



**VILLAGE OF BELLE VALLEY  
NOBLE COUNTY**

**REGULAR AUDIT**

**FOR THE YEARS ENDED DECEMBER 31, 2000 - 1999**



**JIM PETRO**  
**AUDITOR OF STATE**  

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**STATE OF OHIO**



VILLAGE OF BELLE VALLEY  
NOBLE COUNTY

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## REPORT OF INDEPENDENT ACCOUNTANTS

Village of Belle Valley  
Noble County  
P.O. Box 233  
Belle Valley, Ohio 43717

To the Village Council:

We have audited the accompanying financial statements of the Village of Belle Valley, Noble County, Ohio (the Village), as of and for the years ended December 31, 2000 and 1999. 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 auditing standards generally accepted in the United States of America 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.

The basis of accounting prescribed by the Auditor of State requires the Village to report outstanding encumbrances at year end as budgetary expenditures. The Village did not record encumbrances. It was not practical for us to determine the amount of unrecorded encumbrances at year end.

In our opinion, except for such adjustments, if any, that would have been necessary to reflect year end outstanding encumbrances as discussed in the preceding paragraph, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of the Village of Belle Valley, Noble County, as of December 31, 2000 and 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 September 21, 2001 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. 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 management, the 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.

**Jim Petro**  
Auditor of State

September 21, 2001

VILLAGE OF BELLE VALLEY  
NOBLE COUNTY

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

	Governmental Fund Types				Totals (Memorandum Only)
	General	Special Revenue	Debt Service	Capital Projects	
<b>Cash Receipts:</b>					
Property Tax and Other Local Taxes	\$8,001	\$	\$	\$	\$8,001
Intergovernmental Receipts	19,352	6,955		8,594	34,901
Charges for Services	2,514				2,514
Earnings on Investments	174	44			218
Miscellaneous	1,116				1,116
<b>Total Cash Receipts</b>	<b>31,157</b>	<b>6,999</b>	<b>0</b>	<b>8,594</b>	<b>46,750</b>
<b>Cash Disbursements:</b>					
Current:					
Security of Persons and Property	2,908				2,908
Public Health Services	1,318				1,318
Community Environment	390				390
Basic Utility Services	2,595				2,595
Transportation	6,509	7,907		8,594	23,010
General Government	7,874				7,874
Capital Outlay	3,120				3,120
<b>Total Cash Disbursements</b>	<b>24,714</b>	<b>7,907</b>	<b>0</b>	<b>8,594</b>	<b>41,215</b>
Total Cash Receipts Over/(Under) Cash Disbursements	6,443	(908)	0	0	5,535
Fund Cash Balances, January 1	1,845	2,631	217	148	4,841
<b>Fund Cash Balances, December 31</b>	<b>\$8,288</b>	<b>\$1,723</b>	<b>\$217</b>	<b>\$148</b>	<b>\$10,376</b>

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

VILLAGE OF BELLE VALLEY  
NOBLE COUNT

**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	Debt Service	Capital Projects	
<b>Cash Receipts:</b>					
Property Tax and Other Local Taxes	\$4,870				\$4,870
Intergovernmental Receipts	12,158	8,153	3,457		23,768
Charges for Services	2,640				2,640
Earnings on Investments	140	65			205
Miscellaneous	1,990	2	47		2,039
<b>Total Cash Receipts</b>	<b>21,798</b>	<b>8,220</b>	<b>3,504</b>	<b>0</b>	<b>33,522</b>
<b>Cash Disbursements:</b>					
Current:					
Security of Persons and Property	3,371				3,371
Community Environment	100				100
Basic Utility Services	1,321				1,321
Transportation	5,759	9,159			14,918
General Government	12,317				12,317
Debt Service:					
Principal Payments	38		3,211		3,249
Interest Payments			76		76
Capital Outlay	19,048	1,200			20,248
<b>Total Cash Disbursements</b>	<b>41,954</b>	<b>10,359</b>	<b>3,287</b>	<b>0</b>	<b>55,600</b>
<b>Total Cash Receipts Over/(Under) Cash Disbursements</b>	<b>(20,156)</b>	<b>(2,139)</b>	<b>217</b>	<b>0</b>	<b>(22,078)</b>
<b>Other Financing Receipts/(Disbursements):</b>					
Proceeds from Sale of Public Debt:					
Sale of Notes		1,200			1,200
Transfers-In	1,136	1,015			2,151
Transfers-Out		(2,151)			(2,151)
Other Sources	19,198				19,198
<b>Total Other Financing Receipts/(Disbursements)</b>	<b>20,334</b>	<b>64</b>	<b>0</b>	<b>0</b>	<b>20,398</b>
<b>Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements</b>	<b>178</b>	<b>(2,075)</b>	<b>217</b>	<b>0</b>	<b>(1,680)</b>
Fund Cash Balances, January 1	1,667	4,706	0	148	6,521
<b>Fund Cash Balances, December 31</b>	<b>\$1,845</b>	<b>\$2,631</b>	<b>\$217</b>	<b>\$148</b>	<b>\$4,841</b>

