



**HUBBARD UNION CEMETERY
TRUMBULL COUNTY**

REGULAR AUDIT

FOR THE YEARS ENDED DECEMBER 31, 2000-1999



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

HUBBARD UNION CEMETERY
TRUMBULL COUNTY

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REPORT OF INDEPENDENT ACCOUNTANTS

Hubbard Union Cemetery
Trumbull County
210 Oakdale
Hubbard, Ohio 44425

To the Board of Trustees:

We have audited the accompanying financial statements of Hubbard Union Cemetery, Trumbull County, Ohio, (the Cemetery) as of and for the years ended December 31, 2000 and December 31, 1999. 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 of the Cemetery as of December 31, 2000 and December 31, 1999, 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 May 22, 2001 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. 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 audit.

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

May 22, 2001

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**HUBBARD UNION CEMETERY
TRUMBULL COUNTY**

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

	<u>Governmental Fund Type</u>	<u>Fiduciary Fund Type</u>	<u>Totals (Memorandum Only)</u>
	<u>General</u>	<u>Expendable Trust Funds</u>	
Cash Receipts:			
Taxes	\$37,973		\$37,973
Sale of Lots	29,150		29,150
Interments	38,525		38,525
Foundation	9,044		9,044
Interest	331	\$360	691
Miscellaneous	16,163	2,000	18,163
Total Cash Receipts	<u>131,186</u>	<u>2,360</u>	<u>133,546</u>
Cash Disbursements:			
Salaries and Benefits	98,813		98,813
Supplies	4,228		4,228
Utilities	3,536		3,536
Equipment	1,311		1,311
County Auditor Deductions	571		571
Workman's Compensation	1,249		1,249
Other	5,541	33	5,574
Total Cash Disbursements	<u>115,249</u>	<u>33</u>	<u>115,282</u>
Total Receipts Over/(Under) Disbursements	<u>15,937</u>	<u>2,327</u>	<u>18,264</u>
Fund Cash Balances, January 1	<u>17,625</u>	<u>12,966</u>	<u>30,591</u>
Fund Cash Balances, December 31	<u><u>\$33,562</u></u>	<u><u>\$15,293</u></u>	<u><u>\$48,855</u></u>

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

**HUBBARD UNION CEMETERY
TRUMBULL COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL GOVERNMENTAL AND 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 Funds</u>	
Cash Receipts:			
Taxes	\$31,982		\$31,982
Sale of Lots	31,200		31,200
Interments	26,150		26,150
Foundations	8,977		8,977
Interest	659	\$308	967
Miscellaneous	21,625		21,625
	<u>120,593</u>	<u>308</u>	<u>120,901</u>
Total Cash Receipts			
Cash Disbursements:			
Current:			
Salaries and Benefits	99,843		99,843
Supplies	3,800		3,800
Utilities	3,898		3,898
Equipment	600		600
County Auditors Deductions	484		484
Workman's Compensation	4,820		4,820
State Auditors Fees	3,557		3,557
Other	20,571	540	21,111
	<u>137,573</u>	<u>540</u>	<u>138,113</u>
Total Cash Disbursements			
Total Receipts Over/(Under) Disbursements	<u>(16,980)</u>	<u>(232)</u>	<u>(17,212)</u>
Fund Cash Balances, January 1	<u>34,605</u>	<u>13,198</u>	<u>47,803</u>
Fund Cash Balances, December 31	<u>\$17,625</u>	<u>\$12,966</u>	<u>\$30,591</u>

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

**HUBBARD UNION CEMETERY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

Hubbard Union Cemetery, Trumbull 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 publicly-elected three-member Board of Trustees. 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

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. Fiduciary Funds (Expendable Trust 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 Funds:

DeVassie Memorial Fund and Cavanaugh Memorial Fund - These funds receive interest from fund investments. Proceeds are used to maintain grave sites.

E. 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.

**HUBBARD UNION CEMETERY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)

F. 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:

	2000	1999
Demand deposits	\$ 36,355	\$ 18,091
Certificates of deposit	<u>12,500</u>	<u>12,500</u>
Total deposits	<u><u>48,855</u></u>	<u><u>30,591</u></u>

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

3. 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 2000 and 1999, PERS members contributed 8.5% of their gross salaries. The Cemetery contributed an amount equal to 10.84% for 2000 and 13.55% for 1999 of participants' gross salaries. The Cemetery has paid all contributions required through December 31, 2000.

4. RISK MANAGEMENT

The Cemetery has obtained commercial insurance for the following risks:

- Comprehensive property and general liability
- Vehicles

The Cemetery is uninsured for the following risks:

- Errors and omissions

The Cemetery also provides health insurance and dental and vision coverage to full-time employees through coverage from the City of Hubbard, which is reimbursed to the City.



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

Hubbard Union Cemetery
Trumbull County
210 Oakdale
Hubbard, Ohio 44425

To the Board of Trustees:

We have audited the accompanying financial statements of Hubbard Union Cemetery, Trumbull County, Ohio (the Cemetery), as of and for the years ended December 31, 2000 and December 31, 1999, and have issued our report thereon dated May 22, 2001. 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.

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

May 22, 2001



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HUBBARD UNION CEMETERY

TRUMBULL 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 19, 2001**