VILLAGE OF MCARTHUR

VINTON COUNTY

REGULAR AUDIT

JANUARY 1, 1999 - DECEMBER 31, 2000

David R. Dilley Certified Public Accountant 121 Leasure Road Chillicothe, Ohio 45601



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Village Council Village of McArthur 124 West Main Street McArthur, Ohio 45651

We have reviewed the independent auditor's report of the Village of McArthur, Vinton County, prepared by David R. Dilley, Certified Public Accountant, for the audit period January 1, 1999 through December 31, 2000. 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 McArthur is responsible for compliance with these laws and regulations.

JIM PETRO Auditor of State

September 14, 2001



VILLAGE OF MCARTHUR VINTON COUNTY JANUARY 1, 1999 THROUGH DECEMBER 31, 2000

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David R. Dilley Certified Public Accountant

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Independent Auditor's Report

Village Council Village of McArthur 124 W. Main St. McArthur, Ohio 45651

I have audited the accompanying financial statements of the Village of McArthur, Vinton County, Ohio, (the Village) as of and for the year ended December 31, 2000, and December 31, 1999. These financial statements are the responsibility of the Village's management. My responsibility is to express an opinion on these financial statements based on my audits.

I conducted my audits in accordance with auditing standards generally accepted in the United States of America and standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that I 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. I believe that my 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 my opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of the Village of McArthur, Vinton County, Ohio, 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 of the United States of America*, I have also issued a report dated May 11, 2001 on my consideration of the Village's internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit conducted in accordance with *Government Audit Standards*, and, in considering the results of the audit, these reports should be read along with the auditor's report on the financial statements.

This report is intended solely for the information and use of the officials authorized to receive this report under Section 117.26 of the Ohio Revised Code, and is not intended to be and should not be used by anyone other than those specified parties.

David R. Dilley
David R. Dilley
Certified Public Accountant

May 11, 2001

VILLAGE OF MCARTHUR 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		_
	General	Special Revenue	Totals (Memorandum Only)
Cash Receipts			
Taxes	\$70,557	\$82,084	\$152,641
Intergovernmental	172,246	87,430	259,676
Charges for Services	0	31,747	31,747
Fines, Licenses, and Permits	39,210	330	39,540
Miscellaneous	33,785	15,450	49,235
Total Cash Receipts	315,798	217,041	532,839
Cash Disbursements Current:			
Security of Persons and Property	154,676	70,923	225,599
Public Health Services	581	13,371	13,952
Basic Utility Services	0	0	0
Leisure Time Activities	1,564	14,324	15,888
Transportation	0	97,430	97,430
General Government	131,457	4,001	135,458
Capital Outlay	22,221	59,135	81,356
Total Cash Disbursements	310,499	259,184	569,683
Total Cash Receipts Over/Under			
Cash Disbursements	5,299	(42,143)	(36,844)
Other Financing Receipts/(Disbursements):			
Proceeds From Sale of Public Debt			
Sale of Notes	0	30,000	30,000
Transfers-in	33,003	54,338	87,341
Transfers-out	(37,838)	(45,503)	(83,341)
Other Uses	0	(8,113)	(8,113)
Total Other Financing			
Receipts / Disbursements	(4,835)	30,722	25,887
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements			
and Other Financing Disbursements	464	(11,421)	(10,957)
Fund Cash Balances, January 1, 2000	10,152	61,490	71,642
Fund Cash Balances, December 31, 2000	\$10,616	\$50,069	\$60,685

VILLAGE OF MCARTHUR COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES - PROPRIETARY FUND TYPE AND SIMILAR FIDUCIARY FUND TYPE FOR THE YEAR ENDED DECEMBER 31, 2000

	Proprietary Fund Type	Fiduciary Fund Types	Totals
	Enterprise	Agency	(Memorandum Only)
Operating Cash Receipts			
Charges for Services	\$342,408	0	342,408
Miscellaneous	3,848	0	3,848
Total Operating Cash Receipts	346,256	0	346,256
Operating Cash Disbursements			
Personal Services	143,535	0	143,535
Travel Transportation	0	0	0
Contractual Services	49,685	0	49,685
Supplies and Materials	59,510	0	59,510
Capital Outlay	0	0	0
Total Operating Cash Disbursements	252,730	0	252,730
Operating Income / (Loss)	93,526	0	93,526
Non Operating Cash Receipts			
Other Non Operating Receipts	0	43,186	43,186
Total Non Operating Cash Receipts	0	43,186	43,186
Non Operating Cash Disbursements Debt Service			
Redemption of Principal	46,609	0	46,609
Interest	13,165	0	13,165
Other Non Operating Disbursements	0	43,883	43,883
Total Non Operating Cash Disbursements	59,774	43,883	103,657_
Excess of Receipts Over / (Under) Disbursements			
Before Interfund Transfers and Advances	33,752	(697)	33,055
Transfer In	32,500	0	32,500
Transfer Out	(36,500)	0	(36,500)
Net receipts over / under disbursements	29,752	(697)	29,055
Fund Cash Balances, January 1, 2000	102,019	1,832	103,851_
Fund Cash Balances, December 31, 2000	\$131,771	\$1,135	103,851