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



**VILLAGE OF BELLE VALLEY  
NOBLE COUNTY**

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

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Description of the Entity**

The Village of Belle Valley, Noble 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 Village Council. The Village provides general governmental services, including road and bridge maintenance and street lighting. The Village contracts with the Belle Valley Volunteer Fire Department to provide fire protection 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**

The Village holds no investments.

**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 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 Village had the following significant Special Revenue Fund:

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

**3. Debt Service Fund**

This fund is used to accumulate resources for the payment of bonds and note indebtedness. The Village had the following significant Debt Service Fund:

General Obligation Note Fund - This fund receives property tax money to pay principal and interest payments on the Village's general obligation note.

**VILLAGE OF BELLE VALLEY  
NOBLE COUNTY**

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

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**D. Fund Accounting (Continued)**

**4. Capital Projects Fund**

This fund is used to account for receipts that are restricted for the acquisition or construction of major capital projects (except those financed through enterprise or trust funds). The Village had the following significant Capital Projects Fund:

Issue II Fund - This fund collects money from the Ohio Public Works Commission for the repair of Village roads.

**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 Village Council must annually approve appropriation measures and subsequent amendments. The County Budget Commission must also approve the annual appropriation measure. Appropriations lapse at year end.

**2. Estimated Resources**

Estimated resources include estimates of cash to be received (budgeted receipts) plus 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 individual commitments are made. The Village did not use the encumbrance method of accounting.

A summary of 2000 and 1999 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 BELLE VALLEY  
NOBLE COUNTY**

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

**2. EQUITY IN POOLED CASH**

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

	<u>2000</u>	<u>1999</u>
Demand deposits	<u>\$10,376</u>	<u>\$4,841</u>

**Deposits:** Deposits are insured by the Federal Deposit Insurance Corporation.

**3. BUDGETARY ACTIVITY**

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

2000 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$22,788	\$31,157	\$8,369
Special Revenue	7,550	6,999	(551)
Debt Service	3,300	0	(3,300)
Capital Projects	0	8,594	8,594
Total	<u>\$33,638</u>	<u>\$46,750</u>	<u>\$13,112</u>

2000 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$22,083	\$24,714	(\$2,631)
Special Revenue	9,305	7,907	1,398
Debt Service	3,300	0	3,300
Capital Projects	0	8,594	(8,594)
Total	<u>\$34,688</u>	<u>\$41,215</u>	<u>(\$6,527)</u>

1999 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$38,592	\$42,132	\$3,540
Special Revenue	8,638	10,435	1,797
Debt Service	3,600	3,504	(96)
Total	<u>\$50,830</u>	<u>\$56,071</u>	<u>\$5,241</u>

**VILLAGE OF BELLE VALLEY  
NOBLE COUNTY**

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

**3. BUDGETARY ACTIVITY (Continued)**

1999 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$42,960	\$41,954	\$1,006
Special Revenue	9,200	12,510	(3,310)
Debt Service	3,200	3,287	(87)
Total	\$55,360	\$57,751	(\$2,391)

**Accountability and Compliance:**

Contrary to Ohio law, Street Construction, Maintenance and Repair Fund and Federal Emergency Management Agency (FEMA) Fund expenditures exceeded appropriations by \$53 and \$3,479, respectively, while the General Obligation Note Fund's expenditures exceeded appropriations by \$87, all during 1999. General Fund's and Issue II Fund's expenditures exceeded appropriations by \$2,631 and \$8,594, respectively, during 2000.

Also contrary to Ohio law, during 1999, the Township failed to obtain an increased amended certificate reflecting additional revenues received and spent in the FEMA Fund and General Fund, and during 2000 in the General Fund and Issue II Fund.

Although required by Ohio law, the Village did not use the encumbrance method of accounting throughout the audit period.

