



**TUSCARAWAS COUNTY REGIONAL PLANNING COMMISSION
TUSCARAWAS COUNTY**

REGULAR AUDIT

FOR THE YEARS ENDED DECEMBER 31, 2000-1999



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

**TUSCARAWAS COUNTY REGIONAL PLANNING COMMISSION
TUSCARAWAS COUNTY**

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REPORT OF INDEPENDENT ACCOUNTANTS

Tuscarawas County Regional Planning Commission
Tuscarawas County
125 East High Avenue
New Philadelphia, Ohio 44663

To the Board of Commissioners:

We have audited the accompanying financial statements of the Tuscarawas County Regional Planning Commission, Tuscarawas County, Ohio, (the Commission) as of and for the years ended December 31, 2000 and 1999. These financial statements are the responsibility of the Commission's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits 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 audits 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 audits provide a reasonable basis for our opinion.

As discussed in Note 1, the Commission 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 Commission as of December 31, 2000 and 1999, 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 February 20, 2001 on our consideration of the Commission'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 audits.

This report is intended solely for the information and use of management, the Board of Commissioners 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 20, 2001

**TUSCARAWAS COUNTY REGIONAL PLANNING COMMISSION
TUSCARAWAS COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
GENERAL FUND
FOR THE YEARS ENDED DECEMBER 31, 2000 AND 1999**

	2000	1999
Cash Receipts:		
Fees Charged to Subdivisions	\$72,031	\$74,652
Contractual Services		12,486
Other	7,760	2,746
Total Cash Receipts	79,791	89,884
Cash Disbursements:		
Salaries	45,998	42,134
Supplies	2,423	1,816
Equipment	1,525	4,782
Contracts - Services	4,939	35,573
Travel	1,313	1,275
Public Employee's Retirement	4,972	5,726
Worker's Compensation	242	384
Other	11,351	9,124
Total Cash Disbursements	72,763	100,814
Total Cash Receipts Over (Under) Cash Disbursements:	7,028	(10,930)
Fund Cash Balances, January 1	13,608	24,538
Fund Cash Balances, December 31	\$20,636	\$13,608
Reserves for Encumbrances, December 31	\$677	\$4,444

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

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**TUSCARAWAS COUNTY REGIONAL PLANNING COMMISSION
TUSCARAWAS COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The Tuscarawas County Regional Planning Commission (the Commission) 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 Commission is directed by a sixty-two member Board. The Board consists of representatives from participating political subdivisions, the county commissioners, the county engineer, the county sanitary engineer, the county board health commission and sanitarian, and appointed citizens. The Commission formulates and reviews plans affecting long and short term social, economic, and governmental development within the region. The participating subdivisions are:

City of New Philadelphia	Village of Stone Creek	Oxford Township
City of Dover	Village of Strasburg	Perry Township
City of Uhrichsville	Village of Sugarcreek	Rush Township
Village of Baltic	Village of Tuscarawas	Salem Township
Village of Barnhill	Village of Zoar	Sandy Township
Village of Bolivar	Auburn Township	Sugarcreek Township
Village of Dennison	Clay Township	Union Township
Village of Gnadenhutten	Dover Township	Warren Township
Village of Midvale	Fairfield Township	Warwick Township
Village of Mineral City	Franklin Township	Washington Township
Village of Newcomerstown	Goshen Township	Wayne Township
Village of Parral	Jefferson Township	York Township
Village of Port Washington	Lawrence Township	
Village of Roswell	Mill Township	

The Commission's management believes these financial statements present all activities for which the Commission 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.

**TUSCARAWAS COUNTY REGIONAL PLANNING COMMISSION
TUSCARAWAS COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Cash

As required by the Ohio Revised Code, the Commission's cash is held and invested by the Tuscarawas County Treasurer, who is the custodian for Commission monies. The Commission's assets are held in the County's cash and investment pool, and are valued at the County Treasurer's reported carrying amount.

D. Fund Accounting

The Commission uses fund accounting to segregate cash and investments that are restricted as to use. The Commission classifies its fund as a General Fund which is the general operating fund. It is used to account for all financial resources of the Commission.

E. Budgetary Process

As required by established Bylaws, the Commission shall, at its first regular meeting, make appropriations for its expenses for that year, which appropriation may be modified or supplemented from time to time during the year, but shall at no time exceed the total amount received or due from cooperating municipalities, county governments, public agencies, or from other sources.

1. Appropriations

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

3. Encumbrances

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

A summary of 2000 and 1999 budgetary activity appears in Note 2.

F. Property, Plant and Equipment

Acquisitions of property, plant and equipment are recorded as equipment disbursements when paid. These items are not reflected as assets on the accompanying financial statements.

**TUSCARAWAS COUNTY REGIONAL PLANNING COMMISSION
TUSCARAWAS COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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 Commission.

2. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 2000 and 1999 follows:

2000 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$72,500	\$79,791	\$7,291

2000 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$0	\$73,440	(\$73,440)

1999 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$84,826	\$89,884	\$5,058

1999 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$0	\$105,258	(\$105,258)

**TUSCARAWAS COUNTY REGIONAL PLANNING COMMISSION
TUSCARAWAS COUNTY**

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

3. RETIREMENT SYSTEM

The Commission's 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.

