



**JIM PETRO**  
**AUDITOR OF STATE**  

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**STATE OF OHIO**



VILLAGE OF METAMORA  
FULTON COUNTY

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## REPORT OF INDEPENDENT ACCOUNTANTS

Village of Metamora  
Fulton County  
114 East Main Street  
P.O. Box 299  
Metamora, Ohio 43540-0299

To the Village Council:

We have audited the accompanying financial statements of the Village of Metamora (the Village) as of and for the years ended December 31, 2001 and 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 generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances and reserves for encumbrances of the Village as of December 31, 2001 and 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 June 17, 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 Metamora  
Fulton County  
Report of Independent Accountants  
Page 2

This report is intended solely for the information and use of the finance committee, 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.

A handwritten signature in black ink, appearing to read "Jim Petro". The signature is stylized with a large, looping initial "J" and a long horizontal stroke extending to the right.

**Jim Petro**  
Auditor of State

June 17, 2002

**VILLAGE OF METAMORA  
FULTON COUNTY**

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

	<u>Governmental Fund Types</u>			<b>Totals (Memorandum Only)</b>
	<u>General</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	
<b>Cash Receipts:</b>				
Property Tax and Other Local Taxes	\$197,692			\$197,692
Intergovernmental Receipts	82,477	\$25,084		107,561
Charges for Services	1,025			1,025
Fines, Licenses, and Permits	1,587			1,587
Earnings on Investments	13,567	3,392		16,959
Miscellaneous	5,943	116		6,059
Total Cash Receipts	<u>302,291</u>	<u>28,592</u>		<u>330,883</u>
<b>Cash Disbursements:</b>				
Current:				
Security of Persons and Property	11,769			11,769
Leisure Time Activities	14,689			14,689
Community Environment	1,365			1,365
Transportation		8,430		8,430
General Government	117,791			117,791
Capital Outlay	53,898	3,844	\$3,145	60,887
Total Cash Disbursements	<u>199,512</u>	<u>12,274</u>	<u>3,145</u>	<u>214,931</u>
Total Cash Receipts Over/(Under) Cash Disbursements	<u>102,779</u>	<u>16,318</u>	<u>(3,145)</u>	<u>115,952</u>
<b>Other Financing Receipts and (Disbursements):</b>				
Sale of Fixed Assets	7,408			7,408
Transfers-Out	(98,512)			(98,512)
Total Other Financing Receipts/(Disbursements)	<u>(91,104)</u>			<u>(91,104)</u>
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	11,675	16,318	(3,145)	24,848
Fund Cash Balances, January 1	<u>231,275</u>	<u>29,853</u>	<u>3,145</u>	<u>264,273</u>
<b>Fund Cash Balances, December 31</b>	<u><b>\$242,950</b></u>	<u><b>\$46,171</b></u>		<u><b>\$289,121</b></u>
Reserves for Encumbrances, December 31	<u>\$9,500</u>	<u>\$480</u>		<u>\$9,980</u>

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

**VILLAGE OF METAMORA  
FULTON COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES - ENTERPRISE FUNDS  
FOR THE YEAR ENDED DECEMBER 31, 2001**

	<b>Enterprise</b>
<b>Operating Cash Receipts:</b>	
Charges for Services	\$250,716
Miscellaneous	2,791
	253,507
<b>Operating Cash Disbursements:</b>	
Personal Services	98,885
Travel Transportation	2,652
Contractual Services	447,597
Supplies and Materials	14,983
Capital Outlay	42,602
	606,719
Operating Loss	(353,212)
<b>Non-Operating Cash Receipts:</b>	
Property Tax and Other Local Taxes	13,000
Intergovernmental Receipts	303,597
	316,597
<b>Non-Operating Cash Disbursements:</b>	
Debt Service	111,570
	111,570
Excess of Cash Receipts (Under) Cash Disbursements Before Interfund Transfers	(148,185)
Transfers-In	158,270
Transfers-Out	(59,758)
Net Disbursements Over Receipts	(49,673)
Fund Cash Balances, January 1	205,600
<b>Fund Cash Balances, December 31</b>	<b>\$155,927</b>
Reserve for Encumbrances, December 31	\$23,130

