

**VILLAGE OF HOPEDALE**

**AUDIT REPORT**

**JANUARY 1, 2018 - DECEMBER 31, 2019**

**Wilson, Phillips & Agin, CPA's, Inc.  
1100 Brandywine Blvd. Building G  
Zanesville, Ohio 43701**



OHIO AUDITOR OF STATE  
KEITH FABER



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Columbus, Ohio 43215  
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Village Council  
Village of Hopedale  
P.O. Box 476  
Hopedale, Ohio 43976-0476

We have reviewed the *Independent Auditors' Report* of the Village of Hopedale, Harrison County, prepared by Wilson, Phillips & Agin, CPA's, Inc., for the audit period January 1, 2018 through December 31, 2019. 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 Village of Hopedale is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Keith Faber".

Keith Faber  
Auditor of State  
Columbus, Ohio

March 18, 2020

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**VILLAGE OF HOPEDALE  
HARRISON COUNTY  
JANUARY 1, 2018 - DECEMBER 31, 2019**

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**WILSON, PHILLIPS & AGIN, CPA'S, INC.  
1100 BRANDYWINE BLVD. BUILDING G  
ZANESVILLE, OHIO 43701**

**INDEPENDENT AUDITORS' REPORT**

Village of Hopedale  
Harrison County  
P.O. Box 476  
Hopedale, Ohio 43976-0476

To the Village Council:

**Report on the Financial Statements**

We have audited the accompanying financial statements of the cash balances, receipts and disbursements by fund type and related notes of the Village of Hopedale, Harrison County, as of and for the years ended December 31, 2019 and 2018.

**Management's Responsibility For the Financial Statements**

Management is responsible for preparing and fairly presenting these financial statements in accordance with the financial provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit; this responsibility includes designing, implementing and maintaining internal control relevant to preparing and fairly presenting financial statements free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to opine on these financial statements based on our audit. We audited in accordance with auditing standards generally accepted in the United States of America and the financial audit standards in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require us to plan and perform the audit to reasonably assure the financial statements are free from material misstatement.

An audit requires obtaining evidence about financial statement amounts and disclosures. The procedures selected depend on our judgment, including assessing the risks of material financial statement misstatement, whether due to fraud or error. In assessing those risks, we consider internal control relevant to the Village's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not to the extent needed to opine on the effectiveness of the Village's internal control. Accordingly, we express no opinion. An audit also includes evaluating the appropriateness of management's accounting policies and the reasonableness of their significant accounting estimates, as well as our evaluation of the overall financial statement presentation.

We believe the audit evidence we obtained is sufficient and appropriate to support our audit opinions.

**Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles**

As described in Note 2 of the financial statements, the Village prepared these financial statements using the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D), which is an accounting basis other than accounting principles generally accepted in the United States, to satisfy these requirements.

Although the effects on the financial statements of the variances between the regulatory basis of accounting and GAAP are not reasonably determinable, are presumed to be material.

Though the Village does not intend these statements to conform to GAAP, auditing standards generally accepted in the United States of America require us to include an adverse opinion on GAAP. However, the adverse opinion does not imply the amounts reported are materially misstated under the accounting basis Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit. Our opinion on this accounting basis permitted is in the *Opinion on Regulatory Basis* of Accounting paragraph below.

#### **Adverse Opinion on U.S. Generally Accepted Accounting Principles**

In our opinion, because of the significance of the matter discussed in the *Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles* paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Village of Hopedale as of December 31, 2019 and 2018, or changes in financial position or cash flows thereof for the years then ended.

#### **Opinion on Regulatory Basis of Accounting**

In our opinion, the financial statements referred to above present fairly, in all material respects, the cash balances, receipts and disbursements by fund type and the related notes of Village of Hopedale, Harrison County as of December 31, 2019 and 2018, for the years then ended in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit, described in Note 2.

#### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued a report dated January 24, 2020, on our consideration of the Village of Hopedale'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. That report describes the scope of our internal control testing over financial reporting and compliance and the results of that testing, and does not opine on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Village's internal control over financial reporting and compliance.

