

**VILLAGE OF SAVANNAH
ASHLAND COUNTY, OHIO**

**FOR THE YEARS ENDED
DECEMBER 31, 1999 AND 1998**

VILLAGE OF SAVANNAH
ASHLAND COUNTY, OHIO

FOR THE YEARS ENDED
DECEMBER 31, 1999 AND 1998

TABLE OF CONTENTS

Independent Auditor's Report.....	1
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances - All Governmental Fund Types For the Year Ended December 31, 1999	2
Combined Statement of Operating Revenues, Operating Expenses, and Changes in Fund Balances - All Proprietary Fund Types For the Year Ended December 31, 1999.....	3
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances - All Governmental Fund Types For the Year Ended December 31, 1998	4
Combined Statement of Operating Revenues, Operating Expenses, and Changes in Fund Balances - All Proprietary Fund Types For the Year Ended December 31, 1998.....	5
Notes to the Financial Statements.....	6-12
Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	13




STATE OF OHIO
OFFICE OF THE AUDITOR
JIM PETRO, AUDITOR OF STATE

88 East Broad Street
P.O. Box 1140
Columbus, Ohio 43216-1140
Telephone 614-466-4514
800-282-0370
Facsimile 614-466-4490

Board of Trustees
Village of Savannah
Ashland County, Ohio

We have reviewed the independent auditor's report of the Village of Savannah, Ashland County, prepared by Rea & Associates, Inc., Certified Public Accountants, for the audit period January 1, 1998 through December 31, 1999. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The Village of Savannah is responsible for compliance with these laws and regulations.



JIM PETRO
Auditor of State

July 3, 2000

694 East Washington Street
P.O. Box 485
Medina, Ohio 44258-0485
330-722-8222
FAX: 722-7104
www.reacpa.com

Rea & Associates, Inc.
ACCOUNTANTS AND BUSINESS CONSULTANTS

June 12, 2000

To the Members of Council
Village of Savannah
Ashland County, Ohio

INDEPENDENT AUDITOR'S REPORT

We have audited the accompanying financial statements of the Village of Savannah, Ashland County, as of and for the years ended December 31, 1999 and 1998, as listed in the table of contents. These financial statements are the responsibility of the Village of Savannah's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit, as of December 31, 1999 and 1998, 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 the 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 cash balances of the Village of Savannah, Ashland County, as of December 31, 1999 and 1998, and the revenues it received and expenditures it paid for the years then ended, on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued a report dated June 12, 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 Board of Directors, management, and other officials authorized to receive this report under Section 117.26, Ohio Revised Code, and it is not intended to be and should not be used by anyone other than these specified parties.

Rea & Associates, Inc.

Columbus
New Philadelphia
Millersburg
Coshocton
Cambridge
Marietta
Medina
Lima

VILLAGE OF SAVANNAH
ASHLAND COUNTY, OHIO

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

	General	Special Revenue	Capital Projects	Total (Memorandum Only)
CASH RECEIPTS				
Taxes	\$ 4,849	\$ 0	\$ 0	\$ 4,849
Intergovernmental	37,397	11,349	0	48,746
Fines, Licenses, and Permits	190	0	0	190
Miscellaneous	749	123	0	872
Total Cash Receipts	43,185	11,472	0	54,657
CASH DISBURSEMENTS				
Current:				
Security of Persons and Property	6,055	0	0	6,055
Public Health Services	267	0	0	267
Leisure time Activities	790	0	0	790
Community Environment	212	0	0	212
Basic Utility Services	1,228	0	0	1,228
Transportation	20	14,038	0	14,058
General Government	19,390	0	0	19,390
Total Cash Disbursements	27,962	14,038	0	42,000
Total Receipts Over (Under) Disbursements	15,223	(2,566)	0	12,657
Fund cash balances, beginning of year	31,867	9,897	0	41,764
Fund cash balances, end of year	\$ 47,090	\$ 7,331	\$ 0	\$ 54,421

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

VILLAGE OF SAVANNAH
ASHLAND COUNTY, OHIO

COMBINED STATEMENT OF OPERATING REVENUES, OPERATING EXPENSES, AND CHANGES IN
FUND BALANCES - ALL PROPRIETARY FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 1999

