

**VILLAGE OF MINSTER
AUGLAIZE COUNTY, OHIO**

Financial Statements
(Audited)

For The Year Ended
December 31, 2000

JOHN STECHSCHULTE, CLERK



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

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Mayor and Members of Council
Village of Minster
29 South Hanover Street
Minster, OH 45865

We have reviewed the Independent Auditor's Report of the Village of Minster, Auglaize County, prepared by Trimble, Julian & Grube, Inc., for the audit period January 1, 2000 to 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 Minster is responsible for compliance with these laws and regulations.

JIM PETRO
Auditor of State

June 7, 2001

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**VILLAGE OF MINSTER
AUGLAIZE COUNTY, OHIO**

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Independent Auditor's Report

Mayor and Members of Council
Village of Minster
29 South Hanover St.
Minster, OH 45865

We have audited the accompanying financial statements of the Village of Minster, Auglaize County, as of and for the year ended December 31, 2000. These financial statements are the responsibility of the Village of Minster'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 2, the Village of Minster prepares its financial statements on the basis of accounting prescribed or permitted by 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 cash balances and fund balances of the Village of Minster, as of December 31, 2000, and its combined cash receipts and disbursements, combined budgeted and actual receipts and budgeted and actual disbursements for the year then ended on the basis of accounting described in Note 2.

In accordance with *Government Auditing Standards*, we have also issued a report dated March 8, 2001, on our consideration of the Village of Minster'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 officials authorized to receive this report under Section 117.26, Ohio Revised Code, and is not intended to be and should not be used by anyone other than these specified parties.

Trimble, Julian & Grube, Inc.
March 8, 2001

**VILLAGE OF MINSTER
AUGLAIZE COUNTY, OHIO**

COMBINED STATEMENT OF CASH FUND BALANCES -
ALL FUND TYPES
December 31, 2000

<u>Cash and Cash Equivalents</u>	<u>2000</u>
Cash and Cash Equivalents	<u>\$ 7,375,435</u>
Total Cash and Cash Equivalents	<u><u>\$ 7,375,435</u></u>
<u>Fund Balances</u>	
<u>Governmental Fund Types:</u>	
General Fund	\$ 632,396
Special Revenue Funds	198,368
Debt Service Funds	8,575
Capital Projects Funds	<u>2,170,841</u>
Total Governmental Fund Types	<u>3,010,180</u>
<u>Proprietary Fund Type:</u>	
Enterprise Funds	<u>4,365,255</u>
Total Fund Balances	<u><u>\$ 7,375,435</u></u>

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

**VILLAGE OF MINSTER
AUGLAIZE COUNTY, OHIO**

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

	Governmental Fund Types				Fiduciary Fund Type	Total (Memorandum Only)
	General	Special Revenue	Debt Service	Capital Projects	Expendable Trust	
Cash receipts:						
Local taxes	\$ 218,463	\$ -	\$ -	\$ -	\$ 2,336,425	\$ 2,554,888
Intergovernmental	394,633	117,733	-	2,500	-	514,866
Special assessments	-	-	48,428	63,185	-	111,613
Charges for services	7,901	740	-	-	-	8,641
Fines, licenses, and permits	9,697	650	-	-	-	10,347
Interest	278,695	18,294	-	-	-	296,989
Miscellaneous	42,260	9,455	-	46,850	-	98,565
Total cash receipts	<u>951,649</u>	<u>146,872</u>	<u>48,428</u>	<u>112,535</u>	<u>2,336,425</u>	<u>3,595,909</u>
Cash disbursements:						
Current:						
Security of persons and property	431,887	-	-	-	-	431,887
Public health services	914	-	-	-	-	914
Leisure time activities	-	149,816	-	-	-	149,816
Community environment	5,243	-	-	-	-	5,243
Transportation	-	448,378	-	-	-	448,378
General government	216,685	-	-	-	74,021	290,706
Capital outlay	130,055	134,810	-	1,274,447	-	1,539,312
Debt service:						
Principal retirement	-	-	40,547	150,000	-	190,547
Interest charges	-	-	12,167	67,500	-	79,667
Total cash disbursements	<u>784,784</u>	<u>733,004</u>	<u>52,714</u>	<u>1,491,947</u>	<u>74,021</u>	<u>3,136,470</u>
Total cash receipts over/(under) cash disbursements	<u>166,865</u>	<u>(586,132)</u>	<u>(4,286)</u>	<u>(1,379,412)</u>	<u>2,262,404</u>	<u>459,439</u>
Other financing receipts/(disbursements):						
Sale of land	-	-	-	165,000	-	165,000
Proceeds from sale of notes	-	-	2,719	38,591	-	41,310
Operating transfers in	902,961	595,000	-	2,180,443	-	3,678,404
Operating transfers out	(901,000)	-	-	(265,000)	(2,262,404)	(3,428,404)
Total other financing receipts/(disbursements)	<u>1,961</u>	<u>595,000</u>	<u>2,719</u>	<u>2,119,034</u>	<u>(2,262,404)</u>	<u>456,310</u>
Excess of cash receipts and other financing receipts over/(under) cash disbursements and other financing disbursements	168,826	8,868	(1,567)	739,622	-	915,749
Cash fund balances, January 1, 2000	<u>463,570</u>	<u>189,500</u>	<u>10,142</u>	<u>1,431,219</u>	<u>-</u>	<u>2,094,431</u>
Cash fund balances, December 31, 2000	<u>\$ 632,396</u>	<u>\$ 198,368</u>	<u>\$ 8,575</u>	<u>\$ 2,170,841</u>	<u>\$ -</u>	<u>\$ 3,010,180</u>

