REPORT ON EXAMINATION OF FINANCIAL STATEMENTS AND SUPPLEMENTAL DATA FOR THE YEAR ENDED JUNE 30, 2001

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Board of Commissioners Monroe Metropolitan Housing Authority Woodsfield, Ohio

We have reviewed the Independent Auditor's Report of Monroe Metropolitan Housing Authority, Monroe County, prepared by J. E. Slaybaugh & Associates, Inc., for the audit period July 1, 2000 to June 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 Monroe Metropolitan Housing Authority is responsible for compliance with these laws and regulations.

JIM PETRO Auditor of State

December 26, 2001



FOR THE YEAR ENDED JUNE 30, 2001

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J. E. Slaybaugh & Associates, Inc. 12 East Main Street

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Member AICPA Member OSCPA John E. Slaybaugh 111 Certified Public Accountant

INDEPENDENT AUDITOR'S REPORT

Board of Commissioners Monroe Metropolitan Housing Authority Woodsfield, Ohio

We have audited the accompanying balance sheet of the Monroe Metropolitan Housing Authority, Woodsfield, Ohio, as of and for the year ended June 30, 2001, and the related statements of revenues, expenses, equity, and cash flows for the year then ended. These financial statements are the responsibility of the Authority's management. Our responsibility is to express an opinion on these 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 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.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Monroe Metropolitan Housing Authority as of June 30, 2001, and the results of its operations and the 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 a report dated November 27, 2001, on our consideration of Monroe Metropolitan Housing Authority's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. This 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 conducted for the purpose of forming an opinion on the financial statements taken as a whole. The supplemental financial data schedules accompanying the financial statements are not necessary for fair presentation of the financial position, results of operations, and cash flows of the Authority in conformity with accounting principles generally accepted in the United States of America. The supplemental schedules listed in the table of contents are presented only for purposes of additional analysis and are not a required part of the financial statements. Such schedules have been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, are fairly stated, in all material respects, in relation to the financial statements taken as a whole.

Our audit was made for the purpose of forming an opinion on the financial statements of Monroe Metropolitan Housing Authority, taken as a whole. The accompanying schedule of expenditures of federal awards, 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 financial statements. The information in that Schedule has been subjected to the auditing procedures applied in the audit of the financial statements, and in our opinion, is stated fairly, in all material respects, in relation to the financial statements taken as a whole.

J. E. Daybough & Associates, Inc.

November 27, 2001

MONROE METROPOLITAN HOUSING AUTHORITY WOODSFIELD, OHIO BALANCE SHEET FOR THE YEAR ENDED JUNE 30, 2001

ASSETS

Cu	rrent	Assets

Cash and Cash Equivalents Tenant Accounts Receivable- Net of \$ 1,306 Doubtful Accounts Prepaid Expenses	\$ 99,417 3,792
Total Current Assets	105,158
Total Assets	<u>\$ 105,158</u>
LIABILITIES AND EQUITY	
Current Liabilities Accounts Payable Accrued Wages and Payroll Taxes Accrued Compensated Absences Accounts Payable - HUD Accounts Payable - Other governments Deferred Revenues Accrued liabilities - Other	\$ 971 437 839 6,907 26,935 35,093 426
Non-Current Liabilities Non-current Liabilities - Other	21,299
Total Non-Current Liabilities	21,299
Total Liabilities	92,907
Equity Retained Earnings	12,251
Total Equity	12,251
Total Liabilities and Equity	<u>\$ 105,158</u>

The accompanying notes are an integral part of these financial statements.

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN EQUITY FOR THE YEAR ENDED JUNE 30, 2001

Revenue	A 150 01 F
HUD Grants	\$ 459,317
Investment Income-Unrestricted	780
Other Revenue	
Total Revenue	460,361
Expenses (before depreciation)	
Housing Assistance Payments	389,042
Administrative Salaries	16,617
Employee Benefits	3,964
Management Fees	25,186
Compensated Absences	371
Other Administrative Expense	17,506
Material and Labor-Maintenance	706
General Expenses	3,176
Total Expenses	456,568
Operating Income (Loss)	3,793
Retained Earnings - Beginning of Year	8,458
Retained Earnings - End of Year	12,251
Total Equity - End of Year	<u>\$ 12,251</u>