***Wilson, Phillips & Agin, CPA's, Inc.***  
Zanesville, Ohio  
January 24, 2020



**VILLAGE OF HOPEDALE  
HARRISON COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSMENTS, AND  
CHANGES IN FUND CASH BALANCES  
ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 2019**

	<u>Governmental Fund Types</u>		<b>Totals (Memorandum Only)</b>
	<u>General</u>	<u>Special Revenue</u>	
<b>Cash Receipts</b>			
Property Tax and Other Local Taxes	\$ 52,518	\$ 50,830	\$ 103,348
Municipal Income Tax	182,248	-	182,248
Intergovernmental	96,426	47,356	143,782
Fines, Licenses, and Permits	21,061	-	21,061
Miscellaneous	2,475	-	2,475
<b>Total Cash Receipts</b>	<u>354,728</u>	<u>98,186</u>	<u>452,914</u>
<b>Cash Disbursements</b>			
Current:			
Security of Persons and Property	13,435	-	13,435
Public Health Services	4,992	-	4,992
Leisure Time Activities	11,661	-	11,661
Basic Utility Services	17,508	-	17,508
Transportation	44,682	57,626	102,308
General Government	152,803	-	152,803
Capital Outlay	63,858	11,308	75,166
Debt Service:			
Principal Retirement	-	33,349	33,349
Interest and Fiscal Charges	-	14,808	14,808
<b>Total Cash Disbursements</b>	<u>308,939</u>	<u>117,091</u>	<u>426,030</u>
<b>Net Change in Fund Cash Balance</b>	<u>45,789</u>	<u>(18,905)</u>	<u>26,884</u>
<b>Fund Cash Balances, January 1, 2019</b>	<u>176,622</u>	<u>91,710</u>	<u>268,332</u>
<b>Fund Cash Balances, December 31, 2019</b>			
Restricted	-	72,805	72,805
Assigned	518	-	518
Unassigned (Deficit)	221,893	-	221,893
<b>Fund Cash Balances, December 31, 2019</b>	<u>\$ 222,411</u>	<u>\$ 72,805</u>	<u>\$ 295,216</u>

See notes to financial statements.

**VILLAGE OF HOPEDALE  
HARRISON COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES  
ALL PROPRIETARY FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 2019**

	<b>Proprietary</b>
	<b>Enterprise</b>
<b>Operating Cash Receipts:</b>	
Charges for Services	\$ 442,842
<b>Total Operating Cash Receipts</b>	442,842
<b>Operating Cash Disbursements:</b>	
Personal Services	117,535
Fringe Benefits	24,519
Contractual Services	141,131
Supplies and Materials	50,893
Other	1,000
<b>Total Operating Cash Disbursements</b>	335,078
Operating Income/(Loss)	107,764
<b>Non-Operating Cash Receipts:</b>	
Special Assessments	73,965
Miscellaneous	1,265
<b>Total Non-Operating Cash Receipts</b>	75,230
<b>Non-Operating Cash Disbursements:</b>	
Principal Retirement	61,485
Interest and Fiscal Charges	41,910
<b>Total Non-Operating Cash Disbursements</b>	103,395
<b>Net Change in Fund Cash Balance</b>	79,599
<b>Fund Cash Balances, January 1, 2018</b>	563,265
<b>Fund Cash Balances, December 31, 2018</b>	\$ 642,864

See notes to financial statements.

**VILLAGE OF HOPEDALE  
HARRISON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2019**

**1. REPORTING ENTITY**

**Description of the Entity**

The constitution and laws of the State of Ohio establish the rights and privileges of the Village of Hopedale, Harrison County, (the Village) as a body corporate and politic. A publicly-elected six-member Council directs the Village. The Village provides general government, including water and sewer utilities, street maintenance, park operations (leisure time activities) and police protection. The Village contracts with the Harrison County Sheriff's office to provide security of persons and property.

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

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

***Basis of Presentation***

The Village's financial statements consist of a combined statement of receipts, disbursements and changes in fund balance (regulatory cash basis) for all governmental fund types, and a combined statement of receipts, disbursements and changes in fund balance (regulatory cash basis) for all proprietary fund types which are organized on a fund type basis.

***Fund Accounting***

The Village 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. The funds of the Village are presented below:

**Governmental Funds**

**General Fund**

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

**Special Revenue Funds**

These funds are used to account for proceeds from specific sources that are restricted or committed to expenditures for specific purposes other than debt service or capital projects. The Village had the following significant Special Revenue Fund.

**Street Construction, Maintenance and Repair Fund** - This fund receives gasoline tax and motor vehicle license tax money for constructing, maintaining, and repairing Village streets, also pays the SIB Loan debt.

**VILLAGE OF HOPEDALE  
HARRISON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2019**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (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.

**Enterprise Improvement Fund** – This fund receives charges for service and debt proceeds to cover the cost of water and sewer improvements.

***Basis of Accounting***

These financial statements follow the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code 117-2-03(D). This basis is similar to the cash receipts and disbursements accounting basis. The Village recognizes receipts when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code 117-2-03(D) permit.

