#### Ironton Metropolitan Housing Authority

Lawrence County

Single Audit

October 1, 2000 Through September 30, 2001

Fiscal Year Audited Under GAGAS: 2001

BALESTRA & COMPANY CERTIFIED PUBLIC ACCOUNTANTS 528 South West Street, P.O. Box 687 Piketon, Ohio 45661

Telephone (740) 289-4131 Fax (740) 289-3639 E-Mail: mbalcpa@bright.net



35 North Fourth Street, 1st Floor Columbus, Ohio 43215

Telephone 614-466-4514 800-282-0370

Facsimile 614-728-7398

Board of Commissioners Ironton Metropolitan Housing Authority

We have reviewed the Independent Auditor's Report of the Ironton Metropolitan Housing Authority, Lawrence County, prepared by Balestra & Company for the audit period October 1, 2000 through September 30, 2001. 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 Ironton Metropolitan Housing Authority is responsible for compliance with these laws and regulations.

JIM PETRO Auditor of State



#### IRONTON, OHIO

#### FOR THE YEAR ENDED SEPTEMBER 30, 2001

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#### **BALESTRA & COMPANY**

#### CERTIFIED PUBLIC ACCOUNTANTS

528 South West Street, P.O. Box 687 Piketon, Ohio 45661

Telephone (740) 289-4131 Fax (740) 289-3639 E-Mail: mbalcpa@bright.net

Member American Institute of Certified Public Accountants

Ohio Society of Certified Public Accountants

Board of Commissioners Ironton Metropolitan Housing Authority 720 Washington Street Ironton, Ohio 45638

#### INDEPENDENT AUDITORS' REPORT

We have audited the accompanying general purpose financial statements of Ironton Metropolitan Housing Authority, Lawrence County, as of and for the year ended September 30, 2001, as listed in the table of contents. These general purpose financial statements are the responsibility of the Ironton Metropolitan Housing Authority's management. Our responsibility is to express an opinion on the general purpose financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose 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.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Ironton Metropolitan Housing Authority, as of September 30, 2001, and the results of its operations and cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated February 6, 2002 on our consideration of the Ironton Metropolitan Housing Authority'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.

Our audit was performed for the purpose of forming an opinion on the general purpose financial statements of Ironton Metropolitan Housing Authority, Lawrence County, taken as a whole. The supplemental financial data is presented for additional analysis as required by the U.S. Department of Housing and Urban Development and is not a required part of the general purpose financial statements. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the general purpose financial statements taken as a whole.

Ironton Metropolitan Housing Authority Independent Auditors' Report Page -2-

The accompanying schedule of federal awards expenditures is presented for purpose of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the general purpose financial statements. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the general purpose financial statements taken as a whole.

As described in Note 13 to the general purpose financial statements, Ironton Metropolitan Housing Authority implemented Governmental Accounting Standards Board Statement No. 33, Accounting and Financial Reporting for Nonexchange Transactions, and Governmental Accounting Standards Board Statement No. 36, Recipient Reporting for Certain Shared Nonexchange Revenues (an amendment of GASB No. 33).

Balestra & Company Balestra & Company

February 6, 2002

# IRONTON METROPOLITAN HOUSING AUTHORITY IRONTON, OHIO COMBINING BALANCE SHEET - PROPRIETARY FUND TYPE FOR THE YEAR ENDED SEPTEMBER 30, 2001

Assets	ENTERPRISE
Current Assets:	
	<b>*</b> 4 <b>***</b> ******************************
Cash - Unrestricted Accounts Receivable:	\$1,229,604
Miscellaneous	2,469
HUD Other Projects	1,876
Tenants - Dwelling Rents	1,373
Accrued interest receivable Interprogram Due From	1,712 1,876
Prepaid Expenses and Other Assets	14,431
Total Current Assets:	1,253,341
Noncurrent Assets:	
Fixed Assets: Land	500.040
Building	500,242 7,205,050
Furniture, Equipment & Machinery - Dwellings	257,991
Furniture, Equipment & Machinery - Administration	146,479
Leasehold Improvements	805,835
Accumulated Depreciation	(4,780,819)
Fixed Assets, Net of Accumulated Depreciation	4,134,778
Total Noncurrent Assets:	4,134,778
Total Assets	\$5,388,119
Liabilities	
Current Liabilities:	
Accrued Wages/Payroll Taxes Payable	\$17,348
Accounts Payable: <= 90 Days Past Due	67,375
HUD PHA Programs	3,816
Compensated Absences	1,305
Tenant Security Deposits	41,037
Interprogram Due To Intergovernmental Payable	1,876 25,722
	25,722
Total Current Liabilities:	158,479
Total Liabilities	158,479
Equity	
Contributed Capital:	
Net HUD PHA Contributions	3,909,312
Other Contributions Total Contributed Capital	7,550 3,916,862
Retained Earnings:	40
Unreserved	1,312,778
Total Equity	5,229,640
Total Liabilities and Equity	\$5,388,119

See accompanying notes to the general purpose financial statements

IRONTON METROPOLITAN HOUSING AUTHORITY
IRONTON, OHIO
COMBINING STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND EQUITY PROPRIETARY FUND TYPE
FOR THE YEAR ENDED SEPTEMBER 30, 2001

