VILLAGE OF MOUNT EATON WAYNE COUNTY, OHIO

AUDIT REPORT

FOR THE YEAR ENDED DECEMBER 31, 2003

Charles E. Harris and Associates, Inc.
Certified Public Accountants and Government Consultants



Members of Council Village of Mount Eaton P.O. Box 287 Mount Eaton, Ohio 44659

We have reviewed the *Report of Independent Accountants* of the Village of Mount Eaton, Wayne County, prepared by Charles E. Harris & Associates, Inc. for the audit period January 1, 2003 through December 31, 2003. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The Village of Mount Eaton is responsible for compliance with these laws and regulations.

Betty Montgomeny

BETTY MONTGOMERY Auditor of State

September 19, 2005



VILLAGE OF MOUNT EATON WAYNE COUNTY, OHIO

Audit Report For the Year Ended December 31, 2003

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Charles E. Harris & Associates, Inc.

Certified Public Accountants

REPORT OF INDEPENDENT ACCOUNTANTS

Honorable Mayor, Clerk-Treasurer and Members of Council Village of Mount Eaton, Ohio

We have audited the accompanying financial statements of the Village of Mount Eaton, Wayne County, Ohio (the Village) as of and for the year ended December 31, 2003, as listed in the table of contents. These financial statements are the responsibility of the Village's management. Our responsibility is to express an opinion 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 Controller General of the United States. Those standards require that we plan and perform the audit 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 more fully in Note 1, the Village prepares its financial statements on a basis of accounting prescribed or permitted by the Auditor of State, which is a comprehensive basis of accounting other than accounting principles generally in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of the Village of Mount Eaton, Wayne County, Ohio, as of December 31, 2003 and its combined cash receipts and disbursements for the year 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, 2005, 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 grant agreements and other matters. That report describes the scope of our testing of internal controls over financial reporting and compliance and the results of that testing. It does not opine on the internal controls over financial reporting or compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*. You should read it in conjunction with this report in assessing the results of our audit.

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.

Charles E. Harris & Associates, Inc. June 28, 2005

VILLAGE OF MOUNT EATON WAYNE COUNTY, OHIO

COMBINED STATEMENT OF CASH, INVESTMENTS AND FUND CASH BALANCES - ALL FUND TYPES

As of December 31, 2003

	_	2003 Balance
Cash and Investments	\$ _	280,858
CASH BALANCES BY FUND CLASS		
Governmental Fund Types:		
General Fund	\$	61,804
Special Revenue Funds	_	17,436
Total Governmental Fund Types		79,240
Proprietary Fund Types:		
Enterprise Fund	_	201,618
Total	\$_	280,858

VILLAGE OF MOUNT EATON WAYNE COUNTY, OHIO

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

	Government	Total		
		Special	(Memorandum	
	General	Revenue	Only)	
Cash Receipts:				
Property and Other Local Taxes	\$ 95,101	\$ -	\$ 95,101	
Intergovernmental	15,062	15,969	31,032	
Charges for Services	1,920	90	2,010	
Fines, Licenses and Permits	13,239	1,710	14,949	
Earnings on Investments	2,276	370	2,645	
Miscellaneous	414	775	1,189	
Total Cash Receipts	128,012	18,914	146,926	
Cash Disbursements:				
Current:				
Security of Persons & Property	60,620	250	60,870	
General Government	45,683	2,257	47,940	
Public Health Service	2,707		2,707	
Leisure Time Activities	1,456	2,453	3,909	
Transportation	185	21,278	21,463	
Total Cash Disbursements	110,651	26,238	136,889	
Total Cash Receipts Over/(Under)				
Cash Disbursements	17,361	(7,324)	10,037	
Other Financing Sources/(Uses):				
Transfers-In	-	3,000	3,000	
Transfers-Out	(3,000)	<u> </u>	(3,000)	
Total Other Financing Sources/(Uses)	(3,000)	3,000		
Excess of Cash Receipts and Other Sources Over/				
(Under) Cash Disbursements and Other Uses	14,361	(4,324)	10,037	
Fund Cash Balance, January 1, 2003	47,443	21,760	69,203	
Fund Cash Balance, December 31, 2003	\$ 61,804	\$ 17,436	\$ 79,240	