MONROE METROPOLITAN HOUSING AUTHORITY WOODSFIELD, OHIO STATEMENT OF CASH FLOWS FOR THE YEAR ENDED JUNE 30, 2001

Cash Flows from Operating Activities Operating Income (Loss) Adjustments to reconcile Operating Income(Loss) to Net Cash Provided By Operating Activities:	\$	3,793
Changes in Operating Assets and Liabilities that		
Increase (Decrease) Cash Flows:		
Accounts Receivable- HUD		13,181
Prepaid Expenses		301
Accounts Payable- Vendor		359
Accounts Payable-HUD		(3,828)
Accounts Payable- Other		24,324
Accrued Liabilities		(288)
Deferred Revenues		(3,759)
Non-current Liabilities		7,857
Total Adjustments		38,147
Net Cash Provided By Operating Activities	<u></u>	41,940
Increase (Decrease) In Cash and Cash Equivalents		41,940
Cash and Cash Equivalents - Beginning of Year		57,477
Cash and Cash Equivalents - End of Year	\$	99,417

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

The Monroe Metropolitan Housing Authority (MMHA or Authority) was created under the Ohio Revised Code Section 3735.27 to engage in the acquisition, development, leasing and administration of a low-rent housing program. An Annual Contributions Contract (ACC) was signed by the Monroe Metropolitan Housing Authority and the U.S. Department of Housing and Urban Development (HUD), under the provisions of the United States Housing Act of 1937 (42 U.S.C. 1437) Section 1.1. The Authority was also created in accordance with state law to eliminate housing conditions which are detrimental to the public peace, health, safety, morals, or welfare by purchasing, acquiring constructing, maintaining, operating, improving, extending, and repairing housing facilities.

The nucleus of the financial reporting entity as defined by the Governmental Accounting Standards Board (GASB) Statement No. 14 is the "primary government." A fundamental characteristic of a primary government is that it is fiscally independent entity. In evaluating how to define the financial reporting entity, management has considered all potential component units. A component unit is a legally separate entity for which the primary government is financially accountable. The criteria of financial accountability is the ability of the primary government to impose its will upon the potential component unit.

These criteria were considered in determining the reporting entity.

Basis of Accounting

The accompanying combined financial statements have been prepared on the accrual basis of accounting, whereby revenues and expenses are recognized in the period earned or incurred. All transactions are accounted for in a single enterprise fund.

Pursuant to GASB Statement No. 20, Accounting and Financial Reporting for Propriety Funds and and Other Governmental Entities That Use Proprietary Fund Accounting, the Authority follows GASB guidance as applicable to proprietary funds and 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.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

Use of Estimates

The preparation of financial statements in accordance with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of financial statements, and the reported amounts of revenues expenses during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents

The Authority considers all highly liquid investments (including restricted assets) with a maturity of three months or less when purchased to be cash equivalents.

Restricted Cash-Financial Data Schedule

Tenant Deposits associated with the Family Self Sufficiency Program are required to be held in escrow and are not available for operating purposes.

Tenant Receivables - Recognition of Bad Debts

Bad debts are provided on the allowance method based on management's evaluation of the collectability of outstanding tenant receivable balances at the end of the year.

NOTE 2 - CASH Cash

State statutes classify monies held by the Authority into three categories. Active deposits are public deposits necessary to meet demands on the treasury. Such monies must be maintained either as cash in the Authority's Treasury, in commercial accounts payable or withdrawable on demand, including negotiable order of withdrawal (NOW) accounts, or in money market deposit accounts.

Inactive deposits are public deposits that the Authority has identified as not required for use within the current two year period of designation of depositories. Inactive deposits must either be evidenced by certificates of deposit maturing not later than the end of the current period of designation of depositories, or by savings or deposit accounts including, but not limited to passbook accounts.

Interim deposits are deposits of interim monies. Interim monies are those monies which are not needed for immediate use but which will needed before the end of the current period of designation of depositories. Interim deposits must be evidenced by time certificates of deposit maturing not more than one year from the date of deposit or by savings or deposit accounts including passbook accounts.