VILLAGE OF MCARTHUR 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		_
	General	Special Revenue	Totals (Memorandum Only)
Cash Receipts			
Taxes	\$72,773	\$85,090	\$157,863
Intergovernmental	104,798	102,002	206,800
Charges for Services	0	35,845	35,845
Fines, Licenses, and Permits	61,561	0	61,561
Miscellaneous	7,849	15,212	23,061
Total Cash Receipts	246,981	238,149	485,130
Cash Disbursements			
Current:			
Security of Persons and Property	170,407	97,678	268,085
Public Health Services	593	5,586	6,179
Basic Utility Services	0	9,048	9,048
Leisure Time Activities	0	0	0
Transportation	0	104,792	104,792
General Government	75,477	9,140	84,617
Capital Outlay	17,735	155,856	173,591
Total Cash Disbursements	264,212	382,100	646,312
Total Cash Receipts Over/Under			
Cash Disbursements	(17,231)	(143,951)	(161,182)
Other Financing Receipts/(Disbursements):			
Transfers-in	11,731	63,000	74,731
Transfers-out	(63,000)	(10,000)	(73,000)
Other Sources	10,684	3,586	14,270
Total Other Financing			
Receipts / Disbursements	(40,585)	56,586	16,001
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements			
and Other Financing Disbursements	(57,816)	(87,365)	(145,181)
Fund Cash Balances, January 1, 1999	67,968	148,855	216,823
Fund Cash Balances, December 31, 1999	\$10,152	\$61,490	\$71,642

VILLAGE OF MCARTHUR COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES - PROPRIETARY FUND TYPE AND SIMILAR FIDUCIARY FUND TYPE FOR THE YEAR ENDED DECEMBER 31, 1999

	Proprietary Fund Type	Fiduciary Fund Types	Totals
	Enterprise	Agency	(Memorandum Only)
Operating Cash Receipts			
Charges for Services Miscellaneous	\$344,503 16,604	0	344,503 16,604
Total Operating Cash Receipts	361,107	0	361,107
Operating Cash Disbursements			
Personal Services	156,098	0	156,098
Travel Transportation	0	0	0
Contractual Services	51,624	0	51,624
Supplies and Materials	49,956 40,440	0	49,956
Capital Outlay	10,110	0	10,110
Total Operating Cash Disbursements	267,788	0	267,788
Operating Income / (Loss)	93,319	0	93,319
Non Operating Cash Receipts			
Other Non Operating Receipts	0	66,180	66,180
Total Non Operating Cash Receipts	0	66,180	66,180
Non Operating Cash Disbursements			
Debt Service	04.000	0	04.000
Redemption of Principal	91,839	0	91,839
Interest	27,707	0	27,707
Other Non Operating Disbursements	0	71,077	71,077
Total Non Operating Cash Disbursements	119,546_	71,077	190,623
Evenes of Passints Over / / Index) Dishuraements			
Excess of Receipts Over / (Under) Disbursements Before Interfund Transfers and Advances	(26,227)	(4,897)	(31,124)
Transfer Out	(1,730)	0	(1,730)
Net receipts over / under disbursements	(27,957)	(4,897)	(32,854)
Fund Cash Balances, January 1, 1999	129,976	6,729	136,705
Fund Cash Balances, December 31, 1999	\$102,019	1,832	103,851

1. <u>Summary of Significant Accounting Policies</u>

A. Description of the Entity

The Village of McArthur, Vinton 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 and fire protection.

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 a payment is made 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's certificates of deposit are valued at cost.

D. Fund Accounting

The Village uses fund accounting to segregate cash and investments that is restricted as to use. The Village classifies its funds into the following 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 accounted for in another fund.

