



**Auditor of State  
Betty Montgomery**



VILLAGE OF POLAND  
MAHONING COUNTY

TABLE OF CONTENTS

<u>TITLE</u>	<u>PAGE</u>
Independent Accountant's Report.....	1
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances - All Governmental and Similar Fiduciary Fund Types - For the Year Ended December 31, 2003.....	3
Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances – Agency Fund - For the Year Ended December 31, 2003.....	4
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances - All Governmental and Similar Fiduciary Fund Types - For the Year Ended December 31, 2002.....	5
Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances – Agency Fund - For the Year Ended December 31, 2002.....	6
Notes to the Financial Statements.....	7
Report of Independent Accountants on Compliance and on Internal Control Required by <i>Government Auditing Standards</i> .....	13
Schedule of Prior Audit Findings.....	15

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**Auditor of State  
Betty Montgomery**

**INDEPENDENT ACCOUNTANT'S REPORT**

Village of Poland  
Mahoning County  
308 South Main Street  
Poland, Ohio 44514

To the Village Council:

We have audited the accompanying financial statements of the Village of Poland, Mahoning County, (the Village) as of and for the years ended December 31, 2003 and 2002. 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.

The Village's financial transactions were processed using the Auditor of State's Uniform Accounting Network (UAN). *Government Auditing Standards* considers this service to impair the independence of the Auditor of State to conduct the audit of the Village because the Auditor of State designed, developed, implemented, and, as requested, operates UAN. However, *Government Auditing Standards* permits the Auditor of State to audit and opine on this entity, because Ohio Revised Code § 117.101 requires the Auditor of State to provide UAN service, and Ohio Revised Code §§ 117.11(B) and 115.56 mandate the Auditor of State to audit Ohio governments.

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, 2003 and 2002, 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 March 17, 2004 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.

This report is intended solely for the information and use of the audit 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 that reads "Betty Montgomery". The signature is written in a cursive, flowing style.

**Betty Montgomery**  
Auditor of State

March 17, 2004

**VILLAGE OF POLAND  
MAHONING COUNTY**

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

	Governmental Fund Types			Fiduciary Fund Type	Totals (Memorandum Only)
	General	Special Revenue	Capital Projects	Expendable Trust	
<b>Cash Receipts:</b>					
Property Tax and Other Local Taxes	\$350,580				\$350,580
Intergovernmental Receipts	202,766	\$146,231	\$125,258		474,255
Fines, Licenses, and Permits	143,674	32,342			176,016
Earnings on Investments	6,215			\$26,255	32,470
Miscellaneous	36,056	5,601		238	41,895
<b>Total Cash Receipts</b>	<b>739,291</b>	<b>184,174</b>	<b>125,258</b>	<b>26,493</b>	<b>1,075,216</b>
<b>Cash Disbursements:</b>					
Current:					
Security of Persons and Property	446,973	18,113		24,582	489,668
Public Health Services	15,465				15,465
Community Environment	8,428				8,428
Transportation	5,539	178,430			183,969
General Government	204,834	11,056			215,890
Capital Outlay			42,578		42,578
<b>Total Cash Disbursements</b>	<b>681,239</b>	<b>207,599</b>	<b>42,578</b>	<b>24,582</b>	<b>955,998</b>
<b>Total Receipts Over/(Under) Disbursements</b>	<b>58,052</b>	<b>(23,425)</b>	<b>82,680</b>	<b>1,911</b>	<b>119,218</b>
<b>Other Financing Receipts and (Disbursements):</b>					
Transfers-In		51,200			51,200
Advances-In	82,680				82,680
Transfers-Out	(51,200)	0	0	0	(51,200)
Advances-Out			(82,680)		(82,680)
<b>Total Other Financing Receipts/(Disbursements)</b>	<b>31,480</b>	<b>51,200</b>	<b>(82,680)</b>	<b>0</b>	<b>0</b>
<b>Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements</b>	<b>89,532</b>	<b>27,775</b>	<b>0</b>	<b>1,911</b>	<b>119,218</b>
Fund Cash Balances, January 1	685,706	50,421	0	4,753	740,880
<b>Fund Cash Balances, December 31</b>	<b>\$775,238</b>	<b>\$78,196</b>	<b>\$0</b>	<b>\$6,664</b>	<b>\$860,098</b>
Reserves for Encumbrances, December 31	\$19,066	\$3,024	\$0	\$0	\$22,090

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

VILLAGE OF POLAND  
MAHONING COUNTY

STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES - AGENCY FUND  
FOR THE YEAR ENDED DECEMBER 31, 2003

	<u>Agency</u>
<b>Non-Operating Cash Receipts:</b>	
Court Fines and Fees	<u>\$138,755</u>
Total Non-Operating Cash Receipts	<u>138,755</u>
<b>Non-Operating Cash Disbursements:</b>	
Court Fines and Fees	<u>138,855</u>
Total Non-Operating Cash Disbursements	<u>138,855</u>
Net Receipts (Under) Disbursements	<u>(100)</u>
Fund Cash Balances, January 1	<u>690</u>
<b>Fund Cash Balances, December 31</b>	<u><b>\$590</b></u>
Reserve for Encumbrances, December 31	<u><u>\$0</u></u>

