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Mary Taylor, CPA Auditor of State

Village of Coolville Athens County P.O. Box 64 Coolville, Ohio 45723

To the Village Council:

As you are aware, the Auditor of State's Office (AOS) must modify the *Independent Accountants' Report* we provide on your financial statements due to an interpretation from the American Institute of Certified Public Accountants (AICPA). While AOS does not legally require your government to prepare financial statements pursuant to Generally Accepted Accounting Principles (GAAP), the AICPA interpretation requires auditors to formally acknowledge that you did not prepare your financial statements in accordance with GAAP. Our Report includes an adverse relating to GAAP presentation and measurement requirements, but does not imply the amounts the statements present are misstated under the non-GAAP basis you follow. The AOS report also includes an opinion on the financial statements you prepared using the cash basis and financial statement format the AOS permits.

Mary Jaylo

Mary Taylor, CPA Auditor of State

October 24, 2008

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Mary Taylor, CPA Auditor of State

# INDEPENDENT ACCOUNTANTS' REPORT

Village of Coolville Athens County P.O. Box 64 Coolville, Ohio 45723

To the Village Council:

We have audited the accompanying financial statements of the Village of Coolville, Athens County, Ohio (the Village), as of and for the years ended December 31, 2007 and 2006. 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 the Comptroller General of the United States' *Government Auditing Standards*. Those standards require that we plan and perform the audit to reasonably assure 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 processes its financial transactions with 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 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 Section 117.101 requires the Auditor of State to provide UAN services, and Ohio Revised Code Sections 117.11(B) and 115.56 mandate the Auditor of State to audit Ohio governments. We believe our audit provides a reasonable basis for our opinion.

As described more fully in Note 1, the Village has prepared these financial statements using accounting practices the Auditor of State prescribes or permits. These practices differ from accounting principles generally accepted in the United States of America (GAAP). Although we cannot reasonably determine the effects on the financial statements of the variances between these regulatory accounting practices and GAAP, we presume they are material.

Instead of the combined funds the accompanying financial statements present, GAAP require presenting entity-wide statements and also to present its larger (i.e., major) funds separately. While the Village does not follow GAAP, generally accepted auditing standards requires us to include the following paragraph if the statements do not substantially conform to the new GAAP presentation requirements. The Auditor of State permits but does not require villages to reformat their statements. The Village has elected not to follow GAAP statement formatting requirements. The following paragraph does not imply the amounts reported are materially misstated under the accounting basis the Auditor of State permits. Our opinion on the fair presentation of the amounts reported pursuant to its non-GAAP basis is in the second following paragraph.

Village of Coolville Athens County Independent Accountants' Report Page 2

In our opinion, because of the effects of the matter discussed in the preceding two paragraphs, the financial statements referred to above for the years ended December 31, 2007 and 2006 do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Village as of December 31, 2007 and 2006, or its changes in financial position for the year then ended.

Also, 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 Coolville, Athens County, Ohio, as of December 31, 2007 and 2006, and its combined cash receipts and disbursements for the years then ended on the accounting basis Note 1 describes.

The Village has not presented Management's Discussion and Analysis, which accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not required to be part of, the financial statements.

In accordance with *Government Auditing Standards*, we have also issued our report dated October 24, 2008, 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. While we did not opine on the internal control over financial reporting or on compliance, that report describes the scope of our testing of internal control over financial reporting and compliance, and the results of that testing. 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.

Mary Jaylo

Mary Taylor, CPA Auditor of State

October 24, 2008

#### COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2007

	Governmental Fund Types					_		
	Special General Revenue		Capital Projects		Totals (Memorandum Only)			
Cash Receipts:								
Property and Local Taxes	\$	14,904	\$	23,524	\$		\$	38,428
Intergovernmental		13,977		22,967				36,944
Special Assessments				8,304				8,304
Charges for Services		3,408						3,408
Fines, Licenses and Permits		6,832				290		7,122
Earnings on Investments		3,724						3,724
Miscellaneous		1,511						1,511
Total Cash Receipts		44,356		54,795		290		99,441
Cash Disbursements:								
Current:								
Security of Persons and Property		11,400		1,867				13,267
Public Health Services		1,661						1,661
Community Environment		193						193
Basic Utility Services		102		6,660				6,762
Transportation				8,530				8,530
General Government		29,316		8,085				37,401
Debt Service:								
Redemption of Principal		4.0		9,991				9,991
Interest and Fiscal Charges		12		833		7 000		845
Capital Outlay						7,000		7,000
Total Cash Disbursements		42,684		35,966		7,000		85,650
Total Cash Receipts Over/(Under) Cash Disbursements		1,672		18,829		(6,710)		13,791
Other Financing Receipts / (Disbursements):								
Other Debt Proceeds						7,000		7,000
Sale of Fixed Assets		675						675
Advances-In		350		()				350
Advances-Out				(350)				(350)
Other Financing Uses		(11)		(259)				(270)
Total Other Financing Receipts / (Disbursements)		1,014		(609)		7,000		7,405
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements								
and Other Financing Disbursements		2,686		18,220		290		21,196
Fund Cash Balances, January 1		1,504		32,753				34,257
Fund Cash Balances, December 31	\$	4,190	\$	50,973	\$	290	\$	55,453
Reserve for Encumbrances, December 31	\$	4	\$	15	\$	0	\$	19