***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 or 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 HOPEDALE  
HARRISON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2019**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Estimated Resources**

Estimated resources include estimates of cash to be received (budgeted receipts) plus cash as of January 1. The County Budget Commission must 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 2019 budgetary activity appears in Note 3.

***Deposits and Investments***

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

***Property, Plant, and Equipment***

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

***Accumulated Leave***

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

***Fund Balance***

Fund balance is divided into five classifications based primarily on the extent to which the Village must observe constraints imposed upon the use of its governmental-fund resources. The classifications are as follows:

**Nonspendable** – The Village classifies assets as *nonspendable* when legally or contractually required to maintain the amounts intact.

**Restricted** – Fund balance is *restricted* when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or is imposed by law through constitutional provisions.

**Committed** – Council can *commit* via formal action (resolution). The Village must adhere to these commitments unless council amends the resolution. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed to satisfy contractual requirements.

**VILLAGE OF HOPEDALE  
HARRISON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2019**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Assigned** – Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as *restricted* or *committed*. Governmental funds other than general fund report all fund balances as *assigned* unless they are restricted or committed. In the general fund, *assigned* amounts represent intended uses established by Village Council or a Village official delegated that authority by ordinance, or by State Statute.

**Unassigned** – Unassigned fund balance is the residual classification for the general fund and includes amounts not contained in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance.

The Village applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classification could be used.

**3. BUDGETARY ACTIVITY**

Budgetary activity for the year ended December 31, 2019 is as follows:

<b>2019 Budgeted vs. Actual Receipts</b>			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 463,066	\$ 354,728	\$ (108,338)
Special Revenue	139,871	98,186	(41,685)
Enterprise	539,446	518,072	(21,374)
Total	\$ 1,142,383	\$ 970,986	\$ (171,397)

<b>2019 Budgeted vs. Actual Budgetary Basis Expenditures</b>			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 463,309	\$ 309,457	\$ 153,852
Special Revenue	132,677	117,091	15,586
Enterprise	548,096	438,473	109,623
Total	\$ 1,144,082	\$ 865,021	\$ 279,061

Contrary to ORC 5705.41(D), the Village made expenditures without prior certification.

**VILLAGE OF HOPEDALE  
HARRISON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2019**

**4. EQUITY IN POOLED CASH AND INVESTMENTS**

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

	2019
Demand Deposits	<u>\$ 938,080</u>
Total Deposits	<u>\$ 938,080</u>

**Deposits:** Deposits are insured by the Federal Depository Insurance Corporation; or collateralized by the financial institutions public entity deposit pool.

**5. PROPERTY TAX**

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

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

**6. LOCAL INCOME TAX**

The Village levies a municipal income tax of 1.0 percent on substantially all earned income arising from employment, residency, or business activities within the Village as well as certain income of residents earned outside of the Village.

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

**7. RISK MANAGEMENT**

The Village has obtained commercial insurance for the following risks:

- \* Comprehensive property and general liability
- \* Vehicles; and
- \* Errors and omissions.

**VILLAGE OF HOPEDALE  
HARRISON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2019**

**8. DEFINED BENEFIT PENSION PLAN**

*Ohio Public Employees Retirement System*

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

The Ohio Revised Code also prescribes contribution rates. For 2019, OPERS members contributed 10.0% of their gross wages and the Village contributed an amount equal to 14.0% of participant's gross salaries. The Village has paid all contributions required through December 31, 2019.

**9. POSTEMPLOYMENT BENEFITS**

OPERS offers cost-sharing, multiple-employer defined benefit postemployment plans, which include multiple health care plans including medical coverage, prescription drug coverage, deposits to a Health Reimbursement Arrangement and Medicare Part B premium reimbursements, to qualifying benefit recipients. OPERS contributes 2 percent of the employer contribution to fund these benefits. The portion of employer contributions allocated to health care for OPERS members in the traditional pension plan and combined plan was 0 percent during calendar year 2019. The portion of employer contributions allocated to health care for OPERS members in the member-directed plan was 4.0 percent during calendar year 2019.