Recover	ENTERPRISE
Revenues	
Tenant Revenues: Net Tenant Rental Revenue	\$514,126
Tenant Revenue - Other	42,949
Total Tenant Revenue	557,075
HUD PHA Grants/Capital Grants	1,012,039
Investment Income - Unrestricted	77,234
Other Revenue	1,919
Total Revenue	1,648,267
Expenses	
Administrative:	
Administrative Salaries	154,868
Auditing Fees	8,866
Employee Benefit Contributions	63,672
Compensated Absences	1,284
Other Operating Total Administrative	83,236
Total Administrative	311,926
Tenant Services:	0.404
Tenant Services - Salaries	2,164
Employee Benefit Contributions Total Tenant Services	2,051 4,215
Here	
Utilities: Water	88,687
Electricity	104,500
Gas	64,888
Total Utilities	258,075
Ordinary Maintenance & Operation:	
Labor	128,809
Materials and Other Contract Costs	40,688
Employee Benefit Contributions	206,930 52,257
Total Ordinary Maintenance & Operation	428,684
General Expenses:	
Insurance Premiums	20,597
Payments in Lieu of Taxes	25,722
Bad Debt - Tenant Rents	15,665
Other	105
Total General Expenses	62,089
Total Operating Expenses	1,064,989
Excess Operating Revenue over Operating Expenses	583,278
Other Expenses:	
Housing Assistance Payments	116,402
Depreciation Expense	251,154
Total Expenses	1,432,545
Excess of Operating Revenue Over Expenses	215,722
Retained Earnings, Beginning of the Year- (Restated-See Note 13) Retained Earnings, End of Year	1,097,056 1,312,778
Contributed Capital at Beginning of Year- (Restated-See Note 13) Contributed Capital at End of Year	3,916,862 3,916,862
Total Fund Equity at End of Year	\$5,229,640
See accompanying notes to the general purpose financial statements	

IRONTON, OHIO

### COMBINED STATEMENT OF CASH FLOWS - PROPRIETARY FUND TYPE FOR THE YEAR ENDED SEPTEMBER 30, 2001

	ENTERPRISE
CASH FLOWS FROM OPERATING ACTIVITIES	
Net Operating Income Adjustments to reconcile net gain/(loss) to net cash provided by operating activities	\$215,722
(Increase) Decrease In: Accounts Receivable	36,451
Prepaid Expenses and Other Assets Interprogram Due to	(4,546) 3,127
Increase (Decrease) In: Accounts Payable	51,418
Accrued Wages/Payroll Taxes Payable Compensated Absences	17,085 (15,968)
Trust and Deposit Liabilities Interprogram Due to	2,735 (3,127)
Intergovernmental Payable Depreciation Expense	(3,936) 251,154
Net Cash Provided By Operating Activities	550,115
CASH FLOWS FROM CAPITAL FINANCING ACTIVITIES:	
Equipment Purchases	(38,547)
Modernization Improvements Net Cash Used By Capital Financing Activities	(439,873) (478,420)
Net Increase (Decrease) In Cash	71,695
Cash At The Beginning Of Year	1,157,909
Cash At End Of Year	\$1,229,604

See accompanying notes to the general purpose financial statements

#### NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

FOR THE YEAR ENDED SEPTEMBER 30, 2001

#### 1. DESCRIPTION OF THE HOUSING AUTHORITY AND REPORTING ENTITY

The Ironton Metropolitan Housing Authority (the Authority is a political subdivision of the State of Ohio, created under Section 3735.27 of the Ohio Revised Code.

The Ironton Metropolitan Housing Authority was established for the purpose of engaging the development, acquisition, and administrative activities of the low-income housing program and other programs with similar objectives. The United States Department of Housing and Urban Development (HUD) has direct responsibility for administering the low-income housing program under the United States Housing Act of 1937, as amended. HUD is authorized to enter into contracts with local housing authorities to make grants to assist the local housing authorities in financing the acquisition, construction, and/or leasing of housing units and to make annual contributions (subsidies) to the local housing authorities for the purpose of maintaining the low-rent character of the local housing program.

#### **Description of Programs**

#### A. PUBLIC HOUSING PROGRAM

The public housing program is designed to provide low-cost housing within Lawrence County. Under this program, HUD provides funding via an annual contributions contract. These funds, combined with the rental income received from tenants, are available solely to meet the operating expenses of the program.

#### B. MODERNIZATION PROGRAMS

Substantially all additions to land, structures, and equipment are accomplished through modernization programs (included in the financial statements under the public housing program). Modernization funds replace or materially upgrade deteriorated portions of existing Authority property.

#### C. HOUSING ASSISTANCE PAYMENTS PROGRAM - SECTION 8

The Authority administers a program of rental assistance payments to private owners on behalf of eligible low-income families under Section 8 of the Housing and Urban Development Act of 1974. The program provides payments covering the difference between the maximum rental on a dwelling unit, as approved by HUD, and the amount of rent contribution by a participating family.