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

# COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES ALL PROPRIETARY AND FIDUCIARY FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2007

	Proprietary Fund Types	Fiduciary Fund Types	
	Enterprise	Agency	Totals (Memorandum Only)
Operating Cash Receipts: Charges for Services	\$ 139,702	\$	\$ 139,702
Total Operating Cash Receipts	139,702	0	139,702
Operating Cash Disbursements: Personal Services Employee Fringe Benefits Contractual Services Supplies and Materials Other Total Operating Cash Disbursements	22,595 1,427 48,981 68,298 725 142,026	0	22,595 1,427 48,981 68,298 725 142,026
Operating Income/(Loss)	(2,324)	0	(2,324)
Non-Operating Cash Receipts/(Disbursements): Capital Outlay Other Financing Sources Other Financing Uses	(1,960)	5,376 (6,041)	(1,960) 5,376 (6,041)
Total Non-Operating Cash Receipts/(Disbursements)	(1,960)	(665)	(2,625)
Net Receipts Over/(Under) Disbursements	(4,284)	(665)	(4,949)
Fund Cash Balances, January 1	105,483	955	106,438
Fund Cash Balances, December 31	<u>\$ 101,199</u>	<u>\$ 290</u>	\$ 101,489
Reserve for Encumbrances, December 31	<u>\$8</u>	<u>\$0</u>	<u>\$8</u>

#### COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2006

	Governmental Fund Types					
	General		Special Revenue			Totals norandum Only)
Cash Receipts:						
Property and Local Taxes	\$	14,341	\$	22,713	\$	37,054
Intergovernmental	Ŧ	14,605	Ŧ	44,811	*	59,416
Special Assessments				6,143		6,143
Charges for Services		2,550				2,550
Fines, Licenses and Permits		2,263				2,263
Earnings on Investments		4,757		1		4,758
Miscellaneous		2,984		23,619		26,603
Total Cash Receipts		41,500		97,287		138,787
Cash Disbursements:						
Current:						
Security of Persons and Property		9,053		200		9,253
Public Health Services		272				272
Community Environment		50		4.040		50
Basic Utility Services		2,297		4,619		6,916
Transportation		397		79,966		80,363
General Government		56,200		1,516		57,716
Debt Service:				24.000		24.000
Redemption of Principal				34,096		34,096
Interest and Fiscal Charges Capital Outlay				1,561 325		1,561 325
Capital Outlay				325		325
Total Cash Disbursements		68,269		122,283		190,552
Total Cash Receipts Over/(Under) Cash Disbursements		(26,769)		(24,996)		(51,765)
Other Financing Receipts / (Disbursements):						
Sale of Fixed Assets		15,205				15,205
Transfers-In				5,000		5,000
Transfers-Out		(5,000)				(5,000)
Advances-In		28,730		9,018		37,748
Advances-Out		(6,000)		(21,250)		(27,250)
Other Financing Uses		(166)				(166)
Total Other Financing Receipts / (Disbursements)		32,769		(7,232)		25,537
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements						
and Other Financing Disbursements		6,000		(32,228)		(26,228)
Fund Cash Balances, January 1		(4,496)		64,981		60,485
Fund Cash Balances, December 31	\$	1,504	\$	32,753	\$	34,257
Reserve for Encumbrances	\$	0	\$	0	\$	0

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

# COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES ALL PROPRIETARY AND FIDUCIARY FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2006