**10. DEBT**

Debt outstanding at December 31, 2019 was as follows:

	2019 Principal	%
Sanitary Sewer Mortgage Revenue Bonds	\$ 129,536	2.94
Water System Improvement Bonds	307,292	5.18
ODOT SIB Loan	507,117	3.00
Ohio Public Works Commission CT56T	145,521	0.00
Ohio Public Works Commission CT61T	69,300	0.00
Ohio Water Development Authority 7583	1,315,503	0.00
Total	\$ 2,474,269	

The Sanitary Sewer System Mortgage Revenue Bonds were issued to the Village through the USDA Rural Development to pay for the sanitary sewer extension project. The bonds were issued in 2002 in the amount of \$225,000. The bonds were re-financed in 2016 and will be repaid in annual instalments over a period of 10 years and paid through the Revenue Bond Sewer Fund. The bonds are collateralized by sewer revenue.

The Water System Improvement Bond, Series 2008 was issued to replace waterlines within the Village. The original bond was issued June 5, 2008 in the amount of \$550,000. It will be repaid in semi-annual installments through the Debt Service Waterline Fund over a period of 20 years. The Village has agreed to set utility rates sufficient to cover the debt service requirements. The bonds are collateralized by water surcharge revenues.

In 2016, the Village entered into loans with the Ohio Public Works Commission in the amount of \$99,000 and Ohio Department of Transportation in the amount of \$529,000, in which \$529,000 has been drawn through 2017 for road repairs. This will be repaid from the Street Fund.



**VILLAGE OF HOPEDALE  
HARRISON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2019**

**10. DEBT (Continued)**

In 2017, the Village took out a loan from the Ohio Water Development Authority for WWTP Improvements. This loan was originally approved for \$1,315,070. As of December 31, 2018, the Village has drawn \$1,329,154. There is no amortization schedule as of December 31, 2019.

In 2018, the Village took out a loan from the Ohio Public Works Commission for WWTP Improvements in the amount of \$153,180. The loan will be repaid in semi-annual installments over 30 years.

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

Year Ending December 31	Sanitary Sewer Bonds	Water Improvement Bonds	OPWC Loans	ODOT SIB Loan
2020	20,779	36,338	15,006	39,192
2021	20,779	37,091	15,006	39,192
2022	20,779	37,884	15,006	39,192
2023	20,779	38,718	15,006	39,192
2024	20,779	39,594	15,006	39,192
2025-2029	41,558	124,510	45,330	195,957
2030-2034	-	-	25,530	195,957
2035-2039	-	-	25,530	58,786
2040-2044	-	-	25,530	-
2045-2049	-	-	17,871	-
	<u>\$ 145,453</u>	<u>\$ 314,135</u>	<u>\$ 214,821</u>	<u>\$ 646,660</u>

**VILLAGE OF HOPEDALE  
HARRISON COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSMENTS, AND  
CHANGES IN FUND CASH BALANCES  
ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 2018**

	<u>Governmental Fund Types</u>		<u>Totals (Memorandum Only)</u>
	<u>General</u>	<u>Special Revenue</u>	
<b>Cash Receipts</b>			
Property Tax and Other Local Taxes	\$ 49,430	\$ 38,311	\$ 87,741
Municipal Income Tax	156,236	-	156,236
Intergovernmental	29,024	106,565	135,589
Fines, Licenses, and Permits	11,250	-	11,250
Miscellaneous	2,762	-	2,762
<b>Total Cash Receipts</b>	<u>248,702</u>	<u>144,876</u>	<u>393,578</u>
<b>Cash Disbursements</b>			
Current:			
Security of Persons and Property	19,526	-	19,526
Public Health Services	250	-	250
Leisure Time Activities	134	-	134
Basic Utility Services	18,135	-	18,135
Transportation	41,628	107,274	148,902
General Government	183,938	-	183,938
Capital Outlay	-	11,586	11,586
Debt Service:			
Principal Retirement	-	33,002	33,002
Interest and Fiscal Charges	-	15,156	15,156
<b>Total Cash Disbursements</b>	<u>263,611</u>	<u>167,018</u>	<u>430,629</u>
<b>Excess of Receipts Over (Under) Disbursements</b>	<u>(14,909)</u>	<u>(22,142)</u>	<u>(37,051)</u>
<b>Other Financing Receipts/(Disbursements)</b>			
Debt Proceeds	-	6,516	6,516
Other Financing Sources	7,344	-	7,344
<b>Total Other Financing Receipts/(Disbursements)</b>	<u>7,344</u>	<u>6,516</u>	<u>13,860</u>
<b>Net Change in Fund Cash Balances</b>	<u>(7,565)</u>	<u>(15,626)</u>	<u>(23,191)</u>
<b>Fund Cash Balances, January 1, 2018</b>	<u>184,187</u>	<u>107,336</u>	<u>291,523</u>
<b>Fund Cash Balances, December 31, 2018</b>			
Restricted	-	91,710	91,710
Assigned	424	-	424
Unassigned (Deficit)	176,198	-	176,198
<b>Fund Cash Balances, December 31, 2018</b>	<u>\$ 176,622</u>	<u>\$ 91,710</u>	<u>\$ 268,332</u>

See notes to financial statements.

