



GERMANTOWN UNION CEMETERY

MONTGOMERY COUNTY

FOR THE YEARS ENDED DECEMBER 31, 1999 AND 1998



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

**GERMANTOWN UNION CEMETERY
MONTGOMERY COUNTY**

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REPORT OF INDEPENDENT ACCOUNTANTS

Germantown Union Cemetery
Montgomery County
11179 State Route 725 West
Germantown, Ohio 45327-9761

To the Board of Trustees:

We have audited the accompanying financial statements of Germantown Union Cemetery, Montgomery County, Ohio, (the Cemetery) as of and for the years ended December 31, 1999 and 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 fund cash balances and reserves for encumbrances of the Cemetery as of December 31, 1999 and 1998, and its 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 12, 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 management, the Board 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".

Jim Petro
Auditor of State

May 12, 2000

**GERMANTOWN UNION CEMETERY
MONTGOMERY COUNTY**

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

	Governmental Fund Types		Totals (Memorandum Only)
	General	Special Revenue	
Cash Receipts:			
Taxes	\$0	\$31,448	\$31,448
Intergovernmental	16	3,257	3,273
Charges for Services	24,071	0	24,071
Sale of Cemetery Lots	14,663	0	14,663
Earnings on Investments	2,443	0	2,443
Other Revenue	201	0	201
	<u>41,394</u>	<u>34,705</u>	<u>76,099</u>
Total Cash Receipts			
Cash Disbursements:			
Current:			
General Government	43,545	38,317	81,862
Capital Outlay	656	0	1,484
	<u>44,201</u>	<u>38,317</u>	<u>83,346</u>
Total Cash Disbursements			
Total Receipts Over/(Under) Disbursements	<u>(2,807)</u>	<u>(3,612)</u>	<u>(6,419)</u>
Other Financing Receipts/(Disbursements):			
Advances-In	13,000	17,000	30,000
Advances-Out	(17,000)	(13,000)	(30,000)
	<u>(4,000)</u>	<u>4,000</u>	<u>0</u>
Total Other Financing Receipts/(Disbursements)			
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	<u>(6,807)</u>	<u>388</u>	<u>(6,419)</u>
Fund Cash Balances, January 1	<u>17,266</u>	<u>2,178</u>	<u>19,444</u>
Fund Cash Balances, December 31	<u>\$10,459</u>	<u>\$2,566</u>	<u>\$13,025</u>
Reserve for Encumbrances, December 31	<u>\$0</u>	<u>\$38</u>	<u>\$38</u>

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

**GERMANTOWN UNION CEMETERY
MONTGOMERY COUNTY**

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

	<u>Governmental Fund Types</u>		<u>Totals (Memorandum Only)</u>
	<u>General</u>	<u>Special Revenue</u>	
Cash Receipts:			
Local Taxes	\$0	\$31,242	\$31,242
Intergovernmental	1,517	3,197	4,714
Charges for Services	23,903	0	23,903
Sale of Cemetery	17,699	0	17,699
Earnings on Investments	2,028	0	2,028
Other Revenue	200	0	200
	<u>45,347</u>	<u>34,439</u>	<u>79,786</u>
Total Cash Receipts			
	<u>45,347</u>	<u>34,439</u>	<u>79,786</u>
Cash Disbursements:			
Current:			
General Government	43,429	37,233	80,662
Capital Outlay	851	0	851
	<u>44,280</u>	<u>37,233</u>	<u>81,513</u>
Total Cash Disbursements			
	<u>44,280</u>	<u>37,233</u>	<u>81,513</u>
Total Receipts Over/(Under) Disbursements	<u>1,067</u>	<u>(2,794)</u>	<u>(1,727)</u>
Fund Cash Balances, January 1	<u>16,199</u>	<u>4,972</u>	<u>21,171</u>
Fund Cash Balances, December 31	<u>\$17,266</u>	<u>\$2,178</u>	<u>\$19,444</u>
Reserve for Encumbrances, December 31	<u>\$0</u>	<u>\$37</u>	<u>\$37</u>

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

**GERMANTOWN UNION CEMETERY
MONTGOMERY COUNTY**

STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS
AND CHANGES IN FUND CASH BALANCE -
NON-EXPENDABLE TRUST FUND
FOR THE YEAR ENDED DECEMBER 31, 1998

	FIDUCIARY FUND Non-Expendable Trust
Operating Cash Receipts:	
Interest	\$57
Other Operating Receipts	1,961
Total Operating Cash Receipts	2,018
Total Operating Cash Disbursements	0
Net Receipts Over/(Under) Disbursements	2,018
Fund Cash Balance, January 1, 1998	37,616
Fund Cash Balance, December 31, 1998	\$39,634
Reserve for Encumbrances, December 31, 1998	\$0

The Notes to the Financial Statements are an integral part of this statement.