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

**VILLAGE OF MINSTER
AUGLAIZE COUNTY, OHIO**

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

	Proprietary Fund Types		Fiduciary Fund Type	Total (Memorandum Only)
	Enterprise	Internal Service	Agency	
Operating cash receipts:				
Charges for services	\$ 5,209,577	\$ 31,742	\$ 194,907	\$ 5,436,226
Miscellaneous	119,111	-	-	119,111
Total operating cash receipts	<u>5,328,688</u>	<u>31,742</u>	<u>194,907</u>	<u>5,555,337</u>
Operating cash disbursements:				
Personal services	584,814	-	-	584,814
Employee fringe benefits	18,785	-	-	18,785
Contractual services	3,729,345	-	194,907	3,924,252
Supplies and material	275,659	31,742	-	307,401
Capital outlay	171,437	-	-	171,437
Miscellaneous	5,650	-	-	5,650
Total operating cash disbursements	<u>4,785,690</u>	<u>31,742</u>	<u>194,907</u>	<u>5,012,339</u>
Operating income	<u>542,998</u>	<u>-</u>	<u>-</u>	<u>542,998</u>
Nonoperating cash receipts/(disbursements):				
Other nonoperating receipts	-	-	11,425	11,425
Receipt from interfund loan	150,000	-	-	150,000
Interest	67,500	-	-	67,500
Debt service:				
Principal	(57,500)	-	-	(57,500)
Interest	(20,809)	-	-	(20,809)
Other nonoperating disbursements	-	-	(11,425)	(11,425)
Total nonoperating cash receipts/(disbursements)	<u>139,191</u>	<u>-</u>	<u>-</u>	<u>139,191</u>
Income before operating transfers	682,189	-	-	682,189
Transfers in	323,309	-	-	323,309
Transfers out	<u>(573,309)</u>	<u>-</u>	<u>-</u>	<u>(573,309)</u>
Net income	432,189	-	-	432,189
Cash fund balances, January 1, 2000	<u>3,933,066</u>	<u>-</u>	<u>-</u>	<u>3,933,066</u>
Cash fund balances, December 31, 2000	<u>\$ 4,365,255</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,365,255</u>

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

**VILLAGE OF MINSTER
AUGLAIZE COUNTY, OHIO**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS,
AND ENCUMBRANCES COMPARED WITH EXPENDITURE
AUTHORITY - BUDGET AND ACTUAL
FOR THE YEAR ENDED DECEMBER 31, 2000**

Fund Types	Receipts				Disbursements				Variance Favorable (Unfavorable)			
	County Certified Unencumbered Cash	Budget	Total Estimated Resources	Actual 2000 Receipts	Variance Favorable (Unfavorable)	Prior Year Carryover Appropriations	2000 Appropriations	Total		Actual 2000 Disbursements	Encumbrances Outstanding at 12/31/00	Total
Governmental:												
General	\$ 463,570	\$ 1,675,457	\$ 2,139,027	\$ 1,854,610	\$ 179,153	\$ -	\$ 1,855,050	\$ 1,855,050	\$ 1,685,784	\$ -	\$ 1,685,784	\$ 169,266
Special Revenue	189,500	683,700	873,200	741,872	58,172	-	805,100	805,100	733,004	-	733,004	72,096
Debt Service	10,142	52,719	62,861	51,147	(1,572)	-	53,301	53,301	52,714	-	52,714	587
Capital Projects	1,431,219	2,176,900	3,608,119	2,496,569	319,669	-	1,967,800	1,967,800	1,756,947	-	1,756,947	210,853
Proprietary:												
Enterprise	3,933,066	5,659,500	9,592,566	5,869,497	209,997	-	6,444,500	6,444,500	5,437,308	-	5,437,308	1,007,192
Internal Service	-	40,000	40,000	31,742	(8,258)	-	30,000	30,000	31,742	-	31,742	(1,742)
Fiduciary:												
Expendable Trust	-	2,300,000	2,300,000	2,336,425	36,425	-	2,300,000	2,300,000	2,336,425	-	2,336,425	(36,425)
Total	\$ 6,027,497	\$ 12,588,276	\$ 18,615,773	\$ 13,381,862	\$ 793,586	\$ -	\$ 13,455,751	\$ 13,455,751	\$ 12,033,924	\$ -	\$ 12,033,924	\$ 1,421,827