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



**VILLAGE OF POLAND  
MAHONING COUNTY**

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

	Governmental Fund Types			Fiduciary Fund Type	Totals (Memorandum Only)
	General	Special Revenue	Capital Projects	Expendable Trust	
<b>Cash Receipts:</b>					
Property Tax and Other Local Taxes	\$346,432				\$346,432
Intergovernmental Receipts	89,020	\$138,886	\$7,779		235,685
Fines, Licenses, and Permits	127,367	11,525			138,892
Earnings on Investments	9,995			\$17,491	27,486
Miscellaneous	27,809			166	27,975
<b>Total Cash Receipts</b>	<b>600,623</b>	<b>150,411</b>	<b>7,779</b>	<b>17,657</b>	<b>776,470</b>
<b>Cash Disbursements:</b>					
Current:					
Security of Persons and Property	432,846	2,515		19,565	454,926
Public Health Services	15,258				15,258
Leisure Time Activities	1,170				1,170
Community Environment	8,280				8,280
Transportation	5,450	148,369			153,819
General Government	215,648	2,518			218,166
Capital Outlay			90,745		90,745
<b>Total Cash Disbursements</b>	<b>678,652</b>	<b>153,402</b>	<b>90,745</b>	<b>19,565</b>	<b>942,364</b>
<b>Total Receipts Over/(Under) Disbursements</b>	<b>(78,029)</b>	<b>(2,991)</b>	<b>(82,966)</b>	<b>(1,908)</b>	<b>(165,894)</b>
<b>Other Financing Receipts and (Disbursements):</b>					
Advances-In			82,680		82,680
Advances-Out	(82,680)				(82,680)
<b>Total Other Financing Receipts/(Disbursements)</b>	<b>(82,680)</b>	<b>0</b>	<b>82,680</b>	<b>0</b>	<b>0</b>
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	(160,709)	(2,991)	(286)	(1,908)	(165,894)
Fund Cash Balances, January 1	846,415	53,412	286	6,661	906,774
<b>Fund Cash Balances, December 31</b>	<b>\$685,706</b>	<b>\$50,421</b>	<b>\$0</b>	<b>\$4,753</b>	<b>\$740,880</b>
Reserves for Encumbrances, December 31	\$26,407	\$12,793	\$0	\$0	\$39,200

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

VILLAGE OF POLAND  
MAHONING COUNTY

STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES - AGENCY FUND  
FOR THE YEAR ENDED DECEMBER 31, 2002

	<u>Agency</u>
<b>Non-Operating Cash Receipts:</b>	
Court Fines and Fees	<u>\$138,590</u>
Total Non-Operating Cash Receipts	<u>138,590</u>
<b>Non-Operating Cash Disbursements:</b>	
Court Fines and Fees	<u>146,629</u>
Total Non-Operating Cash Disbursements	<u>146,629</u>
Net Receipts (Under) Disbursements	<u>(8,039)</u>
Fund Cash Balances, January 1	<u>8,729</u>
<b>Fund Cash Balances, December 31</b>	<b><u><u>\$690</u></u></b>
Reserve for Encumbrances, December 31	<u><u>\$0</u></u>

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

**VILLAGE OF POLAND  
MAHONING COUNTY**

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

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Description of the Entity**

The Village of Poland, Mahoning 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 and police services.

The Village's management believes these financial statements present all activities for which the Village is financially accountable, except the Hine Trust Fund which is maintained by a outside custodian, is not included in these financial statements. Assets held by custodians are described in Note #7 to the financial statements.

**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.

The Village's investments are limited to overnight sweep accounts and investments in STAR Ohio. STAR Ohio funds are recorded at share values reported by the mutual fund. Overnight sweep accounts are valued at cost.

**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 Fund:

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

**VILLAGE OF POLAND  
MAHONING COUNTY**

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

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

**3. Capital Project Funds**

This fund is used to account for receipts that are restricted for the acquisition or construction of major capital projects.

**4. Trust Fund**

Trust funds are used to account for resources restricted by legally binding trust agreements. If the agreement requires the Village to maintain the corpus of the trust, the fund is classified as a nonexpendable trust fund. Other trust funds are classified as expendable. The Village had the following significant trust fund:

*Hine Trust Fund* – This fund receives interest and dividend earnings from the Samuel K. Hine Trust Account, which is administered by an outside trustee.

