



**CADIZ UNION CEMETERY
HARRISON COUNTY**

REGULAR AUDIT

FOR THE YEARS ENDED DECEMBER 31, 1999-1998



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

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REPORT OF INDEPENDENT ACCOUNTANTS

Cadiz Union Cemetery
Harrison County
P.O. Box 133
Cadiz, Ohio 43907

To the Board of Trustees:

We have audited the accompanying financial statements of Cadiz Union Cemetery, Harrison County, Ohio, (the Cemetery) as of and for the years ended December 31, 1999 and December 31, 1998. These financial statements are the responsibility of the Cemetery'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 discussed 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 Cadiz Union Cemetery as of December 31, 1999 and December 31, 1998, 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 February 17, 2000 on our consideration of the Cemetery's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

This report is intended solely for the information and use of the audit committee, management, Board of Trustees 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

February 17, 2000

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

	<u>Governmental Fund Type</u>	<u>Fiduciary Fund Type</u>	<u>Totals (Memorandum Only)</u>
	<u>General</u>	<u>Expendable Trust</u>	
Cash Receipts:			
Local Taxes	\$71,021	\$0	\$71,021
Charges for Services	20,113	0	20,113
Sale of Lots	5,278	0	5,278
Interest	4,299	660	4,959
Miscellaneous	1,510	0	1,510
	<hr/>	<hr/>	<hr/>
Total Cash Receipts	102,221	660	102,881
Cash Disbursements:			
Current:			
Salaries	50,507	0	50,507
Supplies	3,921	501	4,422
Contracts - Services	14,768	0	14,768
Public Employees' Retirement	6,827	0	6,827
Workers' Compensation	3,171	0	3,171
Miscellaneous	749	0	749
Capital Outlay	24,837	0	24,837
	<hr/>	<hr/>	<hr/>
Total Disbursements	104,780	501	105,281
Total Receipts Over/(Under) Disbursements	<hr/> (2,559)	<hr/> 159	<hr/> (2,400)
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements	(2,559)	159	(2,400)
Fund Cash Balances January 1	<hr/> 96,196	<hr/> 13,844	<hr/> 110,040
Fund Cash Balances, December 31	<hr/> <u>\$93,637</u>	<hr/> <u>\$14,003</u>	<hr/> <u>\$107,640</u>
Reserves for Encumbrances, December 31	<hr/> <u>\$ 7,150</u>	<hr/> <u>\$ 0</u>	<hr/> <u>\$ 7,150</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 GOVERNMENTAL AND SIMILAR FIDUCIARY FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 1998**

	<u>Governmental Fund Type</u>	<u>Fiduciary Fund Type</u>	<u>Totals (Memorandum Only)</u>
	<u>General</u>	<u>Expendable Trust</u>	
Cash Receipts:			
Local Taxes	\$69,471	\$0	\$69,471
Charges for Services	18,221	0	18,221
Sale of Lots	3,663	0	3,663
Interest	4,362	678	5,040
Miscellaneous	4,723	1,000	5,723
Total Cash Receipts	<u>100,440</u>	<u>1,678</u>	<u>102,118</u>
Cash Disbursements:			
Current:			
Salaries	46,364	0	46,364
Supplies	4,903	0	4,903
Contracts - Repair	485	0	485
Contracts - Services	15,112	0	15,112
Public Employees' Retirement	6,212	0	6,212
Workers' Compensation	867	0	867
Miscellaneous	401	0	401
Capital Outlay	13,276	0	13,276
Total Disbursements	<u>87,620</u>	<u>0</u>	<u>87,620</u>
Total Receipts Over/(Under) Disbursements	<u>12,820</u>	<u>1,678</u>	<u>14,498</u>
Other Financing Receipts/(Disbursements):			
Other Uses	(9,986)	0	(9,986)
Total Other Financing Receipts/(Disbursements)	<u>(9,986)</u>	<u>0</u>	<u>(9,986)</u>
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	2,834	1,678	4,512
Fund Cash Balances January 1	<u>93,362</u>	<u>12,166</u>	<u>105,528</u>
Fund Cash Balances, December 31	<u>\$96,196</u>	<u>\$13,844</u>	<u>\$110,040</u>
Reserves for Encumbrances, December 31	<u>\$ 2,882</u>	<u>\$ 0</u>	<u>\$ 2,882</u>

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

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999 AND 1998**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

Cadiz Union Cemetery, Harrison County (the 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 is directed by an appointed three-member Board of Trustees. The Board is appointed by the Village of Cadiz and Cadiz Township. Cadiz Township also provides funding to meet the Cemetery's operating costs from a Cemetery Levy. The Cemetery provides grounds maintenance, opening and closing of graves, and the sale of grave lots.

