

**GREENLAWN UNION CEMETERY
ASHLAND COUNTY, OHIO**

**REPORT ON EXAMINATION OF FINANCIAL
STATEMENTS FOR THE YEARS ENDED
DECEMBER 31, 1998 AND 1999**

J. E. Slaybaugh & Associates, Inc.

Certified Public Accountant

12 East Main Street

Lexington, Ohio 44904

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ASHLAND COUNTY, OHIO

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ASHLAND COUNTY

FOR THE YEARS ENDED DECEMBER 31, 1998 AND 1999

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STATE OF OHIO
OFFICE OF THE AUDITOR
JIM PETRO, AUDITOR OF STATE

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Board Members
Greenlawn Union Cemetery

We have reviewed the Independent Auditor's Report of the Greenlawn Union Cemetery, Ashland County, prepared by J.E. Slaybaugh & Associates, Inc. for the audit period January 1, 1998 through December 31, 1999. 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 Greenlawn Union Cemetery is responsible for compliance with these laws and regulations.


JIM PETRO
Auditor of State

June 7, 2000

J. E. SLAYBAUGH & ASSOCIATES, INC.

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Greenlawn Union Cemetery Board Members
Greenlawn Union Cemetery, Ashland County
920 State Route 39
Perrysville, Ohio 44864

INDEPENDENT AUDITOR'S REPORT

We have audited the accompanying financial statements of Greenlawn Union Cemetery, Ashland County, as of and for the years ended December 31, 1998 and 1999. These financial statements are the responsibility of the Cemetery Board's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the 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 that our audit provides a reasonable basis for our opinion.

As described in Note 1, the Cemetery prepares its financial statements on the basis of accounting prescribed or permitted by the Auditor of State, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances and reserves for encumbrances of Greenlawn Union Cemetery, Ashland County, as of December 31, 1998 and 1999, and its combined cash receipts and disbursements for the years then ended on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated May 25, 2000 on our consideration of the Cemetery's internal control over financial reporting and our tests of compliance with certain provisions of laws, regulations, contracts and grants.

This report is intended solely for the information and use of the officials authorized to receive this report under Section 117.26, Ohio Revised Code. However, this report is a public record, and is available upon specific request.

J. E. Slaybaugh & Associates, Inc.

J.E. Slaybaugh & Associates, Inc.
Lexington, Ohio
May 25, 2000

**GREENLAWN UNION CEMETERY
ASHLAND COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND
CASH BALANCES - GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 1998**

	General	(Memorandum Only) Total
CASH RECEIPTS:		
Local Taxes	\$ 18,807	\$ 18,807
Opening and Closing Graves	18,170	18,170
Foundations	7,260	7,260
Deed Transfers	10	10
Interest	4,847	4,847
Miscellaneous	2,867	2,867
Total Cash Receipts	51,961	51,961
CASH DISBURSEMENTS:		
Current:		
Salaries and Benefits	17,756	17,756
Contracts	11,082	11,082
Supplies	572	572
Repairs	5,676	5,676
Utilities	1,198	1,198
Tools	9,897	9,897
Miscellaneous	3,257	3,257
Total Program Disbursements	49,438	49,438
Total receipts over/(under) program disbursements	2,523	2,523
OTHER FINANCING RECEIPTS/(DISBURSEMENTS):		
Transfers-In	5,000	5,000
Transfers-Out	(5,000)	(5,000)
Total other financing receipts/(disbursements)	0	0
Excess of cash receipts and other financing receipts over/(under) cash disbursements and other financing disbursements	2,523	2,523
Fund Cash Balances - January 1, 1998	105,781	105,781
Fund Cash Balances - December 31, 1998	\$ 108,304	\$ 108,304

**GREENLAWN UNION CEMETERY
ASHLAND COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND
CASH BALANCES - GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 1999**

	General	(Memorandum Only) Total
CASH RECEIPTS:		
Local Taxes	\$ 19,382	\$ 19,382
Opening and Closing Graves	23,450	23,450
Foundations	9,634	9,634
Deed Transfers	60	60
Interest	4,453	4,453
Miscellaneous	3,272	3,272
Total Cash Receipts	60,251	60,251
CASH DISBURSEMENTS:		
Current:		
Salaries and Benefits	16,363	16,363
Contracts	16,005	16,005
Supplies	400	400
Repairs	12,221	12,221
Utilities	1,324	1,324
Tools	865	865
Miscellaneous	1,028	1,028
Total Program Disbursements	48,206	48,206
Total receipts over/(under) program disbursements	12,045	12,045
OTHER FINANCING RECEIPTS/(DISBURSEMENTS):		
Transfers-In	10,000	10,000
Transfers-Out	(10,000)	(10,000)
Total other financing receipts/(disbursements)	0	0
Excess of cash receipts and other financing receipts over/(under) cash disbursements and other financing disbursements	12,045	12,045
Fund Cash Balances - January 1, 1999	108,304	108,304
Fund Cash Balances - December 31, 1999	\$ 120,349	\$ 120,349