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

VILLAGE OF MOUNT EATON WAYNE COUNTY, OHIO

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

	Proprietary Fund Types	Fiduciary Fund Types	Totals	
	Enterprise	Agency	(Memorandum Only)	
Operating Cash Receipts:			- 57	
Charges for Services	\$ 173,342	\$ -	\$ 173,342	
Fines, Licences, and Permits		18,496	18,496	
Total Operating Cash Receipts	173,342	18,496	191,838	
Operating Cash Disbursements:				
Personal Services	15,919	-	15,919	
Fringe Benefits	2,191	-	2,191	
Contractual Services	130,372	-	130,372	
Supplies and Materials	39,105	<u> </u>	39,105	
Total Operating Cash Disbursements	187,587	<u> </u>	187,587	
Operating Income/(Loss)	(14,245	18,496	4,251	
Non-Operating Receipts:				
Intergovernmental	64,700	-	64,700	
Special Assessments	29,566	-	29,566	
Proceeds from the Sale of Bonds	991,000	<u> </u>	991,000	
Total Non-Operating Receipts	1,085,266	-	1,085,266	
Non-Operating Cash Disbursements:				
Debt Service				
Principal Payments	1,041,000		1,041,000	
Interest and Other Fiscal Charges	4,781		4,781	
Mayor's Court Distributions	-	18,496	18,496	
Total Non-Operating Disbursements	1,045,781	18,496	1,064,277	
Net Income/(Loss)	25,240	-	25,240	
Fund Cash Balance, January 1	176,378	<u> </u>	176,378	
Fund Cash Balance, December 31	\$ 201,618	\$ -	\$ 201,618	

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. DESCRIPTION OF THE ENTITY

The Village of Mount Eaton, Wayne 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 contracts with Paint Township to provide fire protection services.

The Village's management believes these financial statements present all activities for which the Village is financially accountable.

B. BASIS OF ACCOUNTING

These financial statements follow the basis of accounting prescribed or permitted by the Auditor of State, which is similar to the cash receipts and disbursement 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.)

The statements include adequate disclosure of material matters, as prescribed or permitted by the Auditor of State.

C. CASH AND INVESTMENTS

Investments are included in the fund cash balances. 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.

D. FUND ACCOUNTING

The Village maintains its accounting records in accordance with the principles of "Fund" accounting. Fund accounting is a concept developed to meet the needs of governmental entities in which legal or other restraints require the recording of specific receipts and disbursements. The transactions of each fund are reflected in a self-balancing group of accounts, an accounting entity which stands separate from the activities reported in other funds. The restrictions associated with each class of funds are as follows:

Governmental Fund Types:

<u>General Fund</u>: The General Fund is the general operating fund of the Village. It is used to account for all financial resources except those required by law or contract to be accounted for in another fund.

1. <u>SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES</u> - (continued)

Governmental Fund Types: - (continued)

<u>Special Revenue Funds:</u> These funds are used to account for proceeds from specific sources that are restricted to expenditure for specific purposes. The Village has 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.

Proprietary Fund Type:

Enterprise Fund: This fund accounts 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 has the following significant Enterprise Fund:

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

Fiduciary Fund Type (Agency Fund):

This fund is used to account for resources for which the Village is acting in an agency capacity. The Village has the following significant Fiduciary Fund:

Mayor's Court Fund - This fund records the activity of the Village Mayor's Court.

E. <u>BUDGETARY PROCESS</u>

The Ohio Revised Code requires that each fund (except certain agency funds) be budgeted annually.

1. Appropriations

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the object level of control, and appropriations may not exceed estimated resources. The Council must annually approve appropriation measures and subsequent amendments. The County Budget Commission must also approve the annual appropriation measure. Appropriations lapse at year-end.

2. Estimated Resources

Estimated resources include estimates of cash to be received (budgeted receipts) plus encumbered cash as of January 1. The County Budget Commission must also approve estimated resources.

1. <u>SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES</u> - (continued)

E. BUDGETARY PROCESS – (continued)

3. Encumbrances

The Ohio Revised Code requires the Village to reserve (encumber) appropriations when commitments are made. Encumbrances outstanding at year-end are cancelled and reappropriated in the subsequent year.

A summary of 2003 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. TOTAL COLUMNS ON FINANCIAL STATEMENTS

Total columns on the financial statements are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. This data is not comparable to a consolidation. Interfund-type eliminations have not been made in the aggregation of this data.

2. EQUITY IN POOLED CASH AND INVESTMENTS

The Village maintains a cash and investment pool used by all funds. The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of the Village's cash and investments are as follows:

	 2003
Demand deposits	\$ 270,858
Certificates of deposits	10,000
Total deposits	\$ 280,858

Deposits: Deposits are either insured by the Federal Depository Insurance Corporation or collateralized by securities specifically pledged by the financial institution to the Village.

