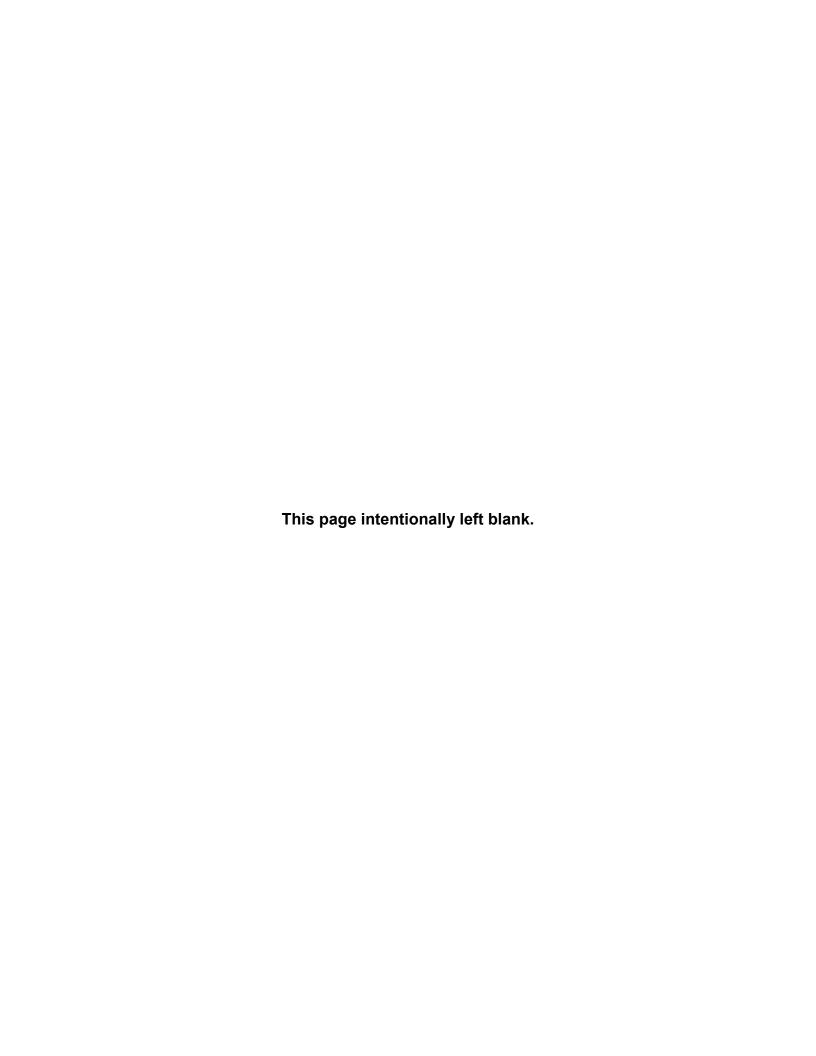




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#### REPORT OF INDEPENDENT ACCOUNTANTS

Village of Fredericktown Knox County 2 East Sandusky Street Fredericktown, Ohio 43019

To the Village Council:

We have audited the accompanying financial statements of the Village of Fredericktown, Knox County, Ohio, (the Village) as of and for the years ended December 31, 2001 and December 31, 2000. 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 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 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 accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of the Village as of December 31, 2001 and December 31, 2000, 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 have also issued our report dated July 30, 2002 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 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.

Village of Fredericktown Knox County Report of Independent Accountants Page 2

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

July 30, 2002

# COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES - ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2001

	Governmental Fund Types			_		
		General		Special Revenue	(Me	Totals morandum Only)
Cash Receipts:						
Property Tax and Other Local Taxes	\$	446,350	\$	-	\$	446,350
Intergovernmental Receipts		94,873		104,387		199,260
Fines, Licenses, and Permits		9,009		-		9,009
Earnings on Investments		7,285		1,298		8,583
Miscellaneous		40,757		7,755		48,512
Total Cash Receipts		598,274		113,440		711,714
Cash Disbursements:						
Current:						
Security of Persons and Property		216,993		-		216,993
Public Health Services		1,920		-		1,920
Leisure Time Activities		178		-		178
Community Environment		2,240		-		2,240
Basic Utility Services		7,130		-		7,130
Transportation		142,172		123,509		265,681
General Government		149,614		268		149,882
Capital Outlay		22,827				22,827
Total Cash Disbursements		543,074		123,777		666,851
Total Cash Receipts Over/(Under) Cash Disbursements		55,200		(10,337)		44,863
Fund Cash Balances, January 1, 2001		29,961		39,918		69,879
Fund Cash Balances, December 31, 2001	\$	85,161	\$	29,581	\$	114,742

# COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES - PROPRIETARY FUND TYPE FOR THE YEAR ENDED DECEMBER 31, 2001

	E	nterprise
Operating Cash Receipts:		
Charges for Services	\$	566,287
Miscellaneous		1,005
Total Operating Cash Receipts		567,292
Operating Cash Disbursements:		
Personal Services		183,972
Contractual Services		42,764
Supplies and Materials		157,098
Capital Outlay		47,130
Total Operating Cash Disbursements		430,964
Operating Income/(Loss)		136,328
Non-Operating Cash Receipts: Interest		6,786
Non-Operating Cash Disbursements:		
Debt Service		122,676
Other Non-Operating Cash Disbursements		93
Total Non-Operating Cash Disbursements		122,769
Net Receipts Over/(Under) Disbursements		20,345
Fund Cash Balances, January 1, 2001		297,610
Fund Cash Balances, December 31, 2001	<u>\$</u>	317,955

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

	Governmental Fund Types			_		
		General		Special Sevenue	(Me	Totals morandum Only)
Cash Receipts:						
Property Tax and Other Local Taxes	\$	375,652	\$	-	\$	375,652
Intergovernmental Receipts		119,565		103,805		223,370
Charges for Services		61		-		61
Fines, Licenses, and Permits		5,195		-		5,195
Earnings on Investments		8,689		-		8,689
Miscellaneous		14,789		20,313		35,102
Total Cash Receipts		523,951		124,118		648,069
Cash Disbursements:						
Current:						
Security of Persons and Property		216,047		7,723		223,770
Public Health Services		1,767		-		1,767
Leisure Time Activities		745		2,498		3,243
Community Environment		2,176		-		2,176
Basic Utility Services		2,993		-		2,993
Transportation		139,466		34,000		173,466
General Government		187,470		-		187,470
Capital Outlay		53,666		83,362		137,028
Total Cash Disbursements		604,330		127,583		731,913
Total Cash Receipts Over/(Under) Cash Disbursements		(80,379)		(3,465)		(83,844)
Fund Cash Balances, January 1, 2000		110,340		43,383		153,723
Fund Cash Balances, December 31, 2000	\$	29,961	\$	39,918	\$	69,879

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

	E	nterprise
Operating Cash Receipts:		
Charges for Services	\$	543,343
Miscellaneous		1,286
Total Operating Cash Receipts		544,629
Operating Cash Disbursements:		
Personal Services		166,059
Contractual Services		48,344
Supplies and Materials		160,848
Capital Outlay		35,964
Total Operating Cash Disbursements		411,215
Operating Income/(Loss)		133,414
Non-Operating Cash Receipts:		
Intergovernmental Receipts		25,000
Other Non-Operating Receipts		8,103
Total Non-Operating Cash Receipts		33,103
Non-Operating Cash Disbursements:		
Debt Service		123,056
Net Receipts Over/(Under) Disbursements		43,461
Fund Cash Balances, January 1, 2000		254,149
Fund Cash Balances, December 31, 2000	\$	297,610

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

#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### A. Description of the Entity

The Village of Fredericktown, Knox County, (the Village) 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 Village is directed by a publicly-elected six-member Council. The Village provides general governmental services, including water and sewer utilities, park operations, and police services.

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. 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. Fund Accounting

The Village uses fund accounting to segregate cash and investments that are restricted as to use. The Village classifies its funds into the following types:

#### 1. 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.

#### 2. Special Revenue Fund

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.

*Permissive Tax Fund* -This fund receives permissive tax funds from the state to be used to maintain the Village's streets.

#### 3. Enterprise Funds

These funds account for operations that are similar to private business enterprises where management intends that the significant costs of providing certain goods or services will be recovered through user charges. The Village had the following significant Enterprise Funds:

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

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

# C. Fund Accounting (Continued)

#### 3. Enterprise Funds (Continued)

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.

#### D. Budgetary Process

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 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 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.

A summary of 2001 and 2000 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 on the accompanying financial statements.

#### F. Unpaid Vacation and Sick Leave

Employees are entitled to cash payments for unused vacation and sick leave in certain circumstances, such as upon leaving employment. Unpaid vacation and sick leave are not reflected as liabilities under the cash basis of accounting used by the Village.

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

#### 2. EQUITY IN POOLED CASH

The Village maintains a cash 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:

	2001	2000
Demand deposits	\$432,697	\$367,489

**Deposits:** Deposits are either insured by the Federal Depository Insurance Corporation or collateralized by the financial institution's public entity deposit pool.