#### **REPORTING ENTITY**

The reporting entity is comprised of the primary government, component units and other organizations that are included to ensure that the financial statements of the Authority are not misleading. The primary government consists of all funds, departments, boards, and agencies that are not legally separate from the Authority. For the Authority, this includes general operations, public housing, Section 8, and modernization programs. Component units are legally separate organizations for which the Authority is financially accountable.

#### NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

FOR THE YEAR ENDED SEPTEMBER 30, 2001

#### 1. DESCRIPTION OF THE HOUSING AUTHORITY AND REPORTING ENTITY (Continued)

#### REPORTING ENTITY (Continued)

The Authority is financially accountable for an organization if the Authority appoints a voting majority of the organization's governing board and (1) the Authority is able to significantly influence the programs or services performed or provided by the organization or (2) the Authority is legally entitled to or can otherwise access the organization's resources; (3) the Authority is legally obligated or has assumed responsibility to finance the deficits of, or provide fiscal support to, the organization; (4) the Authority is obligated for the debt of the organization. Component units may also include organizations that are fiscally dependent on the Authority in that the Authority approves the budget, the levying of taxes or issuance of debt. The Authority did not have any component units or other related organizations in 2001.

#### 2. <u>SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES</u>

The financial statements of the Ironton Metropolitan Housing Authority have been prepared in conformity with accounting principles generally accepted in the United States of America as applies to governmental units. The Governmental Accounting Standards Board is the accepted standard - setting body for establishing governmental accounting and financial reporting principles. The more significant of the Authority's accounting policies are described below.

#### 1. BASIS OF PRESENTATION - FUND ACCOUNTING

The Authority uses funds to report on its financial position and the results of operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain functions or activities.

Pursuant to GASB Statement No. 20, Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting, the Authority follows GASB guidance as applicable to proprietary funds, Financial Accounting Standards Board Statements and Interpretations, Accounting Principles Board Opinions, and Accounting Research Bulletins issued on or before November 30, 1989 that do not conflict with or contradict GASB pronouncements.

A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special restrictions or limitations. For financial statement presentation purposes, the various funds of the Authority are grouped into the following fund type:

#### NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

FOR THE YEAR ENDED SEPTEMBER 30, 2001

#### 2. <u>SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES</u> (Continued)

#### A. BASIS OF PRESENTATION - FUND ACCOUNTING (Continued)

**PROPRIETARY FUND TYPE:** Proprietary funds are used to account for the Authority's ongoing activities which are similar to those found in a private sector. The following is the Authority's proprietary funds:

<u>Enterprise Funds</u> - The enterprise funds are used to account for operations 1) that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs of providing goods or services of the general public on a continuing basis be financed or recovered primarily through user charges; or 2) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

#### B. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

Proprietary fund types are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the balance sheet. Proprietary fund type income statements represent increases (e.g. revenues) and decreases (e.g. expenditures and other financing uses) in net total assets.

#### C. BASIS OF ACCOUNTING

Proprietary fund types use accrual basis of accounting for reporting purposes. Revenues are recognized when they are earned and measurable and expenses are recorded at the time liabilities are incurred, if measurable.

#### D. BUDGETARY DATA

The Authority is not required to follow the budgetary requirements of the Ohio Revised Code. However, the Authority does maintain a budget for management purposes.

#### E. <u>CASH AND CASH EQUIVALENTS</u>

Cash and cash equivalents consist of funds deposited in checking accounts. Cash equivalents are stated at cost, which approximates market value.

The Authority has investments in the form of certificates of deposits. Except for nonparticipating investment contracts, investments are reported at fair value which is based upon quoted market prices. Nonparticipating investment contracts such as certificates of deposit are reported at cost.

#### NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

#### FOR THE YEAR ENDED SEPTEMBER 30, 2001

#### 2. <u>SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES</u> (Continued)

#### E. CASH AND CASH EQUIVALENTS (Continued)

For purposes of the combined statement of cash flows and for presentation on the combined balance sheet, investments of the Authority with an original maturity of three months or less at the time they are purchased by the Authority are considered to be cash equivalents. Investments with an initial maturity of more than three months are reported as investments.

#### F. PROPERTY, PLANT AND EQUIPMENT

The fixed asset values initially were determined by assigning original acquisition costs when such information was available. In cases where information supporting original costs was not available, estimated historical costs were developed. Donated fixed assets are capitalized at estimated fair market value on the date donated.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements which extend the useful life or increase the capacity or operating efficiency of the asset are capitalized at cost.

<u>Enterprise Fund Fixed Assets</u>: Fixed assets reflected in the enterprise funds are stated at historical cost (or estimated historical cost) and are updated for the cost of additions and retirements during the year. Depreciation has been provided on a straight-line basis over the following estimated useful lives:

<u>Description</u>	Estimated Lives
Buildings	20-40 years
Building Improvements	20 years
Furniture and Fixtures	5-10 years
Equipment and Machinery	3-10 years

Fixed assets acquired from resources externally restricted for capital acquisition (e.g. capital grants) are recorded as contributed capital in the benefiting proprietary fund. Depreciation on these assets is recorded as an expense but is closed to contributed capital rather than to retained earnings.

#### G. PREPAID ITEMS

Payments made to vendors for services that will benefit periods beyond September 30, 2001, are recorded as prepaid items by using the consumption method. A current asset for the prepaid amount is recorded at the time of the purchase and an expense is reported in the year in which services are consumed.

#### NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

FOR THE YEAR ENDED SEPTEMBER 30, 2001

#### 2. <u>SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES</u> (Continued)

#### H. COMPENSATED ABSENCES

In 1999, the Authority implemented the provisions of GASB Statement No. 16, "Accounting for Compensated Absences". Vacation benefits are accrued as a liability as the benefits are earned if the employees' rights to receive compensation are attributable to services already rendered and it is probable that the employer will compensate the employees for the benefits through paid time off or some other means. Sick leave benefits are accrued as a liability using the termination method. The liability includes the employees who are currently eligible to receive termination benefits and by those employees for whom it is probable will become eligible to receive payment in the future. The amount is based on accumulated sick leave and employee's wage rates at year-end.

In proprietary funds, compensated absences are expensed when earned. The entire amount of compensated absences is reported as a fund liability.

#### I. TAX LIABILITY

The Authority is by law exempt from all Federal, state, and local taxes and assessments. The Authority has elected to pay a "Payment in Lieu of Taxes (PILOT)" based principally on a percentage of tenant dwelling income received from HUD-assisted programs.

#### J. INTERGOVERNMENTAL REVENUES

Grants, entitlements or shared revenues received for enterprise fund operating purposes are recognized in the accounting period in which they are earned and become measurable. Such resources restricted for the construction of capital assets are recorded as contributed capital.

#### K. CONTRIBUTED CAPITAL

Contributed capital represents resources from other governments and private sources to the extent they exceed the cost, which have been provided to the enterprise funds and are not subject to repayment. All other fund equity amounts pertaining to the enterprise funds have been classified as retained earnings. As of September 30, 2001 the Authority's contributed capital consisted of fixed assets purchased with funding from the federal government, and the forgiven long term debt and the related interest from HUD.

#### L. USE OF ESTIMATES

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and accompanying notes. Accordingly, actual results could differ from those estimates.

#### NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

#### FOR THE YEAR ENDED SEPTEMBER 30, 2001

#### 3. CASH AND INVESTMENTS

The Governmental Accounting Standards Board has established three (3) risk categories for deposits. Category 1 includes deposits insured or collateralized with securities held by the Authority or by its agent in the Authority's name. Category 2 includes deposits collateralized with securities held by the pledging financial institution's trust department or agent in the Authority's name. Category 3 includes uncollateralized deposits. This includes any bank balance that is collateralized with securities held by the pledging institution or its trust department or agent but not in the Authority's name.

All deposits are carried at cost. As of September 30, 2001, the bank balances of the Authority's cash were \$1,256,619. Of the bank balances, \$200,000 was insured by FDIC insurance. The remaining balance of \$1,056,619 was classified as Category 1 for deposits.

The Government Accounting Standards Board has established three (3) risk categories for investments. Category 1 includes investments that are insured or registered or for which the securities are held by the Authority or by its agent in the Authority's name. Category 2 includes uninsured and unregistered investments for which the securities are held by the counterparts' trust department or agent in the Authority's name. Category 3 includes uninsured and unregistered investments for which the securities are held by the counterpart or by its trust department or agent, but not in the Authority's name.

HUD Handbook 7475.1, Chapter 4, section 1, authorized the PHA to make investments in direct obligations of the Federal Government, obligation of Federal Government Agencies, securities of Government-sponsored Agencies and demand and savings deposits and certificates of deposits.

The Authority had only checking accounts and certificates of deposit on hand and classified as cash. As of September 30, 2001, the book balance was \$1,229,604.

#### 4 RECEIVABLES

Receivables at September 30, 2001 consisted of accounts receivable from tenants for rent and materials, miscellaneous receivables which includes late charges and utilities owed to the Authority by the tenants and HUD Project funding.

#### 5. FIXED ASSETS

<u>PROPRIETARY FUND FIXED ASSETS</u> A summary of the Proprietary Fund Types fixed assets as of September 30, 2001, follows:

	Balance at
	09/30/01
Land	\$ 500,242
Building	7,205,050
Furniture, Equipment & Machinery-Dwellings	257,991
Furniture, Equipment & Machinery-Administration	146,479
Leasehold Improvements	805,835
Total Assets	8,915,597
Accumulated Depreciation	(4,780,819)
Net Value of Assets	\$4,134,778

#### NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

FOR THE YEAR ENDED SEPTEMBER 30, 2001

#### 6. <u>DEFINED BENEFIT PENSION PLAN</u>

#### PUBLIC EMPLOYEES RETIREMENT SYSTEM PENSION PLAN

All Ironton Metropolitan Housing Authority's full time employees participate in the Public Employees Retirement System of Ohio ("PERS"), a cost-sharing multiple-employer defined benefit pension plan. PERS provides retirement and disability benefits, annual cost of living adjustments, and death benefits to plan members and beneficiaries. Authority to establish and amend benefits is provided by state statute per Chapter 145 of the Ohio Revised Code. The Public Employees Retirement System issues a stand-alone financial report. Interested parties may obtain a copy by making a written request to 277 East Town Street, Columbus, Ohio 42315-4562 or by calling (614) 466-2085 or 1-800-222-PERS (7377).