	<u>Enterprise</u>
<u>Operating Revenues</u>	
Charges for Services	\$ 59,487
Miscellaneous	1,936
Total Operating Revenues	<u>61,423</u>
<u>Operating Expenses</u>	
Personal Services	8,516
Contractual Services	5,100
Supplies and Materials	1,587
Total Operating Expenses	<u>15,203</u>
Operating Income	46,220
<u>Non-Operating Expenses</u>	
Debt Services:	
Principle Retirement	20,304
Interest and Fiscal Charges	27,380
Other Non-Operating Expense	942
Total Non-Operating Expenses	<u>48,626</u>
Net Loss	(2,406)
Retained Earnings/Fund Balance at Beginning of Year	<u>68,148</u>
Retained Earnings/Fund Balance at End of Year	<u>\$ 65,742</u>

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

VILLAGE OF SAVANNAH
ASHLAND COUNTY, OHIO

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

	General	Special Revenue	Capital Projects	Total (Memorandum Only)
CASH RECEIPTS				
Taxes	\$ 4,088	\$ 0	\$ 0	\$ 4,088
Intergovernmental	38,162	0	0	38,162
Special Assessments	0	11,932	0	11,932
Fines, Licenses, and Permits	230	0	0	230
Miscellaneous	1,580	163	27,383	29,126
Total Cash Receipts	44,060	12,095	27,383	83,538
CASH DISBURSEMENTS				
Current:				
Security of Persons and Property	6,307	0	0	6,307
Leisure time Activities	742	0	0	742
Community Environment	306	0	0	306
Basic Utility Services	1,114	0	0	1,114
Transportation	72	11,379	0	11,451
General Government	19,804	0	0	19,804
Capital Outlay	0	0	29,079	29,079
Total Cash Disbursements	28,345	11,379	29,079	68,803
Total Receipts Over (Under) Disbursements	15,715	716	(1,696)	14,735
Fund cash balances, beginning of year	16,152	9,181	1,696	27,029
Fund cash balances, end of year	\$ 31,867	\$ 9,897	\$ 0	\$ 41,764

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

**VILLAGE OF SAVANNAH
ASHLAND COUNTY, OHIO**

**COMBINED STATEMENT OF OPERATING REVENUES, OPERATING EXPENSES, AND CHANGES IN
FUND BALANCES - ALL PROPRIETARY FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 1998**

		<u>Enterprise</u>
	<u>Operating Revenues</u>	
Charges for Services	\$	58,764
Miscellaneous		4,494
Total Operating Revenues		<u>63,258</u>
	<u>Operating Expenses</u>	
Personal Services		7,997
Contractual Services		8,543
Supplies and Materials		2,849
Capital Outlay		2,620
Total Operating Expenses		<u>22,009</u>
Operating Income		41,249
	<u>Non-Operating Expenses</u>	
Debt Services:		
Principle Retirement		18,303
Interest and Fiscal Charges		27,580
Total Non-Operating Expenses		<u>45,883</u>
Net Loss		(4,634)
Retained Earnings/Fund Balance at Beginning of Year		<u>72,782</u>
Retained Earnings/Fund Balance at End of Year	\$	<u>68,148</u>

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

VILLAGE OF SAVANNAH
ASHLAND COUNTY, OHIO

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED
DECEMBER 31, 1999 AND 1998

NOTE 1: Summary of Significant Accounting Policies

A. Description of the Entity

The Village of Savannah, Ashland County, is a body politic and corporate 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 road, bridge, water, and waste disposal.

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. 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:

GOVERNMENTAL FUND TYPES:

General Fund

The General Fund is the general operating fund. It is used to account for all financial resources except those required by law or contract to be restricted.

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. These include (a) Streets Construction Fund, Maintenance and Repair Fund and b) Streets Highway and Improvements Fund.

VILLAGE OF SAVANNAH
ASHLAND COUNTY, OHIO

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED
DECEMBER 31, 1999 AND 1998

NOTE 1: Summary of Significant Accounting Policies (continued)

C. Fund Accounting (continued)

Capital Projects

These funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by proprietary or trust funds.

PROPRIETARY FUND TYPE:

Enterprise Funds

These funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs, including depreciation where applicable, of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or where the governing body has decided that periodic determination of revenues earned, expenses incurred, and net income is appropriate for capital maintenance, public policy management control, accountability, or other purposes.

D. Budgetary Process

The Ohio Revised Code requires that each fund be budgeted annually.

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 Village 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.

Encumbrances

The Ohio Revised Code requires the Village to reserve (encumber) appropriations when commitments are made. 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.

VILLAGE OF SAVANNAH
ASHLAND COUNTY, OHIO

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED
DECEMBER 31, 1999 AND 1998

NOTE 1: Summary of Significant Accounting Policies (continued)

E. Property, Plant and Equipment

Acquisitions of property, plant and equipment are recorded as disbursements (capital outlays) when paid. These items are not reflected as assets in the accompanying financial statements.