#### 3. BUDGETARY ACTIVITY

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

2001 Budgeted vs. Actual Receipts

200 : Zungoton to: / totan: / tooo.pto					
	Budgeted	Actual	_		
Fund Type	Receipts	Receipts	Variance		
General	\$562,855	\$598,274	\$35,419		
Special Revenue	109,877	113,440	3,563		
Enterprise	552,000	574,078	22,078		
Total	\$1,224,732	\$1,285,792	\$61,060		

2001 Budgeted vs. Actual Budgetary Basis Expenditures

	Appropriation	Budgetary	_
Fund Type	Authority	Expenditures	Variance
General	\$592,800	\$543,074	\$49,726
Special Revenue	141,280	123,777	17,503
Enterprise	848,600	553,733	294,867
Total	\$1,582,680	\$1,220,584	\$362,096

2000 Budgeted vs. Actual Receipts

	,		
	Budgeted	Actual	
Fund Type	Receipts	Receipts	Variance
General	\$528,354	\$523,951	(\$4,403)
Special Revenue	106,377	124,118	17,741
Enterprise	684,000	577,732	(106,268)
Total	\$1,318,731	\$1,225,801	(\$92,930)

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

### 3. BUDGETARY ACTIVITY (Continued)

2000 Budgeted vs. Actual Budgetary Basis Expenditures

	Appropriation	Budgetary	
Fund Type	Authority	Expenditures	Variance
General	\$608,819	\$604,330	\$4,489
Special Revenue	141,642	127,583	14,059
Enterprise	782,250	534,271	247,979
Total	\$1,532,711	\$1,266,184	\$266,527

#### 4. PROPERTY TAX

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

Tangible personal property tax is assessed by the property owners, who must file a list of such property to the County by each April 30.

The County is responsible for assessing property, and for billing, collecting, and distributing all property taxes on behalf of the Village.

## 5. LOCAL INCOME TAX

The Village levies a municipal income tax of 1 percent on substantially all earned income arising from employment, residency, or business activities within the Village as well as certain income of residents earned outside of the Village.

Employers within the Village withhold income tax on employee compensation and remit the tax to the Village either monthly or quarterly, as required. Corporations and other individual taxpayers pay estimated taxes quarterly and file a declaration annually.

Dringinal

Interest Date

#### 6. DEBT

Debt outstanding at December 31, 2001 was as follows:

	r milcipai	IIILEI ESLINALE
Ohio Water Development Authority Loan #0542S	\$5,620	7%
Ohio Water Development Authority Loan #0542	87,585	7%
Ohio Water Development Authority Loan #2041	85,896	8%
USDA Bonds	811,000	5%
Ohio Public Works Commission Loan	168,000	0%
Total	\$1,158,101	

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

### 6. DEBT (Continued)

The Ohio Water Development Authority (OWDA) loans relate to a water and sewer plant expansion project that was mandated by the Ohio Environmental Protection Agency. The loan from the Ohio Public Works Commission (OPWC) relates to the construction of a water treatment plant. Repayment of this note started in 1998.

The United States Department of Agriculture (USDA) Revenue Bonds were issued in 1998 for a water treatment plant expansion.

The General Obligation Bonds are collateralized by the Village's taxing authority. Revenue bonds are collateralized by fees assessed to the Village utility customers.

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

Year ending December 31:	OWDA Loan #0542	OWDA Loan #0542S	OWDA Loan #2041	Ohio Public Works	USDA Bonds
2002	¢20 506	¢2 200	¢22 200	¢10 500	¢46 522
	\$39,586	\$2,388	\$23,299	\$10,500	\$46,523
2003	39,586	2,388	23,299	10,500	\$47,143
2004	19,793	1,194	23,299	10,500	\$46,715
2005			23,299	10,500	\$47,287
2006			11,648	10,500	\$46,812
Subsequent				116,000	\$1,503,817
Total	\$98,965	\$5,970	\$104,844	\$168,500	\$1,738,297

### 7. RETIREMENT SYSTEMS

The Village's law enforcement officers belong to the Ohio Police and Fire Pension Funds (OP&F). Other full-time employees belong to the Public Employees Retirement System (PERS) of Ohio. OP&F and PERS are cost-sharing, multiple-employer plans. These plans provide retirement benefits, including 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, OP&F participants contributed 10% of their wages. The Village contributed an amount equal to 19.5% of police participant wages. PERS members contributed 8.5% of their wages. The Village contributed an amount equal to 13.55% of participants' gross salaries for 2001 and from January 1, 2000 through June 30, 2000. PERS temporarily reduced the employer contribution rate to 8.13%, effective July 1, 2000 through December 31, 2000. The Village has paid all contributions required through December 31, 2001.

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

#### 8. Risk Pool Membership

The Village belongs to the Ohio Government Risk Management Plan (the "Plan"), an unincorporated non-profit association with over 600 governmental entity members providing a formalized, jointly administered self-insurance risk management program and other administrative services.

