VILLAGE OF PLEASANT CITY

AUDITED FINANCIAL STATEMENTS DECEMBER 31, 2000 AND 1999



STATE OF OHIO OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

35 North Fourth Street, 1st Floor Columbus, Ohio 43215 Telephone 614-466-4514 800-282-0370 Facsimile 614-728-7398

Mayor and Members of Council Village of Pleasant City Pleasant City, Ohio 43724

We have reviewed the Independent Auditor's Report of the Village of Pleasant City, Guernsey County, prepared by Rea & Associates, Inc., for the audit period January 1,1999 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 Pleasant City is responsible for compliance with these laws and regulations.

JIM PETRO Auditor of State

July 2, 2001

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DECEMBER 31, 2000 AND 1999

TABLE OF CONTENTS

PAGE

Independent Auditor's Report	1
Combined Statement of Cash, Investments, and Fund Cash Balances – All Fund Types as of December 31, 2000	2
Combined Statement of Cash Receipts, Disbursements and Changes in Fund Balances – Governmental Fund Types As of December 31, 2000	3
Combined Statement of Cash Receipts, Disbursements and Changes in Fund Balances – All Proprietary Fund Types for the Year Ended December 31, 2000	4
Combined Statement of Cash, Investments, and Fund Cash Balances – All Fund Types as of December 31, 1999	5
Combined Statement of Cash Receipts, Disbursements and Changes in Fund Balances – Governmental Fund Types As of December 31, 1999	6
Combined Statement of Cash Receipts, Disbursements and Changes in Fund Balances – All Proprietary Fund Types for the Year Ended December 31, 1999	7
Notes to the Financial Statements	8-13
Independent Auditor's Report on Compliance and on Internal Control Required by <i>Government Auditing Standards</i>	14
Schedule of Findings	15

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Rea & Associates, Inc.

ACCOUNTANTS AND BUSINESS CONSULTANTS

May 24, 2001

Mayor and Members of Council Village of Pleasant City Pleasant City, OH 43772

Independent Auditor's Report

We have audited the accompanying financial statements of the Village of Pleasant City, Guernsey County, Ohio (the "Village") as of and for the year 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 of the Village of Pleasant City, Guernsey County, as of December 31, 2000 and 1999, and its combined cash receipts and disbursements for the years then ended on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we also have issued our report dated May 24, 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 the audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

This report is intended solely for the information and use of management, Village Council, and other 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.

Kea & associates, Inc.

COMBINED STATEMENT OF CASH, INVESTMENTS, AND FUND CASH BALANCES - ALL FUND TYPES AS OF DECEMBER 31, 2000

CASH AND INVESTMENTS	\$ 155,414
CASH BALANCES BY FUND TYPE	
GOVERNMENT FUNDS: General Fund Special Revenue Funds	\$ 51,604 22,572
PROPRIETARY FUNDS: Enterprise Funds	 81,238
Total all funds	\$ 155,414

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

	General		Special Revenue		Total (Memorandum Only)		
RECEIPTS:	¢	0.050	¢	11 402	¢	20 425	
Taxes	\$	8,952	\$	11,483	\$	20,435	
Intergovernmental revenue		19,780		15,863		35,643	
Charges for services Interest		0		11,068		11,068	
		2,171		419		2,590	
Miscellaneous		9,181		2,130		11,311	
Total receipts		40,084		40,963		81,047	
DISBURSEMENTS:							
Current:							
Security of persons		14,331		27,974		42,305	
Public health services		95		0		95	
Leisure time activities		345		0		345	
Basic Utility Services		1,292		0		1,292	
Transportation		8,457		15,005		23,462	
General government		21,232		0		21,232	
Total disbursements		45,752		42,979		88,731	
Excess of receipts over							
(under) disbursements		(5,668)		(2,016)		(7,684)	
OTHER FINANCING USES:							
Transfers-In		0		6,650		6,650	
Transfers-Out		0		(6,650)		(6,650)	
Excess of disbursements over receipts		(5.660)		(2.01c)		(7, c0.4)	
and other financing uses		(5,668)		(2,016)		(7,684)	
FUND CASH BALANCES, January 1		57,272		24,588		81,860	
FUND CASH BALANCES, December 31	\$	51,604	\$	22,572	\$	74,176	