Protection of Authority's deposits is provided by the Federal Deposit Insurance Corporation (FDIC) by eligible securities pledged by the financial institution as security for repayment, by surety company bonds deposited with the treasurer by the financial institution or by a single collateral pool established by the financial institution to secure the repayment of all public monies deposited with the institution.

The Authority's deposits are categorized to give an indication of the level of risk assumed by the entity at year end. Category 1 includes deposits that are insured or collateralized with securities held by the Authority or its safekeeping agent in the Authority's name. Category 2 includes uninsured deposits collateralize with securities held by the pledging financial institution's trust department or safekeeping agent in the Authority's name. Category 3 includes uninsured and uncollateralized with securities held by the pledging institution, or by its trust department or safekeeping agent, but not in the Authority's name.

The following show the Authority's deposits (bank balances) in each category:

\$ 100,000 was covered by federal depository insurance. Category 1. .

\$4,734 was covered by specific collateral pledged by the Category 2. .

financial institution in the name of the Authority.

The book balances at June 30, 2001, were as follows:

Section 8 Voucher Program

Cash 78,118 21,299 Restricted Cash

> Total \$ 99,417

NOTE 4 - ADMINISTRATIVE FEE

The Authority receives an "administrative fee" as part of the annual contribution from HUD to cover the costs (including overhead) of administering the Section 8 Housing Assistance Payments (HAP) Programs. The fee is a percentage of a HUD determined base rate for each unit per month under HAP contracts. The rates are as follows:

A. Vouchers

Units per month x \$ 37.72/unit - July to Sept Units per month x \$ 39.25/unit - Oct to June

NOTE 5 - COMPENSATED ABSENCES

Monroe Metropolitan Housing Authority contracts with Cambridge Metropolitan Houising Authority to provide various administrative services. Costs for these services are allocated to the authority.

At June 30, 2001, \$839 was accrued by the Authority for unused vacation time.

NOTE 6 - INSURANCE

The Housing Authority maintains comprehensive insurance coverage with private carriers for real property, building contents and vehicles. Vehicle policies include liability coverage for bodily injury and property damage. There was no significant reduction in coverages and no settlements exceeded insurance coverage during the past three years.

MONROE METROPOLITAN HOUSING AUTHORITY WOODSFIELD, OHIO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE YEAR ENDED JUNE 30, 2001

Federal	Expenditures
	For The
Number	Year Ended
14.855	459,317
	\$ 459,317
	CFDA Number

This schedule has been prepared on the accrual basis of accounting.

NOTE:

MONROE METROPOLITAN HOUSING AUTHORITY

WOODSFIELD, OHIO

Supplemental Financial Data Schedule

Balance Sheet

As of June 30, 2001

Section 8 Rental

	Section 8 Rental	
	Vouchers	
	Program	
	<u>14.855</u>	<u>TOTAL</u>
ASSETS		
Current Assets		
Cash-unrestricted	\$ 78,118	\$ 78,118
Cash-other restricted	21,299	21,299
Total cash	99,417	99,417
Accounts and notes receivables		
Accounts receivable-tenants	5,098	5,098
Allowance for doubtful accounts	(1,306)	(1,306)
Total receivables, net of allowances for		
uncollectibles	3,792	3,792
Prepaid expenses and other assets	1,949	1,949
Total current assets	105,158	105,158
Total assets	<u>\$ 105,158</u>	<u>\$ 105,158</u>
LIABILITIES AND EQUITY		
Current liabilities		
Accounts payable< 90 days	\$ 971	\$ 971
Accrued wages/payroll taxes payable	437	437
Accrued vacation pay	839	839
Accounts payable-HUD PHA Program	6,907	6,907
Accounts payable-other government	26,935	26,935
Deferred Revenues	35,093	35,093
Accrued liabilities-other	426	426
Total current liabilities	71,608	71,608
Non-current liabilities		
Non-current liabilities-other	21,299	21,299
Total non-current liabilities	21,299	21,299
Total Liabilities	92,907	92,907
Total Liabilities	32,307	32,307
Equity		
Undesignated fund balance/retained earnings	12,251	12,251
Total equity	12,251	12,251
Total liabilities & equity	<u>\$ 105,158</u>	\$ 105,158