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

**VILLAGE OF METAMORA  
FULTON COUNTY**

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

	<u>Governmental Fund Types</u>			<b>Totals (Memorandum Only)</b>
	<u>General</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	
<b>Cash Receipts:</b>				
Property Tax and Other Local Taxes	\$202,773			\$202,773
Intergovernmental Receipts	47,272	\$24,390	\$35,000	106,662
Charges for Services	975			975
Fines, Licenses, and Permits	672			672
Earnings on Investments	13,604	3,401		17,005
Miscellaneous	1,472			1,472
	<hr/>	<hr/>	<hr/>	<hr/>
Total Cash Receipts	266,768	27,791	35,000	329,559
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Cash Disbursements:</b>				
Current:				
Security of Persons and Property	10,751			10,751
Leisure Time Activities	10,393			10,393
Community Environment	1,707			1,707
Transportation		18,561		18,561
General Government	101,981			101,981
Capital Outlay	8,330		42,016	50,346
	<hr/>	<hr/>	<hr/>	<hr/>
Total Cash Disbursements	133,162	18,561	42,016	193,739
	<hr/>	<hr/>	<hr/>	<hr/>
Total Cash Receipts Over/(Under) Cash Disbursements	133,606	9,230	(7,016)	135,820
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Other Financing Receipts and (Disbursements):</b>				
Transfers-In			10,000	10,000
Transfers-Out	(121,772)			(121,772)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Other Financing Receipts/(Disbursements)	(121,772)		10,000	(111,772)
	<hr/>	<hr/>	<hr/>	<hr/>
Excess of Cash Receipts and Other Financing Receipts Over Cash Disbursements and Other Financing Disbursements	11,834	9,230	2,984	24,048
	<hr/>	<hr/>	<hr/>	<hr/>
Fund Cash Balances, January 1	219,441	20,623	161	240,225
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Fund Cash Balances, December 31</b>	<b><u>\$231,275</u></b>	<b><u>\$29,853</u></b>	<b><u>\$3,145</u></b>	<b><u>\$264,273</u></b>
	<hr/>	<hr/>	<hr/>	<hr/>
Reserves for Encumbrances, December 31		\$4,000	\$225	\$4,225
	<hr/>	<hr/>	<hr/>	<hr/>

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

**VILLAGE OF METAMORA  
FULTON COUNTY**

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

	<b>Enterprise</b>
<b>Operating Cash Receipts:</b>	
Charges for Services	\$267,741
Miscellaneous	1,527
	<u>269,268</u>
<b>Operating Cash Disbursements:</b>	
Personal Services	89,270
Travel Transportation	1,912
Contractual Services	156,964
Supplies and Materials	16,229
Capital Outlay	47,861
	<u>312,236</u>
Operating Loss	<u>(42,968)</u>
<b>Non-Operating Cash Receipts:</b>	
Property Tax and Other Local Taxes	13,426
Intergovernmental Receipts	79,816
	<u>93,242</u>
<b>Non-Operating Cash Disbursements:</b>	
Debt Service	<u>113,670</u>
Total Non-Operating Cash Disbursements	<u>113,670</u>
Excess of Cash Receipts (Under) Cash Disbursements Before Interfund Transfers	(63,396)
Transfers-In	171,531
Transfers-Out	(59,759)
	<u>48,376</u>
Net Receipts Over Disbursements	48,376
Fund Cash Balances, January 1	<u>157,224</u>
<b>Fund Cash Balances, December 31</b>	<b><u>\$205,600</u></b>
Reserve for Encumbrances, December 31	<u>\$65,589</u>

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

**VILLAGE OF METAMORA  
FULTON COUNTY**

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

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Description of the Entity**

The Village of Metamora (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 government services, water and sewer utilities, and park operations (leisure time activities). The Village contracts with the Fulton County Sheriff's department to provide security of persons and property.