	Proprietary Fund Types	Fiduciary Fund Types	
	Enterprise	Agency	Totals (Memorandum Only)
Operating Cash Receipts: Charges for Services	\$ 145,654	\$	\$ 145,654
Total Operating Cash Receipts	145,654	0	145,654
<b>Operating Cash Disbursements:</b> Personal Services Employee Fringe Benefits Contractual Services Supplies and Materials Other	21,720 3,038 12,843 66,154 1,193		21,720 3,038 12,843 66,154 1,193
Total Operating Cash Disbursements	104,948	0	104,948
Operating Income/(Loss)	40,706	0	40,706
Non-Operating Cash Receipts/(Disbursements): Other Debt Proceeds Other Financing Sources	4,680	955_	4,680 955
Total Non-Operating Cash Receipts/(Disbursements)	4,680	955	5,635
Excess of Cash Receipts Over/(Under) Cash Disbursements Before Interfund Advances	45,386	955	46,341
Advances-In Advances-Out	200 (10,698)		200 (10,698)
Net Receipts Over/(Under) Disbursements	34,888	955	35,843
Fund Cash Balances, January 1 (As Restated - Note 2)	70,595	0	70,595
Fund Cash Balances, December 31	<u>\$ 105,483</u>	<u>\$ 955</u>	\$ 106,438
Reserve for Encumbrances	\$ 0	\$0	<u>\$</u> 0

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

#### NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2007 AND 2006

## 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

## A. Description of the Entity

The constitution and laws of the State of Ohio establish the rights and privileges of the Village of Coolville, Athens County (the Village), as a body corporate and politic. A publicly-elected six-member Council governs the Village. The Village provides general government services, police services and street construction, repair and maintenance, as well as water and street lighting 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 accounting basis the Auditor of State prescribes or permits. This basis is similar to the cash receipts and disbursements accounting basis. The Village recognizes receipts when received in cash rather than when earned, and recognizes disbursements 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 the Auditor of State prescribes or permits.

#### C. Cash and Investments

The Village maintains an interest-bearing checking account and a certificate of deposit, 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 reports all financial resources except those required to be accounted for in another fund.

# 2. Special Revenue Funds

These funds account for proceeds from specific sources (other than from private-purpose trusts or for capital projects) that are restricted to expenditure for specific purposes. The Village had the following significant Special Revenue Funds:

<u>Street Construction, Maintenance, and Repair Fund</u> – This fund receives gasoline tax and motor vehicle license tax money for constructing, maintaining, and repairing Village streets.

<u>Street Levy Fund</u> – This fund receives property tax money for constructing, maintaining and repairing Village streets.

## NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2007 AND 2006 (Continued)

# 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### D. Fund Accounting (Continued)

#### 3. Capital Projects Funds

These funds account for receipts restricted to acquiring or constructing major capital projects (except those financed through enterprise or trust funds). The Village had the following significant Capital Project Fund:

<u>Cruiser Repair/Replacement Fund</u> – This fund, established in 2007, receives a portion of Mayor's Court fines to fund the repair and replacement of the police cruiser.

# 4. Enterprise Funds

These funds account for operations that are similar to private business enterprises, where management intends to recover the significant costs of providing certain goods or services through user charges. The Village had the following significant Enterprise Funds:

<u>Water Fund</u> – This fund receives charges for services from residents to cover water service costs.

<u>Sewer Improvement Project Fund</u> – This fund receives loan proceeds from the Ohio Water Development Authority to finance the engineering and planning of a sanitary sewer system in the Village. A utility surcharge recorded in this fund will repay this loan.

# 5. Fiduciary Fund (Agency Fund)

Agency funds are purely custodial in nature and are used to hold resources for individuals, organizations or other governments. The Village disburses these funds as directed by the individual, organization or other government. The Village had the following Agency Fund:

<u>Mayor's Court Fund</u> – This fund receives fine money, a portion of which is paid into the Village's General Fund for maintaining the security of persons and property within the Village. The other portion of the fines received into this account is paid to the State of Ohio and any other agency as required by law.

# E. Budgetary Process

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 fund level of control, and appropriations may not exceed estimated resources. The Village 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.

# NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2007 AND 2006 (Continued)

# 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

# E. Budgetary Process (Continued)

# 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 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 2007 and 2006 budgetary activity appears in Note 3.

# F. Property, Plant, and Equipment

The Village records disbursements for acquisitions of property, plant, and equipment when paid. The accompanying financial statements do not report these items as assets.

