



**VILLAGE OF DEGRAFF
LOGAN COUNTY**

REGULAR AUDIT

FOR THE YEARS ENDED DECEMBER 31, 1999 - 1998



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

VILLAGE OF DEGRAFF
LOGAN COUNTY

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REPORT OF INDEPENDENT ACCOUNTANTS

Village of DeGraff
Logan County
P.O. Box 309
DeGraff, Ohio 43318

To the Village Council:

We have audited the accompanying financial statements of the Village of DeGraff, Logan County, Ohio, (the Village) as of and for the years ended December 31, 1999 and 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 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 and reserves for encumbrances of the Village as of December 31, 1999 and 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 August 15, 2000 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.

This report is intended solely for the information and use of the management, and 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".

Jim Petro
Auditor of State

August 15, 2000

**VILLAGE OF DEGRAFF
LOGAN COUNTY**

**COMBINED 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:			
Local Taxes	\$167,961	\$6,845	\$174,806
Intergovernmental Receipts	43,423	42,258	85,681
Charges for Services	8,600		8,600
Fines, Licenses, and Permits	6,645		6,645
Miscellaneous	14,874	639	15,513
Total Cash Receipts	241,503	49,742	291,245
Cash Disbursements:			
Current:			
Security of Persons and Property	65,826		65,826
Public Health Services	4,300		4,300
Leisure Time Activities	27,941		27,941
Community Environment	743		743
Basic Utility Services	14,830		14,830
Transportation	67,550	40,121	107,671
General Government	58,349		58,349
Debt Service:			
Principal Payments	5,628		5,628
Capital Outlay	16,177		16,177
Total Cash Disbursements	261,344	40,121	301,465
Total Receipts Over/(Under) Disbursements	(19,841)	9,621	(10,220)
Other Financing Receipts/(Disbursements):			
Sale Of Fixed Assets	200		200
Total Other Financing Receipts/(Disbursements)	200	0	200
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	(19,641)	9,621	(10,020)
Fund Cash Balances, January 1	254,039	25,700	279,739
Fund Cash Balances, December 31	\$234,398	\$35,321	\$269,719
Reserves for Encumbrances, December 31	\$6,000	\$0	\$0

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

**VILLAGE OF DEGRAFF
LOGAN COUNTY**

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

	Proprietary Fund Type
	Enterprise
Operating Cash Receipts:	
Charges for Services	\$275,939
Miscellaneous	1,086
	<u>277,025</u>
Operating Cash Disbursements:	
Personal Services	82,609
Contractual Services	50,295
Supplies and Materials	30,830
Capital Outlay	291,060
	<u>454,794</u>
Total Operating Cash Disbursements	<u>454,794</u>
Operating Income/(Loss)	<u>(177,769)</u>
Non-Operating Cash Receipts:	
Intergovernmental Receipts	246,336
Other Non-Operating Receipts	8,179
	<u>254,515</u>
Total Non-Operating Cash Receipts	<u>254,515</u>
Non-Operating Cash Disbursements:	
Debt Service	88,461
Other Non-Operating Cash Disbursements	1,780
	<u>90,241</u>
Total Non-Operating Cash Disbursements	<u>90,241</u>
Excess of Receipts Over/(Under) Disbursements Before Interfund Transfers and Advances	(13,495)
Transfers-In	4,404
Transfers-Out	(4,404)
	<u>(13,495)</u>
Net Receipts Over/(Under) Disbursements	<u>(13,495)</u>
Fund Cash Balances, January 1	<u>253,406</u>
Fund Cash Balances, December 31	<u><u>\$239,911</u></u>
Reserve for Encumbrances, December 31	<u><u>\$0</u></u>