3. <u>BUDGETARY ACTIVITY</u>

Budgetary activity for the year ended December 31, 2003 follows:

2003	Rudgeted	vs. Actual	Receints
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Fund Type	Budgeted Receipts		Actual Receipts		Variance	
General	\$	136,313	\$	128,012	\$	(8,301)
Special Revenue		24,371		21,914		(2,457)
Enterprise		157,200		1,258,608		1,101,408
Total	\$	317,884	\$	1,408,534	\$	1,090,650

2003 Appropriation vs. Actual Disbursements

				Actual			
Fund Type	App	Appropriation		Disbursements		Variance	
General	\$	187,700	\$	113,651	\$	74,049	
Special Revenue		45,700		26,238		19,462	
Enterprise		436,800		1,233,368		(796,568)	
Total	\$	670,200	\$	1,373,257	\$	(703,057)	

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 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.

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

6. RISK MANAGEMENT

The Village has obtained commercial insurance for the following risks:

- Comprehensive property and general liability;
- Vehicles;
- Errors and omissions; and
- Inland Marine

DEBT

Debt outstanding at December 31, 2003 were as follows:

	Balance 1/1/2003	Issued	Redeemed	Balance 12/31/2003
Ohio Water Development		155444		12,01,2000
Authority Loan - OWDA (2001)	\$ 891,000	\$ -	\$ 891,000	\$ -
Sewer System				
Improvement Bond				
Anticipation Note (2002)	150,000	-	150,000	-
Sewage System Mortage				
Revenue Bonds, Series				
2003 (Loan 92-02) 4.50%	-	751,000	-	751,000
Sewage System				
Improvement Bonds, Series				
2003-A (Loan 92-04) 4.50%	-	140,000	-	140,000
Sewage System				
Improvement Bonds, Series				
2003-B (Loan 92-07) 4.50%		100,000		100,000
Total	\$ 1,041,000	\$ 991,000	\$ 1,041,000	\$ 991,000

7. \underline{DEBT} – (continued)

The amortization of the above debt for the period 2004 to 2043, including interest, is scheduled as follows:

		Debt Amor	tizatior	Schedule		
Year	Principal			Interest		Total
2004	\$	9,500	\$	44,107	\$	53,607
2005		9,800		43,807		53,607
2006		10,100		43,507		53,607
2007		10,600		43,007		53,607
2008		11,000		42,607		53,607
2009		11,600		42,007		53,607
2010-2014		66,000		202,035		268,035
2015-2019		82,000		186,035		268,035
2020-2024		102,300		165,735		268,035
2025-2029		127,700		140,335		268,035
2030-2034		158,900		109,135		268,035
2035-2039		198,100		69,935		268,035
2040-2043		193,400		74,635		268,035
Total	\$	991,000	\$	1,206,887	\$	2,197,887

8. PENSION AND RETIREMENT PLANS

The employees of the Village of Mount Eaton are covered by the Ohio Public Employees Retirement System (OPERS). The State of Ohio accounts for the activities of the retirement system and the amounts of this fund are not reflected in the accompanying financial statements.

The Ohio Public Employees Retirement System (OPERS) is a cost-sharing multiple-employer defined benefit pension plan administered by the Ohio Public Employees Retirement Board. OPERS provides basic retirement and disability benefits, annual cost of living adjustments, and death benefits to plan members and beneficiaries. Authority to establish and amend benefits is provided by state statute per Chapter 145 of the Ohio Revised Code. OPERS issues a stand-alone financial report.

The Ohio Revised Code provides statutory authority for employee and employer contributions. The employee contribution rates are 8.5% of their gross salaries. For local government employer units, the rate was 13.55% of covered payroll for 2003. The contribution rates are determined actuarially. The Village has paid all contributions required through December 31, 2003.

9. <u>CONTINGENT LIABILITIES</u>

The Village may be a defendant in various lawsuits. Although the outcome of these lawsuits is not presently determinable, in the opinion of the legal counsel, the resolution of these matters will not have a material adverse effect on the financial condition of the Village.

10. RESTATEMENT OF PRIOR YEAR FUND BALANCES

An incorrect prior year audit adjustment to reverse the repayment of an advance resulted in the following prior year restatement.

	Fu	Ending Fund Balance December 31, 2002		Fund estatement	Beginning Fund Balance <u>At January 1, 2003</u>
General Fund Special Revenue Fund	\$	29,571	\$	17,872	\$ 47,443
Park Fund		18,826		(17,872)	954

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Charles E. Harris & Associates, Inc. Certified Public Accountants

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Honorable Mayor, Clerk-Treasurer and Members of Council Village of Mount Eaton, Ohio

We have audited the financial statements of the Village of Eaton, Wayne County, Ohio (the Village) as of and for the year ended December 31, 2003, and have issued our report thereon dated June 28, 2005. 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.