The Ohio Revised Code provides statutory authority for employee and employer contributions. The employee contribution rates effective for 2001 were 8.5% of their salary. The 2001 employer contribution rate relating to employees was 10.65% of covered payroll. Required employer contributions are equal to 100% of the dollar amount billed to each employer and must be extracted from the employer's records. As of September 30, 2001, the Authority had no outstanding amounts owed to PERS. The Authority's contribution to PERS for the years ending September 30, 1999, 2000 and 2001 were \$33,782, \$35,508 and \$37,590 respectively which are equal to the required contributions for each year.

#### 7. POSTEMPLOYMENT BENEFITS

Public Employees Retirement System of Ohio provides postretirement health care coverage to age and service retirants with 10 or more years of qualifying Ohio service credit and to primary survivor recipients of such retirants. Health care coverage for disability recipients is also available. The health care coverage provided by the retirement system is considered an Other Postemployment Benefit (OPEB) as described in GASB Statement No. 12. A portion of each employer's contribution to PERS is set aside for the funding of post retirement health care. The Ohio Revised Code provides statutory authority for employer contributions. The 2000 employer contribution rate for local government employers was 10.84% of covered payroll; 4.3% was the portion that was used to fund health care for the year.

The Ohio Revised Code provides statutory authority requiring public employers to fund postretirement health care through their contributions to PERS.

OPEB is financed through employer contributions and investment earnings there on. The contributions allocated to retiree health and Medicare, along with investment income on allocated assets and periodic adjustments in health care provisions are expected to be sufficient to sustain the program indefinitely.

\$10,805.5 million represents the actuarial value of the Retirement System's net assets available for OPEM at December 31, 1999. The number of active contributing participants for OPEB at December 31, 1999 was 401,339.

#### NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

FOR THE YEAR ENDED SEPTEMBER 30, 2001

#### 8. <u>OTHER EMPLOYEE BENEFITS</u>

<u>Compensated Absences</u>: Vacation leave is earned at rates which vary depending upon length of service and standard work week. Current policy credits vacation on the employee's anniversary date. Vacation time can be carried over for one year, but must be taken in the year following the year earned. Employees are paid for earned, unused vacation leave at the time of termination.

Sick leave is earned at a rate of 4.60 hours per pay period (2 weeks). Employees who retire are paid for their earned, unused sick leave hours up to a maximum of 30 days, or the full balance may be transferred to another governmental agency. Such payment shall be based on the employee's rate of pay at the time of retirement. At September 30, 2001 the current amount of unpaid compensated absences was \$1,305.

#### 9. <u>SEGMENT INFORMATION</u>

Financial segment information as of and for the year ended September 30, 2001, for the Enterprise Funds presented is as follows:

	Section 8 Voucher	Public Housing	CIAP	Capital Fund	Total Enterprise Funds
Operating Revenues	\$145,729	\$1,010,976	\$488,112	\$3,450	\$1,648,267
Operating Expenses	23,123	990,177	48,239	3,450	1,064,989
Depreciation Expense	260	250,894	0	0	251,154
Operating Gain (Loss)	122,606	20,799	439,873	0	583,278
Contributed Capital	0	3,550,900	365,962	0	3,916,862
Total Assets	273,148	4,307,260	807,711	0	5,388,119
Total Liabilities	8,289	148,314	1,876	0	158,479
Total Equity	\$264,859	\$4,158,946	\$805,835	\$0	\$5,229,640

#### 10. CONTINGENCIES

Under the terms of federal and state grants, periodic audits are required and certain expenditures may be questioned as not appropriate under the terms of the grants. Such audits could lead to reimbursement to the grantor agencies. Authority's management believes disallowances, if any, will be immaterial.

#### 11. ECONOMIC DEPENDENCY

The Authority is economically dependent on receiving operating subsidies from the U.S. Department of Housing and Urban Development (HUD).

#### NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

#### FOR THE YEAR ENDED SEPTEMBER 30, 2001

#### 12. RISK MANAGEMENT

The Authority maintains comprehensive liability insurance coverage with private carriers. Coverages provided by this private carrier is as follows:

Property \$8,000,000

General Liability

Per occurrence 1,000,000 Aggregate 2,000,000

Settled claims have not exceeded this commercial coverage in any of the past three years. There has been no significant change in coverage from last year.

Health, Dental, Vision, and Life insurance is offered to Authority employees through a commercial insurance company, McNelly, Patrick & Associates.