See Independent Auditors' Report

SCHEDULE OF REVENUE AND EXPENSE BY PROGRAM FOR THE YEAR ENDED JUNE 30, 2001

	Section 8	
	Rental	
	Voucher	
	Program	Total
REVENUE		
HUD Grants	\$ 459,317	\$ 459,317
Investment Income-Unrestricted	780	780
Other Revenue	264	264
Total Revenue	460,361	460,361
EXPENSES		
Housing Assistance Payments	389,042	389,042
Administrative Salaries	16,617	16,617
Employee Benefits	3,964	3,964
Management Fees	25,186	25,186
Compensated Absences	371	371
Other Administrative Expense	17,506	17,506
Material and Labor-Maintenance	706	706
General Expenses	<u>3,176</u>	3,176
Total Expenses	456,568	456,568
Operating Income (Loss)	\$ 3,793	\$ 3,793

MONROE METROPOLITAN HOUSING AUTHORITY WOODSFIELD, OHIO SCHEDULE OF ACTIVITY FOR THE YEAR ENDED JUNE 30, 2001

The PHA had 146 units under management.

<u>Management</u>		Units
Section 8 Vouchers Program		146
	TOTAL	146

REPORT ON PRIOR YEAR AUDIT FINDINGS

THERE WERE NO PRIOR YEAR AUDIT FINDINGS

See Independent Auditors' Report

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Lexington. Ohio 44904

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John E. Slaybaugh 111 Pertified Public Accountant

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

Board of Commissioners Monroe Metropolitan Housing Authority Woodsfield, Ohio

We have audited the financial statements of Monroe Metropolitan Housing Authority, Woodsfield, Ohio, as of and for the year ended June 30, 2000, and have issued our report thereon dated November 27, 2001. 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 Monroe 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 an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Monroc Mctropolitan 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 over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended for the information and use of management and the Department of Housing and Urban Development and is not intended to be and should not be used by anyone other than these specified parties.

J.E. Slaybaugh & Associates, Inc.

November 27, 2001

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

Board of Commissioners Monroe Metropolitan Housing Authority Woodsfield, Ohio

Compliance

We have audited the compliance of Monroe 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 each of its major federal programs for the year ended June 30, 2000. Monroe Metropolitan Housing Authority's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings. Compliance with the requirements of laws, regulations contracts and grants applicable to each of its major federal programs is the responsibility of the Authority's management. Our responsibility is to express an opinion on Monroe 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; and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations and the provisions of the Public and Indian Housing Compliance Supplement, PIH Notice 97-30. 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 Monroe 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 Monroe Metropolitan Housing Authority's compliance with those requirements.

In our opinion, Monroe Metropolitan Housing Authority complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2000.

Internal Control Over Compliance

The management of Monroe Metropolitan Housing Authority is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the 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.

Report on Compliance and Internal Control 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 for the information and use of management and the Department of Housing and Urban Development and is not intended to be and should not be used by anyone other than these specified parties.

J.E. Slaybaugh & Associates, Inc.

November 27, 2001

SCHEDULE OF FINDINGS

JUNE 30, 2001

PART I - SUMMARY OF AUDITOR'S RESULTS

- 1. The auditor has issued an unqualified opinion on the financial statements of Monroe Metropolitan Housing Authority.
- 2. There were no reportable conditions in internal control disclosed by the audit of the financial statements.
- 3. There was no noncompliance material to the financial statements disclosed by the audit.
- 4. There were no reportable conditions in the internal control over major programs disclosed by the audit.
- 5. The auditor has issued an unqualified opinion on compliance for major programs for Monroe Metropolitan Housing Authority.
- 6. The audit disclosed no audit findings.
- 7. The major programs are:

Section 8 Rental Voucher Program

- 8. The dollar threshold used to distinguish between Type A and Type B programs was \$ 300,000.
- 9. The auditor determined that Monroe Metropolitan Housing Authority qualified as a low-risk auditee.

PART II - FINDINGS RELATED TO THE FINANCIAL STATEMENTS WHICH ARE REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS

1. None

PART III - FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS INCLUDING AUDIT FINDINGS

1. None



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MONROE METROPOLITAN HOUSING AUTHORITY MONROE 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 JANUARY 3, 2002