

VILLAGE OF MINSTER

DAYTON REGION, AUGLAIZE COUNTY

REGULAR AUDIT

FOR THE YEAR ENDED
DECEMBER 31, 2008



Mary Taylor, CPA

Auditor of State

Mayor and Members of Village Council
Village of Minster
5 West Fourth Street
P.O. Box 1
Minster, Ohio 45865

We have reviewed the *Independent Auditors' Report* of the Village of Minster, Auglaize County, prepared by Manning & Associates CPAs, LLC, 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.

The financial statements in the attached report are presented in accordance with a regulatory basis of accounting prescribed or permitted by the Auditor of State. Due to a February 2, 2005 interpretation from the American Institute of Certified Public Accountants (AICPA), modifications were required to the *Independent Auditors' Report* on your financial statements. While the Auditor of State does not legally require your government to prepare financial statements pursuant to Generally Accepted Accounting Principles (GAAP), the AICPA interpretation requires auditors to formally acknowledge that you did not prepare your financial statements in accordance with GAAP. The attached report includes an opinion relating to GAAP presentation and measurement requirements, but does not imply the statements are misstated under the non-GAAP regulatory basis. The *Independent Auditors' Report* also includes an opinion on the financial statements using the regulatory format the Auditor of State permits.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The Village of Minster is responsible for compliance with these laws and regulations.

A handwritten signature in cursive script that reads "Mary Taylor".

Mary Taylor, CPA
Auditor of State

August 5, 2009

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**VILLAGE OF MINSTER
AUGLAIZE COUNTY**

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MANNING & ASSOCIATES CPAs, LLC
6105 NORTH DIXIE DRIVE
DAYTON, OHIO 45414

INDEPENDENT AUDITORS' REPORT

Mayor and Members of Council
Village of Minster
5 West Fourth Street
Minster, Ohio 45345

We have audited the accompanying financial statements of the Village of Minster, Auglaize County, Ohio (the Village), as of and for the year ended December 31, 2008. These financial statements are the responsibility of the Village's management. Our responsibility is to express an opinion on the financial statements based on our audit.

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

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

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

In our opinion, because of the effects of the matter discussed in the preceding two paragraphs, the financial statements referred to above for the year ended December 31, 2008 do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Village as of December 31, 2008 or its changes in financial position or cash flows, for the year then ended.

Also, in our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of the Village of Minster, Auglaize County, as of December 31, 2008, and its combined cash receipts and disbursements for the year then ended on the accounting basis Note 1 describes.

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

In accordance with *Government Auditing Standards*, we have also issued a report dated May 20, 2009, on our consideration of the Village's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. While we did not opine on the internal control over financial reporting or on compliance, that report describes the scope of our testing of internal control over financial reporting and compliance, and the results of that testing. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*. You should read it in conjunction with this report in assessing the results of our audit.

Manning & Associates CPAs, LLC
Dayton, Ohio

May 20, 2009

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VILLAGE OF MINSTER
AUGLAIZE COUNTY
 COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
 CHANGES IN FUND CASH BALANCES - ALL GOVERNMENTAL FUND TYPES
 FOR THE YEAR ENDED DECEMBER 31, 2008

