



**Auditor of State
Betty Montgomery**

**GREENVILLE UNION CEMETERY
DARKE COUNTY**

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**Auditor of State
Betty Montgomery**

INDEPENDENT ACCOUNTANTS' REPORT

Greenville Union Cemetery
Darke County
205 West Street
Greenville, Ohio 45331

To the Board of Trustees:

We have audited the accompanying financial statements of Greenville Union Cemetery, Darke County, (the Cemetery), as of and for the years ended December 31, 2003 and 2002. These financial statements are the responsibility of the Cemetery'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 in Note 1, the Cemetery 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 fund cash balances of Greenville Union Cemetery, as of December 31, 2003 and 2002, 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 June 28, 2004, on our consideration of the Cemetery'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.

Greenville Union Cemetery
Darke County
Independent Accountants' Report
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This report is intended solely for the information and use of the management, audit committee, Board of Trustees, 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.

A handwritten signature in black ink that reads "Betty Montgomery". The signature is written in a cursive, flowing style.

Betty Montgomery
Auditor of State

June 28, 2004

**GREENVILLE UNION CEMETERY
DARKE COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES - GOVERNMENTAL AND SIMILAR FIDUCIARY FUND TYPE
FOR THE YEAR ENDED DECEMBER 31, 2003**

	<u>Governmental Fund Type</u>	<u>Fiduciary Fund Type</u>	<u>Totals (Memorandum Only)</u>
	<u>General</u>	<u>Expendable Trust</u>	
Cash Receipts:			
Sale of Lots, Lot Markers	\$29,357		\$29,357
Interment Fees	33,600		33,600
Charges for Services	2,119		2,119
Donations		\$10,306	10,306
Earnings on Investments	4,422		4,422
Miscellaneous	122		122
	<u>69,620</u>	<u>10,306</u>	<u>79,926</u>
Cash Disbursements:			
Salaries and Benefits	68,095		68,095
Maintenance and Repairs	24,444		24,444
Supplies and Materials	3,293		3,293
Legal and Accounting Fees	3,445		3,445
Utilities	2,248		2,248
Capital Outlay	11,508		11,508
Other Cash Disbursements	3,034		3,034
	<u>116,067</u>	<u></u>	<u>116,067</u>
Total Receipts Over/(Under) Disbursements	(46,447)	10,306	(36,141)
Fund Cash Balances, January 1	<u>205,966</u>	<u>13,733</u>	<u>219,699</u>
Fund Cash Balances, December 31	<u>\$159,519</u>	<u>\$24,039</u>	<u>\$183,558</u>

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

**GREENVILLE UNION CEMETERY
DARKE COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGE IN FUND CASH BALANCE - FIDUCIARY FUND TYPE
FOR THE YEAR ENDED DECEMBER 31, 2003**

	<u>NonExpendable Trust</u>
Operating Cash Disbursements:	
Miscellaneous	\$1,326
	<hr/>
Operating Income (Loss)	(1,326)
Non-Operating Cash Receipts:	
Interest Income	4,099
Divident Income	11,082
	<hr/>
Total Non-Operating Cash Receipts	15,181
	<hr/>
Net Receipts Over/(Under) Disbursements	13,855
	<hr/>
Fund Cash Balance, January 1	228,393
	<hr/>
Fund Cash Balance, December 31	<u><u>\$242,248</u></u>

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

**GREENVILLE UNION CEMETERY
DARKE COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES - GOVERNMENTAL AND SIMILAR FIDUCIARY FUND TYPE
FOR THE YEAR ENDED DECEMBER 31, 2002**

	<u>Governmental Fund Type</u>	<u>Fiduciary Fund Type</u>	<u>Totals (Memorandum Only)</u>
	<u>General</u>	<u>Expendable Trust</u>	
Cash Receipts:			
Sale of Lots, Lot Markers	\$50,374		\$50,374
Interment Fees	37,490		37,490
Charges for Services	3,414		3,414
Donations		\$13,733	13,733
Earnings on Investments	8,444		8,444
Miscellaneous	408		408
Total Cash Receipts	<u>100,130</u>	<u>13,733</u>	<u>113,863</u>
Cash Disbursements:			
Salaries and Benefits	54,104		54,104
Maintenance and Repairs	29,286		29,286
Supplies and Materials	2,461		2,461
Legal and Accounting Fees	5,947		5,947
Utilities	2,802		2,802
Capital Outlay	56,921		56,921
Other Cash Disbursements	2,524		2,524
Total Cash Disbursements	<u>154,045</u>		<u>154,045</u>
Total Receipts Over/(Under) Disbursements	(53,915)	13,733	(40,182)
Other Financing Sources:			
Sale of Assets	6,150		6,150
Total Receipts and Other Financing Sources Over/(Under) Disbursements	(47,765)	13,733	(34,032)
Fund Cash Balances, January 1	<u>253,731</u>		<u>253,731</u>
Fund Cash Balances, December 31	<u><u>\$205,966</u></u>	<u><u>\$13,733</u></u>	<u><u>\$219,699</u></u>