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

	Proprietary
	Enterprise Funds
OPERATING RECEIPTS:	• • • • • • • • • •
Charges for services	\$ 149,980
Other/Miscellaneous	4,503
Total operating receipts	154,483
OPERATING DISBURSEMENTS:	
Personal services	22,520
Travel transportation	434
Contractual services	5,792
Material and supplies	13,068
Capital outlay	36,632
Miscellaneous	0
Total operating disbursements	78,446
Operating income	76,037
NON-OPERATING RECEIPTS:	
Intergovernmental revenues	36,632
Interest earnings on investments	2,368
Total non-operating receipts	39,000
NON-OPERATING DISBURSEMENTS: Debt service:	
Principal retirement	35,065
Interest and fiscal charges	42,179
interest and itself enarges	42,177
Total non-operating disbursements	77,244
Net income	37,793
FUND BALANCES, January 1	43,445
FUND BALANCES, December 31	\$ 81,238

COMBINED STATEMENT OF CASH, INVESTMENTS, AND FUND CASH BALANCES - ALL FUND TYPES AS OF DECEMBER 31, 1999

CASH AND INVESTMENTS	9	3	125,305
CASH BALANCES BY FUND TYPE			
GOVERNMENT FUNDS: General Fund Special Revenue Funds	\$	6	57,272 24,588
PROPRIETARY FUNDS: Enterprise Funds	_		43,445
Total all funds	5	\$	125,305

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

	(General		Special Revenue	(Me	Total morandum Only)
RECEIPTS:	¢	0.106	٩	11.001	¢	01.077
Taxes	\$	9,186	\$	11,891	\$	21,077
Intergovernmental revenue		19,134		107,436		126,570
Charges for services		0		11,068		11,068
Interest		2,104		299		2,403
Miscellaneous		9,442		10,405		19,847
Total receipts		39,866		141,099		180,965
DISBURSEMENTS:						
Current:						
Security of persons		4,033		159,132		163,165
Public health services		97		0		97
Leisure time activities		636		0		636
Basic Utility Service		1,550		0		1,550
Transportation		7,598		20,433		28,031
General government		22,572		1,000		23,572
Total disbursements		36,486		180,565		217,051
Excess of receipts over						
(under) disbursements		3,380		(39,466)		(36,086)
OTHER FINANCING SOURCES:						
Sale of Fixed Assets		12,700		0		12,700
Proceeds From Loans		0		35,000		35,000
Excess of revenue & other financing		16 090		$(\Lambda \Lambda G E)$		11 614
sources over (under) disbursements		16,080		(4,466)		11,614
FUND CASH BALANCES, January 1		41,192		29,054		70,246
FUND CASH BALANCES, December 31	\$	57,272	\$	24,588	\$	81,860

COMBINED STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCES - ALL PROPRIETARY FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 1999

	Pr	oprietary
	E	nterprise Funds
OPERATING RECEIPTS:		
Charges for services	\$	131,501
Other/Miscellaneous		104
Total operating receipts		131,605
OPERATING DISBURSEMENTS:		
Personal services		19,253
Travel transportation		700
Contractual services		1,826
Material and supplies		26,458
Capital outlay		70,156
Total operating disbursements		118,393
Operating income		13,212
NON-OPERATING RECEIPTS:		
Intergovernmental revenues		77,656
Interest earnings on investments		1,221
Total non-operating receipts		78,877
NON-OPERATING DISBURSEMENTS: Debt service:		
Principal retirement		27,825
Interest and fiscal charges		41,547
Total non-operating disbursements		69,372
Net income		22,717
FUND BALANCES, January 1		20,728
FUND BALANCES, December 31	\$	43,445

NOTES TO THE FINANCIAL STATEMENTS AS OF DECEMBER 31, 2000 AND 1999

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. <u>Description of the Entity</u>

The Village of Pleasant City (the Village) is a body politic and corporate 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, sewer, and electric utilities, park operations (leisure time activities), and fire protection services. The Village contracts with Guernsey County Sheriff's Department for police 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 paid rather than when a liability is incurred.

These statements include adequate disclosure of material matters, as prescribed or permitted by the Auditor of State.

C. Fund Accounting

The Village uses fund accounting to segregate cash and investments that are restricted 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 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 tax money for constructing, maintaining and repairing Village streets.

Fire Levy Fund – This fund receives tax monies assessed and levied on general assessed valuation of real and personal property taxes for contributions to the volunteer fire department.

NOTES TO THE FINANCIAL STATEMENTS AS OF DECEMBER 31, 2000 AND 1999

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 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. This fund received loan proceeds from the Ohio Water Development Authority and grant monies from Ohio Public Works Commission to finance the creation of a wastewater plant. This loan will be repaid from utility charges, also accounted for in this fund.

