



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

VILLAGE OF GARRETTSVILLE
PORTAGE COUNTY

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REPORT OF INDEPENDENT ACCOUNTANTS

Village of Garrettsville
Portage County
8123 High Street
Garrettsville, OH 44231

To Village Council:

We have audited the accompanying financial statements of the Village of Garrettsville, Portage 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 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, 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 February 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 the audit committee, 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.

Jim Petro
Auditor of State

February 21, 2001

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VILLAGE OF GARRETTSVILLE
PORTAGE COUNTY

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

	Governmental Fund Types				Fiduciary Fund Type	Totals (Memorandum Only)
	General	Special Revenue	Debt Service	Capital Projects	Expendable Trust	
Cash Receipts:						
Property Tax and Other Local Taxes	\$746,097	\$222,076		\$55,519		\$1,023,692
Special Assessments			\$27,386			27,386
Intergovernmental Receipts	280,593	127,851		185,590		594,034
Charges for Services	51,016	12,792			\$300	64,108
Fines, Licenses, and Permits	40,720	8,766				49,486
Miscellaneous	76,309	710				77,019
Total Cash Receipts	1,194,735	372,195	27,386	241,109	300	1,835,725
Cash Disbursements:						
Current:						
Security of Persons and Property	609,514	345				609,859
Public Health Services		39,678				39,678
Leisure Time Activities	52,791					52,791
Community Environment	11,612	9,354				20,966
Basic Utility Services	2,680					2,680
Transportation		245,589				245,589
General Government	349,506					349,506
Debt Service:						
Principal Payments			10,000			10,000
Interest Payments			13,500			13,500
Financing and Other Debt-Service Related			813			813
Capital Outlay	156,905	11,761		218,863	9,985	397,514
Total Disbursements	1,183,008	306,727	24,313	218,863	9,985	1,742,896
Total Receipts Over/(Under) Disbursements	11,727	65,468	3,073	22,246	(9,685)	92,829
Other Financing Receipts/(Disbursements):						
Other Sources	35					35
Transfers-In			1,000			1,000
Transfers-Out	(1,000)					(1,000)
Refund Of Income Tax Receipts	(5,971)					(5,971)
Total Other Financing Receipts/(Disbursements)	(6,936)		1,000			(5,936)
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	4,791	65,468	4,073	22,246	(9,685)	86,893
Fund Cash Balances January 1	519,699	157,330	2,272	42,166	14,776	736,243
Fund Cash Balances, December 31	\$524,490	\$222,798	\$6,345	\$64,412	\$5,091	\$823,136
Reserves for Encumbrances, December 31	\$37,502	\$18,569		\$32,000		\$88,071

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

**VILLAGE OF GARRETTSVILLE
PORTAGE COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGE IN FUND CASH BALANCE
PROPRIETARY FUND TYPE
FOR THE YEAR ENDED DECEMBER 31, 2000**

	Proprietary Fund Type
	Enterprise
Operating Cash Receipts:	
Charges for Services	\$954,580
Total Operating Cash Receipts	954,580
Operating Cash Disbursements:	
Personal Services	213,396
Travel Transportation	92
Contractual Services	196,797
Supplies and Materials	84,005
Capital Outlay	147,204
Total Operating Cash Disbursements	641,494
Operating Income	313,086
Non-Operating Cash Receipts:	
Miscellaneous	39,238
Other Non-Operating Receipts	88,044
Total Non-Operating Cash Receipts	127,282
Non-Operating Cash Disbursements:	
Debt Service	242,704
Total Non-Operating Cash Disbursements	242,704
Net Receipts Over Disbursements	197,664
Fund Cash Balance, January 1	550,307
Fund Cash Balance, December 31	\$747,971
Reserve for Encumbrances, December 31	\$60,127

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

VILLAGE OF GARRETTSVILLE
PORTAGE COUNTY

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

	Governmental Fund Types				Fiduciary Fund Type	Totals (Memorandum Only)
	General	Special Revenue	Debt Service	Capital Projects	Expendable Trust	
Cash Receipts:						
Property Tax and Other Local Taxes	\$690,673	\$204,818		\$51,205		\$946,696
Special Assessments			\$19,393			19,393
Intergovernmental Receipts	173,234	152,621				325,855
Charges for Services	51,206	19,380			350	70,936
Fines, Licenses, and Permits	26,801	1,359				28,160
Miscellaneous	61,916	438			132	62,486
Total Cash Receipts	1,003,830	378,616	19,393	51,205	482	1,453,526
Cash Disbursements:						
Current:						
Security of Persons and Property	548,375	33,000				581,375
Public Health Services		34,738				34,738
Leisure Time Activities	52,134					52,134
Community Environment	8,930	3,695				12,625
Basic Utility Services	3,370					3,370
Transportation		241,440				241,440
General Government	270,074					270,074
Debt Service:						
Principal Payments			9,000			9,000
Interest Payments			13,440			13,440
Financing and Other Debt-Service Related			803			803
Capital Outlay	108,828	54,963		13,998		177,789
Total Disbursements	991,711	367,836	23,243	13,998		1,396,788
Total Receipts Over/(Under) Disbursements	12,119	10,780	(3,850)	37,207	482	56,738
Other Financing Receipts/(Disbursements):						
Transfers-In	2,683					2,683
Transfers-Out			(2,658)		(25)	(2,683)
Refund Of Income Tax Receipts	(11,501)					(11,501)
Total Other Financing Receipts/(Disbursements)	(8,818)		(2,658)		(25)	(11,501)
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	3,301	10,780	(6,508)	37,207	457	45,237
Fund Cash Balances January 1	516,398	146,550	8,780	4,959	14,319	691,006
Fund Cash Balances, December 31	\$519,699	\$157,330	\$2,272	\$42,166	\$14,776	\$736,243
Reserves for Encumbrances, December 31	\$24,856	\$3,382				\$28,238