#### 13. CHANGE IN ACCOUNTING PRINCIPLE AND RESTATEMENT OF FUND BALANCE

Changes in Accounting Principles For fiscal year 2001, the Authority has implemented GASB Statement No. 33, Accounting and Financial Reporting for Nonexchange Transactions, and GASB Statement No. 36, Recipient Reporting for Certain Shared Nonexchange Revenues. The implementation of GASB Statements No. 33 and 36 required that certain adjustments be recorded to the October 1, 2000 contributed capital balances as previously reported. The correction of accounting errors in the prior year required that certain adjustments be recorded to the October 1, 2000 beginning retained earnings balance as previously recorded. The restatements to the opening retained earnings and contributed capital balances are as follows:

Fund	Beginning Retained Earnings	Adjustments	Restated Retained Earnings
Section 8 Voucher Program	\$260,715	(\$1,800)	\$258,915

Fund	Beginning Contributed Capital	Adjustments	Restated Contributed Capital
Public Housing	\$3,117,955	\$432,945	\$3,550,900
CIAP	\$829,459	(\$463,477)	\$365,962

IRONTON METROPOLITAN HOUSING AUTHORITY
IRONTON, OHIO
COMBINING BALANCE SHEET - PROPRIETARY FUND TYPE
FOR THE YEAR ENDED SEPTEMBER 30, 2001

	Section 8 Voucher	Public Housing	CIAP	CFP	TOTAL
Assets					_
Current Assets:					
Cash - Unrestricted	\$266,949	\$962,655	\$0	\$0	\$1,229,604
Accounts Receivable: Miscellaneous	2,179	290	0	0	2,469
HUD Other Projects	0	0	1,876	0	1,876
Tenants - Dwelling Rents Accrued interest receivable	0 1,712	1,373 0	0 0	0 0	1,373 1,712
Interprogram Due From	1,712	868	0	0	1,712
Prepaid Expenses and Other Assets	0	14,431	0	0	14,431
Total Current Assets:	271,848	979,617	1,876	0	1,253,341
Noncurrent Assets:					
Fixed Assets:					
Land	0	500,242	0	0	500,242
Building	0	7,205,050 257,991	0 0	0 0	7,205,050 257,991
Furniture, Equipment & Machinery - Dwellings Furniture, Equipment & Machinery - Administration	1,560	257,991 144,919	0	0	257,991 146,479
Leasehold Improvements	0	0	805,835	0	805,835
Accumulated Depreciation	(260)	(4,780,559)	0_	0	(4,780,819)
Fixed Assets, Net of Accumulated Depreciation	1,300	3,327,643	805,835	0	4,134,778
Total Noncurrent Assets:	1,300	3,327,643	805,835	0	4,134,778
Total Assets	\$273,148	\$4,307,260	\$807,711	\$0	\$5,388,119
Liabilities					
Current Liabilities:					
Accrued Wages/Payroll Taxes Payable Accounts Payable:	\$0	\$17,348	\$0	\$0	\$17,348
<= 90 Days Past Due	3,168	64,207	0	0	67,375
HUD PHA Programs	3,816	0	0	0	3,816
Compensated Absences	1,305	0	0	0	1,305
Tenant Security Deposits	0	41,037	0	0	41,037
Interprogram Due To	0 0	0 25,722	1,876	0 0	1,876
Intergovernmental Payable			0		25,722
Total Current Liabilities:	8,289	148,314	1,876	0	158,479
Total Liabilities	8,289	148,314	1,876	0	158,479
Equity					
Contributed Capital:				_	
Net HUD PHA Contributions	0	3,543,350	365,962	0	3,909,312
Other Contributions Total Contributed Capital	0	7,550 3,550,900	365,962	0	7,550 3,916,862
ι σται συπτιρατέα σαριται	U	3,330,800	303,302	U	3,310,002
Retained Earnings:					
Unreserved	264,859	608,046	439,873	0	1,312,778
Total Equity	264,859	4,158,946	805,835	0	5,229,640
Total Liabilities and Equity	\$273,148	\$4,307,260	\$807,711	\$0	\$5,388,119

See accompanying notes to the general purpose financial statements

# IRONTON METROPOLITAN HOUSING AUTHORITY IRONTON, OHIO COMBINING STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND EQUITY PROPRIETARY FUND TYPE FOR THE YEAR ENDED SEPTEMBER 30, 2001