**VILLAGE OF HOPEDALE  
HARRISON COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES  
ALL PROPRIETARY FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 2018**

	<b>Proprietary</b>
	<b>Enterprise</b>
<b>Operating Cash Receipts:</b>	
Charges for Services	\$ 435,437
<b>Total Operating Cash Receipts</b>	<b>435,437</b>
<b>Operating Cash Disbursements:</b>	
Personal Services	118,584
Fringe Benefits	18,009
Contractual Services	121,296
Supplies and Materials	38,656
Other	1,783
<b>Total Operating Cash Disbursements</b>	<b>298,328</b>
Operating Income/(Loss)	137,109
<b>Non-Operating Cash Receipts:</b>	
Special Assessments	53,711
Debt Proceeds	601,583
<b>Total Non-Operating Cash Receipts</b>	<b>655,294</b>
<b>Non-Operating Cash Disbursements:</b>	
Capital Outlay	601,583
Principal Retirement	43,510
Interest and Fiscal Charges	23,423
<b>Total Non-Operating Cash Disbursements</b>	<b>668,516</b>
<b>Net Change in Fund Cash Balance</b>	<b>123,887</b>
<b>Fund Cash Balances, January 1, 2018</b>	<b>439,378</b>
<b>Fund Cash Balances, December 31, 2018</b>	<b>\$ 563,265</b>

See notes to financial statements.

**VILLAGE OF HOPEDALE  
HARRISON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

**1. REPORTING ENTITY**

**Description of the Entity**

The constitution and laws of the State of Ohio establish the rights and privileges of the Village of Hopedale, Harrison County, (the Village) as a body corporate and politic. A publicly-elected six-member Council directs the Village. The Village provides general government, including water and sewer utilities, street maintenance, park operations (leisure time activities) and police protection. The Village contracts with the Harrison County Sheriff's office to provide security of persons and property.

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

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

***Basis of Presentation***

The Village's financial statements consist of a combined statement of receipts, disbursements and changes in fund balance (regulatory cash basis) for all governmental fund types, and a combined statement of receipts, disbursements and changes in fund balance (regulatory cash basis) for all proprietary fund types which are organized on a fund type basis.

***Fund Accounting***

The Village 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. The funds of the Village are presented below:

**Governmental Funds**

**General Fund**

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

**Special Revenue Funds**

These funds are used to account for proceeds from specific sources that are restricted or committed to expenditures for specific purposes other than debt service or capital projects. The Village had the following significant Special Revenue Fund.

**Street Construction, Maintenance and Repair Fund** - This fund receives gasoline tax and motor vehicle license tax money for constructing, maintaining, and repairing Village streets, also pays the SIB Loan debt.

**VILLAGE OF HOPEDALE  
HARRISON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (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.

**Enterprise Improvement Fund** – This fund receives charges for service and debt proceeds to cover the cost of water and sewer improvements.

**Fiduciary Funds**

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

Agency funds are purely custodial in nature and are used to hold resources for individuals, organizations or other governments. The Village disburses these funds as directed by the individual, organization or other government. The Village's agency fund accounts for the Hopedale Alumni Association Tri Centennial time capsule funds. There was no activity in 2018.

***Basis of Accounting***

These financial statements follow the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code 117-2-03(D). This basis is similar to the cash receipts and disbursements accounting basis. The Village recognizes receipts when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code 117-2-03(D) permit.

***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 or 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 HOPEDALE  
HARRISON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Estimated Resources**

Estimated resources include estimates of cash to be received (budgeted receipts) plus cash as of January 1. The County Budget Commission must 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 2018 budgetary activity appears in Note 3.

***Deposits and Investments***

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

***Property, Plant, and Equipment***

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

***Accumulated Leave***

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

***Fund Balance***

Fund balance is divided into five classifications based primarily on the extent to which the Village must observe constraints imposed upon the use of its governmental-fund resources. The classifications are as follows:

**Nonspendable** – The Village classifies assets as *nonspendable* when legally or contractually required to maintain the amounts intact.

**Restricted** – Fund balance is *restricted* when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or is imposed by law through constitutional provisions.

**Committed** – Council can *commit* via formal action (resolution). The Village must adhere to these commitments unless council amends the resolution. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed to satisfy contractual requirements.

