>\$ (529,209)</u>	<u>\$ 6,069,922</u>	<u>\$ 5,540,713</u>

**D. Restatement of Beginning Cash Balances for Enterprise Funds**

The beginning cash balances of the enterprise funds have been restated to report corrections of errors in cash balance reported in the prior year. The following is the effect on enterprise cash balances previously reported as of December 31, 2007:

	Enterprise Funds			
	Sewer	Water	Nonmajor	Total
Cash balance, December 31, 2007	\$ 1,969,118	\$ 1,475,800	\$ 27,544	\$ 3,472,462
Adjustment for cash	(728,797)	656,362	67,595	(4,840)
Restated cash balance, January 1, 2008	<u>\$ 1,240,321</u>	<u>\$ 2,132,162</u>	<u>\$ 95,139</u>	<u>\$ 3,467,622</u>

**E. Restatement of Net Assets**

The net assets of the governmental activities, business-type activities and enterprise funds have been restated to report corrections of errors reported in the prior year. See Note 9 for details regarding the effects to capital assets as previously reported. See Note 13 for details regarding the effects to long-term liabilities as previously reported. The following is the effect on net assets previously reported as of December 31, 2007:

	Governmental Activities	Business-type Activities	Sewer	Water	Nonmajor
	Net assets, December 31, 2007	\$ 10,115,652	\$ 23,069,831	\$ 12,601,366	\$ 10,034,539
Adjustment for cash	4,840	(4,840)	(728,797)	656,362	67,595
Adjustment for accrued interest payable	-	-	(1,880)	-	1,880
Adjustment for long-term liabilities	170,921	(170,921)	(508,210)	(128,575)	465,864
Adjustment for capital assets	2,763,552	(9,044,440)	(4,675,661)	(3,494,653)	(874,126)
Restated net assets, January 1, 2008	<u>\$ 13,054,965</u>	<u>\$ 13,849,630</u>	<u>\$ 6,686,818</u>	<u>\$ 7,067,673</u>	<u>\$ 95,139</u>

## CITY OF WILLARD, OHIO

### NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2008

#### NOTE 4 - DEPOSITS AND INVESTMENTS

Monies held by the City are classified by State statute into three categories:

Active deposits are public deposits necessary to meet current demands on the treasury. Such monies must be maintained either as cash in the City Treasury, in commercial accounts payable or withdrawable on demand, including negotiable order of withdrawal (NOW) accounts, or in money market deposit accounts.

Inactive deposits are public deposits that Council has identified as not required for use within the current two year period of designation of depositories. Inactive deposits must be evidenced by certificates of deposit maturing not later than the end of the current period of designation of depositories, or by savings or deposit accounts including, but not limited to, passbook accounts.

Interim deposits are deposits in interim monies. Interim monies are those monies which are not needed for immediate use but which will be needed before the end of the current period of designation of depositories.

Interim monies may be deposited or invested in the following:

1. United States Treasury Notes, Bills, Bonds, or any other obligation or security issued by the United States Treasury or any other obligation guaranteed as to principal or interest by the United States;
2. Bonds, notes, debentures, or any other obligations or securities issued by any federal government agency or instrumentality, including, but not limited to, the Federal National Mortgage Association, Federal Home Loan Bank, Federal Farm Credit Bank, Federal Home Loan Mortgage Corporation, Government National Mortgage Association, and Student Loan Marketing Association. All federal agency securities shall be direct issuances of federal government agencies or instrumentalities;
3. Written repurchase agreements in the securities listed above provided that the market value of the securities subject to the repurchase agreement must exceed the principal value of the agreement by at least two percent and be marked to market daily, and that the term of the agreement must not exceed thirty days;
4. Bonds and other obligations of the State of Ohio;
5. No-load money market mutual funds consisting exclusively of obligations described in items (1) or (2) above and repurchase agreements secured by such obligations, provided that investments in securities described in this division are made only through eligible institutions;
6. The State Treasurer's investment pool (STAR Ohio); and,

The City may also invest any monies not required to be used for a period of six months or more in the following:

1. Bonds of the State of Ohio;
2. Bonds of any municipal corporation, village, county, township, or other political subdivision of this State, as to which there is no default of principal, interest or coupons;
3. Obligations of the City.

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2008

**NOTE 4 - DEPOSITS AND INVESTMENTS - (Continued)**

Protection of the City's deposits is provided by the Federal Deposit Insurance Corporation (FDIC), by eligible securities pledged by the financial institution as security for repayment, by surety company bonds deposited with the treasurer by the financial institution, or by a single collateral pool established by the financial institution to secure the repayment of all public moneys deposited with the institution.

Investments in stripped principal or interest obligations reverse repurchase agreements, and derivatives are prohibited. The issuance of taxable notes for the purpose of arbitrage, the use of leverage, and short selling are also prohibited. An investment must mature within five years from the date of purchase unless matched to a specific obligation or debt of the City, and must be purchased with the expectation that it will be held to maturity. Investments may only be made through specified dealers and institutions. Payment for investments may be made only upon delivery of the securities representing the investments to the Finance Director or qualified trustee or, if the securities are not represented by a certificate, upon receipt of confirmation of transfer from the custodian.

**A. Cash on Hand**

At year-end, the City had \$750 in undeposited cash on hand which is included on the financial statements of the City as part of "equity in pooled cash and cash equivalents", but is not considered part of the City's carrying amount of deposits at year-end.

**B. Cash in Segregated Accounts**

At year-end, the City had \$229,794 deposited with a financial institution for monies related to the municipal road fund permissive tax. These amounts are included in the City's depository balance below.

**C. Deposits with Financial Institutions**

At December 31, 2008, the carrying amount of all City deposits, including cash in segregated accounts, was \$8,290,722. Based on the criteria described in GASB Statement No. 40, "Deposits and Investment Risk Disclosures", as of December 31, 2008, \$7,537,059 of the City's bank balance of \$8,546,884 was exposed to custodial risk as discussed below, while \$1,009,825 was covered by the Federal Deposit Insurance Corporation.

Custodial credit risk is the risk that, in the event of bank failure, the City's deposits may not be returned. All deposits are collateralized with eligible securities in amounts equal to at least 105% of the carrying value of the deposits. Such collateral, as permitted by the Ohio Revised Code, is held in single financial institution collateral pools at Federal Reserve Banks, or at member banks of the federal reserve system, in the name of the respective depository bank and pledged as a pool of collateral against all of the public deposits it holds or as specific collateral held at the Federal Reserve Bank in the name of the City. The City has no deposit policy for custodial credit risk beyond the requirements of State statute. Although the securities were held by the pledging institutions' trust department and all statutory requirements for the deposit of money had been followed, noncompliance with federal requirements could potentially subject the City to a successful claim by the FDIC.

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2008

**NOTE 4 - DEPOSITS AND INVESTMENTS - (Continued)**

**D. Investments**

As of December 31, 2008, the City had the following investments and maturities:

<u>Investment type</u>	<u>Fair Value</u>	Investment Maturity 6 months or <u>less</u>
STAR Ohio	\$ 1,624,149	\$ 1,624,149
Total	<u>\$ 1,624,149</u>	<u>\$ 1,624,149</u>

*Interest Rate Risk:* As a means of limiting its exposure to fair value losses arising from rising interest rates and according to State law, the City's investment policy limits investment portfolio maturities to five years or less.