**5. Agency Fund**

Funds for which the Village is acting in an agency capacity are classified as agency funds. The Village had the following significant agency fund:

*Mayor's Court Fund* – This fund receives revenue from individuals for speeding and other offenses. The money in this fund is held by the Village and remitted to the Treasurer of State.

**E. Budgetary Process**

The Ohio Revised Code requires that each fund except the agency fund be budgeted annually.

**1. Appropriations**

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund 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.

**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 2003 and 2002 budgetary activity appears in Note 3.

**VILLAGE OF POLAND  
MAHONING COUNTY**

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

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

**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:

	2003	2002
Demand deposits	(27,710)	(21,469)
Total deposits	(27,710)	(21,469)
Repurchase agreement	508,128	386,951
STAR Ohio	380,270	376,088
Total investments	888,398	763,039
Total deposits and investments	\$860,688	\$741,570

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

**Investments:** Investments in STAR Ohio are not evidenced by securities that exist in physical or book-entry form. The Village's financial institution transfer securities to the Village's agent to collateralize repurchase agreements. The securities are not in the Village's name.

**VILLAGE OF POLAND  
MAHONING COUNTY**

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

**3. BUDGETARY ACTIVITY**

Budgetary activity for the years ending December 31, 2003 and 2002 follows:

2003 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$739,332	\$739,291	(\$41)
Special Revenue	235,374	235,374	0
Capital Projects	125,258	125,258	0
Expendable Trust	26,493	26,493	0
Total	\$1,126,457	\$1,126,416	(\$41)

2003 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$811,363	\$751,505	\$59,858
Special Revenue	258,268	210,623	47,645
Capital Projects	42,578	42,578	0
Expendable Trust	26,083	24,582	1,501
Total	\$1,138,292	\$1,029,288	\$109,004

2002 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$600,165	\$600,623	\$458
Special Revenue	150,411	150,411	0
Capital Projects	90,459	7,779	(82,680)
Expendable Trust	17,657	17,657	0
Total	\$858,692	\$776,470	(\$82,222)

2002 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$784,621	\$705,059	\$79,562
Special Revenue	201,869	166,195	35,674
Capital Projects	90,745	90,745	0
Expendable Trust	22,309	19,565	2,744
Total	\$1,099,544	\$981,564	\$117,980

**VILLAGE OF POLAND  
MAHONING COUNTY**

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

**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.

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. 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 2003 and 2002, 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 2003 and 2002. The Village has paid all contributions required through December 31, 2003.

**6. RISK MANAGEMENT**

**Commercial Insurance**

The Village has obtained commercial insurance for the following risks:

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

**7. ASSETS HELD BY CUSTODIANS**

The Samuel K. Hine Trust agreement required the Village to establish a Hine Trust Fund to be maintained by a custodian bank. The Village has established this fund. The assets are not reflected in the accompanying financial statements. Earnings on investments are forwarded to the Village on a monthly basis and recorded in the financial statements of the Village as Miscellaneous Income.

**VILLAGE OF POLAND  
MAHONING COUNTY**

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

**8. CONTINGENT LIABILITIES**

The Village is defendant in several lawsuits. Although the outcome of these suits is not presently determinable, management believes that the resolution of these matters will not materially adversely affect the Village's financial condition.





## Auditor of State Betty Montgomery

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

Village of Poland  
Mahoning County  
308 South Main Street  
Poland, Ohio 44514

To the Village Council:

We have audited the accompanying financial statements of the Village of Poland (the Village) as of and for the years ended December 31, 2003 and 2002, and have issued our report thereon dated March 17, 2004 wherein we noted that the Village's financial transactions were processed using the Auditor of State's Uniform Accounting Network (UAN). *Government Auditing Standards* considers this service to impair the independence of the Auditor of State to audit of the Village because the Auditor of State designed, developed, implemented, and as requested, operates UAN. 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 certain immaterial instances of noncompliance that we have reported to management of the Village in a separate letter dated March 17, 2004.

#### 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 does not require inclusion in this report, that we have reported to management of the Village in a separate letter dated March 17, 2004.

Village of Poland  
Mahoning 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 audit committee, management, and the 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 that reads "Betty Montgomery". The signature is written in a cursive, flowing style.

**Betty Montgomery**  
Auditor of State

March 17, 2004

**VILLAGE OF POLAND  
MAHONING COUNTY**

**SCHEDULE OF PRIOR AUDIT FINDINGS  
FISCAL YEAR END DECEMBER 31, 2003**

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <b><i>Explain:</i></b>
2001-31150-001	Revised Code 5705.41(D), failure to certify funds	No	Partially Corrected, will repeat for the current audit period in the management letter





**Auditor of State  
Betty Montgomery**

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Columbus, Ohio 43216-1140  
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800-282-0370  
Facsimile 614-466-4490

**VILLAGE OF POLAND**

**MAHONING 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  
APRIL 27, 2004**