**VILLAGE OF HOPEDALE  
HARRISON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Assigned** – Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as *restricted* or *committed*. Governmental funds other than general fund report all fund balances as *assigned* unless they are restricted or committed. In the general fund, *assigned* amounts represent intended uses established by Village Council or a Village official delegated that authority by ordinance, or by State Statute.

**Unassigned** – Unassigned fund balance is the residual classification for the general fund and includes amounts not contained in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance.

The Village applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classification could be used.

**3. BUDGETARY ACTIVITY**

Budgetary activity for the year ended December 31, 2018 is as follows:

<b>2018 Budgeted vs. Actual Receipts</b>			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 376,236	\$ 256,046	\$ (120,190)
Special Revenue	207,567	151,392	(56,175)
Enterprise	1,349,139	1,090,731	(258,408)
Total	\$ 1,932,942	\$ 1,498,169	\$ (434,773)

<b>2018 Budgeted vs. Actual Budgetary Basis Expenditures</b>			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 476,826	\$ 264,035	\$ 212,791
Special Revenue	275,715	167,018	108,697
Enterprise	1,581,395	966,844	614,551
Total	\$ 2,333,936	\$ 1,397,897	\$ 936,039

Contrary to ORC 5705.41(D), the Village made expenditures without prior certification.

**VILLAGE OF HOPEDALE  
HARRISON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

**4. EQUITY IN POOLED CASH AND INVESTMENTS**

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

	2018
Demand Deposits	<u>\$ 831,597</u>
Total Deposits	<u>\$ 831,597</u>

**Deposits:** Deposits are insured by the Federal Depository Insurance Corporation; or collateralized by the financial institutions public entity deposit pool.

**5. PROPERTY TAX**

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

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

**6. LOCAL INCOME TAX**

The Village levies a municipal income tax of 1.0 percent on substantially all earned income arising from employment, residency, or business activities within the Village as well as certain income of residents earned outside of the Village.

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

**7. RISK MANAGEMENT**

The Village has obtained commercial insurance for the following risks:

- \* Comprehensive property and general liability
- \* Vehicles; and
- \* Errors and omissions.



**VILLAGE OF HOPEDALE  
HARRISON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

**8. DEFINED BENEFIT PENSION PLAN**

*Ohio Public Employees Retirement System*

The Village’s full-time employees belong to the Public Employees Retirement System (OPERS) of Ohio. OPERS is a cost-sharing, multiple employer plan. The Ohio Revised Code prescribes the plan benefits, which include postretirement healthcare, and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. For 2018, OPERS members contributed 10.0% of their gross wages and the Village contributed an amount equal to 14.0% of participant’s gross salaries. The Village has paid all contributions required through December 31, 2018.

**9. POSTEMPLOYMENT BENEFITS**

OPERS offers cost-sharing, multiple-employer defined benefit postemployment plans, which include multiple health care plans including medical coverage, prescription drug coverage, deposits to a Health Reimbursement Arrangement and Medicare Part B premium reimbursements, to qualifying benefit recipients. OPERS contributes 2 percent of the employer contribution to fund these benefits.

**10. DEBT**

Debt outstanding at December 31, 2018 was as follows:

	2018	
	Principal	%
Sanitary Sewer Mortgage Revenue Bonds	\$ 145,963	2.94
Water System Improvement Bonds	333,592	5.18
ODOT SIB Loan	518,929	3.00
Ohio Public Works Commission CT56T	150,627	0.00
Ohio Public Works Commission CT61T	79,200	0.00
Ohio Water Development Authority 7583	1,329,154	0.00
Total	\$ 2,557,465	

The Sanitary Sewer System Mortgage Revenue Bonds were issued to the Village through the USDA Rural Development to pay for the sanitary sewer extension project. The bonds were issued in 2002 in the amount of \$225,000. The bonds were re-financed in 2016 and will be repaid in annual instalments over a period of 10 years and paid through the Revenue Bond Sewer Fund. The bonds are collateralized by sewer revenue.

The Water System Improvement Bond, Series 2008 was issued to replace waterlines within the Village. The original bond was issued June 5, 2008 in the amount of \$550,000. It will be repaid in semi-annual installments through the Debt Service Waterline Fund over a period of 20 years. The Village has agreed to set utility rates sufficient to cover the debt service requirements. The bonds are collateralized by water surcharge revenues.

In 2016, the Village entered into loans with the Ohio Public Works Commission in the amount of \$99,000 and Ohio Department of Transportation in the amount of \$529,000, in which \$529,000 has been drawn through 2017 for road repairs. The SIB loan balance as of December 31, 2017 also includes accrued interest of \$6,516 due in 2018. This will be repaid from the Street Fund.