*Credit Risk:* Standard & Poor's has assigned STAR Ohio an AAAM money market rating.

*Concentration of Credit Risk:* The City places no limit on the amount that may be invested in any one issuer. The following table includes the percentage of each investment type held by the City at December 31, 2008:

<u>Investment type</u>	<u>Fair Value</u>	<u>% of Total</u>
STAR Ohio	\$ 1,624,149	100.00%
Total	<u>\$ 1,624,149</u>	<u>100.00%</u>

**E. Reconciliation of Cash and Investments to the Statement of Net Assets**

The following is a reconciliation of cash and investments as reported in the note above to cash and investments as reported on the statement of net assets as of December 31, 2008:

<u>Cash and investments per note</u>	
Carrying amount of deposits	\$ 8,290,722
Investments	1,624,149
Cash in segregated accounts	229,794
Cash on hand	<u>750</u>
Total	<u>\$ 10,145,415</u>

<u>Cash and investments per statement of net assets</u>	
Governmental activities	\$ 6,792,369
Business-type activities	3,341,487
Agency funds	<u>11,559</u>
Total	<u>\$ 10,145,415</u>

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2008

**NOTE 5 - INTERFUND ACTIVITY**

- A. Interfund transfers for the year ended December 31, 2008, consisted of the following, as reported on the fund financial statements:

<u>Transfer From</u>	<u>Transfer To</u>			<u>Total</u>
	<u>Bond Retirement</u>	<u>Income Tax Capital Imp.</u>	<u>Nonmajor Governmental</u>	
General	\$ 12,000	\$ -	\$ -	\$ 12,000
Income tax capital imp.	175,000	-	-	175,000
Nonmajor governmental	-	42	-	42
Sewer	-	-	30,000	30,000
Total	<u>\$ 187,000</u>	<u>\$ 42</u>	<u>\$ 30,000</u>	<u>\$ 217,042</u>

Transfers are used to (1) move revenues from the fund that statute or budget required to collect them to the fund that statute or budget requires to expend them, (2) move receipts restricted to debt service from the funds collecting the receipts to the debt service fund as debt service payments become due, and (3) use unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

Interfund transfers between governmental funds are eliminated on the government-wide financial statements; therefore, only \$30,000 of transfers are reported in the statement of activities.

- B. Interfund loans consisted of the following at December 31, 2008, as reported on the fund financial statements.

<u>Receivable fund</u>	<u>Payable fund</u>	<u>Amount</u>
Income tax capital improvement	Nonmajor governmental	\$ 89,000
General fund	Nonmajor governmental	10,000
Total		<u>\$ 99,000</u>

Interfund balances between governmental funds are eliminated on the government-wide financial statements; therefore, no internal balances at December 31, 2008 are reported on the statement of net assets.

**NOTE 6 - PROPERTY TAXES**

Property taxes include amounts levied against all real, public utility and tangible personal property located in the City. Taxes collected from real property taxes (other than public utility) in one calendar year are levied in the preceding calendar year on the assessed value as of January 1 of that preceding year, the lien date. Assessed values are established by the County Auditor at 35 percent of appraised market value. All property is required to be revaluated every six years. Real property taxes are payable annually or semi-annually. If paid annually, payment is due December 31; if paid semi-annually, the first payment is due December 31, with the remainder payable by June 20. Under certain circumstances, State statute permits later payment dates to be established.

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2008

**NOTE 6 - PROPERTY TAXES - (Continued)**

Public utility real and tangible personal property taxes collected in one calendar year are levied in the preceding calendar year on assessed values determined as of December 31 of the second year preceding the tax collection year, the lien date. Public utility tangible personal property is assessed at varying percentages of true value; public utility real property is assessed at 35 percent of true value. 2008 public utility property taxes became a lien December 31, 2007, are levied after October 1, 2008, and are collected in 2009 with real property taxes. Public utility property taxes are payable on the same dates as real property taxes described previously.

Tangible personal property tax revenues received in 2008 (other than public utility property) represent the collection of 2008 taxes. Tangible personal property taxes received in 2008 were levied after October 1, 2007, on the true value as of December 31, 2007. Tangible personal property tax is being phased out - the assessment percentage for property, including inventory, is 6.25% for 2008. This percentage will be reduced to zero for 2009. Amounts paid by multi-county taxpayers are due September 20. Single county taxpayers may pay annually or semiannually. If paid annually, the first payment is due April 30; if paid semiannually, the first payment is due April 30, with the remainder payable by September 20.

House Bill No. 66 was signed into law on June 30, 2005. House Bill No. 66 phases out the tax on tangible personal property of general businesses, telephone and telecommunications companies, and railroads. The tax on general business and railroad property will be eliminated by calendar year 2009, and the tax on telephone and telecommunications property will be eliminated by calendar year 2011. The tax is phased out by reducing the assessment rate on the property each year. The bill replaces the revenue lost by the City due to the phasing out of the tax. In calendar years 2008-2010, the City will be fully reimbursed for the lost revenue. In calendar years 2011-2017, the reimbursements will be phased out.

The County Treasurer collects property taxes on behalf of all taxing districts in the County, including the City of Willard. The County Auditor periodically remits to the City its portion of the taxes collected. Property taxes receivable represents real and tangible personal property taxes, public utility taxes and outstanding delinquencies which are measurable as of December 31, 2008 and for which there is an enforceable legal claim. In the governmental funds, the current portion receivable has been offset by unearned revenue since the current taxes were not levied to finance 2008 operations and the collection of delinquent taxes has been offset by deferred revenue since the collection of the taxes during the available period is not subject to reasonable estimation. On a full accrual basis, collectible delinquent property taxes have been recorded as a receivable and revenue while on a modified accrual basis the revenue is deferred.

The full tax rate for all City operations for the year ended December 31, 2008 was \$4.30 per \$1,000 of assessed value. The assessed values of real and tangible personal property upon which 2008 property tax receipts were based are as follows:

<u>Real property</u>	
Residential/agricultural	\$ 58,737,920
Commercial/industrial	26,970,020
Tangible personal property	16,851,850
<u>Public utility</u>	
Real	1,604,750
Personal	2,978,320
Total assessed value	<u>\$ 107,142,860</u>

**CITY OF WILLARD, OHIO**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2008**

**NOTE 7 - LOCAL INCOME TAX**

The City levies an income tax of 1.375% on the gross salaries, wages and other personnel service compensation earned by residents of the City and to the earnings of nonresidents working within the City. This tax also applies to the net income of businesses operating within the City. Residents of the City are granted a full credit for taxes paid to other Ohio municipalities, up to the percentage which would be due to the City.

All the revenue received from income tax is recorded directly into the City income tax fund. The costs of operating the income tax department and income tax refunds are expended from this fund. Pursuant to 197.14 of the City Charter, at least 40% of the remaining funds shall be allocated to capital improvements, maintenance and repair. The remaining balance shall be used in accordance with ordinances adopted and approved by Council.

**NOTE 8 - RECEIVABLES**

Receivables at December 31, 2008, consisted of taxes, accounts (billings for user charged services), accrued interest, special assessments, and intergovernmental receivables arising from grants, entitlements, and shared revenue. All intergovernmental receivables have been classified as "Due from other governments" on the BFS. Receivables have been recorded to the extent that they are measurable at December 31, 2008, as well as intended to finance fiscal 2008 operations.

