



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

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REPORT OF INDEPENDENT ACCOUNTANTS

Village of Dillonvale
Jefferson County
P. O. Box 546
Dillonvale, Ohio 43917

To the Village Council:

We have audited the accompanying financial statements of the Village of Dillonvale, Jefferson County, Ohio (the Village) as of and for the year ended December 31, 1998. These financial statements are the responsibility of the Village'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 Village 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 the Village as of December 31, 1998, and its combined cash receipts and disbursements for the year then ended on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued a report dated July 26, 1999, 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 grants.

Our audit was performed for the purpose of forming an opinion on the financial statements of the Village, taken as a whole. The accompanying schedule of federal awards expenditures is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

This report is intended solely for the information and use of management, Village Council and other officials authorized to receive this report under § 117.26, Ohio Revised Code, and is not intended to be and should not be used by anyone other than these specified parties.

Jim Petro
Auditor of State

July 26, 1999

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

	<u>General</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>(Memorandum Only) Total</u>
Cash receipts:				
Local taxes	\$41,646	\$21,833	\$0	\$63,479
Intergovernmental	43,595	87,078	387,100	517,773
Charges for services	8,042	5,000	0	13,042
Fines, licenses, and permits	14,916	305	0	15,221
Miscellaneous	<u>27,325</u>	<u>0</u>	<u>0</u>	<u>27,325</u>
Total cash receipts	<u>135,524</u>	<u>114,216</u>	<u>387,100</u>	<u>636,840</u>
Cash disbursements:				
Current:				
Security of persons and property	51,715	75,555	0	127,270
Public health services	1,000	16,620	0	17,620
Leisure time activities	9,914	8,979	0	18,893
Transportation	3,446	16,001	0	19,447
General government	36,311	554	0	36,865
Debt Service	2,708	4,207	122,500	129,415
Capital outlay	<u>5,784</u>	<u>0</u>	<u>1,025,815</u>	<u>1,031,599</u>
Total cash disbursements	<u>110,878</u>	<u>121,916</u>	<u>1,148,315</u>	<u>1,381,109</u>
Total receipts over/(under) program disbursements	<u>24,646</u>	<u>(7,700)</u>	<u>(761,215)</u>	<u>(744,269)</u>
Other financing receipts/(disbursements):				
Proceeds from sale of public debt				
Sale of notes	<u>0</u>	<u>0</u>	<u>896,861</u>	<u>896,861</u>
Excess of cash receipts and other financing receipts over /(under) cash disbursements and other financing disbursements	24,646	(7,700)	135,646	152,592
Fund cash balances, January 1, 1998	<u>43,392</u>	<u>52,137</u>	<u>0</u>	<u>95,529</u>
Fund cash balances, December 31, 1998	<u>\$68,038</u>	<u>\$44,437</u>	<u>\$135,646</u>	<u>\$248,121</u>
Reserve for encumbrances, December 31, 1998	<u>\$2,687</u>	<u>\$579</u>	<u>\$0</u>	<u>\$3,266</u>

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

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS AND
CHANGES IN FUND CASH BALANCES - ALL PROPRIETARY FUNDS AND SIMILAR
FIDUCIARY FUND - FOR THE YEAR ENDED DECEMBER 31, 1998**

	<u>Enterprise</u>	<u>Agency</u>	<u>(Memorandum Only) Total</u>
Operating cash receipts:			
Charges for services	\$173,073	\$0	\$173,073
Miscellaneous	514	0	514
Total operating cash receipts	<u>173,587</u>	<u>0</u>	<u>173,587</u>
Operating cash disbursements:			
Personal services	59,663	0	59,663
Contractual services	0	0	0
Supplies and materials	61,834	0	61,834
Capital outlay	9,072	0	9,072
Total operating cash disbursements	<u>130,569</u>	<u>0</u>	<u>130,569</u>
Operating income/(loss)	<u>43,018</u>	<u>0</u>	<u>43,018</u>
Non-operating cash receipts:			
Intergovernmental revenues	122	0	122
Sale of fixed assets	765	0	765
Other non-operating revenues	0	18,707	18,707
Total non-operating cash receipts	<u>887</u>	<u>18,707</u>	<u>19,594</u>
Non-operating cash disbursements:			
Debt service	10,246	0	10,246
Other non-operating cash disbursements	213	18,707	18,920
Total non-operating cash disbursements	<u>10,459</u>	<u>18,707</u>	<u>29,166</u>
Net receipts over/(under) disbursements	33,446	0	33,446
Fund cash balances, January 1, 1998	<u>160,671</u>	<u>167</u>	<u>160,838</u>
Fund cash balances, December 31, 1998	<u>\$194,117</u>	<u>\$167</u>	<u>\$194,284</u>
Reserve for encumbrances, December 31, 1998	<u>\$2,719</u>	<u>\$0</u>	<u>\$2,719</u>

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

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1998**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The Village of Dillonvale, Jefferson County, (the Village) 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 Village is directed by a publicly-elected six-member Council. The Village provides general governmental services, including utility, police, and street maintenance services.