**VILLAGE OF HOPEDALE  
HARRISON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

**10. DEBT (Continued)**

In 2017, the Village took out a loan from the Ohio Water Development Authority for WWTP Improvements. This loan was originally approved for \$1,315,070. As of December 31, 2018, the Village has drawn \$1,329,154. There is no amortization schedule as of December 31, 2018.

In 2018, the Village took out a loan from the Ohio Public Works Commission for WWTP Improvements in the amount of \$153,180. The loan will be repaid in semi-annual installments over 30 years.

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

Year Ending December 31	Sanitary Sewer Bonds	Water Improvement Bonds	OPWC Loans	ODOT SIB Loan
2019	\$ 20,779	\$ 35,621	\$ 15,006	\$ 39,192
2020	20,779	36,338	15,006	39,192
2021	20,779	37,091	15,006	39,192
2022	20,779	37,884	15,006	39,192
2023	20,779	38,718	15,006	39,192
2024-2028	62,337	164,104	55,230	195,957
2029-2033	-	-	25,530	195,955
2034-2038	-	-	25,530	97,978
2039-2043	-	-	25,530	-
2044-2048	-	-	22,977	-
	<u>\$ 166,232</u>	<u>\$ 349,756</u>	<u>\$ 229,827</u>	<u>\$ 685,850</u>

**WILSON, PHILLIPS & AGIN, CPA'S, INC.  
1100 BRANDYWINE BLVD. BUILDING G  
ZANESVILLE, OHIO 43701**

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

Village of Hopedale  
Harrison County  
P.O. Box 476  
Hopedale, Ohio 43976-0476

To the Village Council:

We have audited, in accordance with auditing standards general accepted in the United States and the Comptroller General of the United States' *Government Auditing Standards*, the financial statements of Village of Hopedale, Harrison County as of and for the years ended December 31, 2019 and 2018, and the related notes to the financial statements and have issued our report thereon dated January 24, 2020, wherein we noted the Village followed financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit.

***Internal Control Over Financial Reporting***

As part of our financial statement audit, we considered Village of Hopedale's internal control over financial reporting (internal control) to determine the audit procedures appropriate in the circumstances to the extent necessary to support our opinions on the financial statements, but not to the extent necessary to opine on the effectiveness of the Village's internal control. Accordingly, we have not opined on it.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements. A *material weakness* is a deficiency, or a combination of internal control deficiencies resulting in a reasonable possibility that internal control will not prevent or detect and timely correct a material misstatement of the Village's financial statements. A *significant deficiency* is a deficiency or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all internal control deficiencies that might be material weaknesses or significant deficiencies. Therefore, unidentified material weaknesses or significant deficiencies may exist. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings that we consider material weaknesses. We consider findings 2019-001 and 2019-002 to be material weaknesses.

***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether Village of Hopedale'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, opining on compliance 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*.

***Purpose of this Report***

This report only describes the scope of our internal control and compliance testing and our testing results, and does not opine on the effectiveness of the Village's internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the Village's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

***Wilson, Phillips & Agin, CPA's, Inc.***  
Zanesville, Ohio  
January 24, 2020

**VILLAGE OF HOPEDALE  
HARRISON COUNTY**

**SCHEDULE OF FINDINGS  
DECEMBER 31, 2019 AND 2018**

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

**FINDING NUMBER 2019-001**

**Material Weakness – Financial Reporting**

All local offices should maintain an accounting system and accounting records sufficient to enable the public office to identify, assemble, analyze, classify, record and report its transactions, maintain accountability for the related assets, document compliance with finance-related legal and contractual requirements and prepare financial statements.

The Village Officer’s Handbook (Revised March 2013) provides suggested accounts classifications. These accounts classify receipts by fund and source (Taxes or charges for services, for example) and classify disbursements by fund, program (general government, for example) or object (personal services, for example). Using these classifications and the aforementioned accounting records will provide the Village with information required to monitor compliance with the budget, and prepare annual reports in the format required by the Auditor of State.

The Village did not properly post and classify all receipts and expenditures. Errors were made in recording various transactions. Amounts were not always posted to the correct fund and/or line item. The following adjustments and reclassifications were made.