NOTE 2: Equity in Pooled Cash

The Village maintains a cash pool used by all funds. The Ohio Revised Code prescribes allowable deposits. The carrying amount of cash at December 31 was as follows:

	<u>1999</u>	<u>1998</u>
Deposits	\$ 115,163	\$ 104,912
Certificate of deposits	5,000	5,000
	<u>\$ 120,163</u>	<u>\$ 109,912</u>

Deposits

Deposits are covered by Federal Depository Insurance and security pledged as collateral.

Investments

GASB Statement No. 3, "Deposits with Financial Institutions, Investments (including Repurchase Agreements), and Reverse Repurchase Agreements" requires the Village's investments to be categorized to give an indication of the level of risk assumed by the Village at year-end. Category 1 includes investments that are insured or registered or for which the securities are held by the Village. Category 2 includes uninsured and unregistered investments for which the securities are held by the broker's or dealer's trust department or agent in the Village's name. Category 3 includes uninsured and unregistered investments for which the securities are held by the broker or dealer or by its trust department but not in the Village's name.

Statutory provisions require that all securities acquired by the Village be held by the Village treasurer or deposited with a qualified trustee. Securities acquired under a repurchase agreement must be deposited with such a trustee unless the counterpart is a designated depository of the Village for the current period of designation of depositories, in which case the securities may be held in trust by the depository.

VILLAGE OF SAVANNAH
ASHLAND COUNTY, OHIO

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED
DECEMBER 31, 1999 AND 1998

NOTE 2: Equity in Pooled Cash (continued)

Investments (continued)

Level of risk assumed for fiscal year December 31, 1999:

	1	Category 2	3	Carrying Value	Fair Value
Certificate of Deposit	\$ 5,000	\$ 0	\$ 0	\$ 5,000	\$ 5,000

Level of risk assumed for fiscal year December 31, 1998:

	1	Category 2	3	Carrying Value	Fair Value
Certificate of Deposit	\$ 5,000	\$ 0	\$ 0	\$ 5,000	\$ 5,000

NOTE 3: Budgetary Activity

Budgetary activity for the years ended December 31, 1999 and 1998 was as follows:

Budgeted vs. Actual Receipts

	1999			1998		
	Budgeted Receipts	Actual Receipts	Variance	Budgeted Receipts	Actual Receipts	Variance
General	\$ 41,536	\$ 43,185	\$ 1,649	\$ 41,993	\$ 44,060	\$ 2,067
Special Revenue	11,000	11,472	472	13,399	12,095	(1,304)
Capital Projects	0	0	0	80,050	27,383	(52,667)
Enterprise	63,745	61,423	(2,322)	0	63,258	63,258
Total	\$ 116,281	\$ 116,080	\$ (201)	\$ 135,442	\$ 146,796	\$ 11,354

VILLAGE OF SAVANNAH
ASHLAND COUNTY, OHIO

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED
DECEMBER 31, 1999 AND 1998

NOTE 3: Budgetary Activity (continued)

	Budgeted vs. Actual Expenditures					
	1999			1998		
	Appropriation Authority	Actual Expenditures	Variance	Appropriation Authority	Actual Expenditures	Variance
General	\$ 70,678	\$ 27,692	\$ 42,986	\$ 55,332	\$ 28,345	\$ 26,987
Special Revenue	20,898	14,038	6,860	22,580	11,379	11,201
Capital Projects	0	0	0	78,246	29,079	49,167
Enterprise	132,459	63,829	68,630	73,572	67,892	5,680
Total	<u>\$ 224,035</u>	<u>\$ 105,559</u>	<u>\$ 118,476</u>	<u>\$ 229,730</u>	<u>\$ 136,695</u>	<u>\$ 93,035</u>

NOTE 4: Notes Payable

The Village incurred the following obligations in connection with the Water and Waste Disposal Systems for Rural Communities Federal Grant and the Ohio Public Works Commissions grant for the construction of the sewer facilities. The debt payment of the bonds for the completed projects are reflected in the enterprise fund.