D. <u>Budgetary Process</u>

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

1. Appropriations

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function or object level of control, and appropriations may not exceed estimated resources. The Village Council must annually approve appropriation measures and subsequent amendments. The County Budget Commission must also approve the annual appropriation measure. Appropriations lapse at year end.

2. Estimated Resources

Estimated resources include estimates of cash to be received (budgeted receipts) plus 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 canceled, and reappropriated in the subsequent year.

A summary of 2000 and 1999 budgetary activity appears in Note 3.

E. Property, Plant and Equipment

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

NOTES TO THE FINANCIAL STATEMENTS AS OF DECEMBER 31, 2000 AND 1999

NOTE 2: EQUITY IN POOLED CASH

The Village maintains a cash investment 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	<u>\$ 155,414</u>	<u>\$ 125,305</u>

Deposits

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

NOTE 3: BUDGETARY ACTIVITY

Budgetary activity for the years ended December 31, 2000 and 1999 is as follows:

2000 Budgeted vs. Actual Receipts

Fund Type		Budgeted Receipts		e		e		Actual eceipts	V	ariance
General Special Revenue Enterprise	\$	97,354 78,856 236,929	\$	40,084 46,613 193,483	\$	(57,270) (32,243) (43,446)				
Total	<u></u> \$ 4	13,139	\$	280,180	\$	(132,959)				

2000 Budgeted vs. Actual Budgetary Expenditures

Eund Type	Appropriation Authority				udgetary penditures	 Variance
General Special Revenue Enterprise	\$	96,663 71,893 234,451	\$ 45,752 49,629 155,690	\$ 50,911 22,264 78,761		
Total	\$	403,007	\$ 251,071	\$ 151,936		

NOTES TO THE FINANCIAL STATEMENTS AS OF DECEMBER 31, 2000 AND 1999

1999 Budgeted vs. Actual Receipts

Fund Type	Budgeted Receipts		6			Variance		
General Special Revenue Enterprise	\$	97,542 195,178 168,885	\$	52,566 176,099 210,482	\$	(44,976) (19,079) 41,597		
Total	\$	461,605	\$	439,147	\$	(22,458)		

1999 Budgeted vs. Actual Budgetary Expenditures

Fund Type	Appropriation Authority		Budgetary Expenditures		Variance	
General Special Revenue Enterprise	\$	84,160 58,293 90,012	\$	36,486 180,565 187,765	\$	47,674 (122,272) (97,753)
Total	\$	232,465	\$	404,816	\$	(172,351)

During 2000 the Village had no funds where expenditures exceeded appropriations. During 1999, the Street Construction, Maintenance and Repair Fund and Fire Levy Fund, Special Revenue Fund types, and Water Revenue Fund and Sewer Revenue Fund, Enterprise Fund types, had expenditures which exceeded appropriations, contrary to Ohio Rev. Code Section 5705.41(B).

NOTE 4: PROPERTY TAX

Real property taxes become a lien on January 1 preceding the October 1 date for which rates are adopted by the Village 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 financial statements as intergovernmental receipts. Payments are due to the County by December 31. If the property owner elects to make semi-annual payments, the first half is due December 31. The second half payment is due the following June 20.

NOTES TO THE FINANCIAL STATEMENTS AS OF DECEMBER 31, 2000 AND 1999

Tangible personal property tax is assessed by the property owners, who must file a list of such property to the County 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 5: DEBT

Debt outstanding at December 31, 2000 was as follows:

			Interest
	Principal		Rate
Ohio Water Development Authority Loan 8065	\$	584,169	6.12%
Ohio Water Development Authority Loan 8065S		56,271	5.76%
Ohio Water Development Authority Loan EV0481		40,000	0.00%
Ohio Water Development Authority Loan EV0480		21,000	0.00%
Ohio Public Works Commission Loan		236,743	0.00%
National City Bank		28,000	5.35%
Total	\$	966,183	

The Ohio Water Development Authority (OWDA) loans (8065 and 8065S) relate to a water plant expansion project that was mandated by the Ohio Environmental Protection Agency. These loans will be repaid in semiannual installments of \$28,621 and \$2,315, respectively, including interest, over 20 and 24.5 years, respectively. The loans are collateralized by water receipts. The Village has agreed to set utility rates sufficient to cover OWDA debt service requirements.

