



TABLE OF CONTENTS

TITLE	PAGE
Independent Accountants' Report	1
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances - All Governmental Fund Types - For the Year Ended December 31, 2002	3
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balance - Proprietary Fund Type - For the Year Ended December 31, 2002	4
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances - All Governmental Fund Types - For the Year Ended December 31, 2001	5
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balance – Proprietary Fund Type – For the Year Ended December 31, 2001	6
Notes to the Financial Statements	7
Independent Accountants' Report on Compliance and on Internal Control Required by Government Auditing Standards	13
Schedule of Findings	15
Schedule of Prior Audit Findings	16





INDEPENDENT ACCOUNTANTS' REPORT

Village of Prospect Marion County 139 N. Main Street Prospect, Ohio 43342-0186

To the Village Council:

We have audited the accompanying financial statements of the Village of Prospect, Marion County, Ohio, (the Village) as of and for the years ended December 31, 2002, and December 31, 2001. 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 described 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 and reserves for encumbrances of the Village of Prospect, Marion County, Ohio, as of December 31, 2002, and December 31, 2001, 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, 2003, 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.

35 N. Fourth St. / Second Floor / Columbus, OH 43215 Telephone: (614) 466-3402 (800) 443-9275 Fax: (614) 728-7199 www.auditor.state.oh.us Village of Prospect Marion County Independent Accountants' Report Page 2

Betty Montgomery

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

BETTY MONTGOMERY

Auditor of State

June 17, 2003

COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES - ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2002

	Governmental Fund Types			
	General	Special Revenue	Debt Service	Totals (Memorandum Only)
Cash Receipts:				
Local Taxes	\$50,187	\$20,535	\$0	\$70,722
Other Tax Revenue	31,919	0	0	31,919
Intergovernmental Receipts	42,185	48,964	0	91,149
Fines, Licenses, and Permits	9,620	0	0	9,620
Earnings on Investments	23,865	337	0	24,202
Miscellaneous	668	0	0	668
Total Cash Receipts	158,444	69,836	0	228,280
Cash Disbursements:				
Current:	24.200	0	0	24.200
Security of Persons and Property	34,268	0	0	34,268
Public Health Services	5,352 0	126.706	0	5,352 126,796
Transportation General Government	80,588	126,796	0	•
Debt Service:	00,300	0	U	80,588
Principal Payments	0	0	649,708	649,708
Interest Payments	0	0	36,929	36,929
interest i dyments			30,323	30,323
Total Cash Disbursements	120,208	126,796	686,637	933,641
Total Cash Receipts Over/(Under) Cash Disbursements	38,236	(56,960)	(686,637)	(705,361)
Other Financing Receipts and (Disbursements):				
Sale of Notes	0	0	539,500	539,500
Transfers-In	0	51,500	63,657	115,157
Transfers-Out	(54,500)	0	0	(54,500)
Total Other Financing Receipts/(Disbursements)	(54,500)	51,500	603,157	600,157
Excess of Cash Receipts and Other Financing				
Receipts (Under) Cash Disbursements and Other Financing Disbursements	(16,264)	(5,460)	(83,480)	(105,204)
Fund Cash Balances, January 1	170,781	21,031	176,239	368,051
Fund Cash Balances, December 31	\$154,517	\$15,571	\$92,759	\$262,847
Reserves for Encumbrances, December 31	\$4,347	\$1,073	\$0	\$5,420

COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCE - PROPRIETARY FUND TYPE FOR THE YEAR ENDED DECEMBER 31, 2002

	Enterprise
Operating Cash Receipts:	
Charges for Services	\$958,342
Miscellaneous	13,611
Total Operating Cash Receipts	971,953
Operating Cash Disbursements:	
Personal Services	213,483
Fringe Benefits	75,851
Contractual Services	494,747
Supplies and Materials	44,864
Other	2,610
Capital Outlay	97,888
Total Operating Cash Disbursements	929,443
Operating Income	42,510
Non-Operating Cash Receipts/(Disbursements)	
Transfers-In	3,000
Transfers-Out	(63,657)
Total Non-Operating Cash Receipts/(Disbursements)	(60,657)
Net Receipts Under Disbursements	(18,147)
Fund Cash Balances, January 1	951,738
Fund Cash Balances, December 31	\$933,591
Reserve for Encumbrances, December 31	\$8,283