A detail of long term obligations is as follows:

	Balance January 1, 1998	Additions	Reductions	Balance December 31, 1998
Ohio Public Works Commission Bonds Interest Rate 0.00% Due July 1, 2010	\$ 178,788	\$ 0	\$ (14,303)	\$ 164,485
Series 1995 A Bonds Interest Rate 5.125% Due December 1, 2035	364,000	0	(3,000)	361,000
Series 1995 B Bonds Interest Rate 5.250% Due December 1, 2035	170,000	0	(1,000)	169,000
	<u>\$ 712,788</u>	<u>\$ 0</u>	<u>\$ (18,303)</u>	<u>\$ 694,485</u>

VILLAGE OF SAVANNAH
ASHLAND COUNTY, OHIO

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED
DECEMBER 31, 1999 AND 1998

NOTE 4: Notes Payable (continued)

	<u>Balance</u> <u>January 1, 1999</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance</u> <u>December 31, 1999</u>
Ohio Public Works Commission Bonds Interest Rate 0.00% Due July 1, 2010	\$ 164,485	\$ 0	\$ (14,303)	\$ 150,182
Series 1995 A Bonds Interest Rate 5.125% Due December 1, 2035	361,000	0	(4,000)	357,000
Series 1995 B Bonds Interest Rate 5.250% Due December 1, 2035	169,000	0	(2,000)	167,000
	<u>\$ 694,485</u>	<u>\$ 0</u>	<u>\$ (20,303)</u>	<u>\$ 674,182</u>

The schedule for principal and interest payments on long-term borrowing for the next five years and thereafter follows:

<u>Year Ending</u> <u>December 31,</u>	<u>Ohio Public</u> <u>Works</u> <u>Commission</u> <u>Bonds</u>	<u>Series</u> <u>1995</u> <u>A Bonds</u>	<u>Series</u> <u>1995</u> <u>B Bonds</u>	<u>Total</u>
2000	\$ 14,303	\$ 22,296	\$ 10,768	\$ 47,367
2001	14,303	22,091	10,663	47,057
2002	14,303	21,886	10,558	46,747
2003	14,303	21,681	10,453	46,437
2004	14,303	21,476	10,348	46,127
Thereafter	78,667	337,000	157,000	572,667
Total Principal and Interest	150,182	446,430	209,790	806,402
Less: Interest	0	(89,430)	(42,790)	(132,220)
Total Principal	<u>\$ 150,182</u>	<u>\$ 357,000</u>	<u>\$ 167,000</u>	<u>\$ 674,182</u>

VILLAGE OF SAVANNAH
ASHLAND COUNTY, OHIO

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED
DECEMBER 31, 1999 AND 1998

NOTE 5: Property Tax

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

NOTE 6: Retirements Systems

The Board of Trustees, Village Clerk, and other employees of the Village 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 health care, and survivor and disability benefits to participants as prescribed by the Ohio Revised Code. The Public Employee Retirement System issues a stand-alone financial report. Interested parties may obtain a copy by making a written request to 277 East Town Street, Columbus, Ohio 4325-4642 or by calling (614) 466-2085 or 1-800-222-PERS (7377).

Contribution rates are also prescribed by the Ohio Revised Code. For 1999 and 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 31, 1999.

NOTE 7: Risk Management

The Village has obtained commercial insurance for the following risks:

- Comprehensive property and general liability
- Automobile
- Public Officials Liability

694 East Washington Street
P.O. Box 485
Medina, Ohio 44258-0485
330-722-8222
FAX: 722-7104
www.rcacpa.com

Rea & Associates, Inc.
ACCOUNTANTS AND BUSINESS CONSULTANTS

June 12, 2000

The Board of Trustees
Village of Savannah
Ashland County, Ohio

**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

We have audited the financial statements of the Village of Savannah, Ashland County, as of and for the year ended December 31, 1999 and 1998, and have issued our report thereon dated June 12, 2000. We have conducted our audit in accordance with generally accepted auditing standards and 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 of Savannah 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 the management of the Village of Savannah in a separate letter dated June 12, 2000.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Village of Savannah'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 weakness. However, we noted other matters involving the internal control over financial reporting that we have reported to management of the Village of Savannah in a separate letter dated June 12, 2000.

This report is intended for the information of the Board of Trustees, management, and others within the organization, and it is not intended to be and should not be used by anyone other than these specified parties.

Rea & Associates, Inc.

Columbus
New Philadelphia
Millersburg
Coshocton
Cambridge
Marietta
Medina
Lima

"We're Ready For Your Future"



STATE OF OHIO
OFFICE OF THE AUDITOR
JIM PETRO, AUDITOR OF STATE

88 East Broad Street
P.O. Box 1140
Columbus, Ohio 43216-1140
Telephone 614-466-4514
800-282-0370
Facsimile 614-466-4490

VILLAGE OF SAVANNAH
ASHLAND 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.

By: Susan Babbitt

Date: JULY 25, 2000