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 Funds:

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

State Highway Improvement Fund - This fund receives gasoline tax and motor vehicle license tax money for maintaining and repairing state highways located within the village.

1. <u>Summary of Significant Accounting Policies (Continued)</u>

D. Fund Accounting (Continued)

Special Revenue Funds (Continued)

Fire Levy Fund - This fund receives levy money to provide fire protection to Village residents and the surrounding contracting Townships.

Enterprise Funds

These funds are used to 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 users charges. The Village had the following significant Enterprise Funds:

Water Revenue Fund - This fund receives charges for services from residents to cover the cost of providing this utility.

Sewer Fund - This fund received charges for services from residents to cover the cost of providing this utility.

Agency Fund

This fund accounts for activity for which the Village is acting in an agency capacity. The Village had the following significant Agency Fund:

Mayor's Court Fund - This fund accounts for the financial activity of the Mayor's Court.

E. <u>Budgetary Process</u>

The Ohio Revised Code requires that each fund (except certain agency funds) 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. Appropriations lapse at year end.

Disbursements from certain funds did exceed the appropriations for that fund.

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.

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 following year.

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.

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 cash basis of accounting used by the Village.

2. Equity in Pooled Cash and Investments

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:

	2000	1999
Demand deposits	\$152,727	\$131,176
Certificates of deposit	37,165	35,108
Total deposits	\$189,892	\$166,284

Cash on Hand at December 31, 2000 and 1999 was \$3,699 and \$9,209, respectively.

Deposits are insured by the Federal Depository Insurance Corporation or collateralized by securities specifically pledged by the financial institution to the Village.

3. Budgetary Activity

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

2000 Budgeted VS. Actual Receipts

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$315,859	\$348,801	\$32,942
Special Revenue	245,847	301,379	55,532
Enterprise	385,000	378,756	(6,244)
Total	\$946,706	\$1,028,936	\$82,230

2000 Budgeted VS. Actual Budgetary Basis Expenditures

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$326,011	\$348,337	(\$22,326)
Special Revenue	306,501	312,800	(6,299)
Enterprise	429,975	349,004	80,971
Total	\$1,062,487	\$1,010,141	\$52,346

3. Budgetary Activity (Continued)

1999 Budgeted VS. Actual Receipts

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$220,114	\$269,396	\$49,282
Special Revenue	319,582	304,735	(14,847)
Enterprise	385,000	361,107	(23,893)
Total	\$924,696	\$935,238	\$10,542

1999 Budgeted VS. Actual Budgetary Basis Expenditures

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$301,280	\$327,212	(\$25,932)
Special Revenue	408,314	392,100	16,214
Enterprise	652,376	389,064	263,312
Total	\$1,361,970	\$1,108,376	\$253,594

4. <u>Property Tax</u>

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

Public utilities are also taxed on the 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.

5. Debt

Debt outstanding at December 31, 2000 was as follows:

	<u>Principal</u>	Interest Rate
Ohio Water Development Authority	\$1,269,754	2.00%
General Obligation Note (Fire House Construction)	\$30,000	6.25%

The Ohio Water Development Authority (OWDA) loan relates to a water and sewer plant expansion project that was mandated by the Ohio Environmental Protection Agency. The OWDA has approved up to \$1,962,606 in loans to the Village for this project. The loans will be repaid in semiannual installments of \$59,773, including interest, over 20 years. The scheduled payment will be adjusted to reflect any revisions in amounts actually borrowed. The loan is collateralized by water and sewer receipts.

The general obligation loan listed above relates to the construction of a fire house. The original approved amount of the loan issued was \$50,075 and \$30,000 has been advanced as of December 31, 2000. The loan is being repaid in semiannual principal installments of \$5,007.50 plus interest over 5 years. The first payment is due on February 1, 2001, and a final payment of the unpaid principal balance plus accrued interest due will be payable on August 1, 2005.

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

Year Ending December 31:	OWDA Loan	General Obligation Note (Fire House)
2001	\$119,546	\$11,815
2002	119,546	11,214
2003	119,546	10,568
2004	119,546	0
2005	119,546	0
Subsequent	836,824	0
Total	\$1,434,554	\$33,597

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. PERS instituted a temporary employees contribution rate rollback of 20% for local governments for calendar year 2000.

Contribution rates are also prescribed by the Ohio Revised Code. For 2000 and 1999, members of PERS contributed 8.5% of their gross salaries. The Village contributed an amount equal to 13.55% of participant's gross salaries. PFDPF members contributed 10% of their wages to the PFDPF. The Village contributed an amount equal to 19.5% of their wages. The Village has paid all contributions required through December 31, 2000.