	Governmental Fund Types				Total (Memorandum Only)
	General	Special Revenue	Debt Service	Capital Projects	
Cash Receipts:					
Property and other Local Taxes	\$ 242,756	\$ 0	\$ 0	\$ 0	\$ 242,756
Municipal Income Taxes	2,478,577	0	0	0	2,478,577
Intergovernmental Receipts	247,362	239,234	0	0	486,596
Special Assessments	0	0	26,982	143,317	170,299
Charges for Services	666,555	1,175	0	0	667,730
Fines, Licenses and Permits	15,344	1,010	0	0	16,354
Earnings on Investments	138,115	2,590	0	0	140,705
Miscellaneous	10,616	76,553	0	23,160	110,329
Total Cash Receipts	<u>3,799,325</u>	<u>320,562</u>	<u>26,982</u>	<u>166,477</u>	<u>4,313,346</u>
Cash Disbursements:					
Current:					
Security of Person and Property	639,838	0	0	0	639,838
Public Health Services	750	0	0	0	750
Leisure Time Activities	0	176,454	0	0	176,454
Community Environment	17,596	0	0	0	17,596
General Government	393,387	491,476	0	0	884,863
Capital Outlay	65,880	223,406	0	677,760	967,046
Debt Service:					
Redemption of Principal	0	0	21,902	0	21,902
Interest Payments	0	0	4,449	0	4,449
Total Cash Disbursements	<u>1,117,451</u>	<u>891,336</u>	<u>26,351</u>	<u>677,760</u>	<u>2,712,898</u>
Total Receipts Over/(Under) Disbursements	<u>2,681,874</u>	<u>(570,774)</u>	<u>631</u>	<u>(511,283)</u>	<u>1,600,448</u>
Other Financing Receipts/(Disbursements):					
Sale of Fixed Assets	4,814	19,713	0	22,640	47,167
Transfers-in	0	605,000	0	1,286,372	1,891,372
Transfers-Out	(2,564,360)	0	0	(600,000)	(3,164,360)
Total Other Financing Receipts/ Disbursements	<u>(2,559,546)</u>	<u>624,713</u>	<u>0</u>	<u>709,012</u>	<u>(1,225,821)</u>
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	122,328	53,939	631	197,729	374,627
Fund Cash Balances, January 1	<u>26,954</u>	<u>126,591</u>	<u>14,036</u>	<u>766,777</u>	<u>934,358</u>
Fund Cash Balances, December 31	<u>\$ 149,282</u>	<u>\$ 180,530</u>	<u>\$ 14,667</u>	<u>\$ 964,506</u>	<u>\$ 1,308,985</u>

The Notes to the Financial Statements are an integral part of this statement.

VILLAGE OF MINSTER
AUGLAIZE COUNTY
COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES - ALL PROPRIETARY AND
SIMILAR FIDUCIARY FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2008

	<u>Proprietary Fund Type</u>	<u>Fiduciary Fund Type</u>	<u>Total (Memorandum Only)</u>
	<u>Enterprise</u>	<u>Agency</u>	
Operating Cash Receipts:			
Changes for Services	\$ 7,896,901	\$ 34,251	\$ 7,931,152
Fines, License and Permits	3,982	0	3,982
Earnings on Investment	77,216	0	77,216
Miscellaneous	378,450	0	378,450
Total Operating Cash Receipts	<u>8,356,549</u>	<u>34,251</u>	<u>8,390,800</u>
Operating Cash Disbursements:			
Personal Services	833,335	0	833,335
Travel Transportation	32,571	0	32,571
Contractual Services	6,519,480	0	6,519,480
Supplies and Materials	752,410	0	752,410
Other	9,700	34,251	43,951
Capital Outlay	721,273	0	721,273
Total Operating Cash Disbursements	<u>8,868,769</u>	<u>34,251</u>	<u>8,903,020</u>
Operating Income (Loss)	<u>(512,220)</u>	<u>0</u>	<u>(512,220)</u>
Non-Operating Receipts (Disbursements)			
Sale of Fixed Assets	27,426	0	27,426
Debt Service:			
Principal Payments	(2,000,000)	0	(2,000,000)
Interest Payments	(68,151)	0	(68,151)
Total Non-Operating Cash Receipts	<u>(2,040,725)</u>	<u>0</u>	<u>(2,040,725)</u>
Income (Loss) Before Operating Transfers	(2,552,945)	0	(2,552,945)
Transfers In	1,672,988	0	1,672,988
Transfers Out	(400,000)	0	(400,000)
Net Receipts Over/(Under) Disbursements	<u>(1,279,957)</u>	<u>0</u>	<u>(1,279,957)</u>
Fund Balances, January 1	<u>3,538,933</u>	<u>0</u>	<u>3,538,933</u>
Fund Balances, December 31	<u>\$ 2,258,976</u>	<u>\$ 0</u>	<u>\$ 2,258,976</u>

The Notes to the Financial Statements are an integral part of this statement.

**VILLAGE OF MINSTER
AUGLAIZE COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The Village of Minster, Auglaize County, Ohio (the Village) is a body politic and corporate established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The Village is directed by a publicly elected six-member Council. The Village provides the following services: fire and police protection, water, electric, sewer, street maintenance and repair, as well as other general governmental services.