A summary of the principal items of receivables reported on the statement of net assets follows:

**Governmental activities:**

Income taxes	\$ 468,671
Real and other taxes	353,576
Accounts	75,648
Special assessments	93,743
Accrued interest	58,212
Due from other governments	358,100

**Business-type activities:**

Accounts	855,648
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Receivables have been disaggregated on the face of the BFS. The only receivable not expected to be collected within the subsequent year is the special assessments receivable which are collected over the life of the assessments.

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2008

**NOTE 9 - CAPITAL ASSETS**

- A. The capital asset balances of the governmental activities and business-type activities have been restated to correct errors and omissions reported in the prior year. The effect on capital assets is as follows:

	Balance		Restated
	<u>12/31/07</u>	<u>Adjustments</u>	<u>Balance</u>
<b><u>Governmental activities:</u></b>			<u>12/31/07</u>
Land	\$ 1,585,222	\$ (126,330)	\$ 1,458,892
Land improvements	522,260	(367,932)	154,328
Buildings	3,818,924	195,142	4,014,066
Equipment	2,305,821	(75,658)	2,230,163
Vehicles	1,751,649	(284,637)	1,467,012
Infrastructure	637,448	3,397,062	4,034,510
Less: accumulated depreciation	<u>(6,015,855)</u>	<u>25,905</u>	<u>(5,989,950)</u>
Total	<u>\$ 4,605,469</u>	<u>\$ 2,763,552</u>	<u>\$ 7,369,021</u>
<b><u>Business-type activities:</u></b>			
Land	\$ 814,218	\$ 190,843	\$ 1,005,061
Land improvements	113,102	(51,971)	61,131
Buildings	7,786,141	(1,558,457)	6,227,684
Equipment	4,313,587	574,113	4,887,700
Vehicles	633,008	(347,073)	285,935
Utility plant in service	23,860,139	(12,780,003)	11,080,136
Less: accumulated depreciation	<u>(16,446,963)</u>	<u>4,928,108</u>	<u>(11,518,855)</u>
Total	<u>\$ 21,073,232</u>	<u>\$ (9,044,440)</u>	<u>\$ 12,028,792</u>

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2008

**NOTE 9 - CAPITAL ASSETS - (Continued)**

**B.** Governmental capital asset activity for the year ended December 31, 2008, was as follows:

<b><u>Governmental activities:</u></b>	Restated Balance 1/1/08	<u>Additions</u>	<u>Disposals</u>	Balance 12/31/08
<i>Capital assets, not being depreciated:</i>				
Land	\$ 1,458,892	\$ -	\$ -	\$ 1,458,892
Total capital assets, not being depreciated	<u>1,458,892</u>	<u>-</u>	<u>-</u>	<u>1,458,892</u>
<i>Capital assets, being depreciated:</i>				
Land improvements	154,328	-	-	154,328
Buildings	4,014,066	4,800	-	4,018,866
Equipment	2,230,163	63,735	(63,711)	2,230,187
Vehicles	1,467,012	1,046,653	(16,844)	2,496,821
Infrastructure	<u>4,034,510</u>	<u>180,252</u>	<u>-</u>	<u>4,214,762</u>
Total capital assets, being depreciated	<u>11,900,079</u>	<u>1,295,440</u>	<u>(80,555)</u>	<u>13,114,964</u>
<i>Less: accumulated depreciation:</i>				
Land improvements	(129,906)	(10,976)	-	(140,882)
Buildings	(2,228,430)	(165,414)	-	(2,393,844)
Equipment	(1,455,263)	(129,582)	57,802	(1,527,043)
Vehicles	(1,103,597)	(143,366)	14,720	(1,232,243)
Infrastructure	<u>(1,072,754)</u>	<u>(104,431)</u>	<u>-</u>	<u>(1,177,185)</u>
Total accumulated depreciation	<u>(5,989,950)</u>	<u>(553,769)</u>	<u>72,522</u>	<u>(6,471,197)</u>
Total capital assets, being depreciated, net	<u>5,910,129</u>	<u>741,671</u>	<u>(8,033)</u>	<u>6,643,767</u>
Governmental activities capital assets, net	<u>\$ 7,369,021</u>	<u>\$ 741,671</u>	<u>\$ (8,033)</u>	<u>\$ 8,102,659</u>

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2008

**NOTE 9 - CAPITAL ASSETS - (Continued)**

C. Business-type activities capital asset activity for the year ended December 31, 2008, was as follows:

<b><u>Business-type activities:</u></b>	Restated Balance 1/1/08	<u>Additions</u>	<u>Disposals</u>	Balance 12/31/08
<i>Capital assets, not being depreciated:</i>				
Land	\$ 1,005,061	\$ -	\$ -	\$ 1,005,061
Total capital assets, not being depreciated	<u>1,005,061</u>	<u>-</u>	<u>-</u>	<u>1,005,061</u>
<i>Capital assets, being depreciated:</i>				
Land improvements	61,131	17,118	-	78,249
Buildings	6,227,684	183,900	-	6,411,584
Equipment	4,887,700	37,469	-	4,925,169
Vehicles	285,935	18,000	-	303,935
Utility plant in service	<u>11,080,136</u>	<u>11,187</u>	<u>-</u>	<u>11,091,323</u>
Total capital assets, being depreciated	<u>22,542,586</u>	<u>267,674</u>	<u>-</u>	<u>22,810,260</u>
<i>Less: accumulated depreciation:</i>				
Land improvements	(8,341)	(6,253)	-	(14,594)
Buildings	(4,080,560)	(237,592)	-	(4,318,152)
Equipment	(4,495,526)	(62,001)	-	(4,557,527)
Vehicles	(194,484)	(24,835)	-	(219,319)
Utility plant in service	<u>(2,739,944)</u>	<u>(277,500)</u>	<u>-</u>	<u>(3,017,444)</u>
Total accumulated depreciation	<u>(11,518,855)</u>	<u>(608,181)</u>	<u>-</u>	<u>(12,127,036)</u>
Total capital assets, being depreciated, net	<u>11,023,731</u>	<u>(340,507)</u>	<u>-</u>	<u>10,683,224</u>
Business-type activities capital assets, net	<u>\$ 12,028,792</u>	<u>\$ (340,507)</u>	<u>\$ -</u>	<u>\$ 11,688,285</u>

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2008

**NOTE 9 - CAPITAL ASSETS - (Continued)**

D. Depreciation expense was charged to functions/programs of the City as follows:

**Governmental activities:**

General government	\$ 111,014
Security of persons and property	176,109
Public health and welfare	4,394
Transportation	167,212
Community environment	53,171
Leisure time activities	<u>41,869</u>
Total depreciation expense - governmental activities	<u>\$ 553,769</u>

**Business-type activities:**

Sewer	\$ 386,913
Water	<u>221,268</u>
Total depreciation expense - business-type activities	<u>\$ 608,181</u>

**NOTE 10 - LEASE**

The City has a lease with the Willard Area Hospital, Inc., a non-profit corporation, for the operation of the hospital facilities. The terms of the lease state that the City will undertake improvements to the hospital and the lessee (hospital) will make lease payments of:

1. Basic rent, \$1.00 per year
2. Monthly amount to pay the interest on the bonds
3. Monthly amount to pay the principal on the bonds
4. Monthly amount to provide payments in the debt service reserve fund
5. Monthly amount to provide the payments in the contingency reserve fund

This revenue was paid to a trustee, with the exception of the basic rent which is paid to the City's general fund. During 1994, the bonds were repaid in full to the trustee and the debt service reserve and the contingency reserve were released.

