



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

VILLAGE OF PORTAGE
WOOD COUNTY

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REPORT OF INDEPENDENT ACCOUNTANTS

Village of Portage
Wood County
110 West Walnut Street
P.O. Box 252
Portage, Ohio 43451-0252

To the Village Council:

We have audited the accompanying financial statements of the Village of Portage (the Village) as of and for the years ended December 31, 2001 and 2000. 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 audits.

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

As discussed 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 of the Village as of December 31, 2001 and 2000, 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 June 21, 2002, 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. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audits.

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.

A handwritten signature in black ink, appearing to read "Jim Petro". The signature is stylized with a large, looping initial "J" and a cursive "Petro".

Jim Petro
Auditor of State

June 21, 2002

**VILLAGE OF PORTAGE
WOOD COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES - ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2001**

	<u>Governmental Fund Types</u>		Totals (Memorandum Only)
	<u>General</u>	<u>Special Revenue</u>	
Cash Receipts:			
Property Tax and Other Local Taxes	\$15,891	\$4,723	\$20,614
Special Assessments	6,002		6,002
Intergovernmental Receipts	45,622	29,229	74,851
Fines, Licenses, and Permits	49,182	1,380	50,562
Earnings on Investments	5,283	2,157	7,440
Miscellaneous	5,755	3,099	8,854
	<hr/>	<hr/>	<hr/>
Total Cash Receipts	127,735	40,588	168,323
Cash Disbursements:			
Current:			
Security of Persons and Property	84,370		84,370
Public Health Services	292		292
Leisure Time Activities		4,396	4,396
Community Environment	811		811
Transportation		33,253	33,253
General Government	53,334		53,334
Debt Service:			
Principal Payments	17,758		17,758
Interest Payments	417		417
Capital Outlay		5,178	5,178
	<hr/>	<hr/>	<hr/>
Total Cash Disbursements	156,982	42,827	199,809
Total Disbursements Over Receipts	<hr/>	<hr/>	<hr/>
	(29,247)	(2,239)	(31,486)
Other Financing Receipts:			
Transfers-In	6,611		6,611
	<hr/>	<hr/>	<hr/>
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements	(22,636)	(2,239)	(24,875)
Fund Cash Balances, January 1	28,284	72,975	101,259
	<hr/>	<hr/>	<hr/>
Fund Cash Balances, December 31	<u>\$5,648</u>	<u>\$70,736</u>	<u>\$76,384</u>

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

**VILLAGE OF PORTAGE
WOOD COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL PROPRIETARY AND SIMILAR FIDUCIARY FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2001**

	<u>Proprietary Fund Type</u>	<u>Fiduciary Fund Type</u>	<u>Totals (Memorandum Only)</u>
	<u>Enterprise</u>	<u>Agency</u>	
Operating Cash Receipts:			
Charges for Services	\$108,010		\$108,010
Miscellaneous	469		469
Total Operating Cash Receipts	<u>108,479</u>		<u>108,479</u>
Operating Cash Disbursements:			
Personal Services	8,400		8,400
Fringe Benefits	1,908		1,908
Contractual Services	47,552		47,552
Supplies and Materials	2,110		2,110
Miscellaneous	20,000		20,000
Total Operating Cash Disbursements	<u>79,970</u>		<u>79,970</u>
Operating Income	<u>28,509</u>		<u>28,509</u>
Non-Operating Cash Receipts:			
Other Non-Operating Receipts		\$49,580	49,580
Non-Operating Cash Disbursements:			
Debt Service	39,068		39,068
Other Non-Operating Cash Disbursements		48,116	48,116
Total Non-Operating Cash Disbursements	<u>39,068</u>	<u>48,116</u>	<u>87,184</u>
Excess of Receipts Over/(Under) Disbursements Before Interfund Transfers and Advances	(10,559)	1,464	(9,095)
Transfers-Out	<u>(6,611)</u>		<u>(6,611)</u>
Net Receipts Over/(Under) Disbursements	(17,170)	1,464	(15,706)
Fund Cash Balances, January 1	<u>121,259</u>	<u>2,903</u>	<u>124,162</u>
Fund Cash Balances, December 31	<u>\$104,089</u>	<u>\$4,367</u>	<u>\$108,456</u>

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

**VILLAGE OF PORTAGE
WOOD COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES - ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2000**