The Village's management believes these financial statements represent all of the funds of the Village over which the Village officials are financially accountable.

B. Basis of Accounting

These financial statements follow the basis of accounting prescribed or permitted by the Auditor of State, which is similar to the cash receipts and disbursements basis of accounting. Receipts are recognized when received in cash rather than when earned, and disbursements are recognized when a payment is made rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as prescribed or permitted by the Auditor of State.

C. Cash and Investments

The Village maintains all funds in an interest bearing checking account and certificates of deposit with a local financial institution. The certificates of deposit are valued at cost. The Village pools its cash deposits for investment purposes to capture the highest rate of return.

D. Fund Accounting

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

General Fund:

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

**VILLAGE OF MINSTER
AUGLAIZE COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Fund Accounting (continued)

Special Revenue Funds:

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

Street Construction, Maintenance and Repair Fund – This fund receives gasoline tax and motor vehicle tax money for constructing, maintaining, and repairing Village streets.

State Highway Fund – This fund receives gasoline tax and motor vehicle tax money for constructing, maintaining and repairing Village State Highways.

Permissive Motor Vehicle License Fund – This fund receives an additional fee on license plates to pay for constructing, maintaining and repairing Village roads.

Parks and Recreation Fund – This fund receives fees to maintain the Village's parks.

Debt Service Funds:

These funds are used to accumulate resources for the payment of indebtedness.

Other Debt Service – This fund accumulates resources for the payment of Special Assessment notes and bonds.

Capital Projects Funds:

These funds are used to account for receipts that are restricted for the acquisition or construction of major capital projects (except those financed through enterprise or trust funds). The Village had the following significant Capital Projects Fund:

Capital Improvement Fund – This fund provides monies for the purchase of large equipment, vehicles, and buildings for the Village.

Parks Complex Fund – This fund provides monies for the construction of the parks complex.

Facilities Upgrade – This fund provides monies for the upgrading of various sites within the Village.

**VILLAGE OF MINSTER
AUGLAIZE COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Fund Accounting (continued)

Enterprise Funds:

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

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

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

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

Fiduciary Funds (Trust and Agency Funds)

Trust funds are used to account for resources restricted by legally binding trust agreements. If the agreement requires the Village to maintain the corpus of the trust, the fund is classified as nonexpendable trust fund. Other trust funds are classified as expendable. Funds for which the Village is acting in an agency capacity are classified as agency funds. The Village had the following significant fiduciary Agency funds:

Mayor's Court – This fund receives monies from collections on fines imposed from tickets issued by the Village's police protection force. Funds collected in part are on behalf of the State of Ohio. In addition, funds are used for safety programs, computerization and general Village operations.

NKTELCO Collections – This fund receives monies from collections on behalf of Verizon. Funds are collected and remitted to Verizon. The Village receives a percentage fee for this service.

E. Budgetary Process

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

Appropriations

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function and object level of control, and appropriations may not exceed estimated resources. The Village Council must annually approve appropriation measures and subsequent amendments. The County Budget Commission must also approve the annual appropriation measure. Appropriations lapse at year-end.

**VILLAGE OF MINSTER
AUGLAIZE COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. Budgetary Process, (continued)

Estimated Resources

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

Encumbrances

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

A summary of 2008 budgetary activity appears in Note 3.

F. Property, Plant and Equipment

Fixed assets are not capitalized in any of the Village's funds. Instead, capital acquisition and construction costs are reflected as expenditures in the fund in the year expended. The costs of normal maintenance and repairs are also expended, along with improvements. Depreciation is not recorded.

G. Unpaid Vacation and Sick Leave

Employees are entitled to cash payments for unused vacation and sick leave in certain circumstances such as upon leaving employment. Unpaid vacation and sick leave are not reflected as liabilities under the basis of accounting used by the Village.