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

**GREENVILLE UNION CEMETERY
DARKE COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGE IN FUND CASH BALANCE - FIDUCIARY FUND TYPE
FOR THE YEAR ENDED DECEMBER 31, 2002**

	<u>NonExpendable Trust</u>
Operating Cash Disbursements:	
Miscellaneous	\$1,044
	<hr/>
Operating Income (Loss)	(1,044)
Non-Operating Cash Receipts:	
Interest Income	4,534
Divident Income	9,936
	<hr/>
Total Non-Operating Cash Receipts	14,470
	<hr/>
Net Receipts Over/(Under) Disbursements	13,426
	<hr/>
Fund Cash Balance, January 1	214,967
	<hr/>
Fund Cash Balance, December 31	<u><u>\$228,393</u></u>

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

**GREENVILLE UNION CEMETERY
DARKE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2003 AND 2002**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

Greenville Union Cemetery, County, (the Cemetery) 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 Cemetery is directed by an appointed three-member Board of Trustees. The Board is appointed by the City of Greenville Council and Greenville Township Trustees. The Cemetery provides grounds maintenance, opening and closing of graves, and the sale of grave lots.

The Cemetery's management believes these financial statements present all activities for which the Cemetery 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.

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 and the donated bank stock through Park National Corporation are valued at cost.

D. Fund Accounting

The Cemetery uses fund accounting to segregate cash and investments that are restricted as to use. The Cemetery 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. Expendable Trust Fund

Expendable trust funds are accounted for in essentially the same manner as governmental funds. The Cemetery had the following significant Expendable Trust Fund:

Alice M. Schafer Bequest Fund – This fund is used to account for the proceeds received from the unrestricted and undesignated bequest of Alice M. Schafer.

**GREENVILLE UNION CEMETERY
DARKE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2003 AND 2002
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

3. Non-Expendable Trust Fund

These fiduciary funds are used to account for resources restricted by legally binding trust agreements. The Cemetery had the following significant Non-Expendable Trust Fund:

Cemetery Endowment Fund – This Fund is used to account for proceeds received from endowments for their designated purposes.

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.

2. EQUITY IN POOLED CASH AND INVESTMENTS

The Cemetery 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 follows:

	2003	2002
Demand deposits	\$61,698	\$89,698
Certificates of deposit	296,735	291,021
Total deposits	358,433	380,719
PNC Stock	67,373	67,373
Total investments	67,373	67,373
Total deposits and investments	\$425,806	\$448,092

Deposits: Deposits are either (1) insured by the Federal Depository Insurance Corporation, or (2) collateralized by the financial institution's public entity's deposit pool.

Investments: The Cemetery's 3,338 shares of PNC stock is not publicly traded and the market value is based upon the amount the bank is willing to purchase the stock from its shareholders. At December 31, 2003, and 2002 the market value of each share was \$113.15 and \$98.80, respectively. The market value of the PNC stock was \$377,695 and \$329,794 at December 31, 2003 and 2002, respectively.

3. RETIREMENT SYSTEMS

The Cemetery'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 2003 and 2002, PERS employee members contributed 8.5% of their gross salaries. The Cemetery contributed an amount equal to 13.55% of participants' gross salaries for 2003 and 2002. The Cemetery has paid all contributions required through December 31, 2003.

**GREENVILLE UNION CEMETERY
DARKE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2003 AND 2002
(Continued)**

4. RISK MANAGEMENT

Commercial Insurance

The Greenville Union Cemetery has obtained commercial insurance for the following risks:

- Comprehensive property and general liability;
- Professional liability and electronic data processing.

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Auditor of State Betty Montgomery

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

Greenville Union Cemetery
Darke County
205 West Street
Greenville, Ohio 45331

To the Board of Trustees:

We have audited the accompanying financial statements of Greenville Union Cemetery, Darke County, (the Cemetery), as of and for the years ended December 31, 2003 and 2002, and have issued our report thereon dated June 28, 2004. 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 Cemetery'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 certain immaterial instances of noncompliance that we have reported to management of the Cemetery in a separate letter dated June 28, 2004.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Cemetery'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 the management of the Cemetery in a separate letter dated June 28, 2004.

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Greenville Union Cemetery
Darke County
Independent Accountants' Report on Compliance and on Internal Control
Required by *Government Auditing Standards*
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This report is intended solely for the information and use of the management, audit committee, and Board of Trustees, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink that reads "Betty Montgomery". The signature is written in a cursive, flowing style.

Betty Montgomery
Auditor of State

June 28, 2004



**Auditor of State
Betty Montgomery**

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GREENVILLE UNION CEMETERY

DARKE 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
AUGUST 10, 2004**