**4. PROPERTY TAX**

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

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 BELLE VALLEY  
NOBLE COUNTY**

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

**5. RETIREMENT SYSTEMS**

The Village's employees, including the Clerk-Treasurer and Mayor, belong to the Public Employees Retirement System (PERS) of Ohio. All other elected officials of the Village contribute to Social Security. 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 Village contributed an amount equal to 10.84% and 13.55% for 2000 and 1999, respectively of participants' gross salaries. For 2000 and 1999, officials participating in Social Security and the Village each contributed 6.2% of gross salaries to Social Security. The Village has paid all contributions required through December 31, 2000.

**6. RISK MANAGEMENT**

The Village has obtained commercial insurance for the following risks:

- Comprehensive property and general liability
- Vehicles
- Errors and omissions

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

Village of Belle Valley  
Noble County  
P.O. Box 233  
Belle Valley, Ohio 43717

To the Village Council:

We have audited the accompanying financial statements of the Village of Belle Valley, Noble County, Ohio (the Village), as of and for the years ended December 31, 2000 and 1999, and have issued our report thereon dated September 21, 2001, wherein we noted the Village did not record encumbrances in its budgetary presentation. We conducted our audit in accordance with auditing standards generally accepted in the United States of America 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 certain instances of noncompliance that are required to be reported under *Government Auditing Standards* which are described in the accompanying Schedule of Findings as items 2000-31061-001 through 2000-31061-005. We also noted certain immaterial instances of noncompliance that we have reported to management of the Village in a separate letter dated September 21, 2001.

**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. However, we noted certain matters involving the internal control over financial reporting and its operation what we considered to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgement, could adversely affect the Village's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. The reportable conditions are described in the accompanying Schedule of Findings as items 2000-31061-002 and 2000-31061-005.

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. 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 reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe the reportable conditions described above are material weaknesses. We also 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 September 21, 2001.

This report is intended for the information and use of management and the Village Council, and is not intended to be and should not be used by anyone other than these specified parties.

**Jim Petro**  
Auditor of State

September 21, 2001



VILLAGE OF BELLE VALLEY  
NOBLE COUNTY

SCHEDULE OF FINDINGS  
DECEMBER 31, 2000 AND 1999

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

<b>FINDING NUMBER</b>	<b>2000-31061-001</b>
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**Finding for Adjustment**

Ohio Rev. Code Section 5705.10 states that all revenue derived from a specific source shall be credited to a special fund for the purpose for which the monies were received.

During the audit period, the Clerk-Treasurer recorded several receipts pertaining to motor vehicle license tax and gasoline excess tax to incorrect funds as well as incorrect classifications.

In accordance with the foregoing facts, a finding for adjustment is hereby issued against the General and State Highway Improvement Funds in the amounts of \$373 and \$18, respectively, in favor of the Street Construction, Maintenance and Repair Fund and General Obligation Note Fund in the amounts of \$63 and \$328, respectively. This adjustment has been agreed to by management of the Village and is reflected in the accompanying financial statements.

<b>FINDING NUMBER</b>	<b>2000-31061-002</b>
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**Noncompliance Citation and Material Weakness**

Ohio Admin. Code Section 117-5-10 prescribed the method by which the receipts journal should have been maintained during this audit period.

Although a receipts journal was maintained by the Village, we noted numerous instances in which receipts were either not posted or were posted incorrectly. When receipts were posted, posting dates were not entered. As a result, Village management could not make a useful comparison of budgeted receipts to actual receipts.

Although the aforementioned Ohio Administrative Code Section has been rescinded effective July 1, 2000, we recommend budgeted and actual receipts be posted to the receipts journal as recommended in Ohio Admin. Code Section 117-2-02 (D)(2) (effective July 1, 2000), to provide useful monthly budget vs. actual comparisons to assist management in monitoring Village operations.

**VILLAGE OF BELLE VALLEY  
NOBLE COUNTY**

**SCHEDULE OF FINDINGS  
DECEMBER 31, 2000 AND 1999  
(Continued)**

<b>FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS (Continued)</b>
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<b>FINDING NUMBER</b>	<b>2000-31061-003</b>
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**Noncompliance Citation and Material Weakness**

Ohio Rev. Code Section 5705.36 allows all subdivisions to request increased amended certificates of estimated resources and reduced amended certificates upon determination by the fiscal officer that revenue to be collected will be greater or less than the amount in the official certificate of estimated resources. An increased amended certificate must be obtained from the budget commission if the legislative authority intends to appropriate and expend the excess revenue.