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

**VILLAGE OF MINSTER
AUGLAIZE COUNTY, OHIO**

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2000

NOTE 1 - DESCRIPTION OF THE ENTITY

The Village of Minster (the “Village”) is a body politic and corporate established for the purpose of exercising the rights and privileges conveyed to it by the constitution and laws of the State of Ohio.

The Village operates under a council-mayor form of government and provides the following services: fire and police protection, water, electric, sewer, waste, street maintenance and repair, as well as other general government services.

Management believes the financial statements included in this report represent all of the funds of the Village over which the Village officials have direct operating control.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The most significant of the Village’s accounting policies are described below.

A. BASIS OF PRESENTATION - FUND ACCOUNTING

The accounts of the Village are maintained on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts. The following fund types are used by the Village.

GOVERNMENTAL FUNDS

General Fund

The general fund is used to account for all activities of the Village not required to be included in another fund. The general fund balance is available to the Village for any purpose provided it is expended or transferred according to the general laws of Ohio.

Special Revenue Funds

These funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

**VILLAGE OF MINSTER
AUGLAIZE COUNTY, OHIO**

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2000

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)

The Village had the following significant Special Revenue Funds:

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

State Highway Fund - This fund receives gasoline tax and motor vehicle tax money for constructing, maintaining and repairing Village State Highways.

Parks and Recreation Fund - This fund receives fees to maintain the Village's parks.

Debt Service Funds

These funds are used to accumulate resources for the payment of indebtedness.

Other Debt Service - This fund accumulates resources for the payment of Special Assessment notes and bonds.

Capital Projects 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 or trust funds). The Village had the following significant Capital Projects Funds.

Capital Improvement Fund - This fund provides monies for the purchase of large equipment, vehicles, and buildings for the Village.

Parks Complex Fund - This fund provides monies for the construction of the parks complex.

Facilities Upgrade - This fund provides monies for the upgrading of various sites within the Village.

**VILLAGE OF MINSTER
AUGLAIZE COUNTY, OHIO**

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2000

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)

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.

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

Internal Service Funds

These funds account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit, or to other governmental units, on a cost reimbursement basis. The Village had the following significant internal service fund:

Gas Internal Fund - This fund receives monies from Village departments to cover the cost of gasoline purchased by the Village.

Fiduciary Funds (Trust and Agency Funds)

Trust funds are 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. Funds for which the Village is acting in an agency capacity are classified as agency funds. The Village had the following significant fiduciary funds:

Income Tax Fund - This fund receives monies from collections on the Village's 1.5% income tax imposed. Funds collected are used in both general operations of the Village and for capital expenditures and maintenance and repairs as required.

**VILLAGE OF MINSTER
AUGLAIZE COUNTY, OHIO**

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2000

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)

Mayor's Court - This fund receives monies from collections on fines imposed from tickets issued by the Village's police protection force. Funds are collected in part on behalf of the State of Ohio. In addition, funds are used for safety programs, computerization and general Village operations.

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. BUDGETARY PROCESS

The budgetary process is prescribed by provisions of the Ohio Revised Code and entails the preparation of budgetary documents within an established timetable. The major documents prepared are the tax budget, the certificate of estimated resources, and the appropriation resolution, all of which are prepared on the budgetary basis of accounting. The certificate of estimated resources and the appropriations resolution are subject to amendment throughout the year with the legal restriction that appropriations cannot exceed estimated resources, as certified. All funds are legally required to be budgeted and appropriated. The primary level of budgetary control is at the item level within each fund. Any budgetary modifications at this level may only be made by resolution of the Village's Council. Several budgetary modifications were legally enacted during 2000.