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. Cash and Investments**

Investments are reported as assets. Accordingly, purchases of investments are not recorded as disbursements, and sales of investments are not recorded as receipts. Gains or losses at the time of sale are recorded as receipts or disbursements, respectively.

Certificates of deposit are valued at cost. The investment in STAR Ohio is reported at amounts as reported by STAR Ohio.

**D. 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:

**VILLAGE OF METAMORA  
FULTON COUNTY**

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

*Street Construction, Maintenance and Repair Fund* - This fund receives gasoline tax and motor vehicle tax money for constructing, maintaining and repairing Village streets.

*Permissive Motor Vehicle License Tax Fund* - This fund receives permissive motor vehicle license tax money for constructing, maintaining and repairing Village streets.

**3. Capital Project Funds**

These funds are used to account for receipts that are restricted for the acquisition or construction of major capital projects (except those financed through enterprise or trust funds). The Village had the following significant capital project funds:

*Capital Improvement Fund* - This fund received proceeds from Community Development Block Grant (CDBG) funds used to construct a new water tower.

**4. 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:

*Water Fund* - This fund receives charges for services from residents to cover the cost of providing this utility.

*Enterprise Debt Service Fund* - This fund is used to accumulate resources for the payment of bonds and note indebtedness incurred for utility improvement projects.

*Utility Improvement Fund* - This fund receives loan proceeds from the Ohio Water Development Authority to finance a utility plant expansion.

**E. 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. 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. The County Budget Commission must also approve estimated resources.

**VILLAGE OF METAMORA  
FULTON COUNTY**

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

**3. Encumbrances**

The Ohio Revised Code requires the Village to reserve (encumber) appropriations when commitments are made. Encumbrances outstanding at year end are carried over, and need not be reappropriated.

A summary of 2001 and 2000 budgetary activity appears in Note 3.

**F. 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.

**G. Accumulated Leave**

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. Unpaid leave is not reflected as a liability under the Village's basis of accounting.

**2. EQUITY IN POOLED CASH AND INVESTMENTS**

The Village maintains a cash and investments pool used by all funds. The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of cash and investments at December 31 was as follows:

	2001	2000
Demand deposits	\$225,344	\$239,259
Certificates of deposit	104,725	120,605
Total deposits	330,069	359,864
 STAR Ohio	 114,979	 110,009
Total deposits and investments	\$445,048	\$469,873

**Deposits:** Deposits are either (1) insured by the Federal Depository Insurance Corporation, or (2) collateralized by securities specifically pledged by the financial institution to the Village.

**Investments:** Investments in STAR Ohio are not evidenced by securities that exist in physical or book-entry form.

**3. BUDGETARY ACTIVITY**

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

**VILLAGE OF METAMORA  
FULTON COUNTY**

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

2001 Budgeted vs. Actual Receipts

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$287,720	\$309,699	\$21,979
Special Revenue	26,470	28,592	2,122
Enterprise	913,728	728,374	(185,354)
Total	\$1,227,918	\$1,066,665	(\$161,253)

2001 Budgeted vs. Actual Budgetary Basis Expenditures

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$518,995	\$307,524	\$211,471
Special Revenue	56,322	12,754	43,568
Capital Projects	3,145	3,145	
Enterprise	1,119,329	801,177	318,152
Total	\$1,697,791	\$1,124,600	\$573,191

2000 Budgeted vs. Actual Receipts

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$245,830	\$266,768	\$20,938
Special Revenue	26,170	27,791	1,621
Capital Projects	493,056	45,000	(448,056)
Enterprise	833,220	534,041	(299,179)
Total	\$1,598,276	\$873,600	(\$724,676)

2000 Budgeted vs. Actual Budgetary Basis Expenditures

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$464,911	\$254,934	\$209,977
Special Revenue	46,793	22,561	24,232
Capital Projects	50,161	42,241	7,920
Enterprise	984,200	551,254	432,946
Total	\$1,546,065	\$870,990	\$675,075

**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.

**VILLAGE OF METAMORA  
FULTON COUNTY**

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

Public utilities are also taxed on personal and real property located within the Village.