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

**VILLAGE OF DEGRAFF
LOGAN COUNTY**

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

	Governmental Fund Types		Totals (Memorandum Only)
	General	Special Revenue	
Cash Receipts:			
Local Taxes	\$172,632	\$6,790	\$179,422
Intergovernmental Receipts	40,416	41,053	81,469
Charges for Services	11,650		11,650
Fines, Licenses, and Permits	5,898		5,898
Miscellaneous	31,335	583	31,918
	261,931	48,426	310,357
Total Cash Receipts			
Cash Disbursements:			
Current:			
Security of Persons and Property	52,225		52,225
Public Health Services	10,098		10,098
Leisure Time Activities	78,873		78,873
Community Environment	409		409
Basic Utility Services	34,402		34,402
Transportation	10,275	42,332	52,607
General Government	85,342		85,342
Capital Outlay	37,069		37,069
	308,693	42,332	351,025
Total Cash Disbursements			
Total Receipts Over/(Under) Disbursements	(46,762)	6,094	(40,668)
Other Financing Receipts/(Disbursements):			
Sale Of Fixed Assets	1,050		1,050
Other Uses	(6,185)		(6,185)
	(5,135)	0	(5,135)
Total Other Financing Receipts/(Disbursements)			
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	0 (51,897)	6,094	(45,803)
Fund Cash Balances, January 1	305,936	19,606	325,542
Fund Cash Balances, December 31	\$254,039	\$25,700	\$279,739
Reserves for Encumbrances, December 31	\$0	\$0	\$0

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

**VILLAGE OF DEGRAFF
LOGAN COUNTY**

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

	Proprietary Fund Type
	Enterprise
Operating Cash Receipts:	
Charges for Services	\$278,961
Miscellaneous	7,125
	<u>286,086</u>
Operating Cash Disbursements:	
Personal Services	74,367
Supplies and Materials	61,946
Capital Outlay	38,390
	<u>174,703</u>
Total Operating Cash Disbursements	<u>174,703</u>
Operating Income/(Loss)	<u>111,383</u>
Non-Operating Cash Receipts:	
Intergovernmental Receipts	14,035
Other Non-Operating Receipts	3,384
	<u>17,419</u>
Total Non-Operating Cash Receipts	<u>17,419</u>
Non-Operating Cash Disbursements:	
Debt Service	87,319
Other Non-Operating Cash Disbursements	1,648
	<u>88,967</u>
Total Non-Operating Cash Disbursements	<u>88,967</u>
Excess of Receipts Over/(Under) Disbursements Before Interfund Transfers and Advances	39,835
Transfers-In	8,808
Transfers-Out	(8,808)
	<u>39,835</u>
Net Receipts Over/(Under) Disbursements	<u>39,835</u>
Fund Cash Balances, January 1	<u>213,571</u>
Fund Cash Balances, December 31	<u><u>\$253,406</u></u>
Reserve for Encumbrances, December 31	<u><u>\$0</u></u>

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

**VILLAGE OF DEGRAFF
LOGAN COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The Village of DeGraff, Logan 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 water and sewer utilities, park operations (leisure time activities), and police and fire 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

Village money is an interest-bearing checking account and a Certificate of deposit which 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 Fund:

Street Construction, Maintenance and Repair Fund - This fund receives gasoline tax and motor vehicle tax money for constructing, maintaining and repairing Village streets.

**VILLAGE OF DEGRAFF
LOGAN COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Fund Accounting (Continued)

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.

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

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 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.

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. The Village did not use the encumbrance method of accounting and did not prior certify encumbrances.

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.

**VILLAGE OF DEGRAFF
LOGAN COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

G. Unpaid Sick Leave

Employees are entitled to cash payments for unused sick leave in certain circumstances, such as upon leaving employment. Unpaid sick leave is not reflected as liability under the cash basis of accounting used by the Village.

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:

	<u>1999</u>	<u>1998</u>
Demand deposits	\$ 424,250	\$ 453,145
Certificates of deposit	<u>85,380</u>	<u>80,000</u>
Total deposits	<u>\$509,630</u>	<u>\$533,145</u>

Deposits: Deposits are either (1) insured by the Federal Depository Insurance Corporation, (2) collateralized by securities specifically pledged by the financial institution to the Village.