	Section 8	Public	CIAD	CFP	TOTAL
Revenues	Voucher	Housing	CIAP	CFF	TOTAL
Tenant Revenues: Net Tenant Rental Revenue Tenant Revenue - Other	\$0 0	\$514,126 42,949	\$0 0	\$0 0	\$514,126 42,949
Total Tenant Revenue	0	557,075	0	0	557,075
HUD PHA Grants/Capital Grants Investment Income - Unrestricted Other Revenue	140,744 3,066 1,919	379,733 74,168 0	488,112 0 0	3,450 0 0	1,012,039 77,234 1,919
Total Revenue	145,729	1,010,976	488,112	3,450	1,648,267
Expenses					
Administrative: Administrative Salaries Auditing Fees Employee Benefit Contributions Compensated Absences Other Operating Total Administrative	10,098 0 8,516 0 2,844 21,458	135,953 8,866 55,156 1,284 37,520 238,779	8,817 0 0 0 39,422 48,239	0 0 0 0 3,450 3,450	154,868 8,866 63,672 1,284 83,236 311,926
	21,430	230,779	40,239	3,430	311,920
Tenant Services: Tenant Services - Salaries Employee Benefit Contributions Total Tenant Services	0 0 0	2,164 2,051 4,215	0 0	0 0 0	2,164 2,051 4,215
Utilities: Water Electricity Gas Total Utilities	0 0 0	88,687 104,500 64,888 258,075	0 0 0	0 0 0 0	88,687 104,500 64,888 258,075
Ordinary Maintenance & Operation:				0	
Labor Materials and Other Contract Costs Employee Benefit Contributions Total Ordinary Maintenance & Operation	0 0 1,665 0 1,665	128,809 40,688 205,265 52,257 427,019	0 0 0 0	0 0 0 0	128,809 40,688 206,930 52,257 428,684
General Expenses:					
Insurance Premiums Payments in Lieu of Taxes Bad Debt - Tenant Rents Other	0 0 0 0	20,597 25,722 15,665 105	0 0 0 0	0 0 0 0	20,597 25,722 15,665 105
Total General Expenses	0	62,089	0	0	62,089
Total Operating Expenses	23,123	990,177	48,239	0 3,450	1,064,989
Excess Operating Revenue over Operating Expenses	122,606	20,799	439,873	0	583,278
Other Expenses: Housing Assistance Payments Depreciation Expense	116,402 260	0 250,894	0	0	116,402 251,154
Total Expenses	139,785	1,241,071	48,239	3,450	1,432,545
Excess of Operating Revenue Over Expenses	5,944	(230,095)	439,873	0	215,722
Retained Earnings, Beginning of the Year- (Restated-See Note 13) Retained Earnings, End of Year	258,915 264,859	838,141 608,046	439,873	0	1,097,056 1,312,778
Contributed Capital at Beginning of Year- (Restated-See Note 13) Contributed Capital at End of Year	0	3,550,900 3,550,900	365,962 365,962	0	3,916,862 3,916,862
Total Fund Equity at End of Year	\$264,859	\$4,158,946	\$805,835	\$0	\$5,229,640
See accompanying notes to the general purpose financial statements					

IRONTON, OHIO

### COMBINED STATEMENT OF CASH FLOWS - PROPRIETARY FUND TYPE FOR THE YEAR ENDED SEPTEMBER 30, 2001

CASH FLOWS FROM OPERATING ACTIVITIES	Voucher	Housing	CIAP	CFP	TOTAL
Net Operating Income Adjustments to reconcile net gain/(loss) to net cash provided by operating activities	\$5,944	(\$230,095)	\$439,873	\$0	\$215,722
(Increase) Decrease In:					
Accounts Receivable	6,057	32,270	(1,876)	0	36,451
Prepaid Expenses and Other Assets	0	(4,546)	0	0	(4,546)
Interprogram Due to	(1,008)	3,768	367	0	3,127
Increase (Decrease) In:					
Accounts Payable	3,816	47,969	(367)	0	51,418
Accrued Wages/Payroll Taxes Payable	0	17,085	O O	0	17,085
Compensated Absences	96	(16,064)	0	0	(15,968)
Trust and Deposit Liabilities	0	2,735	0	0	2,735
Interprogram Due to	(5,003)	0	1,876	0	(3,127)
Intergovernmental Payable	0	(3,936)	0	0	(3,936)
Depreciation Expense	260	250,894	0	0	251,154
Net Cash Provided By Operating Activities	10,162	100,080	439,873	0	550,115
CASH FLOWS FROM CAPITAL FINANCING ACTIVITIES:					
Equipment Purchases	(3,360)	(35,187)	0	0	(38,547)
Modernization Improvements	) O	` ´ o´	(439,873)	0	(439,873)
Net Cash Used By Capital Financing Activities	(3,360)	(35,187)	(439,873)	0	(478,420)
Net Increase (Decrease) In Cash	6,802	64,893	0	0	71,695
Cash At The Beginning Of Year	260,147	897,762	0	0_	1,157,909
Cash At End Of Year	\$266,949	\$962,655	\$0	\$0	\$1,229,604

See accompanying notes to the general purpose financial statements

# IRONTON METROPOLITAN HOUSING AUTHORITY IRONTON, OHIO SCHEDULE OF FEDERAL AWARDS EXPENDITURES FOR THE YEAR ENDED SEPTEMBER 30, 2001

FROM U.S. DEPARTMENT OF HUD DIRECT PROGRAMS	FEDERAL CFDA NUMBER	FEDERAL EXPENDITURES
Public and Indian Housing Program	14.850a	\$379,733
Public Housing- Comprehensive Improvement Assistance Program	14.852	488,112
Public Housing Capital Fund	14.872	3,450
Section 8 Rental Voucher Program	14.855	140,744
TOTAL - ALL PROGRAMS		\$1,012,039

See accompanying notes to the Schedule of Federal Awards Expenditures.

# IRONTON METROPOLITAN HOUSING AUTHORITY IRONTON, OHIO NOTES TO SCHEDULE OF FEDERAL AWARDS EXPENDITURES FOR THE YEAR ENDED SEPTEMBER 30, 2001

#### NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

The accompanying schedule of federal awards expenditures is a summary of the activity of the Authority's federal award programs. The schedule has been prepared on the cash basis of accounting.