Increased amended certificates should have been obtained in the following instances:

<u>Fiscal Year</u>	<u>Fund</u>	<u>Est. Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
1999	General	\$38,592	\$42,132	\$ 3,540
1999	FEMA	\$ 0	\$ 1,076	\$ 1,076
2000	General	\$22,788	\$31,157	\$ 8,369
2000	Issue II	\$ 0	\$ 8,594	\$ 8,594

In each of these instances, all or a portion of the excess receipts were expended by the Village. Therefore, the Village should have requested an increased amended certificate to increase appropriations. This also resulted in noncompliance as cited in finding 2000-31061-004.

We recommend the Village monitor, on a monthly basis, budget versus actual information. Should the Village determine that revenue will be greater or less than the budgeted amount, an increased or decreased amended certificate of estimated resources should be considered.

<b>FINDING NUMBER</b>	<b>2000-31061-004</b>
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**Noncompliance Citation and Material Weakness**

Ohio Rev. Code Section 5705.41 (B) states, in part, that no subdivision or taxing unit is to expend money unless it has been appropriated.

Expenditures exceeded appropriations as follows:

<u>Fiscal Year</u>	<u>Fund</u>	<u>Appropriation</u>	<u>Expenditures</u>	<u>Variance</u>
1999	Street Construction, Maintenance and Repair	\$ 8,500	\$ 8,553	\$ 53
1999	FEMA	\$ 0	\$ 3,479	\$ 3,479
1999	General Obligation Note	\$ 3,200	\$ 3,287	\$ 87
2000	General	\$22,083	\$24,345	\$ 2,262
2000	Issue II	\$ 0	\$ 8,594	\$ 8,594

VILLAGE OF BELLE VALLEY  
NOBLE COUNTY

SCHEDULE OF FINDINGS  
DECEMBER 31, 2000 AND 1999  
(Continued)

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

<b>FINDING NUMBER</b>	<b>2000-31061-004 (Continued)</b>
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**Noncompliance Citation and Material Weakness (Continued)**

Ohio Rev. Code Section 5705.41 (B) (Continued)

In addition, expenditures should not exceed appropriations at the object level, which is Council's "legal level of control" over expenditures. We noted 3 object levels in 1999 and 1 in 2000 in which expenditures exceeded appropriations.

We recommend expenditures be reviewed on a monthly basis, at the fund, function, and object level, by Village Council and the Clerk-Treasurer to determine if budgetary modifications are needed. Expenditures should not be made unless monies have been appropriated.

<b>FINDING NUMBER</b>	<b>2000-31061-005</b>
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**Noncompliance Citation and Material Weakness**

Ohio Rev. Code Section 5705.41 (D) states, in part, that no subdivision or taxing unit shall make any contract or give any order involving the expenditure of money unless there is attached thereto a certificate of the fiscal officer of the subdivision that the amount required to meet the obligation or, in the case of a continuing contract to be performed in whole or in part in an ensuing fiscal year, the amount required to meet the obligation in the fiscal year in which the contract is made, has been lawfully appropriated for such purpose and is in the treasury or is in the process of collection to the credit of an appropriate fund free from any previous encumbrance. This certificate need be signed only by the subdivision's fiscal officer. This section provides two "exceptions" to the above requirements:

- A. Then and Now Certificate - If no certificate is furnished as required, upon receipt by the taxing authority of the subdivision or taxing unit of a certificate of the fiscal officer stating that there was at the time of the making of such contract or order and at the time of execution of such certificate a sufficient sum appropriated for the purchase of such contract and in the treasury or process of collection to the credit of an appropriate fund free from any previous encumbrances, such taxing authority may authorize the drawing of a warrant in payment of amounts due upon such contract, but such resolution or ordinance shall be passed within thirty days from the receipt of such certificate.
- B. If the amount is less than one thousand dollars, the fiscal officer may authorize it to be paid without the affirmation of the Village Council, if such expenditure is otherwise valid.

The Village did not obtain the fiscal officer's certification prior to incurring obligations. The lack of using purchase orders could allow commitments to be incurred for which adequate funds are not available.

We recommend the Village complete a purchase order, documenting the fiscal officer's certification that adequate funds are available, for all expenditures prior to the purchase commitment being made.

VILLAGE OF BELLE VALLEY  
NOBLE COUNTY

SCHEDULE OF PRIOR AUDIT FINDINGS  
DECEMBER 31, 2000 AND 1999

<u>Finding Number</u>	<u>Finding Summary</u>	<u>Fully Corrected?</u>	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid;
1998-31061-001	Ohio Rev. Code Section 5705.41(D)	No	Not corrected. Repeated - See Finding 2000-31061-005.



STATE OF OHIO  
OFFICE OF THE AUDITOR  

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**VILLAGE OF BELLE VALLEY**

**NOBLE 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  
OCTOBER 18, 2001**