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	\$ 203,000	\$ 241,703	\$ 38,703
Special Revenue	46,500	49,742	3,242
Enterprise	<u>276,404</u>	<u>535,944</u>	<u>259,540</u>
Total	<u>\$ 525,904</u>	<u>\$ 827,389</u>	<u>\$ 301,485</u>

1999 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 456,950	\$ 267,344	\$ 189,606
Special Revenue	70,000	40,121	29,879
Enterprise	<u>435,858</u>	<u>549,439</u>	<u>(113,581)</u>
Total	<u>\$ 962,808</u>	<u>\$ 856,904</u>	<u>\$ 105,904</u>

**VILLAGE OF DEGRAFF
LOGAN 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	\$ 185,800	\$ 262,981	\$ 77,181
Special Revenue	43,000	48,426	5,426
Enterprise	230,000	312,313	82,313
Total	\$ 458,800	\$ 623,720	\$ 164,920

1998 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 491,000	\$ 314,878	\$ 176,122
Special Revenue	62,000	42,332	19,668
Enterprise	359,419	272,478	86,941
Total	\$ 912,419	\$ 629,688	\$ 282,731

The Clerk/Treasurer did not prior certify expenditures as required by Ohio Rev. Code Section 5705.41 (D).

Purchase orders were not used as required by Ohio Admin. Code Section 117-5-11(C).

In 1999 the Enterprise Fund had expenditures greater than appropriations. This was the result of Ohio Public Works Commission money that was paid directly to the vendor by the State.

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.

**VILLAGE OF DEGRAFF
LOGAN COUNTY**

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

5. DEBT

Debt outstanding at December 31, 1999 was as follows:

	Principal	Interest Rate
First Mortgage Sanitary Sewerage System-1986	\$ 68,800	6.375%
Ohio Water Development Authority Loan (OWDA)	63,455	6.75%
First Mortgage Sanitary Sewerage System- 1984	402,000	5%
Total	\$534,255	

The Ohio Water Development Authority (OWDA) loan was for water improvements with interest being paid semi-annually. The First Mortgage Sanitary Sewerage System Bonds dated 1984 and 1986 were for sewer improvements with interest being paid annually. The loans are collateralized by water and sewer receipts. The Village has agreed to set utility rates sufficient to cover debt service requirements.

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

Year ending December 31:	First Mortgage Sewerage Bonds - 1986	OWDA Loan	First Mortgage Sewerage Bonds - 1984
2000	\$ 5,386	\$ 5,948	\$ 43,100
2001	5,422	5,948	42,950
2002	5,352	5,949	42,750
2003	5,382	5,949	42,500
2004	5,406	5,948	43,200
Subsequent	119,021	86,216	341,750
Total	\$ 145,969	\$115,958	\$ 556,250

The Village entered in to an agreement with the Ohio Public Works Commission for an interest free loan up to the amount of \$211, 807. The proceeds of this loan are to pay for the South End Waterline Replacement Project. As of December 31, 1999 the repayment schedule had not been determined. The Ohio Public Works Commission paid the contractor \$189,479 during 1999. This payment in 1999 has been recorded in the Enterprise Fund financial statements as intergovernmental revenue and capital outlay.

6. RETIREMENT SYSTEMS

The Village's firemen belong to either the Social Security System or the Public Employees Retirement System (PERS). Other 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.

**VILLAGE OF DEGRAFF
LOGAN COUNTY**

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

6. RETIREMENT SYSTEMS (Continued)

Contribution rates are also prescribed by the Ohio Revised Code. For 1999 and 1998, members of Social Security System contributed 6.2% of their wages to Social Security. The Village contributed an amount equal to 7.65% of their wages. 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 31, 1999.

7. RISK MANAGEMENT

The Village has obtained commercial insurance for the following risks:

- General liability
- Auto liability & Auto Physical Damage
- Property Coverage
- Public official's liability

The Village also provides health insurance and dental and vision coverage to full-time employees through a private carrier.

8. SUBSEQUENT EVENTS

The Village completed the South End Waterline Replacement Project in April 2000 and received an Ohio Public Works Commission interest free loan February 2, 2000, in the amount of \$211,807 for a period of twenty years. Payments are semi-annually in the amount of \$5,295.18.