2. EQUITY IN POOLED CASH AND INVESTMENTS

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

	<u>2008</u>
Deposits:	
Demand deposits	\$ 1,567,961
Certificate of Deposits	<u>2,000,000</u>
Total deposits	<u>\$ 3,567,961</u>

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

**VILLAGE OF MINSTER
AUGLAIZE COUNTY**

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

3. BUDGETARY ACTIVITY

Budgetary activity for the year ending December 31, 2008 was as follows:

2008 Budgeted vs. Actual Receipts

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 3,833,639	\$ 3,804,139	\$ (29,500)
Special Revenue	903,935	945,275	41,340
Debt Service	26,969	26,982	13
Capital Projects	1,487,220	1,475,489	(11,731)
Enterprise Funds	9,760,653	10,056,963	296,310
Fiduciary Fund	34,500	34,251	(249)
Total	<u>\$ 16,046,916</u>	<u>\$ 16,343,099</u>	<u>\$ 296,183</u>

2008 Budgeted vs. Actual Budgetary Basis Expenditures

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 3,858,645	\$ 3,681,811	\$ 176,834
Special Revenue	981,800	891,336	90,464
Debt Service	28,209	26,351	1,858
Capital Projects	1,717,696	1,277,760	439,936
Enterprise Funds	12,318,583	11,336,920	981,663
Fiduciary Fund	34,500	34,251	249
Total	<u>\$ 18,939,433</u>	<u>\$ 17,248,429</u>	<u>\$ 1,691,004</u>

**VILLAGE OF MINSTER
AUGLAIZE COUNTY**

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

4. DEBT OBLIGATIONS

Village Debt outstanding at December 31, 2008 was as follows:

	<u>Principal</u>	<u>Interest Rate</u>
Special Assessment Notes	\$ 77,907	4.12-6.45%
Water System Anticipation Note	<u>800,000</u>	3.74%
	<u>\$ 877,907</u>	

Special Assessment Notes:

1999 First Street Special Assessment Note, due in semiannual payments on January 1 and July 1 through 2009 at a rate of 5.95 percent. Principal balance at December 31, 2008 \$3,313.

2000 Paris Street Special Assessment Note, due in semiannual payments on June 26 and December 26 through 2010 at a rate of 6.0 percent. Principal balance at December 31, 2008 \$7,719.

2002 Hamilton Street Assessment Note, due June 18, 2013 at a rate of 4.5 percent. Principal balance at December 31, 2008 \$3,676.

2004 Eagle Acres Special Assessment Note, due in semiannual payments on January 5 and July 5 through July 5, 2015, at a rate of 4.12 percent. Principal balance at December 31, 2008 \$60,452.

2006 State Route 66 Special Assessment Note, due in semiannual payments on January 5 and July 5 through July 5, 2011, at a rate of 4.6 percent. Principal balance at December 31, 2008 \$2,747.

Water System Improvement Bond Anticipation Note:

The Village is constructing a new water plant facility. Bond anticipation notes in the amount of \$2,800,000 were issued in 2006 for the project. Semiannual interest payments are due on April 20 and October 20 through April 2010 at a rate of 3.74 percent. Principal to be paid in full April 2010.

Omega JV 5 – AMP-Ohio

The Village entered into a loan agreement with Ohio Municipal Power- Ohio, Inc. (AMP-Ohio) for the purpose of providing financing for the acquisition and installation of electric system improvements.

The Electric Operating Fund is to pay the loan made by AMP-Ohio together with interest thereon equal to the rates of interest on the electric system improvement bond anticipation notes to be issued by Amp-Ohio in one or more series, or on notes issued to refund the Notes or on the Electric System Improvement Bonds to be issued by Amp-Ohio in anticipation of which Bonds the Notes are issued.

**VILLAGE OF MINSTER
AUGLAIZE COUNTY**

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

4. DEBT OBLIGATIONS (Continued)

On the maturity date of each series of the Notes the Village will pay to AMP-Ohio all interest due on the Notes plus any amount of principal up to the original principal amount of such series, and on the maturity date of such series of the Notes plus an amount of principal equal to the amount of principal amount which would be due in the corresponding year on a loan the original amount of such series, for a term of 20 years, at the interest rate borne by such series of the Notes.

AMP-Ohio will use its best efforts to refinance any remaining principal of any series of the Notes; provided, however, that if AMP-Ohio is unable to refinance any series of the Notes, it shall give the Village and the original purchaser of the Notes 60 days notice of such inability, and the Village shall pay AMP-Ohio all amounts necessary to retire such series of the Notes at maturity. Also see Note 10, for more information relating to AMP-Ohio, Omega JV-5 project and related amortization schedules based upon percentage of ownership.