7. Risk Management

The Village has obtained commercial insurance coverage for the following risks:

- Comprehensive property, general liability and inland marine
- Vehicles, including fire vehicles, liability, comprehensive and collision
- Public officials' and law enforcement liability
- Wrongful acts and dishonesty bond

8. Compliance and Accountability

Legal Compliance:

A. Ohio Rev. Code Section 5705.41(B) states that total disbursements from a fund shall not exceed total appropriations. Ohio Rev. Code Section 5705.41(D) states that no orders or contracts involving the expenditure of money are to be made unless there is a certificate of the fiscal officer that the amount required for the order or contract has been lawfully appropriated.

The General Fund had disbursements that exceeded total appropriations by \$25,932 and \$22,326 in 1999 and 2000, respectively. In 2000, the following Special Revenue fund had disbursements that exceeded appropriations by the following amounts:

<u>Fund</u>	<u>Amount</u>
State Highway Fund	\$455
Street Light	\$5,619
Police Levy	\$33,872
Health	\$13,371

B. Ohio Rev. Code Section 5705.36 states that total appropriations made during a fiscal year from any fund must not exceed the amount contained in the certificate of estimated resources or the amended certificate of estimated resources which was certified prior to making the appropriation or supplemental appropriation.

In 1999, the General Fund appropriations exceeded the amended certificate of estimated resources by \$14,115. In 2000 the Street Fund appropriations exceeded the certificate of estimated resources by \$24,532 and the Fire Equipment Fund appropriations exceeded the certificate of estimated resources by \$8,716.

David R. Dilley

Certified Public Accountant

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121 Leasure Road Chillicothe, Ohio 45601

Report of Independent Accountant's on Compliance and on **Internal Control Required by Government Auditing Standards**

Village Council Village of McArthur PO Box 375 McArthur, Ohio 45771

I have audited the accompanying financial statements of the Village of McArthur, Vinton County, Ohio (the Village), as of and for the years ended December 31, 2000, and December 31, 1999. I conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Governmental 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, I 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 my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed an instances of noncompliance that is required to be reported under Governmental Auditing Standards. I also noted certain immaterial instances of noncompliance that I have reported to management of the Village in a separate letter dated May 11, 2001

Internal Control Over Financial Reporting

In planning and performing our audit, I considered the Village's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control over financial reporting. My 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. I noted no matters involving the internal control over financial reporting and its operation that I consider to be material weaknesses. However, I noted other matters involving internal control over financial reporting that do not require inclusion in this report, that I have reported to management of the Village in a separate letter dated May 11, 2001.

This report is intended solely for the information and use of the audit committee, management, council, and federal awarding agencies and pass through entities, and is not intended to be and should not be used by anyone other than these specified parties.

David R. Dilley David R. Dillev

Certified Public Accountant

May 11, 2001

VILLAGE OF MCARTHUR, VINTON COUNTY SCHEDULE OF FINDINGS JANUARY 1, 1999 TO DECEMBER 31, 2000

Finding Number: 2000 - 1

Ohio Rev. Code Section 5705.41(B) states that total disbursements from a fund shall not exceed total appropriations.

The General Fund had disbursements that exceeded total appropriations by \$25,932 and \$22,326 in 1999 and 2000, respectively. In 2000, the following Special Revenue fund had disbursements that exceeded appropriations by the following amounts:

<u>Fund</u>	<u>Amount</u>
State Highway Fund	\$455
Street Light	\$5,619
Police Levy	\$33,872
Health	\$13,371

Finding Number 2000 - 2

Ohio Rev. Code Section 5705.39 states that total appropriations made during a fiscal year from any fund must not exceed the amount contained in the certificate of estimated resources or the amended certificate of estimated resources which was certified prior to making the appropriation or supplemental appropriation.

In 1999, the General Fund appropriations exceeded the amended certificate of estimated resources by \$14,115 and the Enterprise Fund appropriations exceeded the amended certificate of estimated resources by \$194,591. In 2000 the Street Fund appropriations exceeded the certificate of estimated resources by \$24,532 and the Fire Equipment Fund appropriations exceeded the certificate of estimated resources by \$8,716.



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VILLAGE OF McARTHUR

VINTON 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.

CLERK OF THE BUREAU

Susan Babbitt

CERTIFIED OCTOBER 2, 2001