Contribution rates are also prescribed by the Ohio Revised Code. For 2000 and 1999, PERS members contributed 8.5% of their gross salaries. The Commission contributed an amount equal to 10.84% for 2000 and 13.55% for 1999 of participants gross salaries. The Commission has paid all contributions required through December 31, 2000.

4. RISK MANAGEMENT

The Commission is insured through Tuscarawas County. Tuscarawas County has obtained commercial insurance for the following risks:

- Comprehensive property and general liability
- Vehicles
- Public officials' liability

Tuscarawas County also provides health insurance and vision coverage to full-time employees through a self-insurance plan.

5. NONCOMPLIANCE

Contrary to Ohio Rev. Code Section 713.21; Commission Bylaws, Article IV, 1(a); and Commission Resolution of Cooperation, Article VII, B, the Commission did not always, or allowed others to, exercise certain rights and privileges which should have been performed by the Commission as a whole, or by its Executive Committee.



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

Tuscarawas County Regional Planning Commission
Tuscarawas County
125 East High Avenue
New Philadelphia, Ohio 44663

To the Board of Commissioners:

We have audited the financial statements of Tuscarawas County Regional Planning Commission, Tuscarawas County, Ohio, (the Commission) as of and for the years ended December 31, 2000 and 1999, and have issued our report thereon dated February 20, 2001. We conducted our audits 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 Commission'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 audits and, accordingly, we do not express such an opinion. The results of our tests disclosed one instance of noncompliance that is required to be reported under *Government Auditing Standards* which is described in the accompanying Schedule of Findings as item 2000-61279-001.

We also noted certain immaterial instances of noncompliance that we have reported to management of the Commission in a separate letter dated February 20, 2001.

Internal Control Over Financial Reporting

In planning and performing our audits, we considered the Commission'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 Commission in a separate letter dated February 20, 2001.

Tuscarawas County Regional Planning Commission
Tuscarawas 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 management and the Board of Commissioners, and is not intended to be and should not be used by anyone other than these specified parties.

Jim Petro
Auditor of State

February 20, 2001

**TUSCARAWAS COUNTY REGIONAL PLANNING COMMISSION
TUSCARAWAS COUNTY**

**SCHEDULE OF FINDINGS
DECEMBER 31, 2000 AND 1999**

FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS
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FINDING NUMBER 2000-61279-001

Noncompliance Citation

A regional planning commission is a body corporate and politic which, once formed under Ohio Rev. Code Section 713.21, can exercise certain rights and privileges conveyed to it by the constitution and laws of the State of Ohio. In accordance with the Ohio Rev. Code, a Resolution of Cooperation was adopted for the creation of the Tuscarawas County Regional Planning Commission (Commission) outlining its powers and duties. In addition, By-Laws were adopted in order to carry out the duties and functions of the Commission. The following are certain powers and duties outlined in each of the above mentioned documents:

- **Ohio Rev. Code Section 713.21** states, in part, that a regional planning commission may employ individuals as are necessary. In addition, a regional planning commission may make agreements with other agencies, public or private, for the temporary transfer of joint use of staff employees.
- **Tuscarawas County Regional Planning Commission Bylaws, Article IV, 1(a)** states that the Director shall be appointed by the Executive Committee for such term or at its pleasure, as it, by resolution, shall approve.
- **Tuscarawas County Regional Planning Commission Resolution of Cooperation, Article VII, B** states, in part, that the Commission shall make appropriation for its expenses for that year, which appropriation may be modified or supplemented from time to time during the year. In addition, the amount of contribution required by the members may be reduced or increased on a pro-rated basis; provided, however, no change in the amount of contribution shall become effective unless upon approval of 2/3 majority of the Commission.

The following conditions were noted whereby the Commission did not always, or allowed others to, exercise certain rights and privileges which were contrary to the above provisions:

- The Executive Committee, at its June 23, 1999 meeting, approved the Director's salary at \$35,000; however, the increase was subsequently denied by the Tuscarawas County Board of Commissioners (Board of Commissioners).
- Although the Board of Commissioners authorized an additional clerical employee for the Commission, this employee remained under the supervision of the Board of Commissioners' Clerk without a written agreement authorizing this joint use of an employee.
- The 2000 appropriation measure was approved by the Tuscarawas County Administrator and not the Commission.
- Fees that were in arrears for the Village of Tuscarawas (\$330.40) and the Village of Bolivar (\$457), both members of the Commission, were unilaterally waived by the President of the Board of Commissioners and were not approved by 2/3 majority of the Commission.

The above could result in a lack of control by the Commission. To help ensure that the Commission exercises its powers and duties accordingly, all appropriation measures, employee pay rates, and fee waivers should be approved by the Commission or the Commission's Executive Committee. In addition, an agreement should be entered into for all employees that are jointly used by the Commission and another governmental agencies.



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TUSCARAWAS COUNTY REGIONAL PLANNING COMMISSION

TUSCARAWAS 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
MAY 15, 2001**