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

Year Ending <u>December 31:</u>	Special Assess. <u>Notes</u>	Water System <u>Note</u>
2009	\$ 20,966	\$ 29,920
2010	16,673	814,960
2011	12,373	0
2012	11,020	0
2013	9,703	0
2014-2018	<u>18,340</u>	<u>0</u>
Total	<u>\$ 89,075</u>	<u>\$ 844,880</u>

5. PROPERTY TAX

Real property taxes become a lien on January 1 proceeding the October 1 date for which rates are adopted by the County. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. Homestead and rollback amounts are then paid by the State, and are reflected in the accompanying financial statements as Intergovernmental Receipts. Real property taxes are payable annually or semiannually to the County. If paid annually, payment is due December 31; if paid semiannually, the first payment is due December 31 with the remainder payable by June 20 of the following year. Under certain circumstances, state statute permits later payment dates to be established.

Public utilities are also taxed on personal and real property located within the Village.

Tangible personal property tax is assessed by the property owners, who must file a list of such property to the County by each April 30.

The County is responsible for assessing property, and for billing, collecting, and distributing all property taxes on behalf of the Village.

**VILLAGE OF MINSTER
AUGLAIZE COUNTY**

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

6. LOCAL INCOME TAX

This locally levied tax of 1.5 percent applies to gross salaries, wages and other personal service compensation earned by residents both in and out of the Village and to earnings of nonresidents (except certain transients) earned in the Village. It also applies to the net income of business organizations located in the Village. Tax receipts are credited to the Village and amounted to \$2,478,577 in 2008.

7. RETIREMENT SYSTEMS

The Village's law enforcement officers belong to the Ohio Police and Fire Fund (OP&F). Other employees belong to the Ohio Public Employees Retirement System (OPERS). OP&F and OPERS are cost sharing, multiple-employer plans. These plans provide retirement benefits, including postretirement health care, and survivor and disability benefits to participants as prescribed by the Ohio Revised Code.

Contribution rates are also prescribed by the Ohio Revised Code. For 2008, members of OP&F contribute 10 percent of their wages. The Village contributes an amount equal to 19.5 percent of their wages. OPERS members contribute 10 percent of their gross salaries for 2008. The Village contributes an amount equal to 14 percent of participants' gross salaries for 2008. The Village has paid all contributions required through December 31, 2008.

8. RISK MANAGEMENT

The Village is insured through the Ohio Government Risk Management Plan (the "Plan"), a non-assessable, unincorporated non-profit association providing a formalized, jointly administered self-insurance risk management program and other administrative services to over 550 Ohio governments ("Members").

Pursuant to Section 2744.081 of the Ohio Revised Code, the Plan is a separate legal entity. The Plan provides property, liability, errors and omissions, law enforcement, automobile, excess liability, crime, surety and bond, inland marine, and other coverages, modified for each Member's needs. The plan pays judgments, settlements, and other expenses resulting from claims that exceed the Member's deductible.

The Plan issues its own policies and reinsures the Plans with A-VII or better rated carriers, except for the 15 percent casualty and the 10 percent property portions the Plan retains. The Plan pays the lesser of 15 percent or \$37,500 of casualty losses and the lesser of 10 percent of \$100,000 of property losses.

Individual members are only responsible for their self-retention (deductible) amounts, which may vary from member to member.

Plan members are responsible to notify the Plan of their intent to renew coverage by their renewal date. If a member chooses not to renew with the Plan, they have no other obligation to the Plan. The former member's covered claims, which occurred during their membership period, remain the responsibility of the Plan.

**VILLAGE OF MINSTER
AUGLAIZE COUNTY**

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

8. RISK MANAGEMENT, (Continued)

The Pool's audited financial statements conform to generally accepted accounting principles, and reported the following assets liabilities and retained earnings at December 31, 2007 and 2006 (latest available):

	<u>2007</u>	<u>2006</u>
Assets	\$11,136,455	\$9,620,148
Liabilities	<u>(4,273,553)</u>	<u>(3,329,620)</u>
Members' Equity	<u>\$6,862,902</u>	<u>\$6,290,528</u>

You can read the complete audited financial statements for The Ohio Government Risk Management Plan at the Plan's website, www.ohioplan.org.