	<u>Governmental Fund Types</u>		Totals (Memorandum Only)
	<u>General</u>	<u>Special Revenue</u>	
Cash Receipts:			
Property Tax and Other Local Taxes	\$14,410	\$4,781	\$19,191
Special Assessments	6,123		6,123
Intergovernmental Receipts	8,816	30,057	38,873
Fines, Licenses, and Permits	108,511		108,511
Earnings on Investments	6,644	2,661	9,305
Miscellaneous	11,376	4,887	16,263
	<hr/>	<hr/>	<hr/>
Total Cash Receipts	155,880	42,386	198,266
Cash Disbursements:			
Current:			
Security of Persons and Property	100,309		100,309
Public Health Services	291		291
Leisure Time Activities		1,253	1,253
Community Environment	723		723
Basic Utility Services	469		469
Transportation		39,049	39,049
General Government	57,460		57,460
Debt Service:			
Principal Payments	17,224		17,224
Interest Payments	969		969
Capital Outlay	42,357	2,549	44,906
	<hr/>	<hr/>	<hr/>
Total Cash Disbursements	219,802	42,851	262,653
Total Disbursements Over Receipts	<hr/>	<hr/>	<hr/>
	(63,922)	(465)	(64,387)
Other Financing Receipts and (Disbursements):			
Sale of Bonds or Notes	35,000		35,000
Advances-In	2,334	2,549	4,883
Advances-Out	(2,549)	(2,334)	(4,883)
Other Financing Sources	150		150
Other Financing Uses	(535)		(535)
	<hr/>	<hr/>	<hr/>
Total Other Financing Receipts/(Disbursements)	34,400	215	34,615
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	<hr/>	<hr/>	<hr/>
	(29,522)	(250)	(29,772)
Fund Cash Balances, January 1	<hr/>	<hr/>	<hr/>
	57,806	73,225	131,031
Fund Cash Balances, December 31	<hr/>	<hr/>	<hr/>
	\$28,284	\$72,975	\$101,259

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

**VILLAGE OF PORTAGE
WOOD COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL PROPRIETARY AND SIMILAR FIDUCIARY FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2000**

	<u>Proprietary Fund Type</u>	<u>Fiduciary Fund Type</u>	<u>Totals (Memorandum Only)</u>
	<u>Enterprise</u>	<u>Agency</u>	
Operating Cash Receipts:			
Charges for Services	\$134,662		\$134,662
Miscellaneous	426		426
Total Operating Cash Receipts	<u>135,088</u>		<u>135,088</u>
Operating Cash Disbursements:			
Personal Services	8,400		8,400
Fringe Benefits	906		906
Contractual Services	41,938		41,938
Supplies and Materials	11,213		11,213
Capital Outlay	2,745		2,745
Total Operating Cash Disbursements	<u>65,202</u>		<u>65,202</u>
Operating Income	<u>69,886</u>		<u>69,886</u>
Non-Operating Cash Receipts:			
Other Non-Operating Receipts		\$116,084	116,084
Non-Operating Cash Disbursements:			
Debt Service	39,133		39,133
Other Non-Operating Cash Disbursements		121,816	121,816
Total Non-Operating Cash Disbursements	<u>39,133</u>	<u>121,816</u>	<u>160,949</u>
Excess of Receipts Over/(Under) Disbursements Before Interfund Transfers and Advances	30,753	(5,732)	25,021
Fund Cash Balances, January 1	<u>90,506</u>	<u>8,635</u>	<u>99,141</u>
Fund Cash Balances, December 31	<u>\$121,259</u>	<u>\$2,903</u>	<u>\$124,162</u>

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

**VILLAGE OF PORTAGE
WOOD COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001 AND 2000**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The Village of Portage (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 water and sewer utilities, park operations, and police 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 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 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.

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 Fund

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.

3. 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

**VILLAGE OF PORTAGE
WOOD COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001 AND 2000
(Continued)**

be recovered through user charges. The Village had the following significant Enterprise Funds:

Sewer Operating Fund - This fund receives charges for services from residents to cover the cost of providing this utility and to pay the debt on the sewer system.

4. 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:

Mayor's Court Agency Fund – This fund accounts for all Mayor's Court receipt and disbursement 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 level of, 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. Appropriations lapse at year end.