When the lessee discontinues operations of the hospital, the City is required to either operate the hospital or find another operator for the hospital. Upon expiration of the lease or its termination for any reason, after paying the accounts payable, all of the assets of the lessee, including cash on hand, accounts receivable, stocks, bonds, and all other property, real or personal, used in connection with the operation of the hospital facilities shall become the property of the City immediately with the exception of any funds or securities which had been transferred to the lessee by way of gift, endowment, bequest, devise, annuity, insurance or similar method which will remain the property of the lessee.

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2008

**NOTE 11 - VACATION, SICK LEAVE AND ACCUMULATED UNPAID EMPLOYEE BENEFITS**

Vacation is earned and accrued monthly based upon the years of service, ranging from 4 hours/month to 20 hours/month. Vacation may be accrued up to two full years. Accrued vacation is paid at termination unless the employee has not completed one full year of service. The total obligation for vacation accrual for the City as a whole amounted to \$273,870 at December 31, 2008. Sick leave accumulates at a rate of 10 hours/month for all full-time employees. Accumulation of sick leave is limited to 1,440 hours. The amount payable to an eligible retiree is 35% of the unused accumulated sick leave.

The pay-off of the sick leave provision is also applicable in the case of death. The maximum liability to the City for accumulated sick leave vested employees on December 31, 2008 was \$210,377.

The City has a union agreement with the Fraternal Order of Police. This agreement covers all the full-time policemen and dispatchers except the chief of police and probationary employees in the first sixty days of employment. Non-union employees are governed by the charter and ordinances. The City has historically matched the union employees pay increases and other benefits.

The agreement states that 35% of accrued unpaid sick leave will be paid to an employee when he retires from active service with the City and qualifies and begins to receive pension payments under the Ohio Public Employees Retirement System (OPERS) or other State operated pension and retirement programs. Sick leave may be accumulated to a total of 180 working days or 1,440 hours. A full-time employee shall be entitled to a cash payment, equal to 35% of his daily wage, of any unused sick leave accumulated in the current year above the 180 day limit. This payment is made during the last pay period each year. After an employee has worked for the City for one year, he is entitled to vacation leave following his anniversary date. An employee may accumulate two years of unused vacation. No employee shall be compensated for any vacation not taken unless he is leaving the service of the City.

**NOTE 12 - NOTES PAYABLE**

The City had the following bond anticipation notes outstanding at December 31, 2008:

	<u>Issue Date</u>	<u>Interest Rate</u>	<u>Balance 12/31/2007</u>	<u>Issued</u>	<u>Reductions</u>	<u>Balance 12/31/2008</u>
<b>Governmental activities:</b>						
<i><u>Bond retirement fund</u></i>						
Fire station	2008	3.40%	\$ -	\$ 650,000	\$ -	\$ 650,000
Fire station	2007	4.25%	800,000	-	(800,000)	-
<i><u>TIF improvement fund</u></i>						
Industrial park	2008	3.40%	-	820,000	-	820,000
Industrial park	2007	4.25%	870,000	-	(870,000)	-
Total governmental activities			<u>1,670,000</u>	<u>1,470,000</u>	<u>(1,670,000)</u>	<u>1,470,000</u>
<b>Business-type activities:</b>						
<i><u>Water fund</u></i>						
Various improvements note	2008	3.40%	-	200,000	-	200,000
Various improvements note	2007	4.25%	550,000	-	(550,000)	-
Total notes payable			<u>\$ 2,220,000</u>	<u>\$ 1,670,000</u>	<u>\$(2,220,000)</u>	<u>\$ 1,670,000</u>

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2008

**NOTE 12 - NOTES PAYABLE - (Continued)**

Bond anticipation notes – fire station: The fire station debt was incurred in anticipation of the issuance of bonds for the purpose of constructing a new fire station. The note is payable from the bond retirement fund. This note bears an interest rate of 3.4% and matures on January 22, 2009.

Bond anticipation notes – industrial park: The industrial park debt was incurred in anticipation of the issuance of bonds for the purpose of developing the industrial park. The note is payable from the TIF improvement fund into which all service payments in lieu of taxes are to be deposited. This note bears an interest rate of 3.4% and matures on January 22, 2009.

Bond anticipation notes – water improvement: The debt was incurred in anticipation of the issuance of bonds for the purpose of water system improvements. The note is payable from the water fund. This note bears an interest rate of 3.4% and matures on January 22, 2009.

**NOTE 13 - LONG-TERM OBLIGATIONS**

A. The long-term liabilities for the governmental activities have been restated at December 31, 2007. Issue II loans for Woodbine Street and Myrtle Avenue in the amounts of \$42,346 and \$128,575, respectively, at December 31, 2007 have been reclassified to long-term liabilities of the sewer and water enterprise funds, respectively. During 2008, the following changes occurred in governmental activities long-term obligations:

<b>Governmental activities:</b>	<u>Date of Issue</u>	<u>Interest Rate</u>	<u>Restated Balance 12/31/07</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance 12/31/08</u>	<u>Amounts Due in One Year</u>
<u>Issue II loans:</u>							
Pearl Street repavement	1999	0.00%	\$ 84,375	\$ -	\$ (7,032)	\$ 77,343	\$ 7,031
East Howard repavement I	2002	0.00%	2,778	-	(192)	2,586	191
East Howard repavement II	2003	0.00%	33,761	8,001	(2,457)	39,305	2,456
Ash Street reconstruction I	2005	0.00%	35,657	-	(1,981)	33,676	1,981
North Main reconstruction	2005	0.00%	35,421	-	(2,024)	33,397	2,024
Ash Street reconstruction II	2006	0.00%	116,244	-	(6,118)	110,126	6,118
Total Issue II loans			<u>308,236</u>	<u>8,001</u>	<u>(19,804)</u>	<u>296,433</u>	<u>19,801</u>
<u>Bond payable:</u>							
USDA fire truck bond	2008	4.38%	-	370,000	-	370,000	31,000
<u>Other long-term obligations:</u>							
Compensated absences			<u>210,523</u>	<u>209,276</u>	<u>(178,881)</u>	<u>240,918</u>	<u>154,757</u>
Total governmental activities long-term obligations			<u>\$ 518,759</u>	<u>\$ 587,277</u>	<u>\$ (198,685)</u>	<u>\$ 907,351</u>	<u>\$ 205,558</u>

Issue II loans: These loans were issued for the purpose of repaving Pearl Street and Howard Street, Ash Street and North Main. Funding came from Issue II monies in the form of a note payable that is to be repaid from local funds over a period of 20 years from the bond retirement fund. These loans are interest free.

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2008

**NOTE 13 - LONG-TERM OBLIGATIONS - (Continued)**

*Bond payable:* On November 5, 2008, the City issued \$370,000 in USDA bonds for the acquisition of a fire truck. The bonds bear an interest rate of 4.38% and mature on October 1, 2018. The bonds will be paid from the capital reserve fund.