Tax Budget:

A budget of estimated cash receipts and disbursements is submitted to the County Auditor, as secretary of the County Budget Commission, by July 20 of each year, for the period January 1 to December 31 of the following year. All funds are legally required to be budgeted. The expressed purpose of the tax budget is to reflect the need for existing (or increased) tax rates.

**VILLAGE OF MINSTER
AUGLAIZE COUNTY, OHIO**

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2000

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)

Estimated Resources:

The County Budget Commission determines if the budget substantiates a need to levy the full amount of authorized property tax rates and reviews receipt estimates. The County Budget Commission certifies its actions to the Village by September 1. As part of this certification, the Village receives the official certificate of estimated resources, which states the projected receipts of each fund. On or about January 1, the certificate is amended to include unencumbered fund balances at December 31 of the preceding year. Further amendments may be made during the year if the Village determines that receipts collected will be greater than or less than the prior estimates, and the Budget Commission finds the revised estimates to be reasonable. Prior to December 31, the Village must revise its budget so that the total contemplated expenditures from a fund during the ensuing fiscal year will not exceed the amount stated in the certificate of estimated resources. The revised budget then serves as the basis for the annual appropriation measure.

Appropriations:

A temporary appropriation measure to control cash disbursements may be passed on or about January 1 of each year for the period January to March 31. An annual appropriation measure must be passed by April 1 of each year for the period January 1 to December 31. The appropriations measure may be amended or supplemented during the year as new information becomes available. Appropriations may not exceed estimated resources. The Village legally adopted several supplemental appropriations during the year.

Encumbrances:

As part of the formal budgetary control, purchase orders, contracts, and other commitments for the expenditure of funds are recorded in order to reserve the portion of the applicable appropriation.

At the close of each fiscal year, the unencumbered balance of each appropriation reverts to the respective fund from which it was appropriated and becomes subject to future appropriations. The encumbered appropriation balance is carried forward to the succeeding fiscal year and need not be reappropriated. There were no outstanding encumbrances at December 31, 2000.

**VILLAGE OF MINSTER
AUGLAIZE COUNTY, OHIO**

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2000

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)

D. CASH AND CASH EQUIVALENTS

For reporting purposes, the Village considers “Cash and Cash Equivalents” to be cash on hand, demand deposits, and all investments held by the Village with a maturity date less than or equal to three months from the date of purchase. Interest income earned and received by the Village from financial institutions totaled \$296,989 and \$67,500 from Village interfund debt for the year ended December 31, 2000.

E. PROPERTY, PLANT AND EQUIPMENT

Fixed assets are not capitalized in any of the Village’s funds. Instead, capital acquisition and construction costs are reflected as expenditures in the fund in the year expended. The costs of normal maintenance and repairs are also expended, along with improvements. Depreciation is not recorded.

F. INTERGOVERNMENTAL REVENUES

Intergovernmental revenues, such as entitlements and grants awarded on a non-reimbursable basis are recorded when received in accordance with the Village’s cash basis method of accounting.

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 Village.

H. INTERFUND TRANSACTIONS

During the course of normal operations, the Village had transactions between funds. The most significant include transfers of resources from one fund to another fund. The resources transferred are to be expended for operations by the receiving fund and are recorded as operating transfers.

**VILLAGE OF MINSTER
AUGLAIZE COUNTY, OHIO**

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2000

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)

I. TOTAL COLUMNS ON FINANCIAL STATEMENTS

Total columns on the financial statements are captioned "Total (Memorandum Only)" to indicate that they are presented only to facilitate financial analysis. Interfund-type eliminations have not been made in the aggregation of this data.

NOTE 3 - COMPLIANCE

The following funds had expenditures plus encumbrances in excess of appropriations for the year ended December 31, 2000, in noncompliance with Ohio Revised Code Section 5705.41(B).

<u>Fund Type/Fund</u>	<u>Appropriations</u>	<u>Expenditures Plus Encumbrances</u>	<u>Excess</u>
<u>GENERAL FUND:</u>			
Police Contractual Services	\$ 29,100	\$ 30,591	\$ 1,491
Mayor Benefits	1,500	1,509	9
Council Travel/Transportation	50	1,500	1,450
Administrator Wages	56,000	56,120	120
Administrator Travel/Transportation	7,000	10,019	3,019
Administrator Contractual Services	100	2,183	2,083
Clerk Contractual Services	49,700	51,451	1,751
County Auditor Fees	1,000	2,668	1,668
<u>SPECIAL REVENUE FUND:</u>			
Street Construction, Maintenance & Repair:			
Contractual Services	25,000	170,310	145,310
Parks & Recreation:			
Wages	90,000	101,091	11,091
Benefits	6,500	10,173	3,673
<u>ENTERPRISE FUND:</u>			
Water:			
Distribution Contractual Services	23,500	61,105	37,605
Sewer:			
Billing Wages	135,000	142,729	7,729
Automotive Supplies & Materials	2,000	2,608	608
Electric:			
Office Wages	32,000	32,818	818
Distribution Travel/Transportation	9,500	12,434	2,934
Distribution Supplies & Materials	30,500	134,599	104,099
Swimming Pool:			
Supplies & Materials	16,000	19,713	3,713