Boiler coverage has been obtained through a commercial carrier.

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

9. CONTINGENT LIABILITY

LITIGATION

The Village is currently not involved in litigation in which the Village's legal counsel anticipates a loss.

10. JOINT VENTURES WITH EQUITY INTEREST

The Village of Minster is a Financing Participant with an ownership percentage of 1.99 %, and shares participation with forty-one other subdivisions within the State of Ohio in the Ohio Municipal Electric Generation Agency Joint Venture 5 (OMEGA JV5). Financing Participants own undivided interests, as tenants in common, without right of partition in the OMEGA JV5 Project.

Pursuant to the OMEGA Joint Venture JV5 Agreement (Agreement), the participants jointly undertook as Financing Participants, the acquisition, construction, and equipping of OMEGA JV5, including such portions of OMEGA JV5 as have been acquired, constructed or equipped by AMP-Ohio.

OMEGA JV5 was created to construct a 42 Megawatt (MW) run-of-the-river hydroelectric plant (including 40MW of backup generation) and associated transmission facilities (on the Ohio River near the Bellville, West Virginia Locks and Dam) and sells electricity from its operations to OMEGA JV5 Participants.

Pursuant to the Agreement each participant has an obligation to pay its share of debt service on the Beneficial Interest Certificates (Certificates) from the revenues of its electric system, subject only to the prior payment of Operating & Maintenance Expenses (O&M) of each participant's System, and shall be on a parity with any outstanding and future senior electric system revenue bonds, notes or other indebtedness payable from any revenues of the System. On dissolution of OMEGA JV5, the net assets will be shared by the financing participants on a percentage of ownership basis. Under the terms of the Agreement each participant is to fix, charge and collect rates, fees and charges at least sufficient in order to maintain a debt coverage ratio equal to 110% of the sum of OMEGA JV5 debt service and any other outstanding senior lien electric system revenue obligations. As of December 31, 2008, Minster has met their debt coverage obligation.

**VILLAGE OF MINSTER
AUGLAIZE COUNTY**

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

10. JOINT VENTURES WITH EQUITY INTEREST, (Continued)

The Agreement provides that the failure of any JV5 participant to make any payment due by the due date thereof constitutes a default. In the event of a default, OMEGA JV5 may take certain actions including the termination of a defaulting JV5 Participant’s entitlement to Project Power. Each Participant may purchase a pro rata share of the defaulting JV5 Participant’s entitlement to Project Power, which together with the share of the other non-defaulting JV5 Participants, is equal to the defaulting JV5 Participant’s ownership share of the Project, in kilowatts (“Step Up Power”) provided that the sum of any such increases shall not exceed, without consent of the non-defaulting JV5 Participant, an accumulated maximum kilowatts equal to 25% of such non-defaulting JV5 Participant’s ownership share of the project prior to any such increases.

OMEGA JV5 is managed by AMP-Ohio, which acts as the joint venture’s agent. During 1993 and 2001 AMP-Ohio issued \$153,415,000 and \$13,899,981 of 30 year fixed rate Beneficial Interest Certificates (Certificates) on behalf of the Financing Participants of OMEGA JV5. The 2001 Certificates accrete to a value of \$56,125,000 on February 15, 2030. The net proceeds of the bond issues were used to construct the OMEGA JV5 Project. On February 17, 2004 the 1993 Certificates were refunded by issuing 2004 Beneficial Interest Refunding Certificates in the amount of \$116,910,000, which resulted in a savings to the membership of \$34,951,833 from the periods 2005 through 2024.

On an unaudited basis, The Village’s net investment to date in OMEGA JV5 was \$178,283 at December 31, 2008. Complete financial statements for OMEGA JV5 may be obtained from AMP-Ohio or from the State Auditor’s website at www.auditor.state.oh.us.