*Compensated absences:* The liability reported in the statement of net assets for governmental activities compensated absences will be paid from the fund from which the employee's salaries are paid, which, for the City, is the general fund and the following nonmajor governmental funds: income tax fund, street construction, maintenance & repair fund and the recreation fund.

The following is the summary of the City's future annual debt service and interest requirements for governmental activities obligations:

Year Ending December 31,	<u>Issue II Loans</u>			<u>Fire Truck Bond</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2009	\$ 19,801	\$ -	\$ 19,801	\$ 31,000	\$ 14,103	\$ 45,103
2010	19,802	-	19,802	31,600	14,831	46,431
2011	19,802	-	19,802	32,900	13,449	46,349
2012	19,802	-	19,802	34,300	12,042	46,342
2013	19,802	-	19,802	35,900	10,509	46,409
2014 - 2018	99,016	-	99,016	204,300	27,595	231,895
2019 - 2023	70,599	-	70,599	-	-	-
2024 - 2026	27,809	-	27,809	-	-	-
	<u>\$ 296,433</u>	<u>\$ -</u>	<u>\$ 296,433</u>	<u>\$ 370,000</u>	<u>\$ 92,529</u>	<u>\$ 462,529</u>

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2008

**NOTE 13 - LONG-TERM OBLIGATIONS - (Continued)**

**B.** The long-term liabilities of the business-type activities have been restated as of December 31, 2007. The Woodbine Street and Myrtle Avenue Issue II loans have been reclassified to long-term liabilities of the sewer and water funds at December 31, 2007, respectively. During the fiscal year 2008, the following changes occurred in the City's business-type long-term obligations:

<b>Business-type activities:</b>	<u>Date of</u> <u>Issue</u>	<u>Interest</u> <u>Rate</u>	<u>Balance</u> <u>12/31/07</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance</u> <u>12/31/088</u>	<u>Amounts</u> <u>Due in</u> <u>One Year</u>
<u>OWDA loans:</u>							
Drinking water loan	2000	2.00%	\$ 328,300	\$ -	\$ (22,350)	\$ 305,950	\$ 22,799
Water pollution loan	2000	1.20%	221,772	-	(15,862)	205,910	16,053
Sewer loan	2001	2.20%	391,433	-	(24,159)	367,274	24,693
Storm water loan	1998	1.20%	313,305	-	(24,425)	288,880	24,719
Storm water loan	2001	2.20%	<u>152,559</u>	<u>6,367</u>	<u>-</u>	<u>158,926</u>	<u>-</u>
Total OWDA loans			<u>1,407,369</u>	<u>6,367</u>	<u>(86,796)</u>	<u>1,326,940</u>	<u>88,264</u>
<u>Issue II loans:</u>							
Water line	1996	0.00%	33,770	-	(3,973)	29,797	3,973
Myrtle Avenue	2006	0.00%	128,575	-	(6,950)	121,625	6,950
Woodbine Street	2005	0.00%	<u>42,346</u>	<u>-</u>	<u>(2,420)</u>	<u>39,926</u>	<u>2,420</u>
Total Issue II loans			<u>204,691</u>	<u>-</u>	<u>(13,343)</u>	<u>191,348</u>	<u>13,343</u>
<u>Other long-term obligations:</u>							
Compensated absences			<u>220,855</u>	<u>137,554</u>	<u>(115,080)</u>	<u>243,329</u>	<u>119,113</u>
Total business type activities long-term obligations			<u>\$ 1,832,915</u>	<u>\$ 143,921</u>	<u>\$ (215,219)</u>	<u>\$ 1,761,617</u>	<u>\$ 220,720</u>

Issue II loans: These loans were issued for the purpose of advancing funds so as to improve the Tiffin Street water line, the Myrtle Avenue water line system and the Woodbine Street sewer system. Funding for the project came from the local funds and the above-mentioned note for a period of 20 years. The loans are interest free. The water line and Myrtle Avenue loans are to be repaid from the water fund. The Woodbine Avenue loan is to be repaid from the sewer fund.

OWDA loans:

Drinking water loan: The debt was incurred in 2000 to pay the cost of improvements to the water plant. The project was funded by local funds which were borrowed from the OWDA. A cooperative agreement was entered into in 2000 to finance the local portion. The loan is payable from revenues of the water fund. This loan bears an interest rate of 2.0% and matures on July 1, 2020.

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2008

**NOTE 13 - LONG-TERM OBLIGATIONS - (Continued)**

Water pollution loan: The debt was incurred in 2000 to pay the cost of improvements to the storm water drainage system. The project was funded by local funds which were borrowed from the Ohio EPA but administered by the OWDA. A cooperative agreement was entered into in 2000 to finance the local portion. The loan is payable from revenues of the sewer fund. This loan bears an interest rate of 1.20% and matures on July 1, 2020.

Sewer loan: The debt was incurred in 2001 to pay the cost of improvements to the sewer line on South Main Street. The project was funded by local funds which were borrowed from the Ohio EPA but administered by the OWDA. A cooperative agreement was entered into in 2001 to finance the local portion. The loan is payable from revenues of the sewer fund. This loan bears an interest rate of 2.20% and matures on July 1, 2021.

Storm water loan 1998: The debt was incurred in 1998 to pay the cost of improvements to the storm water drainage system and the wastewater treatment plant. The projects were funded by local funds which were borrowed from the Ohio EPA but administered by the OWDA. A cooperative agreement with OWDA was entered into in 1998 to finance the local portion. The loan is payable from the sewer fund. This loan bears an interest rate of 1.20% and matures on July 1, 2019.

Storm water loan 2001: The debt was incurred in 2001 to the cost of improvements to the storm water drainage system at U.S. Route 224 - Section A. The project was funded by local funds which were borrowed from the Ohio EPA but administered by the OWDA. A cooperative agreement was entered into in 2001 to finance the local portion. The loan is payable from the sewer fund. This loan bears an interest rate of 2.20% and matures on July 1, 2021.

Compensated absences: The liability reported the statement of net assets for business-type activities compensated absences will be paid from the fund from which the employee's salaries are paid, which, for the City, is the water fund and the sewer fund.

The following is the summary of the City's future annual debt service and interest requirements for business-type activities obligations:

Year Ending December 31,	Issue II Loans			OWDA Loans		
	Principal	Interest	Total	Principal	Interest	Total
2009	\$ 13,343	\$ -	\$ 13,343	\$ 88,264	\$ 19,764	\$ 108,028
2010	13,343	-	13,343	97,061	20,079	117,140
2011	13,343	-	13,343	104,267	20,014	124,281
2012	13,343	-	13,343	106,105	18,175	124,280
2013	13,343	-	13,343	107,979	16,304	124,283
2014 - 2018	56,778	-	56,778	569,230	52,176	621,406
2019 - 2023	46,850	-	46,850	254,034	7,180	261,214
2024 - 2026	21,005	-	21,005	-	-	-
	<u>\$ 191,348</u>	<u>\$ -</u>	<u>\$ 191,348</u>	<u>\$1,326,940</u>	<u>\$ 153,692</u>	<u>\$1,480,632</u>

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2008

**NOTE 13 - LONG-TERM OBLIGATIONS - (Continued)**

**C. Legal Debt Margin**

The Ohio Revised Code provides that the net debt of a municipal corporation, whether or not approved by the electors, shall not exceed 10.5% of the total value of all property in the municipal corporation as listed and assessed for taxation. In addition, the unvoted net debt of municipal corporations cannot exceed 5.5% of the total taxation value of property. The assessed valuation used in determining the City's legal debt margin has been modified by House Bill 530 which became effective March 30, 2006. In accordance with House Bill 530, the assessed valuation used in calculating the City's legal debt margin calculation excludes tangible personal property used in business, telephone or telegraph property, interexchange telecommunications company property, and personal property owned or leased by a railroad company and used in railroad operations. The statutory limitations on debt are measured by a direct ratio of net debt to tax valuation and expressed in terms of a percentage. At December 31, 2008, the City's total debt margin was \$9,469,268 and the unvoted debt margin was \$4,690,093.