**VILLAGE OF MINSTER
AUGLAIZE COUNTY, OHIO**

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2000

NOTE 3 - COMPLIANCE - (Continued)

<u>Fund Type/Fund</u>	<u>Appropriations</u>	<u>Expenditures Plus Encumbrances</u>	<u>Excess</u>
<u>INTERNAL SERVICE:</u>			
Internal Gas:			
Contractual Services	\$ 30,000	\$ 31,742	\$ 1,742
<u>EXPENDABLE TRUST:</u>			
Income Tax:			
Transfers	2,222,500	2,262,404	39,904

NOTE 4 - EQUITY IN POOLED CASH AND INVESTMENTS

The Village maintains individual cash balances in bank accounts and short-term cash equivalents classified as “Cash and Cash Equivalents” on the Statement of Fund Balances.

A. LEGAL REQUIREMENTS

Statutes require the classifications of funds held by the Village into two categories:

Category 1 consists of active funds - those funds required to be kept in a cash or cash equivalent status for immediate use by the Village. Such funds must be maintained either as cash in the Village treasury or in depository accounts payable or withdrawable on demand, including negotiable order of withdrawal (NOW) accounts.

Category 2 consists of inactive funds - those funds not required for use within the current two year period of designation of depositories. Inactive funds may be deposited or invested only as certificates of deposit maturing no later than the end of the current period of designation of depositories.

Inactive funds may be invested or deposited in the following securities:

1. United States Treasury Notes, Bills, Bonds, or any other obligation or security issued by the United States Treasury or any other obligation guaranteed as to principal or interest by the United States;

**VILLAGE OF MINSTER
AUGLAIZE COUNTY, OHIO**

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2000

NOTE 4 - EQUITY IN POOLED CASH AND INVESTMENTS - (Continued)

2. Bonds, notes, debentures, or any other obligations or securities issued by any Federal government agency, or instrumentality, including but not limited to, the Federal National Mortgage Association, Federal Home Loan Bank, Federal Farm Credit Bank, Federal Home Loan Mortgage Corporation, Government National Mortgage Association, and Student Loan Marketing Association. All federal agency securities shall be direct issuances of federal government agencies or instrumentalities;
3. Written repurchase agreements in the securities listed above provided that the market value of the securities subject to the repurchase agreement must exceed the principal value of the agreement by at least two percent and be marked to market daily, and that the term of the agreement must not exceed thirty days;
4. Bonds and other obligations of the State of Ohio;
5. No-load money market mutual funds consisting exclusively of obligations described in division (1) or (2) of this section and repurchase agreements secured by such obligations, provided that investments in securities described in this division are made only through eligible institutions;
6. The State Treasurer's investment pool (STAR Ohio).

The Village may also invest any monies not required to be used for a period of six months or more in the following:

1. Bonds of the State of Ohio;
2. Bonds of any municipal corporation, village, county, township, or other political subdivision of this State, as to which there is no default principal, interest or coupons;
3. Obligations to the Village.

**VILLAGE OF MINSTER
AUGLAIZE COUNTY, OHIO**

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2000

NOTE 4 - EQUITY IN POOLED CASH AND INVESTMENTS - (Continued)

Investments in stripped principal or interest obligations, reverse repurchase agreements and derivatives are prohibited. The issuance of taxable notes for the purpose of arbitrage, the use of leverage and short selling are also prohibited. Historically, the Village has not purchased these types of investments or issued these types of notes. An investment must mature within five years from the date of purchase unless matched to a specific obligation or debt of the Village and must be purchased with the expectation that it will be held to maturity.