Amortization of the participant’s percentage share of debt as follows:

	<u>Principal</u>	<u>Interest</u>	<u>Refunding</u>	<u>Total</u>
2009	89,053	93,441	27,374	209,868
2010	90,943	90,627	27,365	208,935
2011	93,630	86,965	27,089	207,684
2012	96,714	83,026	27,324	207,064
2013	101,590	78,068	27,324	206,982
2014-2018	592,423	306,490	137,059	1,035,972
2019-2023	752,917	139,099	136,625	1,028,641
2024-2028	396,141	650,750	27,328	1,074,219
2029-2030	54,394	193,659	0	248,053
Total	<u>\$2,267,805</u>	<u>\$1,722,125</u>	<u>\$437,488</u>	<u>\$4,427,418</u>

**VILLAGE OF MINSTER
AUGLAIZE COUNTY**

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

11. SEGMENT INFORMATION FOR THE ELECTRIC FUND

The Village maintains two enterprise funds to account for the operation of the electric utility. The table below reflects, in summarized format, the more significant financial data relating to the Electric Fund and the Electric System Upgrade Fund for the year ended December 31, 2008.

	<u>Electric Fund</u>	<u>Electric System Upgrade</u>	<u>Water Plant Construction</u>	<u>Other Enterprise Funds</u>	<u>Total Enterprise Funds</u>
Operating Revenues:	\$ 6,765,436	\$ 0	\$ 77,215	\$ 1,513,898	\$ 8,356,549
Operating Expenses:					
Personal Service	403,388	0	0	429,947	833,335
Travel Transportation	21,357	0	0	11,214	32,571
Contractual Services	6,182,338	0	0	337,142	6,519,480
Supplies and Materials	390,734	122,660	0	239,016	752,410
Other	0	0	0	9,700	9,700
	<u>6,997,817</u>	<u>122,660</u>	<u>0</u>	<u>1,027,019</u>	<u>8,147,496</u>
Total Operating Expenses					
Operating Income/ (Loss)	(232,381)	(122,660)	77,215	486,879	209,053
Sale of Fixed Assets	27,023	0	0	403	27,426
Capital Outlay	(390,451)	(122,333)	0	(208,489)	(721,273)
Redemption of Principal	0	0	(2,000,000)	0	(2,000,000)
Interest Payments	0	0	(68,151)	0	(68,151)
Transfers In	460,988	0	900,000	312,000	1,672,988
Transfers Out	0	0	0	(400,000)	(400,000)
	<u>0</u>	<u>0</u>	<u>0</u>	<u>(400,000)</u>	<u>(400,000)</u>
Net Receipts Over/ (under) Disbursements	(134,821)	(244,993)	(1,090,936)	190,793	(1,279,957)
Fund Balance, Beginning	1,016,353	689,604	1,184,343	648,633	3,538,933
Fund Balance, Ending	<u>\$ 881,532</u>	<u>\$ 444,611</u>	<u>\$ 93,407</u>	<u>\$ 839,426</u>	<u>\$ 2,258,976</u>

MANNING & ASSOCIATES CPAs, LLC
6105 NORTH DIXIE DRIVE
DAYTON, OHIO 45414

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

Mayor and Members of Council
Village of Minster
5 West Fourth Street
Minster, Ohio 45345

To the Village Council:

We have audited the financial statements of the Village of Minster, Auglaize County, Ohio (the Village) as of and for the year ended December 31, 2008, and have issued our report thereon dated May 20, 2009, wherein we noted the Village followed accounting practices the Auditor of State prescribes rather than accounting principles generally accepted in the United States of America. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the Comptroller General of the United States' Government Auditing Standards.

Internal Control Over Financial Reporting

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

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

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

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

We noted certain matters that we reported to the Village's management in a separate letter dated May 20, 2009.

Compliance and Other Matters

As part of reasonably assuring whether the Village's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express an opinion. The results of our tests disclosed no instances of noncompliance or other matters we must report under *Government Auditing Standards*.

We also noted certain noncompliance or other matters not requiring inclusion in this report that we reported to the Village's management in a separate letter dated May 20, 2009.

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

Manning & Associates CPAs, LLC
Dayton, Ohio

May 20, 2009

**VILLAGE OF MINSTER
AUGLAIZE COUNTY**

SCHEDULE OF PRIOR AUDIT FINDINGS
DECEMBER 31, 2008

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Correction Action Taken; or Finding No Longer Valid; Explain
1	ORC Sec. 5705.35 - Various funds of the Village had actual receipts significantly less than estimated.	Partially	Issue as Management Letter Comment



Mary Taylor, CPA
Auditor of State

VILLAGE OF MINSTER

AUGLAIZE 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
AUGUST 18, 2009**