**GERMANTOWN UNION CEMETERY
MONTGOMERY COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

Germantown Union Cemetery, Montgomery 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 a three-member Board of Trustees appointed by German Township and the Village of Germantown. The Cemetery provides general governmental services, including sale of lots, grave openings and closings, and maintenance of grounds.

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

C. Cash and Investments

Demand deposits are valued at cost. 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 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. 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 Cemetery had the following significant Special Revenue Fund:

Cemetery Fund - This fund receives levy proceeds for operating the Germantown Union Cemetery.

**GERMANTOWN UNION CEMETERY
MONTGOMERY COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

3. 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 - A non-expendable trust fund. Amounts donated are maintained in perpetuity. Investment earnings are used for the maintenance of graves as specified by the donor.

E. Budgetary Process

The Ohio Revised Code requires that each fund 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 Board of Trustees 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.

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 Cemetery to reserve (encumber) appropriations when individual commitments are made. Encumbrances outstanding at year end are carried over, and need not be reappropriated.

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 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.

**GERMANTOWN UNION CEMETERY
MONTGOMERY COUNTY**

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

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 was as follows:

	<u>1999</u>	<u>1998</u>
Demand deposits	14,904	11,029
Certificates of Deposit	39,400	48,049
Total deposits	<u>\$54,304</u>	<u>\$59,078</u>

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

3. BUDGETARY ACTIVITY

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

1999 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$46,000	\$41,394	(\$4,606)
Special Revenue	32,514	34,705	2,191
Fiduciary	2,010	1,646	(364)
Total	<u>\$80,524</u>	<u>\$77,745</u>	<u>(\$2,779)</u>

1999 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$59,950	\$44,201	\$15,749
Special Revenue	39,700	38,355	1,345
Fiduciary	0	0	0
Total	<u>\$99,650</u>	<u>\$82,556</u>	<u>\$17,094</u>

**GERMANTOWN UNION CEMETERY
MONTGOMERY COUNTY**

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

3. BUDGETARY ACTIVITY (Continued)

1998 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$39,169	\$45,347	\$6,178
Special Revenue	31,653	34,439	2,786
Fiduciary	1,300	2,018	718
Total	\$72,122	\$81,804	\$9,682

1998 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$54,350	\$44,280	\$10,070
Special Revenue	39,000	37,270	1,730
Fiduciary	0	0	0
Total	\$93,350	\$81,550	\$11,800

4. PROPERTY TAX

Real property taxes become a lien on January 1 preceding the October 1 date for which rates are adopted by Board of 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. 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.

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

5. RETIREMENT SYSTEMS

Full-time employees belong to the Public Employees Retirement System (PERS) of Ohio. PERS is a cost-sharing, multiple-employer pension 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 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.

**GERMANTOWN UNION CEMETERY
MONTGOMERY COUNTY**

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

6. 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 and dental and vision 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***

Germantown Union Cemetery
Montgomery County
11179 State Route 725 West
Germantown, Ohio 45327-9761

To the Board of Trustees:

We have audited the accompanying financial statements of Germantown Union Cemetery, Montgomery County, Ohio (the Cemetery), as of and for the years ended December 31, 1999 and 1998, and have issued our report thereon dated May 12, 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*. However, we noted an immaterial instance of noncompliance that we have reported to management of the Cemetery in a separate letter dated May 12, 2000.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered 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. However, we 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 Cemetery in a separate letter dated May 12, 2000.

Germantown Union Cemetery
Montgomery County
Report of Independent Accountants on Compliance and on
Internal Control Required by *Government Auditing Standards*
Page 2

This report is intended for the information and use of the Cemetery management and the Board of Trustees, 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

May 12, 2000



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

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GERMANTOWN UNION CEMETERY

MONTGOMERY 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
JUNE 20, 2000