B. CASH AND CASH EQUIVALENTS

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

	<u>2000</u>
Deposits:	
Demand deposits	\$4,379,514
Repurchase agreement	<u>2,995,921</u>
Total deposits	<u>\$7,375,435</u>

C. DEPOSITS

For the year ended December 31, 2000, the carrying amount of the Village's deposits was \$7,375,435, and the bank balance was \$7,708,941. Of the bank balance:

1. \$200,000 was covered by federal depository insurance for 2000.
2. \$7,508,941 was covered by collateral held by third party trustees pursuant to Section 135.181, Revised Code, in collateral pools securing all public funds on deposit with specific depository institutions for 2000.

**VILLAGE OF MINSTER
AUGLAIZE COUNTY, OHIO**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2000**

NOTE 4 - EQUITY IN POOLED CASH AND INVESTMENTS - (Continued)

Ohio Revised Code Chapter 135, Uniform Depository Act, authorizes pledging of pooled securities in lieu of pledging specific securities. Specifically, a designated public depository may pledge a single pool of eligible securities to secure the repayment of all public monies deposited in the financial institution, provided that at all times the total value of the securities so pledged is at least equal to 110% of the total amount of all public deposits secured by the pool, including the portion of such deposits covered by any federal deposit insurance.

NOTE 5 - DEBT OBLIGATIONS

At December 31, 2000, debt obligations consisted of the following issuances:

<u>Description</u>	<u>Balance at December 31, 2000</u>
1992 Street Improvement Special Assessment Bonds, due in semiannual payments on June 1 and December 1 through 2002 at a rate of 5.25%.	\$ 20,000
1993 Street Improvement Special Assessment Bonds, due in semiannual payments on June 1 and December 1 through 2003 at a rate of 4.95%.	12,000
1994 Street Improvement Special Assessment Bonds, due in semiannual payments on June 1 and December 1 through 2004 at a rate of 5.70%.	28,000
1994 Third Street Special Assessment Note, due in semiannual payments on February 1 and August 1 through 2005 at a rate of 5.5%.	28,346
1995 Street Projects Special Assessment Note, due in semiannual payments on February 21 and August 21 through 2006 at a rate of 5.7%.	18,974

**VILLAGE OF MINSTER
AUGLAIZE COUNTY, OHIO**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2000**

NOTE 5 - DEBT OBLIGATIONS - (Continued)

<u>Description</u>	<u>Balance at December 31, 2000</u>
1997 Parkview Sidewalks Special Assessment Note, due in semiannual payments on June 4 and December 4 through 2007 at a rate of 6.45%.	\$ 5,314
1998 First-Hanover Street Special Assessment Note, due in semiannual payments on June 29 and December 29 through 2008 at a rate of 5.25%.	34,082
1996 Equalization Basin General Obligation Note, due in semiannual payments on May 13 and November 13 through 2006 at a rate of 5.55%.	345,000
Interfund Loan from the Electric Fund to the Capital Improvement Fund, due in annual installments of \$150,000 at a rate of 5%.	1,200,000
1999 First Street Special Assessment Note, due in semiannual payments on January 1 and July 1 through 2010 at a rate of 5.95%.	29,810
2000 Paris Street Special Assessment Note, due in semiannual payments on June 26 and December 26 through 2010 at a rate of 6%.	38,591
2000 Street Improvement Note, due October 5, 2001, at a rate of 5.15%	<u>2,719</u>
Total debt obligations at December 31, 2000	<u>\$1,762,836</u>

**VILLAGE OF MINSTER
AUGLAIZE COUNTY, OHIO**

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2000

NOTE 5 - DEBT OBLIGATIONS - (Continued)

Transactions for the year ended December 31, 2000, are summarized as follows:

	Balance at December 31, 1999	Proceeds	Payments	Balance at December 31, 2000
Special Assessment Bonds	\$ 81,000		\$ 21,000	\$ 60,000
Special Assessment Notes	136,073	\$41,310	19,547	157,836
General Obligation Notes	402,500		57,500	345,000
Interfund Loan	<u>1,350,000</u>		<u>150,000</u>	<u>1,200,000</u>
Total Debt Obligations	<u>\$1,969,573</u>	<u>\$41,310</u>	<u>\$248,047</u>	<u>\$1,762,836</u>

The principal and interest requirements to retire the debt obligations outstanding at December 31, 2000, are as follows:

	Special Assessment Bonds		Special Assessment Notes		General Obligation Notes		Interfund Loan		Total	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2001	\$21,000	\$3,240	\$ 22,988	\$ 8,701	\$ 57,500	\$17,552	\$ 150,000	\$ 60,000	\$ 251,488	\$ 89,493
2002	21,000	2,120	20,540	7,405	57,500	14,361	150,000	52,500	249,040	76,386
2003	11,000	996	20,826	6,240	57,500	11,169	150,000	45,000	239,326	63,405
2004	7,000	400	21,127	5,056	57,500	7,978	150,000	37,500	235,627	50,934
2005			21,436	3,950	57,500	4,787	150,000	30,000	228,936	38,737
Subsequent			<u>50,919</u>	<u>7,749</u>	<u>57,500</u>	<u>1,596</u>	<u>450,000</u>	<u>45,000</u>	<u>558,419</u>	<u>54,345</u>
Total	<u>\$60,000</u>	<u>\$6,756</u>	<u>\$157,836</u>	<u>\$39,101</u>	<u>\$345,000</u>	<u>\$57,443</u>	<u>\$1,200,000</u>	<u>\$270,000</u>	<u>\$1,762,836</u>	<u>\$373,300</u>

NOTE 6 - PROPERTY TAX

Real property taxes become a lien on January 1 preceding the October 1 date for which rates are adopted by the County. 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. Real property taxes are payable annually or semiannually to the County. If paid annually, payment is due December 31; if paid semiannually, the first payment is due December 31 with the remainder payable by June 20 of the following year. Under certain circumstances, state statute permits later payment dates to be established.

Public utilities are also taxed on personal and real property located within the Village.

**VILLAGE OF MINSTER
AUGLAIZE COUNTY, OHIO**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2000**

NOTE 6 - PROPERTY TAX - (Continued)

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.

NOTE 7 - LOCAL INCOME TAX

This locally levied tax of 1.5% applies to gross salaries, wages and other personal service compensation earned by residents both in and out of the Village and to earnings of nonresidents (except certain transients) earned in the Village. It also applies to the net income of business organizations located within the Village. Tax receipts are credited to the Village and amounted to \$2,336,425 in 2000.

NOTE 8 - RETIREMENT SYSTEMS

The Village's law enforcement officers belong to the Ohio Police and Fire Fund (OP&F). Other employees belong to the Public Employees Retirement System (PERS) of Ohio. OP&F and PERS are cost-sharing, multiple-employer plans. These plans provide retirement benefits, including post-retirement 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, members of OP&F contribute 10% of their wages to the OP&F. The Village contributes an amount equal to 19.5% of their wages. PERS members contribute 8.5% of their gross salaries. The Village contributes an amount equal to 13.55% of participants' gross salaries. During 2000, PERS instituted a temporary employer contribution rollback which required the Village to contribute 10.84% of covered payroll. The Village has paid all contributions required through December 31, 2000.

**VILLAGE OF MINSTER
AUGLAIZE COUNTY, OHIO**

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2000

NOTE 9 - RISK MANAGEMENT

The Village is insured through the Ohio Government Risk Management Plan. The Plan assumes the risk of loss up to the limits of the Village's policy. The following risks are covered under the plan: Property, Liability, Wrongful Acts, Law Enforcement, Automobile, Bond, Crime, Inland Marine, Fire Vehicle RC, EDP, Governmental Medical Liability, Employee Benefits Liability, and Automobile Liability, all with various deductibles. Boiler coverage has been obtained through a commercial carrier.

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

NOTE 10 - CONTINGENT LIABILITY

LITIGATION

The Village is currently not involved in litigation that the Village's legal counsel anticipates a loss.

NOTE 11 - JOINT VENTURES WITH EQUITY INTEREST

During the year December 31, 2000, the Village was part of the following joint venture:

Ohio Municipal Electric Generation Agency Joint Venture 5 (OMEGA JV 5) - A group of forty-two municipalities have entered into a joint venture for constructing, installing, and operating a 42 megawatts (MW) hydroelectric generator and related facilities at the Belleville locks and dam on the Ohio River. The Village has a 1.99 percent participant ownership interest in OMEGA JV 5. For the year ended December 31, 1999, (the most current available financial information), the Village's equity in the joint venture was \$47,736. Bonds issued by the joint venture are retired through the municipalities' payments for the monthly energy usage. Complete separate financial statements may be obtained from OMEGA JV 5, c/o Robert Trippe, Vice President and CEO, AMP-Ohio, 2600 Airport Drive, Columbus, Ohio, 43219.

**VILLAGE OF MINSTER
AUGLAIZE COUNTY, OHIO**

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2000

NOTE 12 - COMMITMENT

Gorsuch Station Sales Contract - The Village has entered into a power sales contract to purchase 1.786 MW of capacity from AMP-Ohio until current and subsequent Gorsuch Station bond issues have been retired. The bonds are retired through user fees charged by the municipalities. Forty-five other municipalities are also participating in this contract at varying amounts of purchase commitments. Under this contract, the Village is obligated to purchase power at a rate determined by AMP-Ohio as long as power is being delivered. For the period January 1, 2001, to December 31, 2001, the Village has authorized AMP-Ohio to resell its portion of Gorsuch power to American Electric Power.