For 2018:

Adjustments:

- An adjustment was made to take the transactions posted to Debt Service Fund and post them to the Street Fund for activity relating to the SIB loan. This included receipts, disbursement and cash fund balance.
- An adjustment was made to decrease Property and Other Local Taxes in the General Fund and increase Intergovernmental Receipts in the Street Fund in the amount of \$1,715 to properly post rollbacks.
- An adjustment was made in the Sewer Fund to increase Capital Outlay and Debt Proceeds in the amount of \$132,789 while re-classifying \$20,390 from Special Assessments and Contractual Services to properly state debt proceeds.
- An adjustment was made in the Enterprise Improvement Fund to increase Capital Outlay and Debt Proceeds in the amount of \$249,175 while re-classifying \$199,228 from Special Assessments and Contractual Services to properly state debt proceeds.
- An adjustment was made in the Street Fund to increase Capital Outlay and Debt Proceeds in the amount of \$6.516 to properly state debt proceeds.

Reclassifications:

- A reclassification in the amount of \$8,569 was made to decrease Property and Other Local Taxes and to increase Intergovernmental Receipts to properly state rollbacks in the General Fund.

**VILLAGE OF HOPEDALE  
HARRISON COUNTY**

**SCHEDULE OF FINDINGS  
DECEMBER 31, 2019 AND 2018**

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

**FINDING NUMBER 2019-001 (Continued)**

For 2019:

Adjustments

- An adjustment was made to take the transactions posted to Debt Service Fund and post them to the Street Fund for activity relating to the SIB loan. This included receipts, disbursement and cash fund balance.
- An adjustment was made to decrease Property and Other Local Taxes in the General Fund and increase Intergovernmental Receipts in the Street Fund in the amount of \$829 to properly post rollbacks.

Reclassifications:

- A reclassification in the amount of \$8,479 was made to decrease Property and Other Local Taxes and to increase Intergovernmental Receipts to properly state rollbacks in the General Fund.
- A reclassification was made in the amount of \$63,858 to Capital Outlay from Principal Retirement in the General Fund to properly state purchase of equipment.
- A reclassification in the amount of \$67,000 was made to Intergovernmental Receipts from Other Financing Sources for grant received to purchase said equipment in previous bullet point in the General Fund.
- A reclassification in the amount of \$21,420 was to Interest and Fiscal Charges from Principal Retirement in the Enterprise Improvement Fund to properly state debt paid.

The adjustments with which the Village Official's agree are reflected in the accompanying financial statements and posted to the accounting records.

We recommend the Village utilize available authoritative resources to appropriately classify and record all receipt and expenditure transactions.

Client Response: We received no response from the client.

**VILLAGE OF HOPEDALE  
HARRISON COUNTY**

**SCHEDULE OF FINDINGS  
DECEMBER 31, 2019 AND 2018**

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

**FINDING NUMBER 2019-002**

**Material Weakness – Posting of Budget**

The Village should have internal controls in place to reasonably assure that budgetary accounts are integrated into the financial accounting system. This means designing an accounting system to provide ongoing and timely information on unrealized budgetary receipts and disbursements.

The Village does enter budgetary data for estimated receipts and expenditures. However, various amounts entered in 2019, do not agree with the Official Certificate of Estimated Resources.. This can lead to decisions being made on faulty budgetary data and can lead to overspending and creating a negative fund balance if not monitored.

We recommend that the Village post the approved official certificate of estimated resources to the UAN system around the first of each year. Then any amendments to those official documents be posted to the system upon approval. This will lead to correct budgetary information and Village decisions can be made on accurate data.

Client Response: We have not received a response from client.

**VILLAGE OF HOPEDALE  
HARRISON COUNTY**

**SCHEDULE OF PRIOR AUDIT FINDINGS  
YEARS ENDED DECEMBER 31, 2019 AND 2018**

Finding Number	Finding Summary	Fully Corrected	Not Corrected, Partially Corrected Significantly Different Corrective Action Taken; or Finding No Longer Valid; <b>Explain:</b>
2017-001	Noncompliance ORC 5705.41(D) prior Certification	No	Partially Corrected In Management Letter
2017-002	Material Weakness Adjustment/Reclassification of receipts/disbursements	No	Not Corrected; Reported as Finding 2019-001
2017-003	ORC 5705.39 Appropriations exceeding estimated resources	Yes	Finding No Longer Required
2017-004	ORC 5705.41(D) Expenditures exceeding appropriations	Yes	Finding No Longer Required
2017-005	Material Weakness Posting of Approved Budgetary Measures	No	Not Corrected; Reported as Finding 2019-002



# OHIO AUDITOR OF STATE KEITH FABER



**VILLAGE OF HOPEDALE**

**HARRISON 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  
MARCH 19, 2020**