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	Debt Service	Totals (Memorandum Only)
Cash Receipts:				
Local Taxes	\$48,852	\$17,713	\$0	\$66,565
Other Tax Revenue	17,107	0	0	17,107
Intergovernmental Receipts	53,760	48,973	0	102,733
Fines, Licenses, and Permits	9,995	0	0	9,995
Earnings on Investments	54,951	714	0	55,665
Miscellaneous	240	2,419	0	2,659
Total Cash Receipts	184,905	69,819	0	254,724
Cash Disbursements: Current:				
Security of Persons and Property	27,319	0	0	27,319
Public Health Services	4,820	0	0	4,820
Transportation	0	118,064	0	118,064
General Government	122,028	. 0	0	122,028
Debt Service:	,			,
Principal Payments	0	0	398,097	398,097
Interest Payments	0	0	35,146	35,146
Total Cash Disbursements	154,167	118,064	433,243	705,474
Total Receipts Over/(Under) Disbursements	30,738	(48,245)	(433,243)	(450,750)
Other Financing Receipts and (Disbursements):				
Sale of Notes	0	0	302,000	302,000
Transfers-In	0	51,000	158,155	209,155
Transfers-Out	(51,000)	0	0	(51,000)
Total Other Financing Receipts/(Disbursements)	(51,000)	51,000	460,155	158,155
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements				
and Other Financing Disbursements	(20,262)	2,755	26,912	(292,595)
Fund Cash Balances, January 1	191,043	18,276	149,327	358,646
Fund Cash Balances, December 31	\$170,781	\$21,031	\$176,239	\$66,051
Reserves for Encumbrances, December 31	\$818	\$1,430	\$0	\$2,248

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

	Enterprise
Operating Cash Receipts:	
Charges for Services	\$942,543
Miscellaneous	14,483
Total Operating Cash Receipts	957,026
Operating Cash Disbursements:	
Personal Services	198,195
Fringe Benefits	60,702
Contractual Services	379,591
Supplies and Materials	47,792
Other	949
Capital Outlay	78,866
Total Operating Cash Disbursements	766,095
Operating Income	190,931
Non-Operating Cash Receipts/(Disbursements)	
Sale of Fixed Assets	6,000
Transfers-Out	(158,155)
Total Non-Operating Cash Receipts/(Disbursements)	(152,155)
Net Receipts Over Disbursements	38,776
Fund Cash Balances, January 1	912,962
Fund Cash Balances, December 31	<u>\$951,738</u>
Reserve for Encumbrances, December 31	<u>\$13,531</u>

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2002 AND 2001

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The Village of Prospect, Marion County, Ohio, (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 electric and sewer utilities and park operations. The Village contracts with the Marion 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 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.

The investment in STAR Ohio is recorded at share values reported by the State Treasurer.

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 Funds

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 license tax money for constructing, maintaining and repairing Village streets.

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2002 AND 2001 (Continued)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Fund Accounting (Continued)

2. Special Revenue Funds (Continued)

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

3. Debt Service Funds

These funds are used to accumulate resources for the payment of bonds and note indebtedness. The Village had the following significant debt service fund:

Bond Retirement Fund (Waste Water Treatment Plant) – This fund receives transfers from the Sewer fund for the purpose of retiring related debt.

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:

Electric Operating Fund – This fund receives charges for services from residents to cover the cost of providing this utility.

Solid Waste Operating Fund – This fund receives charges for services from residents to cover the cost of providing this service.

Sewer Operating Fund – This fund receives charges for services from residents to cover the cost of providing this utility.

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.

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2002 AND 2001 (Continued)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. Budgetary Process (Continued)

3. Encumbrances

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

A summary of 2002 and 2001 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.

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:

	2002	2001
Deposits	\$40,301	\$21,384
STAR Ohio	1,156,137	1,298,405
Total deposits and investments	\$1,196,438	\$1,319,789

Deposits: Deposits are either insured by the Federal Depository Insurance Corporation or 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 ended December 31, 2002 and December 31, 2001 follows:

	Budgeted	Actual	
Fund Type	Receipts	Receipts	Variance
General	\$174,278	\$158,444	(\$15,834)
Special Revenue	117,351	121,336	3,985
Debt Service	362,744	603,157	240,413
Enterprise	909,564	974,953	65,389
Total	\$1,563,937	\$1,857,890	\$293,953

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2002 AND 2001 (Continued)

3. **BUDGETARY ACTIVITY (Continued)**

2002 Budgeted vs. Actual Budgetary Basis Expenditures

	Appropriation	Budgetary	
Fund Type	Authority	Expenditures	Variance
General	\$347,998	179,055	\$168,943
Special Revenue	137,316	127,869	9,447
Debt Service	538,982	686,637	(147,655)
Enterprise	1,867,865	1,001,383	866,482
Total	\$2,892,161	\$1,994,944	\$897,217

2001 Budgeted vs. Actual Receipts

	Budgeted	Actual	
Fund Type	Receipts	Receipts	Variance
General	\$175,389	\$184,905	\$9,516
Special Revenue	115,875	120,819	4,944
Debt Service	160,000	158,155	(1,845)
Enterprise	783,000	963,026	180,026
Total	\$1,234,264	\$1,426,905	\$192,641

2001 Budgeted vs. Actual Budgetary Basis Expenditures

	Appropriation	Budgetary	_
Fund Type	Authority	Expenditures	Variance
General	\$368,619	\$205,985	\$162,634
Special Revenue	131,963	119,494	12,469
Debt Service	309,326	131,243	178,083
Enterprise	1,695,959	937,781	758,178
Total	\$2,505,867	\$1,394,503	\$1,111,364

4. PROPERTY TAX

Real property taxes become a lien on January 1 preceding the October 1 date for which rates are adopted by the 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.