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

**VILLAGE OF GARRETTSVILLE
PORTAGE COUNTY**

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

	Proprietary Fund Type
	Enterprise
Operating Cash Receipts:	
Charges for Services	\$890,600
Miscellaneous	19,197
	909,797
Operating Cash Disbursements:	
Personal Services	208,018
Travel Transportation	562
Contractual Services	159,702
Supplies and Materials	52,711
Capital Outlay	90,785
	511,778
Operating Income	398,019
Non-Operating Cash Receipts:	
Property Tax and Other Local Taxes	
Miscellaneous	18,330
	18,330
Non-Operating Cash Disbursements:	
Debt Service	242,704
	242,704
Net Receipts Over Disbursements	173,645
Fund Cash Balance, January 1	376,662
Fund Cash Balance, December 31	\$550,307
Reserve for Encumbrances, December 31	\$26,157

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

**VILLAGE OF GARRETTSVILLE
PORTAGE 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 Garrettsville, Portage 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 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

Certificates of deposit are valued at cost. The Village uses a local bank to manage its cash investments. Each night the bank balance is swept into an overnight repurchase agreement. The Village also uses a money market investment checking account.

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 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:

**VILLAGE OF GARRETTSVILLE
PORTAGE COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

3. Debt Service Fund

These funds are used to accumulate resources for the payment of bonds and note indebtedness. The Boardwalk Fund is used to account for the accumulation of resources for, and the payment of special assessment long-term debt principal and interest.

4. Capital Project Funds

These funds are used to account for receipts that are restricted for the acquisition or construction of major capital projects (except those financed through enterprise funds). The Village had the following significant capital project funds:

Construction Fund - This fund receives proceeds of local taxes. The proceeds are being used to improve municipal buildings.

Issue II Fund - This fund is used to account for receipts that are restricted for the acquisition or construction of major capital projects. The Village records the State's share of Ohio Public Works Programs in this fund.

5. 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.

6. Fiduciary Funds (Trust Fund)

Trust Fund is used to account for resources restricted by legally binding trust agreements. If the agreement requires the Village to maintain the corpus of the trust, the fund is classified as a nonexpendable trust fund. Other trust funds are classified as expendable. The Village has only a small expendable trust fund.

E. Budgetary Process

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

**VILLAGE OF GARRETTSVILLE
PORTAGE COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

1. Appropriations

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund level within each fund except the general fund which is at the fund, function, department level of control, and appropriations may not exceed estimated resources. This level was effective for fiscal year 2000. In fiscal year 1999, the level of control for appropriations was at the fund, function, department, object level for all funds. The Council must annually approve appropriation measures and subsequent amendments.

The County Budget Commission must also approve the annual appropriation measure. Encumbrances outstanding at year end are carried over, and need not be reappropriated.

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. 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.

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 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>2000</u>	<u>1999</u>
Demand deposits	\$ 41,021	\$ 21,950
Repurchase Agreement	<u>1,530,086</u>	<u>1,264,600</u>
Total deposits and investments	<u>\$ 1,571,107</u>	<u>\$ 1,286,550</u>

**VILLAGE OF GARRETTSVILLE
PORTAGE COUNTY**

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

2. EQUITY IN POOLED CASH AND INVESTMENTS (Continued)

Deposits: Deposits are either (1) insured by the Federal Depository Insurance Corporation, or (2) collateralized by the financial institution's public entity deposit pool.

Investments: Repurchase agreements are uninsured and unregistered investments which are held by the counterparty, or by its trust department or agent but not in the Village's name.