The Village's management believes these financial statements present all activities for which the Village 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 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 include adequate disclosure of material matters, as prescribed or permitted by the Auditor of State.

C. Cash and Investments

Certificates of deposit are valued at cost.

Investments are reported as assets. Accordingly, purchases of investments are not recorded as disbursements, and sales of investments are not recorded as receipts. Gains or losses at the time of sale are recorded as receipts or disbursements, respectively.

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:

1. General Fund

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

2. 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.

Cops Fast Federal Grant Fund - This fund receives federal grant monies which are used to provide additional police protection services.

NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1998
(Continued)

3. Capital Project 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 Project Funds:

Ohio Water Development Authority Capital Project Fund - This fund is used to account for monies received from state and federal sources used to construct water system improvements.

4. 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.

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

5. 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 a 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 fund:

Mayors Court Fund - This fund accounts for all monies received and disbursed for Mayors Court activity.

E. Budgetary Process

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

1. 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 Council must annually approve appropriation measures and subsequent amendments. The County Budget Commission must also approve the annual appropriation measure. Unencumbered appropriations lapse at year end.

NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1998
(Continued)

2. Estimated Resources

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

3. Encumbrances

The Ohio Revised Code requires the Village to reserve (encumber) appropriations when commitments are made. Encumbrances outstanding at year end are carried over, and need not be reappropriated.

A summary of 1998 budgetary activity appears in Note 3.

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.

2. 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:

	1998
Demand deposits	\$ 341,405
Certificate of deposits	<u>101,000</u>
Total deposits	<u>\$ 442,405</u>

Deposits: Deposits are either insured by the Federal Depository Insurance Corporation or collateralized by securities specifically pledged by the financial institution to the Village.

3. BUDGETARY ACTIVITY

Budgetary activity for the year ending 1998 were as follows:

1998 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 132,737	\$ 135,524	\$ 2,787
Special Revenue	114,061	114,216	155
Capital Projects	1,211,432	1,283,961	72,529
Enterprise	<u>221,413</u>	<u>174,474</u>	<u>(46,939)</u>
Total	\$ <u>1,679,643</u>	\$ <u>1,708,175</u>	\$ 28,532

NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1998
(Continued)

1998 Budgeted vs. Actual Budgetary Basis Expenditures

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 176,124	\$ 113,565	\$ 62,559
Special Revenue	166,200	122,495	43,705
Capital Projects	1,211,432	1,148,315	63,117
Enterprise	<u>382,173</u>	<u>143,747</u>	<u>238,426</u>
Total	\$ <u>1,935,929</u>	\$ <u>1,528,122</u>	\$ <u>407,807</u>

4. PROPERTY TAX

Real property taxes become a lien on January 1 preceding the October 1 date for which rates are adopted by Village Council. 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. 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 payment is due the following June 20.

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.

5. DEBT

Debt outstanding at December 31, was as follows:

	Principal	Interest Rate
General Operating Note	\$ 9,952	7.75%
Truck Loan	1,301	6.00%
Ohio Water Development Authority Loan	<u>896,861</u>	4.10%
Total	<u>\$908,114</u>	

The truck loan relates to the purchase of a truck.

The General Operating Loan is a consolidated debt issue of various Village debt.

The Ohio Water Development Authority (OWDA) loan relates to a water improvement project. OWDA financed the project. This loan will be closed out during 1999 with proceeds of a bond issue.

NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1998
(Continued)

Amortization of the above debt, including interest of \$ 37,561, is scheduled as follows:

Year ending December 31:	General Operating Loan	Truck Loan	OWDA Loan
1999	\$ 10,726	\$ 1,317	\$ 933,632

6. RETIREMENT SYSTEMS

The Village'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, PERS members contributed 8.5% of their gross salaries. The Village contributed an amount equal to 13.55% of participants' gross salaries. The Village has paid all contributions required through December of 1998.

7. RISK MANAGEMENT

The Village has obtained commercial insurance for the following risks:

- General liability and casualty
- Public official's liability
- Vehicles

8. YEAR 2000 ISSUE

The year 2000 issue is the result of shortcomings in many electronic data processing systems and other electronic equipment that may adversely affect the Village's operations as early as fiscal year 1999.

The Village of Dillonvale has completed an inventory of computer systems and other equipment necessary to conducting Village operations and has identified two such systems, the payroll and the utilities billing system.

The payroll and utilities reporting system is purchased from Data Ease. Data Ease is responsible for remediating these systems. Data Ease reports that their software will be able to continue operation without extra charges for year 2000 compliance.

Jefferson County collects property taxes for distribution. Jefferson County is responsible for remediating the tax collection and distribution system.

The State of Ohio distributes money to the Village in the form of Homestead and Rollback taxes, gas taxes and grants. The state is responsible for remediation of the system.