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

Village of DeGraff
Logan County
P.O. Box 309
DeGraff, Ohio 43318

To the Village Council:

We have audited the accompanying financial statements of the Village of DeGraff, Logan County, Ohio (the Village), as of and for the years ended December 31, 1999 and 1998, and have issued our report thereon dated August 15, 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 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 instances of noncompliance that are required to be reported under *Government Auditing Standards* which are described in the accompanying schedule of findings as items 1999-30246-001 and 1999-30246-002. We also noted certain immaterial instances of noncompliance that we have reported to management of the Village in a separate letter dated August 15, 2000.

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 that do not require inclusion in this report, that we have reported to management of the Village in a separate letter dated August 15, 2000.

Village of DeGraff
Logan 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 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". The signature is fluid and cursive, with a large loop at the end.

Jim Petro
Auditor of State

August 15, 2000

**VILLAGE OF DEGRAFF
LOGAN COUNTY**

**SCHEDULE OF FINDINGS
DECEMBER 31, 1999 AND 1998**

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

FINDING NUMBER 1999-30246-001

Ohio Rev. Code Section 5705.41 (D) states that no orders or contracts involving the expenditure of money are to be made unless there is a certificate of the fiscal officer that the amount required for the order or contract has been lawfully appropriated and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances.

The following exceptions to this basic requirement are provided by statute:

Then and Now Certificate: This exception provides that, if the fiscal officer can certify that both at the time that the contract or order was made and at the time that he is completing his certification, sufficient funds were available or in the process of collection, to the credit of a proper fund, properly appropriated and free from any previous encumbrance, the taxing authority can authorize the drawing of a warrant. The taxing authority has 30 days from the receipt of such certificate to approve payment by resolution or ordinance. If approval is not made within 30 days, there is no legal liability on the part of the subdivision or taxing district.

Amounts of less than \$100 for counties, or less than \$1,000 for other political subdivisions, may be paid by the fiscal officer without such affirmation of the taxing authority upon completion of the "then and now" certificate, provided that the expenditure is otherwise lawful. This does not eliminate any otherwise applicable requirement for approval of expenditures by the taxing authority.

None of the 1999 and 1998 transactions tested were certified by the Clerk prior to making orders for the expenditure of Village funds. In addition, neither of the two exceptions above were utilized for these transactions. Procedures should be implemented to help assure compliance with this requirement.

FINDING NUMBER 1999-30246-002

Ohio Adm. Code Section 117-5-11(C) states each expenditure or encumbrance charged against an appropriation account shall be posted and subtracted from the appropriated balance producing a declining unencumbered balance. This procedure should use as the source posting document, an executed purchase order.

Purchase orders were not used by the Village. To help assure that obligations are encumbered, and to provide a document for the Clerk/Treasurer to affix her certification as required by Ohio Rev. Code Section 5705.41(D), the Village should implement the use of purchase orders.

**VILLAGE OF DEGRAFF
LOGAN COUNTY**

**SCHEDULE OF PRIOR AUDIT FINDINGS
DECEMBER 31, 1999 AND 1998**

<u>Finding Number</u>	<u>Finding Summary</u>	<u>Fully Corrected?</u>	<u>Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; Explain</u>
1997-30246-001	Finding for Recovery against tax administrator	yes	Recovered from tax payer.
1997-30246-002	Ohio Revised Code Section 149.351 - Village records could not be located	yes	Corrected
1997-30246-003	Ohio Admin. Code Section 117-5-01 to 117-5-18 - Accounting records not being maintained	yes	Corrected
1997-30246-004	Internal controls over disbursement procedures	yes	Corrected
1997-30246-005	Paying hourly employees with out the use of time cards.	yes	Corrected
1997-30246-006	Procedures for fiscal oversight not being utilized	No	Partially corrected. Will issue management letter recommendation for audit committee.
1997-30246-007	Minutes did not include all pertinent information	yes	Corrected
1997-30246-008	Using due care when completing deduction reports	yes	Corrected



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

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VILLAGE OF DEGRAFF

LOGAN 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
SEPTEMBER 19, 2000**