**NOTE 14 - RISK MANAGEMENT**

The City is exposed to various risks of loss related to torts, theft of, and destruction of assets, errors and omissions, injuries to employees and natural disasters. The City participates with other cities in the Buckeye Ohio Risk Management Agency, Inc. (BORMA, Inc.), in jointly funded risk financing programs administered by Arthur J. Gallagher & Co. BORMA, Inc. includes two separate pools which provide separate and distinct coverages.

The first pool provides comprehensive automobile liability, automobile physical damage, comprehensive general liability, crime and property liability, and public officials' liability coverage up to specific limits. The pool includes the following municipalities: Archbold, Bowling Green, Defiance, Huron, Napoleon, Sandusky and Willard. Member contributions are calculated annually to produce a sufficient sum of money within the pool to fund administrative expenses and to create reserves for claims. As of December 31, 2008, the pool had cash reserves of \$1,186,724. The amount of risk retained with the pool is \$150,000 per claim subject to a maximum of \$1,880,000 combined.

Claims in excess of the \$150,000 up to \$1,880,000 are covered by various insurance carriers.

The second pool is for employee benefits and includes life insurance, accidental death and dismemberment insurance, health insurance and prescription drug insurance. Each member has an option on the coverage it has elected to provide for its employees. Willard provides to its employees all available options offered by the pool. The employee benefits pool includes the following municipalities: Archbold, Bowling Green, Carey, Clyde, Defiance, Fayette, Hicksville, Napoleon, Oberlin, Sandusky, Upper Sandusky and Willard. As of December 31, 2008 the pool had cash reserves of \$5,078,352.

Premiums are paid to the employee benefits pool at a cost of \$1,300.28 for family coverage and \$471.12 for single party coverage. Life insurance monthly premiums are \$5.10. During 2008, the City paid \$802,662 into the pool for coverage. The cost of coverage is paid by the fund that pays the salary of the individual employees. The amount of the risk retained within the employee is \$100,000 per individual with excess claims coverage provided by the Lloyds Company.

BORMA, Inc. has the ability to require the member cities to make supplemental payments in the event reserves are not adequate to cover claims. The probability of this occurring is considered remote due to the adequacy of the pool reserves and premium levels, therefore, no amount have been reserved in the financial statements. Audited financial statements are maintained separately by BORMA, Inc.

## CITY OF WILLARD, OHIO

### NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2008

#### NOTE 14 - RISK MANAGEMENT - (Continued)

There has been no significant reduction in insurance coverages from coverages in the prior year. In addition, settled claims resulting from these risks have not exceeded commercial insurance converge in any of the past three fiscal years.

#### NOTE 15 - PENSION PLANS

##### A. Ohio Public Employees Retirement System

Plan Description - The City participates in the Ohio Public Employees Retirement System (OPERS). OPERS administers three separate pension plans. The Traditional Pension Plan is a cost-sharing, multiple-employer defined benefit pension plan. The Member-Directed Plan is a defined contribution plan in which the member invests both member and employer contributions (employer contributions vest over five years at 20% per year). Under the Member-Directed Plan, members accumulate retirement assets equal to the value of the member and vested employer contributions plus any investment earnings. The Combined Plan is a cost-sharing, multiple-employer defined benefit pension plan that has elements of both a defined benefit and a defined contribution plan. Under the Combined Plan, employer contributions are invested by the retirement system to provide a formula retirement benefit similar to the Traditional Pension Plan benefit. Member contributions, whose investment is self-directed by the member, accumulate retirement assets in a manner similar to the Member-Directed Plan. While members in the State and local divisions may participate in all three plans, law enforcement (generally sheriffs, deputy sheriffs and township police) and public safety divisions exist only within the traditional pension plan.

OPERS provides retirement, disability, survivor and death benefits and annual cost of living adjustments to members of the Traditional Pension and the Combined Plans. Members of the Member-Directed Plan do not qualify for ancillary benefits. Authority to establish and amend benefits is provided by Chapter 145 of the Ohio Revised Code. OPERS issues a stand-alone financial report that may be obtained by writing to OPERS, Attention: Finance Director, 277 E. Town St., Columbus, OH 43215-4642 or by calling (614) 222-5601 or (800) 222-7377.

Funding Policy - The Ohio Revised Code provides statutory authority for member and employer contributions. For 2008, member and contribution rates were consistent across all three plans. While members in the State and local divisions may participate in all three plans, law enforcement and public safety divisions exist only within the Traditional Plan. The 2008 member contribution rates were 10.00% for members in State and local classifications. Public safety and law enforcement members contributed 10.10%.

The City's contribution rate for 2008 was 14.00%, except for those plan members in law enforcement or public safety, for whom the City's contribution was 17.40% of covered payroll. For 2008, a portion equal to 7.00% of covered payroll was allocated to fund the post-employment health care plan.

The City's contribution rate for pension benefits for 2008 was 7.00%, except for those plan members in law enforcement and public safety. For those classifications, the City's pension contributions were 10.40% of covered payroll. The City's required contributions for pension obligations to the Traditional Pension and Combined Plans for the years ended December 31, 2008, 2007, and 2006 were \$166,613, \$184,405, and \$188,125, respectively; 89.32% has been contributed for 2008 and 100% has been contributed for 2007 and 2006.

**CITY OF WILLARD, OHIO**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2008**

**NOTE 15 - PENSION PLANS - (Continued)**

**B. Ohio Police and Fire Pension Fund**

Plan Description - The City contributes to the Ohio Police and Fire Pension Fund (OP&F), a cost-sharing multiple-employer defined benefit pension plan. OP&F provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefit provisions are established by the Ohio State Legislature and are codified in Chapter 742 of the Ohio Revised Code. OP&F issues a publicly available financial report that includes financial statements and required supplementary information for the plan. That report may be obtained by writing to the OP&F, 140 East Town Street, Columbus, Ohio 43215-5164.

Funding Policy - Plan members are required to contribute 10.0% of their annual covered salary, while the City is required to contribute 19.50% and 24.00% for police officers and firefighters, respectively. Contribution rates are established by State statute. For 2008, the portion of the City's contributions to fund pension obligations was 12.75% for police officers and 17.25% for firefighters. The City's required contributions for pension obligations to OP&F for police officers and firefighters were \$128,366 and \$76,361 for the year ended December 31, 2008, \$118,753 and \$49,095 for the year ended December 31, 2007, and \$131,847, \$44,905, for the year ended December 31, 2006. The full amount has been contributed for 2007 and 2006. 79.54% has been contributed for 2008.