The Ohio Public Works Commission (OPWC) loan relates to construction of a wastewater plant that was mandated by the Ohio Environmental Protection Agency. The OPWC has approved up to \$500,000 in loans to the Village for this project. The loan will be repaid in semiannual installments of \$12,500 over 20 years. Repayment of this debt will begin once the project is completed. The scheduled payment amount below assumes repayment will begin in 2003. The scheduled payment will be adjusted to reflect any revisions in completion date. The loan is collateralized by sewer receipts. The Village has agreed to set utility rates sufficient to cover OPWC debt service requirements.

The Ohio Water Development Authority (OWDA) loans (EV0481 and EV0481S) relate to planning and design of a wastewater plant project that was mandated by the Ohio Environmental Protection Agency. The OWDA has approved up to \$75,000 in loans to the Village for this project with the Village utilizing \$70,000 of these funds. These loans will be repaid in annual installments of \$5,000 and \$2,000, respectively, over 10 years. The scheduled payment will be adjusted to reflect any revisions in amounts actually borrowed.

NOTES TO THE FINANCIAL STATEMENTS AS OF DECEMBER 31, 2000 AND 1999

The National City Bank loan relates to the purchase of a pumper truck for the Volunteer Fire Department. The loan will be repaid at the rate of \$7,000 plus interest per year at 5.35%. The loan is scheduled to mature in April 2004.

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

Year Ending December 31:	OWDA Loans	 OPWC Loans	ional City nk Loan
2001	\$ 40,251	\$ 0	\$ 8,498
2002	73,502	0	8,124
2003	73,684	25,000	7,749
2004	73,684	25,000	7,375
2005	73,684	25,000	0
Subsequent	 765,225	 425,000	 0
Total	\$ 1,100,030	\$ 500,000	\$ 31,746

NOTE 6: RETIREMENT SYSTEMS

The Village's employees, as well as the Council members and Clerk, belong to the Public Employees Retirement System (PERS) of Ohio. PERS is a cost-sharing, multiple-employer plan. This plan provides retirement benefits, including postretirement healthcare, and survivor and disability benefits to participants as prescribed by the Ohio Revised Code.

Contribution rates are also prescribed by the Ohio Revised Code. For 2000 and 1999, members of PERS contributed 8.5% of their gross salaries. The Village contributed an amount equal to 13.55% of participants' gross salaries for the period January 1999 through June 2000. For July through December 2000, the employer rate was lowered to 8.13%. The Village has paid all contribution requirements through December 31, 2000.

NOTE 7: RISK MANAGEMENT

The Village has obtained commercial insurance for the following risks:

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

Rea & Associates, Inc.

ACCOUNTANTS AND BUSINESS CONSULTANTS

May 24, 2001

Village Council Village of Pleasant City Pleasant City, OH 43772

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

We have audited the accompanying financial statements of the Village of Pleasant City, Guernsey County, Ohio, (the Village) as of and for the years ended December 31, 2000 and 1999, and have issued our report thereon dated May 24, 2001. We conducted our audits in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the 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 audits 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 immaterial instances of noncompliance that we have reported to management of the Village in a separate letter dated May 24, 2001.

Internal Control over Financial Reporting

In planning and performing our audits, 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 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 considered to be material weaknesses. However, we noted other matters involving the internal control over financial reporting and its operation that we considered to be material weaknesses. However, we noted other matters involving the internal control over financial reporting and its operation that we considered to be material weaknesses. However, we noted other matters involving the internal control over financial reported to management of the Village in a separate letter dated May 24, 2001.

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

Kea & Associates, Inc.

SCHEDULE OF FINDINGS FOR THE YEARS ENDED DECEMBER 31, 2000 AND 1999

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

FINDING NUMBER 2000-001

Noncompliance Citation

Ohio Revised Code Section 5705.41(B) requires no subdivision or taxing authority to expend money unless it has been appropriated.

The following funds had expenditures which exceeded appropriations:

	2000	
General Fund	\$	6,033
Special Revenue Fund: Fire Levy Fund		124,046
Enterprise Fund: Water Fund Sewer Fund		68,819 71,224

We recommend the Clerk modify appropriations with the Village Council and County Budget Commission whenever expenditures exceed appropriations.

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STATE OF OHIO OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

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VILLAGE OF PLEASANT CITY

GUERNSEY 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 Babbett

CLERK OF THE BUREAU

CERTIFIED JULY 24, 2001