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. Central Collection Agency (CCA) provides income tax collection services for the Village.

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

**6. DEBT**

Debt outstanding at December 31, 2001 was as follows:

	<u>Principal</u>	<u>Interest Rate</u>
Ohio Water Development Authority Loan	\$328,357	6.75%
General Obligation Bonds	175,000	6.00%
Ohio Public Works Commission	<u>233,942</u>	4.00%
Total	<u><u>\$737,299</u></u>	

The Ohio Water Development Authority (OWDA) and the Ohio Public Works Commission (OPWC) loans relate to a sanitary sewer system interceptor and a sludge lagoon system mandated by the Ohio Environmental Protection Agency. The OWDA loan will be repaid in semiannual installments of \$20,396, including interest, over 20 years. The OPWC loan will be repaid in semiannual installments of \$11,983, including interest, over 20 years.

The General Obligation Bonds relate to improving the Village's waterworks system by expanding and upgrading its water treatment plant. The Bonds will be repaid in quarterly installments with a fixed principal amount of \$8,750 and a declining interest amount, over 10 years.

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

**VILLAGE OF METAMORA  
FULTON COUNTY**

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

Year ending December 31:	OWDA Loan	General Obligation Bonds	OPWC Loan
2002	\$40,792	\$44,713	\$23,965
2003	40,792	42,613	23,965
2004	40,792	40,513	23,965
2005	40,792	38,412	23,965
2006	40,792	36,312	23,965
2007 - 2011	203,960		119,826
2012 - 2014	81,584		59,914
Total	<u>\$489,504</u>	<u>\$202,563</u>	<u>\$299,565</u>

**7. RETIREMENT SYSTEMS**

All 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 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.

**8. RISK MANAGEMENT**

**Risk Pool Membership**

The Village is a member of the Ohio Government Risk Management Plan (the Pool). The Pool assumes the risk of loss up to the limits of the Village's policy. The Pool may make supplemental assessments if the experience of the overall pool is unfavorable. The Pool covers the following risks:

- General liability and casualty;
- Public official's liability; and
- Vehicle.

The Pool reported the following summary for the years available of assets and actuarially-measured liabilities available to pay those liabilities as of December 31:

	2000	1999
Cash and investments	\$6,399,895	\$6,145,036
Actuarial liabilities	\$1,391,039	\$1,739,584
Members Equity	\$5,008,856	\$4,405,452



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

Village of Metamora  
Fulton County  
114 East Main Street  
P.O. Box 299  
Metamora, Ohio 43540-0299

To the Village Council:

We have audited the accompanying financial statements of the Village of Metamora (the Village) as of and for the years ended December 31, 2001 and 2000, and have issued our report thereon dated June 17, 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 no instances of noncompliance that are required to be reported under *Government Auditing Standards*. However, we noted a certain immaterial instance of noncompliance that we have reported to management of the Village in a separate letter dated June 17, 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. 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 Village in a separate letter dated June 17, 2002.

Village of Metamora  
Fulton 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 the finance committee, management and Village Council, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink, appearing to read "Jim Petro". The signature is stylized with a large, looping initial "J" and a horizontal line extending to the right.

**Jim Petro**  
Auditor of State

June 17, 2002



STATE OF OHIO  
OFFICE OF THE AUDITOR  

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JIM PETRO, AUDITOR OF STATE

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**VILLAGE OF METAMORA**

**FULTON 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  
JULY 11, 2002**