**NOTE 16 - POSTRETIREMENT BENEFIT PLANS**

**A. Ohio Public Employees Retirement System**

Plan Description - OPERS maintains a cost-sharing multiple employer defined benefit post-employment healthcare plan, which includes a medical plan, prescription drug program and Medicare Part B premium reimbursement, to qualifying members of both the Traditional Pension and the Combined Plans. Members of the Member-Directed Plan do not qualify for ancillary benefits, including post-employment health care coverage.

To qualify for post-employment health care coverage, age-and-service retirees under the Traditional Pension and Combined Plans must have ten years or more of qualifying Ohio service credit. The Ohio Revised Code permits, but does not mandate, OPERS to provide OPEB benefits to its eligible members and beneficiaries. Authority to establish and amend benefits is provided in Chapter 145 of the Ohio Revised Code.

Disclosures for the healthcare plan are presented separately in the OPERS financial report which may be obtained by writing to OPERS, Attention: Finance Director, 277 E. Town St., Columbus, OH 43215-4642 or by calling (614) 222-5601 or (800) 222-7377.

Funding Policy - The post-employment healthcare plan was established under, and is administrated in accordance with, Internal Revenue Code Section 401(h). State statute requires that public employers fund post-employment healthcare through contributions to OPERS. A portion of each employer's contribution to the Traditional or Combined Plans is set aside for the funding of post-employment health care.

## CITY OF WILLARD, OHIO

### NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2008

#### NOTE 16 - POSTRETIREMENT BENEFIT PLANS - (Continued)

Employer contribution rates are expressed as a percentage of the covered payroll of active employees. In 2008, local government employers contributed 14.00% of covered payroll (17.40% for public safety and law enforcement). Each year the OPERS Retirement Board determines the portion of the employer contribution rate that will be set aside for the funding of the postemployment health care benefits. The amount of the employer contributions which was allocated to fund post-employment healthcare for 2008 was 7.00% of covered payroll.

The OPERS Retirement Board is also authorized to establish rules for the payment of a portion of the health care benefits provided, by the retiree or their surviving beneficiaries. Payment amounts vary depending on the number of covered dependents and the coverage selected. Active members do not make contributions to the post-employment healthcare plan.

The City's contributions allocated to fund post-employment health care benefits for the years ended December 31, 2008, 2007, and 2006 were \$166,613, \$121,465, and \$92,032, respectively; 89.32% has been contributed for 2008 and 100% has been contributed for 2007 and 2006.

The Health Care Preservation Plan (HCPP) adopted by the OPERS Board of Trustees on September 9, 2004, was effective January 1, 2007. Member and employer contribution rates increased as of January 1, 2006, January 1, 2007 and January 1, 2008, which allowed additional funds to be allocated to the health care plan.

#### **B. Ohio Police and Fire Pension Fund**

Plan Description - The City contributes to the OP&F Pension Fund sponsored health care program, a cost-sharing multiple-employer defined postemployment health care plan administered by OP&F. OP&F provides healthcare benefits including coverage for medical, prescription drugs, dental, vision, Medicare Part B Premium and long term care to retirees, qualifying benefit recipients and their eligible dependents.

OP&F provides access to post-employment health care coverage to any person who receives or is eligible to receive a monthly service, disability or survivor benefit check or is a spouse or eligible dependent child of such person.

The Ohio Revised Code allows, but does not mandate OP&F to provide OPEB benefits. Authority for the OP&F Board of Trustees to provide health care coverage to eligible participants and to establish and amend benefits is codified in Chapter 742 of the Ohio Revised Code.

OP&F issues a publicly available financial report that includes financial statements and required supplementary information for the plan. That report may be obtained by writing to the OP&F, 140 East Town Street, Columbus, Ohio 43215-5164.

Funding Policy - The OP&F's post-employment healthcare plan was established and is administered as an Internal Revenue Code Section 401(h) account within the defined benefit pension plan, under the authority granted by the Ohio Revised Code to the OP&F Board of Trustees. The Ohio Revised Code sets the contribution rates for participating employers and for plan members to the OP&F. Participating employers are required to contribute to the pension plan at rates expressed as of the payroll of active pension plan members, currently, 19.50% and 24.00% of covered payroll for police and fire employers, respectively.

**CITY OF WILLARD, OHIO**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2008**

**NOTE 16 - POSTRETIREMENT BENEFIT PLANS - (Continued)**

The Board of Trustees is authorized to allocate a portion of the total employer contributions made into the pension plan into the Section 115 trust and the Section 401(h) account as the employer contribution for retiree health care benefits. For the year ended December 31, 2008, the employer contribution allocated to the health care plan was 6.75% of covered payroll. The amount of employer contributions allocated to the health care plan each year is subject to the Trustees' primary responsibility to ensure that the pension benefits are adequately funded and is limited by the provisions of Sections 115 and 401(h).

The OP&F Board of Trustees also is authorized to establish requirements for contributions to the health care plan by retirees and their eligible dependents, or their surviving beneficiaries. Payment amounts vary depending on the number of covered dependents and the coverage selected. Active members do not make contributions to the OPEB Plan.

The City's contributions to OP&F which were allocated to fund post-employment healthcare benefits for police officers and firefighters were \$67,959 and \$29,880 for the year ended December 31, 2008, \$62,869 and \$19,211 for the year ended December 31, 2007, and \$49,826 and \$21,416 for the year ended December 31, 2006. The full amount has been contributed for 2007 and 2006. 79.54% has been contributed for 2008.

**NOTE 17 - BUDGETARY BASIS OF ACCOUNTING**

While the City is reporting financial position, results of operations and changes in fund balance on the basis of generally accepted accounting principles (GAAP), the budgetary basis as provided by law is based upon accounting for certain transactions on a basis of cash receipts, disbursements and encumbrances. The statement of revenues, expenditures and changes in fund balances - budget and actual (non-GAAP budgetary basis) presented for the general and electric system sale funds are presented on the budgetary basis to provide a meaningful comparison of actual results with the budget. The major differences between the budget basis and GAAP basis are as follows:

1. Revenues are recorded when received in cash (budget) as opposed to when susceptible to accrual (GAAP);
2. Expenditures/expenses are recorded when paid in cash (budget) as opposed to when the liability is incurred (GAAP);
3. Encumbrances are treated as expenditures (budget) rather than as a reservation of fund balance (GAAP); and,
4. Unreported cash represents amounts received but not included as revenue on the budget basis operating statements. These amounts are included as revenue on the GAAP basis operating statement.

**CITY OF WILLARD, OHIO**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2008**

**NOTE 17 - BUDGETARY BASIS OF ACCOUNTING - (Continued)**

The following table summarizes the adjustments necessary to reconcile the GAAP basis statements (as reported in the fund financial statements) to the budgetary basis statements for all governmental funds for which a budgetary basis statement is presented.