**GREENLAWN UNION CEMETERY
ASHLAND COUNTY**

NOTES TO THE FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies

A. Description of the Entity

Greenlawn Union Cemetery, Ashland County, Greenlawn Union Cemetery is a body corporate and politic established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The Cemetery Board provides for the operation and maintenance of the Greenlawn Union Cemetery. The Cemetery also enforces the rules of operation established in conjunction with the Council of the Village of Perrysville and the Green Township Trustees.

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

B. Basis of Accounting

These financial statements follow the basis of accounting 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 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 make adequate disclosure of material matters, as prescribed or permitted by the Auditor of State.

C. Cash and Investments

The Certificate of Deposit is valued at cost.

D. Fund Accounting

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

General Fund

The general fund is the general operating fund. It is used to account for all financial resources except those required by law or contract to be restricted.

This fund receives monies from a cemetery levy for use in paying for the operation and maintenance of the cemetery.

GREENLAWN UNION CEMETERY

Notes to the Financial Statements

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E. Budgetary Process

The Greenlawn Union Cemetery is not required to prepare and present budgetary activity

F. Property, Plant and Equipment

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

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 cash basis of accounting used by the Cemetery.

2. Equity in Pooled Cash and Investments

The Cemetery maintains a cash and investment 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:

	<u>1999</u>	<u>1998</u>
Demand Deposits	\$ 20,281	\$ 18,269
Certificate of Deposit	<u>100,068</u>	<u>90,035</u>
Total deposits	<u>\$ 120,349</u>	<u>\$ 108,304</u>

Deposits

Deposits are either (1) insured by the Federal Depository Insurance Corporation, or (2) collateralized by the financial institution's public entity deposit pool.

3. Property Tax

Real property taxes become a lien on January 1 preceding the October 1 date for which rates are adopted by Township Trustees. 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, if applicable. Payments are due to the County by December 31. If the property owner elects to make semiannual payment, the first half is due December 31. The second half is due the following June 20.

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

The County is responsible for assessing property, and for billing, collecting, and distributing all property taxes on behalf of the Township. The Township distributes the cemetery levy monies collected to the Greenlawn Union Cemetery Board.

5. Retirement System

The Cemetery's full-time employees belong to the Public Employees Retirement System (PERS) of Ohio. PERS is a cost-sharing, multiple-employer plan. This plan provides retirement benefits, including postretirement healthcare, 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 1998 and 1999, members of PERS contributed 8.5% of their gross salaries. The Cemetery contributed an amount equal to 13.31 % of participant's gross salaries. The Cemetery has paid all contributions required through December 31, 1999

6. Risk Management

The Cemetery has obtained commercial insurance for the following risks:

- Comprehensive property and general liability
- Public official's liability

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*John E. Slaybaugh III
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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE AND ON INTERNAL CONTROL
OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Greenlawn Union Cemetery Board Members
Greenlawn Union Cemetery, Ashland County
920 State Route 39
Perryville, Ohio 44864

We have audited the financial statements of Greenlawn Union Cemetery, Ashland County, Ohio, as of and for the years ended December 31, 1998 and 1999, and have issued our report thereon dated May 25, 2000.

We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

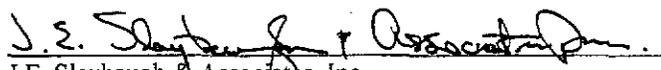
Compliance

As part of obtaining reasonable assurance about whether Greenlawn Union Cemetery's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Greenlawn Union Cemetery's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended solely for the information and the use of the officials authorized to receive this report under Section 117.26, Ohio Revised Code. However, this report is a matter of public record, and is available upon specific request.


J.E. Slaybaugh & Associates, Inc.
Lexington, Ohio
May 25, 2000



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OFFICE OF THE AUDITOR

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GREENLAWN UNION CEMETERY

ASHLAND 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.

By: Susan Babbitt

Date: JUNE 22, 2000