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.

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

C. Cash and Investments

The investment in STAR Ohio (the State Treasurer's investment pool) is valued at amounts reported by the State Treasurer.

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 Cemetery uses fund accounting to segregate cash and investments that are restricted as to use. The Cemetery 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. Fiduciary Funds (Trust and Agency Funds)

These funds are used to account for resources restricted by legally binding trust agreements and funds for which the Cemetery is acting in an agency capacity. The Cemetery had the following significant Fiduciary Fund:

Cemetery Bequest Fund - This fund receives interest from fund investments. Proceeds are used for general cemetery maintenance.

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999 AND 1998
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. Budgetary Process

The Cemetery budgets each fund annually.

1. Appropriations

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function level of control. The Board annually approves appropriation measures and subsequent amendments. Unencumbered appropriations lapse at year end.

2. Estimated Resources

Estimated resources include estimates of cash to be received (budgeted receipts) based on prior years experience.

3. Encumbrances

The Cemetery reserves (encumbers) appropriations when commitments are made. Encumbrances outstanding at year end are carried over, and need not be reappropriated. Encumbrances outstanding at year end are canceled, and reappropriated in the subsequent year.

A summary of 1999 and 1998 budgetary activity appears in Note 3.

F. Property, Plant and Equipment

Acquisitions of property, plant and equipment are recorded as capital outlay 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 basis of accounting used by the Cemetery.

2. EQUITY IN POOLED CASH AND INVESTMENTS

The Cemetery 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 follows:

	<u>1999</u>	<u>1998</u>
Demand deposits	\$ 892	\$ 13,807
STAR Ohio	<u>106,748</u>	<u>96,233</u>
Total deposits and investments	<u>\$ 107,640</u>	<u>\$ 110,040</u>

Deposits: Deposits are insured by the Federal Depository Insurance Corporation.

NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999 AND 1998
(Continued)

2. EQUITY IN POOLED CASH AND INVESTMENTS (Continued)

Investments: Investments in STAR Ohio are not evidenced by securities that exist in physical or book-entry form.

3. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 1999 and December 31, 1998 follows:

1999 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 88,485	\$ 102,221	\$ 13,736
Expendable Trust	650	660	10
Total	\$ 89,135	\$ 102,881	\$ 13,746

1999 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 114,803	\$ 104,780	\$ 10,025
Expendable Trust	600	501	99
Total	\$ 115,403	\$ 105,281	\$ 10,124

1998 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 90,760	\$ 100,440	\$ 9,680
Expendable Trust	680	1,678	998
Total	\$ 91,440	\$ 102,118	\$ 10,678

1998 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 104,186	\$ 97,606	\$ 6,580
Expendable Trust	0	0	0
Total	\$ 104,186	\$ 97,606	\$ 6,580

NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999 and 1998
(Continued)

4. RETIREMENT SYSTEMS

The Cemetery's employees belong to the Public Employees Retirement System (PERS) of Ohio. PERS is a cost-sharing, multiple-employer plan. The 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 1999 and 1998, PERS members contributed 8.5% of their gross salaries. The Cemetery contributed an amount equal to 13.55% of participants' gross salaries. The Cemetery has paid all contributions required through December 31, 1999.

5. RISK MANAGEMENT

The Cemetery has obtained commercial insurance for the following risks:

- Comprehensive property and general liability
- Vehicles
- Errors and omissions

The Cemetery also provides health insurance coverage to full-time employees through a private carrier.



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

Cadiz Union Cemetery
Harrison County
P.O. Box 133
Cadiz, Ohio 43907

To the Board of Trustees:

We have audited the accompanying financial statements of Cadiz Union Cemetery, Harrison County, Ohio (the Cemetery), as of and for the years ended December 31, 1999, and December 31, 1998 and have issued our report thereon dated February 17, 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 the 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 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 the 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 for the information and use of the audit committee, management, and the Board of Trustees, and is not intended to be and should not be used by anyone other than these specified parties.

Jim Petro
Auditor of State

February 17, 2000



STATE OF OHIO
OFFICE OF THE AUDITOR

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CADIZ UNION CEMETERY

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 21, 2000**