Pursuant to Section 2744.081 of the Ohio Revised Code, the Plan is deemed a separate legal entity. The Plan provides property, liability, errors and omissions, law enforcement, automobile, excess liability, crime, surety and bond, inland marine and other coverages, modified for each member's needs. The Plan pays judgments, settlements and other expenses resulting from covered claims that exceed the member's deductible.

The Plan uses conventional insurance coverages and reinsures these coverages 100%, rather than using a risk pool of member funds to pay individual and collective losses. Therefore, the individual members are only responsible for their self-retention (deductible) amounts which vary from member to member.

#### 9. CUSTODIANS OF OTHER VILLAGE ASSETS

The following funds are maintained by custodians, as legally required. These assets, and the related receipts and disbursements, are not reflected in the accompanying financial statements.

## **Deferred Compensation Assets**

Certain employees may elect to participate in the Aetna Deferred Compensation Program (the Program.) Amounts withheld from these employees are tax deferred, and are invested by the Program, as directed by the employees.



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

Village of Fredericktown Knox County 2 East Sandusky Street Fredericktown, Ohio 43019

To the Village Council:

We have audited the accompanying financial statements of the Village of Fredericktown, Knox County, Ohio (the Village) as of and for the years ended December 31, 2001 and December 31, 2000, and have issued our report thereon dated July 30, 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 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 audit and, accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance that is required to be reported under *Government Auditing Standards*, which is described in the accompanying schedule of findings as item 2001-30642-001. We also noted a certain immaterial instance of noncompliance that we have reported to management of the Village in a separate letter dated July 30, 2002.

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

In planning and performing our audit, 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. However, we noted a certain matter involving the internal control over financial reporting and its operation that we consider to be a reportable condition. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting, that, in our judgment, could adversely affect the Village's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. The reportable condition is described in the accompanying schedule of findings as item 2001-30642-002.

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.

Village of Fredericktown
Knox County
Report of Independent Accountants on Compliance and on Internal Control
Required by Government Auditing Standards
Page 2

Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we do not believe the reportable condition described above is a material weakness. We also noted a certain other matter involving the internal control over financial reporting that does not require inclusion in this report, that we have reported to management of the Village in a separate letter dated July 30, 2002.

This report is intended solely 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 specified parties.

JIM PETRO
Auditor of State

July 30, 2002

## SCHEDULE OF FINDINGS DECEMBER 31, 2001 AND 2000

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

#### FINDING NUMBER 2001-30642-001

#### Finding for Recovery - Repaid While Under Audit

In accordance with Village salary ordinances 1999-8, (Includes January – March 2000) and 2000-20 (Includes April – December 2000), the Village Clerk-Treasurer should have been paid the following for calendar year 2000:

TIME PERIOD	Approved per Ordinances	Dollar Amount Paid	Dollar Amount Overpaid
Jan – March 2000	\$2,500		
April – December			
2000	\$9,000		
TOTAL	\$11,500.00	\$12,000	\$500

As a result of the foregoing facts, and pursuant to Ohio Rev. Code Section 117.28, a Finding for Recovery for public money illegally expended is hereby issued against Ray Davis, Fredericktown Village Clerk-Treasurer, and Ohio Government Risk Management Plan, his bonding company, in the amount of five hundred dollars (\$500) and in favor of the Village's General Fund.

The overpayment of \$500 was repaid to the Village's General Fund on July 31, 2002 as a reduction of the Clerk-Treasurer's monthly salary.

#### **FINDING NUMBER 2001-30642-002**

The Village should maintain an accounting system and accounting records sufficient to enable the Village to; identify, record and report its transactions.

The current accounting software maintained by the Village does not allow the Village Clerk-Treasurer to post individual encumbrances against expenditure accounts which should reduce the unencumbered balance each time an encumbrance is posted to the accounting system. Thus, Village management can not monitor expenditures plus encumbrances against total appropriations throughout the year.

Appropriation accounts established by the Village should be listed separately. The Village should post to each appropriation account the amount appropriated in the annual appropriation resolution. Each encumbrance and expenditure charge against the appropriation account should be posted and subtracted from the appropriated balance producing a declining unencumbered balance.

The Village's current accounting software is not designed to meet all governmental accounting needs and it reduces management's ability top monitor all Village transactions. Village officials should consider accounting software that is designed for governmental accounting and allows for the posting of all budgetary transactions so that appropriate monitoring can be accomplished by management.

# SCHEDULE OF PRIOR AUDIT FINDINGS DECEMBER 31, 1999

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <b>Explain</b> :
1999-30642-001	Ohio Admin Code 117-2-2, maintaining an appropriation ledger	No	Not corrected, see 2001-30642-002;



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# VILLAGE OF FREDERICKTOWN

# **KNOX 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 AUGUST 20, 2002