TRIMBLE, JULIAN & GRUBE, INC.

"SERVING OHIO LOCAL GOVERNMENTS"

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REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Mayor and Members of Council
Village of Minster
29 South Hanover St.
Minster, OH 45865

We have audited the financial statements of the Village of Minster, Auglaize County, as of and for the year ended December 31, 2000, and have issued our report thereon dated March 8, 2001. We conducted our audit in accordance with generally accepted auditing standards and 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 of Minster'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 an instance of noncompliance that is required to be reported under *Government Auditing Standards* which is described in the accompanying Schedule of Findings as item 2000-001. We also noted certain instances of noncompliance that we have reported to management of the Village in a separate letter dated March 8, 2001.

Mayor and Members of Council
Village of Minster

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Village of Minster'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 that we consider 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. A reportable condition is described in the accompanying schedule of findings as item 2000-001.

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 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 condition described above is not a material weakness. 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 the management of the Village in a separate letter dated March 8, 2001.

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

Trimble, Julian & Grube, Inc.
March 8, 2001

SCHEDULE OF FINDINGS

**Village of Minster
Auglaize County
December 31, 2000**

1. FINDING RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS	
Finding Number	2000-001

Ohio Revised Code Section 5705.41(B) requires in part that no subdivision is to expend monies unless it has been appropriated.

It was noted during the audit that the Village had expenditures plus encumbrances in excess of appropriations as follows:

<u>Fund Type/Fund</u>	<u>Appropriations</u>	<u>Expenditures Plus Encumbrances</u>	<u>Excess</u>
<u>GENERAL FUND:</u>			
Police Contractual Services	\$ 29,100	\$ 30,591	\$ 1,491
Mayor Benefits	1,500	1,509	9
Council Travel/Transportation	50	1,500	1,450
Administrator Wages	56,000	56,120	120
Administrator Travel/Transportation	7,000	10,019	3,019
Administrator Contractual Services	100	2,183	2,083
Clerk Contractual Services	49,700	51,451	1,751
County Auditor Fees	1,000	2,668	1,668
<u>SPECIAL REVENUE FUND:</u>			
Street Construction, Maintenance & Repair:			
Contractual Services	25,000	170,310	145,310
Parks & Recreation:			
Wages	90,000	101,091	11,091
Benefits	6,500	10,173	3,673
<u>ENTERPRISE FUND:</u>			
Water:			
Distribution Contractual Services	23,500	61,105	37,605
Sewer:			
Billing Wages	135,000	142,729	7,729
Automotive Supplies & Materials	2,000	2,608	608
Electric:			
Office Wages	32,000	32,818	818
Distribution Travel/Transportation	9,500	12,434	2,934
Distribution Supplies & Materials	30,500	134,599	104,099
Swimming Pool:			
Supplies & Materials	16,000	19,713	3,713

SCHEDULE OF FINDINGS

**Village of Minster
Auglaize County
December 31, 2000**

1. FINDING RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS - (Continued)	
Finding Number	2000-001

<u>Fund Type/Fund</u>	<u>Appropriations</u>	<u>Expenditures Plus Encumbrances</u>	<u>Excess</u>
<u>INTERNAL SERVICE:</u>			
Internal Gas:			
Contractual Services	\$ 30,000	\$ 31,742	\$ 1,742
<u>EXPENDABLE TRUST:</u>			
Income Tax:			
Transfers	2,222,500	2,262,404	39,904

With expenditures plus encumbrances exceeding appropriations, the Village is unlawfully expending monies that have not been approved.

We recommend that the Village comply with the Ohio Revised Code and Auditor of State Bulletin 97-010 by monitoring expenditures so they do not exceed lawful appropriations. This may be achieved by monitoring the budget more closely on a continual basis and making appropriation amendments as necessary.



STATE OF OHIO
OFFICE OF THE AUDITOR

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VILLAGE OF MINSTER

AUGLAIZE COUNTY

CLERK'S CERTIFICATION

This is a true and correct copy of the report which is required to be filed in the Office of the Auditor of State pursuant to Section 117.26, Revised Code, and which is filed in Columbus, Ohio.

Susan Babbitt

CLERK OF THE BUREAU

**CERTIFIED
JUNE 14, 2001**