Because of the unprecedented nature of the Year 2000 issue, its effects and the success of related remediation efforts will not be fully determinable until the year 2000 and thereafter. Management cannot assure that the Village is or will be Year 2000 ready, that the Village's remediation efforts will be successful in whole or in part, or that parties with whom the Village does business will be year 2000 ready.

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**SCHEDULE OF FEDERAL AWARDS EXPENDITURES
FOR THE FISCAL YEAR ENDED DECEMBER 31, 1998**

FEDERAL GRANTOR <i>Pass-Through Grantor</i> Federal Program	Federal CFDA Number	Pass-through Agency Awarding Number	Expenditures
U.S. Department of Agriculture			
Passed through Office of Rural Development Water and Waste System Grant Development Utilities Service	10.760	N/A	<u>\$251,454</u>
U.S Department of Justice <i>Passed through Attorney General of Ohio</i>			
Cops Fast Grant	16.710	95CFWX3008	27,190
Problem Solving Grant	16.710	97PRWX0147	<u>29,838</u>
Total U.S. Department of Justice			<u>57,028</u>
Total Federal Financial Expenditures			<u><u>\$308,482</u></u>

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**REPORT OF INDEPENDENT ACCOUNTANTS ON COMPLIANCE AND
ON INTERNAL CONTROL REQUIRED BY *GOVERNMENT AUDITING STANDARDS***

Village of Dillonvale
Jefferson County
P. O. Box 546
Dillonvale, Ohio 43917

To the Village Council:

We have audited the financial statements of the Village of Dillonvale, Jefferson County, Ohio (the Village) as of and for the year ended December 31, 1998 and have issued our report thereon dated July 26, 1999. We conducted our audits 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 the Village'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*. However, we noted certain immaterial instances of noncompliance that we have reported to management of the Village in a separate letter dated July 26, 1999.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Village'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.

However, we noted other matters involving the internal control over financial reporting, which we have reported to management of the Village in a separate letter dated July 26, 1999.

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

Jim Petro
Auditor of State

July 26, 1999



STATE OF OHIO
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**REPORT OF INDEPENDENT ACCOUNTANTS ON COMPLIANCE WITH REQUIREMENTS
APPLICABLE TO ITS MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN
ACCORDANCE WITH OMB CIRCULAR A-133**

Village of Dillonvale
Jefferson County
PO Box 546
Dillonvale, Ohio 43917

To the Village Council:

Compliance

We have audited the compliance of the Village of Dillonvale, Jefferson County, Ohio (the Village) with the types of compliance requirements described in the *U. S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to its major federal program for the year ended December 31, 1998. The Village's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the Village's management. Our responsibility is to express an opinion on the Village's compliance based on our audit.

We conducted our audit of compliance in accordance with generally accepted auditing standards; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, City Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program. An audit includes examining, on a test basis, evidence about the Village's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the Village's compliance with those requirements.

In our opinion, the Village complied, in all material respects, with the requirements referred to above that are applicable to its of its major federal program for the year ended December 31, 1998.

Internal Control Over Compliance

The management of the Village is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the Village's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control 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 noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program 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 compliance and its operation that we consider to be material weaknesses.

This report is intended for the information of management, Village Council and federal awarding agencies and pass-through entities and is not intended to be used by anyone other than these specified parties.

Jim Petro
Auditor of State

July 26, 1999

**SCHEDULE OF FINDINGS
OMB CIRCULAR A-133 § .505**

DECEMBER 31, 1998

1. SUMMARY OF AUDITOR'S RESULTS
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(d)(1)(i)	Type of Financial Statement Opinion.	UNQUALIFIED
(d)(1)(ii)	Were there any material control weakness conditions reported at the financial statement level. (GAGAS)?	NO
(d)(1)(ii)	Were there any other reportable control weakness conditions reported at the financial statement level. (GAGAS)?	NO
(d)(1)(iii)	Was there any reported non-compliance at the financial statement level (GAGAS)?	NO
(d)(1)(iv)	Were there any material internal control weakness conditions reported for major federal programs?	NO
(d)(1)(iv)	Were there any other reportable internal control weakness conditions reported for major federal programs?	NO
(d)(1)(v)	Type of Major Programs' Compliance Opinion.	UNQUALIFIED
(d)(1)(vi)	Are there any reportable findings under § .510?	NO
(d)(1)(vii)	Major Programs (list): Water and Waste Disposal System for Rural Development	CFDA #10.760
(d)(1)(viii)	Dollar Threshold: Type A/B Programs:	A > \$300,000 B-ALL REMAINING PROGRAMS
(d)(1)(ix)	Low Risk Auditee?	YES

**SCHEDULE OF FINDINGS
OMB CIRCULAR A-133 § .505**

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

<i>Finding Number</i>	
NONE	

3. FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS
--

<i>Finding Number</i>	
NONE	



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

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VILLAGE OF DILLONVALE

JEFFERSON 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
JANUARY 11, 2000**