



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

REGIONAL PLANNING COMMISSION
FAIRFIELD COUNTY

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REPORT OF INDEPENDENT ACCOUNTANTS

Regional Planning Commission
Fairfield County
210 East Main Street
Lancaster, Ohio 43130

To the Board of Commissioners:

We have audited the accompanying financial statements of Regional Planning Commission, Fairfield County, Ohio (the Commission), as of and for the years ended December 31, 2001 and December 31, 2000. These financial statements are the responsibility of the Commission'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.

As discussed in Note 1, the Commission 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 cash balances and reserve for encumbrances of the Commission as of December 31, 2001 and December 31, 2000, and its 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 have also issued our report dated April 2, 2002 on our consideration of the Commission's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

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

JIM PETRO
Auditor of State

April 2, 2002

**REGIONAL PLANNING COMMISSION
FAIRFIELD COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN CASH BALANCES
FOR THE YEAR ENDED DECEMBER 31, 2001**

Cash Receipts:	
Fees Charged to Subdivisions	\$152,165
Charges for Services	365,611
Other Receipts	1,505
	519,281
Total Cash Receipts	519,281
Cash Disbursements:	
Salaries and Fringe Benefits	228,173
Supplies	2,428
Equipment	1,441
Contracts - Repair	1,600
Contracts - Services	261,540
Travel	2,761
Other	6,450
	504,393
Total Disbursements	504,393
Total Receipts Over/(Under) Disbursements	14,888
Cash Balances, January 1, 2001	317,445
Cash Balances, December 31, 2001	\$332,333
Reserve for Encumbrances, December 31, 2001	\$126,938

The notes to the financial statements are an integral part of this statement.

**REGIONAL PLANNING COMMISSION
FAIRFIELD COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN CASH BALANCE
FOR THE YEAR ENDED DECEMBER 31, 2000**

Cash Receipts:	
Fees Charged to Subdivisions	\$294,135
Charges for Services	219,784
Other Receipts	91
	<hr/>
Total Cash Receipts	514,010
	<hr/>
Cash Disbursements:	
Salaries and Fringe Benefits	212,731
Supplies	2,302
Equipment	5,511
Contracts - Repair	2,115
Contracts - Services	267,418
Travel	2,623
Other	9,123
	<hr/>
Total Disbursements	501,823
	<hr/>
Total Receipts Over/(Under) Disbursements	12,187
	<hr/>
Cash Balances, January 1, 2000	305,258
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Cash Balances, December 31, 2000	\$317,445
	<hr/> <hr/>
Reserve for Encumbrances, December 31, 2000	\$187,861
	<hr/> <hr/>

The notes to the financial statements are an integral part of this statement.

**REGIONAL PLANNING COMMISSION
FAIRIFIELD COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001 AND 2000**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The Regional Planning Commission, Fairfield County, Ohio (the Commission) is a body corporate and politic established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The Commission is directed by a 56 member Board. The Board consists of appointed members from each municipality and township within the County. The Commission provides services to townships and municipalities in creating zoning regulations and reviewing subdivision plans to ensure the lots are in accordance with zoning regulations and in accordance with other laws within the County and/or Township. The participating subdivisions are:

Fairfield County	Pleasant Township	Carroll Village
Amanda Township	Richland Township	Baltimore Village
Berne Township	Rush Creek Township	Pleasantville Village
Bloom Township	Violet Township	Rushville Village
Clear Creek Township	Walnut Township	West Rushville Village
Greenfield Township	Amanda Village	Bremen Village
Hocking Township	Sugar Grove Village	Pickerington City
Lancaster City	Canal Winchester Village	Millersport Village
Liberty Township	Lithopolis Village	Thurston Village
Madison Township	Stoutsville Village	

The Commission's management believes these financial statements present all activities for which the Commission 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. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

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

C. Cash and Investments

As required by Ohio Revised Code, the Fairfield County Treasurer is the custodian of the Commission's monies. The Commission's assets are held in the County's cash and investment pool, and are valued at the County Treasurer's reported carrying amount.