#### BALESTRA & COMPANY

#### **CERTIFIED PUBLIC ACCOUNTANTS**

528 South West Street, P.O. Box 687 Piketon, Ohio 45661

Telephone (740) 289-4131 Fax (740) 289-3639 E-Mail: mbalcpa@bright.net

Member American Institute of Certified Public Accountants

Ohio Society of Certified Public Accountants

Board of Commissioners Ironton Metropolitan Housing Authority 720 Washington Street Ironton, Ohio 45638

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

We have audited the financial statements of the Ironton Metropolitan Housing Authority, Lawrence County, as of and for the year ended September 30, 2001, and have issued our report thereon dated February 6, 2002, in which we indicated the Authority had changed its method of accounting for nonexchange transactions. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

#### Compliance

As part of obtaining reasonable assurance about whether Ironton Metropolitan Housing Authority'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 and opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

#### **Internal Control Over Financial Reporting**

In planning and performing our audit, we considered Ironton Metropolitan Housing Authority's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended solely for the information and use of the audit committee, management, members of the Board, 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.

Balestra & Company
Balestra & Company

February 6, 2002

#### BALESTRA & COMPANY

## CERTIFIED PUBLIC ACCOUNTANTS 528 South West Street, P.O. Box 687

Piketon, Ohio 45661

Telephone (740) 289-4131 Fax (740) 289-3639 E-Mail: mbalcpa@bright.net

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## REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

#### Compliance

We have audited the compliance of Ironton Metropolitan Housing Authority with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to its major federal program for the year ended September 30, 2001. Ironton Metropolitan Housing Authority's major federal program is identified in the Summary of Auditor's Results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to its major federal program is the responsibility of Ironton Metropolitan Housing Authority's management. Our responsibility is to express an opinion on Ironton Metropolitan Housing Authority's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations* and the provisions of the Public and Indian Housing Compliance Supplement dated June 1995. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Ironton Metropolitan Housing Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on Ironton Metropolitan Housing Authority's compliance with those requirements.

In our opinion, Ironton Metropolitan Housing Authority complied, in all material respects, with the requirements referred to above that are applicable to its major federal program for the year ended September 30, 2001.

#### **Internal Control Over Compliance**

The management of Ironton Metropolitan Housing Authority is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered Ironton Metropolitan Housing Authority's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

Ironton Metropolitan Housing Authority

Report on Compliance with Requirements Applicable to Each Major Program and on Internal Control Over Compliance in Accordance with OMB Circular A-133

Page -2-

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control 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 noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program 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 compliance and its operation that we consider to be material weaknesses.

This report is intended solely for the information and use of the audit committee, management, members of the Board, 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.

Balestra & Company
Balestra & Company

February 6, 2002

IRONTON, OHIO YEAR ENDING SEPTEMBER 30, 2001

## SCHEDULE OF FINDINGS AND QUESTIONED COSTS OMB CIRCULAR A-133 SECTION .505

#### 1. SUMMARY OF AUDITOR'S RESULTS

(d)(1)(i)	Type of Financial Statement Opinion	Unqualified
(d)(1)(ii)	Were there any material control weakness conditions reported at the financial statement level (GAGAS)?	No
(d)(1)(ii)	Were there any other reportable control weakness conditions reported at the financial statement level (GAGAS)?	No
(d)(1)(iii)	Was there any reported noncompliance at the financial statement level (GAGAS)?	No
(d)(1)(iv)	Were there any material internal control weakness conditions reported for major federal programs?	No
(d)(1)(iv)	Were there any other reportable internal control weakness conditions reported for major federal programs?	No
(d)(1)(v)	Type of Major Programs Compliance Opinion	Unqualified
(d)(1)(vi)	Are there any reportable findings under section .510?	No
(d)(1)(vii)	Major Programs (list):	Public and Indian Housing Program CFDA # 14.850
(d)(1)(viii)	Dollar Threshold: Type A\B Programs	Type A: > \$300,000 Type B: all others
(d)(1)(ix)	Low Risk Auditee?	Yes

IRONTON, OHIO FOR THE YEAR ENDED SEPTEMBER 30, 2001

## SCHEDULE OF FINDINGS AND QUESTIONED COSTS OMB CIRCULAR A-133 SECTION .505

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

Finding Number	None

#### 3. FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS

Finding Number	None
CFDA Title and Number	
Federal Award Number/Year	
Federal Agency	
Pass-Through Agency	

#### IRONTON, OHIO FOR THE YEAR ENDED SEPTEMBER 30, 2001

#### SUMMARY OF ACTIVITIES

At the close of fiscal year ended September 30, 2001, the Ironton Metropolitan Housing Authority had the following operations management:

	<u>Units</u>
Public Housing Owned	259
Section 8 Existing	<u>57</u>
TOTAL	<u>316</u>
Prior Audit Findings	

No prior audit findings.

#### ACTUAL MODERNIZATION COST CERTIFICATE

#### MODERNIZATION PROJECT NUMBER: OH16-PO19-706-98

Original Funds Approved:	\$509,105
Funds Disbursed:	\$509,105
Funds Expended (Actual Modernization Cost)	\$509,105
Amount to be Recaptured:	Not Applicable
Excess of Funds Disbursed:	Not Applicable



88 East Broad Street P.O. Box 1140 Columbus, Ohio 43216-1140

Telephone 614-466-4514

800-282-0370

Facsimile 614-466-4490

# IRONTON METROPOLITAN HOUSING AUTHORITY LAWRENCE 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 APRIL 11, 2002