3. 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	\$ 1,038,714	\$ 1,194,770	\$ 156,056
Special Revenue	326,050	372,195	46,145
Debt Service	22,628	28,386	5,758
Capital Projects	234,590	241,109	6,519
Enterprise	1,007,310	1,081,862	74,552
Fiduciary	0	300	300
Total	\$ 2,629,292	\$ 2,918,622	\$ 289,330

2000 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 1,531,966	\$ 1,227,481	\$ 304,485
Special Revenue	465,582	325,296	140,286
Debt Service	24,900	24,313	587
Capital Projects	270,590	250,863	19,727
Enterprise	1,214,821	944,325	270,496
Fiduciary	10,000	9,985	15
Total	\$ 3,517,859	\$ 2,782,263	\$ 735,596

**VILLAGE OF GARRETTSVILLE
PORTAGE COUNTY**

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

3. BUDGETARY ACTIVITY (Continued)

1999 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 945,365	\$ 1,006,513	\$ 61,148
Special Revenue	338,300	378,616	40,316
Debt Service	18,318	19,393	1,075
Capital Projects	50,000	51,205	1,205
Enterprise	823,400	928,127	104,727
Fiduciary	350	482	132
Total	\$ 2,175,733	\$ 2,384,336	\$ 208,603

1999 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 1,310,100	\$ 1,028,068	\$ 282,032
Special Revenue	451,218	371,218	80,000
Debt Service	23,900	25,901	(2,001)
Capital Projects	50,000	13,998	36,002
Enterprise	1,024,503	780,639	243,864
Fiduciary	100	25	75
Total	\$ 2,859,821	\$ 2,219,849	\$ 639,972

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.

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.

5. DEBT

Debt outstanding at December 31, 2000 was as follows:

**VILLAGE OF GARRETTSVILLE
PORTAGE COUNTY**

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

5. DEBT (Continued)

	Principal	Interest Rate
Ohio Water Development Authority Loans	\$ 1,512,901	7.50-8.97%
Special Assessment Bonds	205,000	6.00%
Brosius Road Reservoir Project Loan	87,599	5.925%
Total	\$ 1,805,500	

The Ohio Water Development Authority (OWDA) loan relates to a water and sewer construction project. The OWDA has approved up to \$2,396,123 in loans to the Village for this project. The loans will be repaid in semiannual installments of \$242,704 including interest, over 20 years. The loans are collateralized by water and sewer department property and utility receipts. The Village has agreed to set utility rates sufficient to cover OWDA debt service requirements.

The Special Assessment bonds consist of the boardwalk issue which is payable from the proceeds of the assessment against individual property owners.

The Brosius Road Reservoir Project Loan was entered into to assist in funding a water fund project that is also being funded by Issue II monies. The loan is to be repaid from water service charges.

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

Year ending December 31:	OWDA Loans	Special Assessment Bonds	Brosius Road Reservoir Project Loan
2001	\$ 242,704	\$ 23,300	\$ 17,863
2002	242,704	23,640	17,863
2003	242,704	22,920	17,863
2004-2008	1,074,395	115,780	53,587
Subsequent	514,682	115,180	0
Total	\$ 2,317,189	\$ 300,820	\$ 107,176

6. RETIREMENT SYSTEMS

The Village's law enforcement officers belong to the Police and Firemen's Disability and Pension Funds (PFDPF). Other full-time employees belong to the Public Employees Retirement System (PERS) of Ohio. PFDPF and PERS are cost-sharing, multiple-employer plans. These plans provide 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, members of PFDPF contributed 10% of their wages to the PFDPF. The Village contributed an amount equal to 19.5% of their wages.

**VILLAGE OF GARRETTSVILLE
PORTAGE COUNTY**

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

6. RETIREMENT SYSTEMS (Continued)

PERS members contributed 8.5% of their gross salaries. The Village contributed an amount equal to 13.55% of participants' gross salaries, except for the period from July 2000 through December 2000. During this time period, the employers share was only 8.13%, due to a temporary employer contribution rate rollback passed by the Board of PERS. The Village has paid all contributions required through December 31, 2000.

7. RISK MANAGEMENT

The Village is a member of the Ohio Municipal League Joint Self Insurance Pool (the Pool). The Pool assumes the risk of loss up to the limits of the Village's policy. The Pool may assess supplemental premiums. The following risks are covered by the Pool:

- General liability and casualty
- Public officials' liability
- Vehicle

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

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OFFICE OF THE AUDITOR

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

Village of Garrettsville
Portage County
8123 High Street
Garrettsville, OH 44231

To Village Council:

We have audited the accompanying financial statements of the Village of Garrettsville, Portage County, Ohio (the Village), as of and for the years ended December 31, 2000 and 1999, and have issued our report thereon dated February 21, 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 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 no instances of noncompliance that are required to be reported under *Government Auditing Standards*. However, we noted a certain immaterial instance of noncompliance that we have reported to management of the Village in a separate letter dated February 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. 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 one other matter involving the internal control over financial reporting that did not require inclusion in this report, that we have reported to management of the Village in a separate letter dated February 21, 2001.

Village of Garrettsville
Portage County
Report of Independent Accountants on Compliance and on Internal Control
Required by *Government Auditing Standards*
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This report is intended for the information and use of the audit committee, management, and 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

February 21, 2001



STATE OF OHIO
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VILLAGE OF GARRETTSVILLE

PORTAGE 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
MARCH 27, 2001**