2. Estimated Resources

Estimated resources include estimates of cash to be received (budgeted receipts) plus 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 2001 and 2000 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.

**VILLAGE OF PORTAGE
WOOD COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001 AND 2000
(Continued)**

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:

	2001	2000
Demand deposits	\$3,778	(\$6,487)
Certificates of deposit	7,806	7,300
Total deposits	11,584	813
Repurchase agreement	173,256	224,608
Total investments	173,256	224,608
Total deposits and investments	\$184,840	\$225,421

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

3. BUDGETARY ACTIVITY

Budgetary activity for the years ending 2001 and 2000 follows:

2001 Budgeted vs. Actual Receipts

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$175,018	\$134,346	(\$40,672)
Special Revenue	46,700	40,588	(6,112)
Enterprise	145,000	108,479	(36,521)
Total	\$366,718	\$283,413	(\$83,305)

2001 Budgeted vs. Actual Budgetary Basis Expenditures

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$165,008	\$156,982	\$8,026
Special Revenue	104,000	42,827	61,173
Enterprise	128,579	125,649	2,930
Total	\$397,587	\$325,458	\$72,129

2000 Budgeted vs. Actual Receipts

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$216,687	\$191,030	(\$25,657)
Special Revenue	55,150	42,386	(12,764)
Enterprise	102,000	135,088	33,088
Total	\$373,837	\$368,504	(\$5,333)

**VILLAGE OF PORTAGE
WOOD COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001 AND 2000
(Continued)**

2000 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$243,853	\$220,337	\$23,516
Special Revenue	101,741	42,851	58,890
Enterprise	120,651	104,335	16,316
Total	\$466,245	\$367,523	\$98,722

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 payments, the first half is due December 31. The second half payment 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 Village.

5. DEBT

Debt outstanding at December 31, 2001 was as follows:

	Principal	Interest Rate
Rural Economic and Community Development Loans	\$568,200	5.50 to 5.625%

The Rural Economic and Community Development (RECD) loan relates to a water and sewer system project that was mandated by the Ohio Environmental Protection Agency. RECD approved \$609,000 in loans to the village for this project. The loans will be repaid from the Sewer Fund in semi-annual installments over 38 years.

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

Year ending December 31:	RECD Loan
2002	\$39,081
2003	39,071
2004	39,138
2005	39,076
2006	39,092
2007 - 2011	195,008
2012 - 2016	194,768
2017 - 2021	194,452
2022 - 2026	194,148
2027 - 2031	193,343
2032	38,609
Total	\$1,205,786

**VILLAGE OF PORTAGE
WOOD COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001 AND 2000
(Continued)**

6. RETIREMENT SYSTEMS

The Village's law enforcement officers 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 2001 and 2000, PERS members contributed 8.5% of their wages. The Village contributed an amount equal to 13.55% of participants' gross salaries for 2001, and from January 1, 2000 through June 30, 2000, PERS temporarily reduced the employer contribution rate to 8.13%, effective July 1, 2000 through December 31, 2000. The Village has paid all contributions required through December 31, 2001.

7. RISK MANAGEMENT

Risk Pool Membership

The Village belongs to the Ohio Municipal Joint Self-Insurance Pool, (the Pool), an unincorporated non-profit association available to municipal corporations and their instrumentalities. Pursuant to § 2744.081 of the Ohio Revised Code, the Pool is deemed a separate legal entity. The Pool provides a program of property and casualty insurance for its members. The Pool pays judgments, settlements, and other expenses resulting for covered claims that exceed the members' deductibles.

Casualty excess-of-loss contracts, at December 31, 2000 and 1999, generally protect against individual losses over \$150,000 (\$100,000 for policies issued after March 31, 2000).

Property coverage contracts protected against losses, subject to a deductible of \$50,000 per occurrence, limited to an annual aggregate loss of the greater of \$300,000 or 1% of total coverage.

The Pool's audited financial statements conform with generally accepted accounting principles, and reported the following assets, liabilities, and retained (deficit) earnings, at December 31:

	2000	1999
Assets	<u>\$2,958,827</u>	<u>\$4,151,450</u>
Liabilities	<u>\$3,863,373</u>	<u>\$3,461,914</u>
Retained (Deficit) Earnings	<u>(\$904,546)</u>	<u>\$689,536</u>

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

Village of Portage
Wood County
110 West Walnut Street
P.O. Box 252
Portage, Ohio 43451-0252

To the Village Council:

We have audited the accompanying financial statements of the Village of Portage (the Village) as of and for the years ended December 31, 2001 and 2000, and have issued our report thereon dated June 21, 2002. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

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 audits 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 June 21, 2002.