**Net Change in Fund Balance**

	<u>General</u>	<u>Electric System Sale</u>
Budget basis	\$ 154,905	\$ 50,718
Net adjustment for revenue accruals	(18,548)	-
Net adjustment for expenditure accruals	24,501	-
Net adjustment for other sources/uses	10,000	-
Adjustment for encumbrances	<u>46,265</u>	<u>-</u>
GAAP basis	<u>\$ 217,123</u>	<u>\$ 50,718</u>

**NOTE 18 - CONTINGENCIES**

**A. Grants**

The City receives significant financial assistance from numerous federal and State agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and is subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the general fund or other applicable funds. However, in the opinion of management, any such disallowed claims will not have a material effect on any of the financial statements of the individual fund types included herein or on the overall financial position of the City at December 31, 2008.

**B. Litigation**

The City is party to legal proceedings. The City management is of the opinion that the ultimate disposition of various claims and legal proceeds will not have a material effect, if any, on the financial condition of the City.

**CITY OF WILLARD, OHIO**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2008**

**NOTE 19 - RESTRICTED ASSETS**

Restricted assets are specifically restricted for repayment to water customers who were required to make deposits for the guarantee of payment of water and sewer bills. Restricted cash and cash equivalents designated by the City or provided by operations are equally offset by a fund balance/retained earnings reserve or liability. Restricted assets at December 31, 2008 are comprised of the following:

	Cash and Cash <u>Equivalents</u>
Water fund:	
Customer deposits	\$ <u>40,041</u>

**NOTE 20 – BUDGETARY COMPLIANCE**

Contrary to Ohio Revised Code Section 5705.36, the City had several funds that had actual receipts below estimated receipts, where the amount of the deficiency reduced available resources below the current level of appropriation.

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Fax - (216) 436-2411

***Charles E. Harris & Associates, Inc.***  
*Certified Public Accountants*

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**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON  
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS REQUIRED BY GOVERNMENT AUDITING STANDARDS**

City of Willard  
Huron County  
631 Myrtle Avenue  
Willard, Ohio 44890

To the City Council:

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Willard, Huron County, Ohio (the City) as of and for the year ended December 31, 2008, which collectively comprise the City's financial statements and have issued our report thereon dated July 17, 2009. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Internal Controls Over Financial Reporting**

In planning and performing our audit, we considered the City's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the City'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 to be significant deficiencies.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of 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 City's ability to initiate, authorize, record, process, or report financial data reliably in accordance with its applicable basis of accounting such that there is more than a remote likelihood that a misstatement of the City's financial statements that is more than inconsequential will not be prevented or detected by the City's internal control. We consider the deficiency described in the accompanying Schedule of Findings, item 2008-Willard-01 to be a significant deficiency in internal control over financial reporting.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the City's internal control.

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 considered to be material weaknesses. However, we believe the significant deficiency described in item 2008-Willard-01 to be a material weakness.

#### Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance that is required to be reported under *Government Auditing Standards*, which is disclosed in the accompanying schedule of findings as item 2008-Willard-02.

The City's responses to the findings identified in our audit are described in the accompanying schedule of findings. We did not audit the City's responses and, accordingly, we express no opinion on them.

We also noted certain matters that we reported to management in a separate letter dated July 17, 2009.

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

***Charles E. Harris and Associates, Inc.***  
July 17, 2009

**CITY OF WILLARD  
HURON COUNTY  
SCHEDULE OF FINDINGS  
For the Year Ended December 31, 2008**

<b>FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS</b>
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**FINDING NUMBER 2008-Willard-01 Material Weakness**

Capital assets/Cash adjustments/GAAP conversion

A fixed assets management system ensures that policies and procedures are in place to safeguard assets and maintains the integrity of financial statement information. These procedures should include: authorizing and recording disposals and transfers of assets; recording purchases as additions at the time items are received; tagging assets to ensure that each asset is in the appropriate location and described accurately in the City's inventory list. The serial numbers, along with item description and location, will be added to an equipment register which will be updated annually.

Our testing of the City's fixed assets revealed instances where disposals were not deleted from the City's records. Moreover, we noted some assets owned by the City that were not recorded in the City's records. Also, certain items had incorrect depreciation calculations.

After discussion with the Finance Director, we noted that part of the issues stemmed from the conversion from the old capital asset system to the new system. Also, some capital asset information was given to the GAAP conversion company but not updated in the financial report. Subsequently, the City has conducted an inventory of all its capital assets and traced the acquisition cost to the original list of capital assets. The revised fixed asset listing resulted in significant adjustments to all categories, including prior period adjustments. The adjustments to the categories also caused adjustments in accumulated depreciation. The capital assets have been restated in the financial statements.

We recommend that the City maintain their capital asset management system on an on-going basis in order to prevent future misstatements and that the GAAP conversion company record all information provided to them to accurately reflect the capital asset balances in the financial statements.

We also noted certain cash adjustments between funds that were "double counted" or booked incorrectly by the GAAP converter. We noted the cash on the City's books were correct but the cash in the financial statements was incorrect in several funds. This caused several prior period adjustments to the financial statements.

We recommend that the GAAP converter verify all cash adjustments with management before making any adjustments to the financial statements to avoid incorrect cash balances.

Management Response:

The City of Willard has corrected the fixed asset system to account for any and all additions and disposals that need to be recorded in the fixed asset system

**CITY OF WILLARD  
HURON COUNTY  
SCHEDULE OF FINDINGS – (continued)  
For the Year Ended December 31, 2008**

<b>FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS – (continued)</b>
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**FINDING NUMBER 2008-Willard-02: Noncompliance Citation**

ORC 5705.36(A)(2) allows all subdivisions to request increased amended certificates of estimated resources and reduced amended certificates upon determination by the fiscal officer that revenue to be collected will be greater or less than the amount in the official certificate of estimated resources.

ORC 5705.36(A)(3) requires obtaining an increased amended certificate from the budget commission if the legislative authority intends to appropriate and expend excess revenue.

ORC 5705.36(A)(4) requires obtaining a reduced amended certificate if the amount of the deficiency will reduce available resources below the current level of appropriation.

During 2008, the following funds had estimated receipts below actual receipts, whereby the deficiency reduced available resources below the current level of appropriation:

Special Revenue Funds:

- Issue II (\$1,411,660)
- Municipal Road Permissive (\$2,050)
- Auto Registration (\$207)

Enterprise Funds:

- Water Extension (\$2,402)
- Sewer Extension (\$1,466)

We noted the Issue II deficiency was caused by including a potential grant in the 2008 certificate of estimated resources, which was appropriated. However, the funding was not received in 2008 and a new certificate was not requested.

We recommend that management regularly monitor estimated receipts against actual receipts and appropriations and make the proper amendments as deemed necessary.

Management response:

The City of Willard was awarded stimulus money during 2008. Amended sources of revenue were increased upon the notification of the award. The other amounts were amounts that were certified by the state and not received. It was not apparent until late December that these amounts would not be collected in 2008 and the last council meeting had already been held.

CITY OF WILLARD  
HURON COUNTY

SCHEDULE OF PRIOR AUDIT FINDINGS  
December 31, 2008

<b>FINDING NUMBER</b>	<b>FUNDING SUMMARY</b>	<b>FULLY CORRECTED?</b>	<b>Not Corrected. Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; Explain</b>
2007-Willard-001	Transfers not in compliance with ORC Sections 5705.14, 15 and 16.	Yes	Finding no longer valid.





**Mary Taylor, CPA**  
Auditor of State

**CITY OF WILLARD**

**HURON 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 22, 2009**