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 an opinion 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 that might be material weaknesses. A material weakness is a reportable 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 caused by error or fraud 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 we have reported to the management of the Village in a separate letter dated June 28, 2005.

COMPLIANCE AND OTHER MATTERS

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 grant agreements, 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 instances of noncompliance and other matters that are required to be reported under *Government Auditing Standards* which are described in the accompanying Schedule of Findings as items 2003-MtEaton-001 and 2003-MtEaton-002.

We also noted additional matters that we reported to management of the Village in a separate letter dated June 28, 2005.

This report is intended solely for the information and used 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.

Charles E. Harris & Associates, Inc. June 28, 2005

VILLAGE OF MOUNT EATON WAYNE COUNTY, OHIO FOR THE YEAR ENDED DECEMBER 31, 2003

SCHEDULE OF FINDINGS

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

FINDING NUMBER 2003-MtEaton-001

Noncompliance Citation

Ohio Revised Code Section 5705.41(B) prohibits a subdivision or taxing unit from expending money unless it has been appropriated.

Ohio Revised Code Section 5705.40 states that any appropriation measure may be amended or supplemented as long as the entity complies with the same provisions of the law as are used in making the original appropriation.

In 2003, the disbursements in the Water Fund and Wastewater Fund exceeded their respective appropriations by the following amounts:

Water Fund:

Office:

Employee Benefits	\$ (75)
Supplies and Materials	(98)
Land and Buildings:	
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Supplies and Materials (1,715)

Wastewater Fund

Land and Buildings:

Contract Services (24,750)
Debt Payment (840,781)

The Village would have had sufficient revenues had they followed the procedures of filing for an amended certificate of estimated resources and appropriating the additional revenues for both funds.

FINDING NUMBER 2003-MtEaton-002

Noncompliance Citation

Ohio Revised Code Section 5705.39 states that the total appropriations from each fund shall not exceed the total estimated resources. No appropriation measure is to become effective until the county auditor files a certificate that the total appropriations from each fund, taken together with all other outstanding appropriations, do not exceed the total official estimate or amended official estimate.

VILLAGE OF MOUNT EATON WAYNE COUNTY, OHIO FOR THE YEAR ENDED DECEMBER 31, 2003

SCHEDULE OF FINDINGS

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

FINDING NUMBER 2003-MtEaton-002 – (continued)

Ohio Revised Code Section 5705.36(A)(2) allows all subdivisions to request increased amended certificates of estimated resources and reduced amended certificates upon determination by the fiscal officer that revenue to be collected will be greater or less than the amount in the official certificate of estimated resources. Ohio Revised Code Section 5705.36(A)(3) provides that an increased amended certificate must be obtained from the budget commission if the legislative authority intends to appropriate and expend the excess revenue. Ohio Revised Code Section 5705.36(A)(4) provides that a reduced amended certificate must be obtained if the amount of the deficiency will reduce available resources below the current level of appropriations.

The following funds had appropriations that exceeded the estimated resources at the end of the year:

<u>2003</u>		
General Fund	\$	(3,944)
Street Maintenance & Repair Fund		(8,842)
Park Fund		(131)
Wastewater Fund	((182,804)

In 2003, the Wastewater Fund received sufficient revenues for the Village to have filed for new amended certificate.

We recommend the Village Clerk obtain an increased amended certificate if the Village Council intends to appropriate and expend excess resources. A reduced amended certificate must be obtained when it is determined that estimated receipts will be less than the actual receipts causing resources to fall below the level of appropriation.

VILLAGE OF MOUNT EATON WAYNE COUNTY, OHIO FOR THE YEAR ENDED DECEMBER 31, 2003

SCHEDULE OF PRIOR AUDIT FINDINGS

Finding	Finding	Fully	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid;
Number	Summary	Corrected?	Explain:
2002-001	Ohio Rev. Code Section 5705.39 – Total appropriations exceeded estimated fund resources.	No	Not Corrected – Reissued under 2003-MtEaton-002
2002-002	Ohio Rev. Code Section 5705.41(D) – Disbursements without fiscal officer's certificate.	No	Partially Corrected – Issued in Village's Management Letter.



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VILLAGE OF MOUNT EATON WAYNE 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 OCTOBER 6, 2005