**REGIONAL PLANNING COMMISSION
FAIRIFIELD COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001 AND 2000
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

D. Budgetary Process

The Commission adopts a budget annually.

1. Appropriations

The Board annually approves appropriations and subsequent amendments. Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function and object level of control. Unencumbered 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.

3. Encumbrances

The Commission reserves (encumbers) appropriations when commitments are made. Encumbrances outstanding at year end are carried over, and need not be re-appropriated.

A summary of 2001 and 2000 budgetary activity appears in Note 2.

E. Property, Plant and Equipment

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

F. Accumulated Vacation and Sick Leave

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused vacation and sick leave. Unpaid leave is not reflected as a liability under the basis of accounting the Commission uses.

2. BUDGETARY ACTIVITY

Budgetary activity for the years ended December 31, 2001 and December 31, 2000 follows:

2001 Budgeted vs. Actual Receipts

<u>Budgeted Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
\$499,000	\$519,282	\$20,282

**REGIONAL PLANNING COMMISSION
FAIRFIELD COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001 AND 2000
(Continued)**

2. BUDGETARY ACTIVITY (Continued)

2001 Budgeted vs. Actual Budgetary Basis Expenditures

<u>Budgeted Expenditures</u>	<u>Actual Expenditures</u>	<u>Variance</u>
\$683,105	\$631,331	\$51,774

2000 Budgeted vs. Actual Receipts

<u>Budgeted Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
\$533,000	\$514,011	(\$18,989)

2000 Budgeted vs. Actual Budgetary Basis Expenditures

<u>Budgeted Expenditures</u>	<u>Actual Expenditures</u>	<u>Variance</u>
\$752,195	\$689,684	\$62,511

3. RETIREMENT SYSTEM

The Commission's employees 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 2001 and 2000, PERS members contributed 8.5% of their gross salaries. The Commission contributed an amount equal to 13.55 % of participants' gross salaries through June 30, 2000. PERS temporarily reduced employer contributions to 8.13% effective July 1, 2000. The Commission has paid all contributions required through December 31, 2001.

4. RISK MANAGEMENT

Commercial Insurance

The offices and contents used by the Commission are included in Fairfield County's commercial insurance policy. The Commission also provides health insurance and vision coverage to full-time employees through the County's policy.

**REGIONAL PLANNING COMMISSION
FAIRFIELD COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001 AND 2000
(Continued)**

5. CONTINGENT LIABILITIES

The Commission is defendant in a lawsuit. Although the outcome of this suit is not presently determinable, management believes that the resolution of this matter will not materially adversely affect the Commission's financial condition.



**STATE OF OHIO
OFFICE OF THE AUDITOR**

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**REPORT OF INDEPENDENT ACCOUNTANTS ON COMPLIANCE AND ON INTERNAL CONTROL
REQUIRED BY GOVERNMENT AUDITING STANDARDS**

Regional Planning Commission
Fairfield County
210 East Main Street
Lancaster, Ohio 43130

To the Board of Commissioners:

We have audited the financial statements of Regional Planning Commission, Fairfield County, Ohio (the Commission) as of and for the years ended December 31, 2001 and December 31, 2000, and have issued our report thereon dated April 2, 2002. 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 the Commission'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 the Commission'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. However, we noted other matters involving the internal control over financial reporting that do not require inclusion in this report, that we have reported to management of the Commission in a separate letter dated April 2, 2002.

Regional Planning Commission
Fairfield County
Report of Independent Accountants on Compliance and on
Internal Control Required by *Government Auditing Standards*
Page 2

This report is intended solely for the information and use of management and the Board of Commissioners, and is not intended to be and should not be used by anyone other than these specified parties.

JIM PETRO
Auditor of State

April 2, 2002



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REGIONAL PLANNING COMMISSION

FAIRFIELD COUNTY

CLERK'S CERTIFICATION

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

Susan Babbitt

CLERK OF THE BUREAU

**CERTIFIED
MAY 9, 2002**