Internal Control Over Financial Reporting

In planning and performing our audits, 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. However, we noted a certain matter involving the internal control over financial reporting and its operation that we consider to be a reportable condition. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the Village's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. The reportable condition is described in the accompanying schedule of findings as item 2001-30187-001.

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. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe the reportable condition described above is not a material weakness. We also noted a matter involving the internal control over financial reporting that does not require inclusion in this report, that we have reported to management of the Village in a separate letter dated June 21, 2002.

This report is intended solely 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.

A handwritten signature in black ink, appearing to read "Jim Petro", with a large, stylized flourish at the end.

Jim Petro
Auditor of State

June 21, 2002

**VILLAGE OF PORTAGE
WOOD COUNTY**

**SCHEDULE OF FINDINGS
DECEMBER 31, 2001 AND 2000**

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

FINDING NUMBER 2001-30187-001

Reportable Condition – Mayor’s Court

The following conditions were noted in the Mayor’s Court:

- An open items list, supporting the bank account balance, was not maintained.
- Monthly bank reconciliations were balanced to outstanding checks and deposits in transits, but not reconciled to a cashbook ending balance.
- Receipts are the only items posted. No expenditures/disbursements are posted to a cashbook.

To improve accountability and control over receipts and disbursements of the Mayor’s Court, we recommend the following:

- A monthly open items listing should be prepared. Open items are monies collected and held by the Court which have not been distributed. The open items may be bonds held on pending cases, deposits, or monies collected for restitution. Usually, the only open items reflected on the cashbook are monies posted to the “deposit received” column which have not been disbursed or applied. If, however, other cashbook columns reflect balances, it is necessary to prepare an open items list for those as well as the deposit received column.

Open items are disbursed by applying the money, (i.e., allocating the money on the cashbook to pay the amount of the fine, costs). The disbursement is based upon the Mayor’s journal entry or costs incurred for processing. All pertinent information should also be reflected on the case docket. All refunds that are made should be posted in the sundries column and disbursed by check.

When deposits are to be applied, the clerk should check the docket to determine the costs and post the open item(s) for the case in the deposit applied category. The cashbook and page number where the deposit was received is posted beside the deposit when it is applied; likewise, the cashbook and page where the deposit was applied is posted beside the original deposit received on the cashbook.

At the end of each month, all deposits not distributed should be included on the open items listing.

- A monthly reconciliation of the cashbook to the Mayor’s court bank account should be prepared. . Performing monthly reconciliations of the cashbook to the Mayor’s court bank account will aid in preventing errors or irregularities to occur and be undetected. The reconciliation should be monitored and reviewed by Village management

**FINDING NUMBER 2001-30187-001
(Continued)**

- A cashbook is used to record all items received and disbursed by the court. This includes interest earned and charges incurred by the bank. If the Court permits defendants to pay fines imposed by the Court in installments, the clerk should maintain a record to reflect payments as well as monies due or owing.

Payments to the Village, State, or defendant refunds should be posted to the cashbook. No other payments should be made from the Mayor's court account. To adhere to legal requirements and to aid in correctly state ending balances, disbursements should be made on the last business day of the month.

**VILLAGE OF PORTAGE
WOOD COUNTY**

**SCHEDULE OF PRIOR AUDIT FINDINGS
DECEMBER 31, 2001 AND 2000**

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <i>Explain:</i>
1999-30187-001	Mayor's Court Finding for Public Money Unaccounted For Repaid During Audit	Finding No Longer Valid	Finding repaid.
1999-30187-002	Reportable Condition over Mayor's Court	No	Modified and repeated as Finding 2001-30187-001



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

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800-282-0370
Facsimile 614-466-4490

VILLAGE OF PORTAGE

WOOD COUNTY

CLERK'S CERTIFICATION

This is a true and correct copy of the report which is required to be filed in the Office of the Auditor of State pursuant to Section 117.26, Revised Code, and which is filed in Columbus, Ohio.

Susan Babbitt

CLERK OF THE BUREAU

**CERTIFIED
AUGUST 13, 2002**