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

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2002 AND 2001 (Continued)

4. PROPERTY TAX (Continued)

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. Debt

Debt outstanding at December 31, 2002 was as follows:

	Principal	Interest Rate
AMP-Ohio Bond Anticipation Note	\$239,500	2.50%
Waste Water Treatment Plant		
Bond Anticipation Note	300,000	2.55%
Total	\$539,500	

The AMP-Ohio Bond Anticipation Note relates to the acquisition and installation of a backup power generator. Revenue of the utility facilities has been pledged to repay this debt.

The Waste Water Treatment Plant Bond Anticipation Note was obtained to finance sewer system improvements. Revenue of the utility facilities has been pledged to repay this debt.

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

			Waste V	Vater
Year Ending	AMP-Ohio Bor	nd Anticipation	Treatment P	lant Bond
December 31,	Notes		Anticipation Notes	
	Principal	<u>Interest</u>	Principal	Interest
2003	\$239,500	\$6,066	\$300,000	\$7,650

6. RETIREMENT SYSTEM

The Village'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 2002 and 2001, PERS members contributed 8.5% of their gross salaries. The Village contributed an amount equal to 13.55% of participants' gross salaries for 2001 and 2002.

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2002 AND 2001 (Continued)

7. RISK MANAGEMENT

Commercial Insurance

The Village has obtained commercial insurance for the following risks:

- Comprehensive property and general liability;
- Vehicles; and
- Errors and omissions.



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

Village of Prospect Marion County 139 N. Main Street Prospect, Ohio 43342-0186

To the Village Council:

We have audited the accompanying financial statements of the Village of Prospect, Marion County, Ohio, (the Village) as of and for the years ended December 31, 2002, and December 31, 2001, and have issued our report thereon dated June 17, 2003. 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 2002-001. We also noted certain immaterial instances of noncompliance that we have reported to management of the Village in a separate letter dated June 17, 2003.

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, 2003.

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Marion County
Independent Accountants' Report 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 Village Council, and is not intended to be and should not be used by anyone other than these specified parties.

BETTY MONTGOMERY

Betty Montgomery

Auditor of State

June 17, 2003

SCHEDULE OF FINDINGS DECEMBER 31, 2002 AND 2001

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

Finding Number	2002-001
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Certification of Expenditures

Ohio Rev. Code Section 5705.41(D), states no contracts or orders involving the expenditure of money are to be made unless there is attached thereto a certificate of the fiscal officer certifying that the amount required for the contract or order has been lawfully appropriated and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances. Every such contract made without such a certificate shall be null and void and no warrant shall be issued in payment of any amount due thereon.

This section also provides two "exceptions" to the above requirement:

- a. Then and Now Certificate If no certificate is furnished as required, upon receipt of the fiscal officer's certificate that a sufficient sum was, both at the time of the contract or order and at the time of the certificate, appropriated and free of any previous encumbrances, the Council may authorize the issuance of a warrant in payment of the amount due upon such contract or order by resolution within 30 days from the receipt of such certificate, if such expenditure is otherwise valid.
- b. If the amount involved is less than \$1,000, the Clerk/Treasurer may authorize it to be paid without the affirmation of the Council, if such expenditure is otherwise valid. Effective April 7, 2003, legislation increased this amount to \$3,000.

Twenty-seven percent of the transactions tested were not certified by the Clerk/Treasurer at the time the commitment was incurred and neither of the exceptions provided for were used. Such certification is not only required by Ohio law, but is a key control in the disbursement process to ensure purchase commitments receive prior approval and to help reduce the possibility of Village funds being over expended or exceeding budgetary spending limitations as set by the Council.

SCHEDULE OF PRIOR AUDIT FINDINGS DECEMBER 31, 2002 AND 2001

Finding	Finding	Fully	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid;
Number	Summary	Corrected?	Explain:
2000-VOP-001	Ohio Rev. Code Section 5705.39 - appropriations exceed estimated resources	Yes	Fully corrected.



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VILLAGE OF PROSPECT

MARION 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 SEPTEMBER 9, 2003