# 2. RESTATEMENT OF FUND BALANCE

The prior year audit report at December 31, 2005 included an ending fund balance in the Agency Fund for Mayor's Court. This amount was for a distribution due to the State of Ohio that was paid in full in 2004. Therefore, the fund balance did not exist. This resulted in the following fund balance restatement:

	Fund Bala	Res	tatement	Fund Balance at		
Fiduciary Fund:	December 31, 2005		A	mount	January 1, 2006	
Agency	\$	1,730	\$	(1,730)	\$	0

# 3. EQUITY IN POOLED CASH

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

	 2007	 2006
Demand deposits	\$ 94,942	\$ 88,695
Certificates of deposit	 62,000	52,000
Total deposits	\$ 156,942	\$ 140,695

**Deposits:** Deposits are insured by the Federal Deposit Insurance Corporation, or collateralized by the financial institution's public entity deposit pool.

# NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2007 AND 2006 (Continued)

# 4. BUDGETARY ACTIVITY

Budgetary activity for the year ending December 31, 2007 and 2006 follows:

2007 Bu		d vs. Actual	Recei	pts		
		Budgeted Actual				
Fund Type	F	Receipts	R	eceipts	Va	ariance
General	\$	46,516	\$	45,381	\$	(1,135)
Special Revenue		54,512		54,795		283
Capital Projects		7,290		7,290		0
Enterprise		135,764		139,702		3,938
Total	\$	244,082	\$	247,168	\$	3,086
2007 Budgeted vs.	Actua	l Budaetarv	Basis	Expenditur	es	
		propriation		udgetary		
Fund Type		uthority		enditures	Va	ariance
General	\$	42,689	\$	42,699	\$	(10)
Special Revenue		36,603		36,590		13
Capital Projects		7,000		7,000		0
Enterprise		144,086		143,994		92
Total	\$	230,378	\$	230,283	\$	95
2006 B	udaete	ed vs. Actual	Rece	eipts		
		Budgeted		Actual		,
Fund Type		Receipts		Receipts	V	ariance
General	\$	87,270	\$	85,435	\$	(1,835)
Special Revenue		83,997		111,305		27,308
Enterprise		150,095		150,534		439
Total	\$	321,362	\$	347,274	\$	25,912
2006 Budgeted vs	Actu	al Budgetary	Rasi	s Expenditu	res	
		propriation		Budgetary	100	
Fund Type	-	Authority		penditures	V	ariance
General	\$	80,488	\$	79,435	\$	1,053
Special Revenue	r	125,180	Ŧ	143,533	Ŧ	(18,353)
Enterprise		120,070		115,646		4,424
Total	\$	325,738	\$	338,614	\$	(12,876)

Contrary to Ohio law, budgetary expenditures exceeded appropriation authority in the Street Levy Fund by \$18,410 and the FEMA State Fund by \$3,973 for the year ended December 31, 2006. Budgetary expenditures also exceeded appropriation authority in the Cruiser Repair/Replacement Fund by \$6,400, the Water Operating Fund by \$9,637 and the Sewer Project Improvement Fund by \$15,423 at November 30, 2006.

# 5. PROPERTY TAX

Real property taxes become a lien on January 1 preceding the October 1 date for which the Village Council adopts tax rates. The State Board of Tax Equalization adjusts these rates for inflation.

#### NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2007 AND 2006 (Continued)

# 5. **PROPERTY TAX (Continued)**

Property taxes are also reduced for applicable homestead and rollback deductions. The State pays the Village amounts equaling these deductions.

The Village includes these with Intergovernmental Receipts. Payments are due to the County by December 31. If the property owner elects to pay semiannually, the first half payment 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.

Property owners assess tangible personal property tax. They must file a list of tangible 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 the Village's behalf.

# 6. DEBT

Debt outstanding at December 31, 2007 was as follows:

			Interest
	F	Principal	Rate
Street Repair Commercial Loan	\$	20,807	2.70%
Police Cruiser Commercial Loan		7,000	3.55%
Ohio Water Development Authority Loan #3597		6,572	5.65%
Ohio Water Development Authority Loan #3889		148,182	5.28%
Total	\$	182,561	

The Street Repair commercial loan was obtained to provide financing for the paving and repair of various Village streets. The various street funds are being used to repay this debt.

The Police Cruiser commercial loan was obtained to purchase a used police cruiser. A portion of Mayor's Court fines will be used to repay the loan.

The Ohio Water Development Authority (OWDA) loans relate to funding to install a sewer system in the Village. A sewer surcharge has been assessed to Village residents to repay these loans. Since this project has not been completed, amortization schedules are not available for these loans.

Amortization of the above debt, including interest, follows:

## NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2007 AND 2006 (Continued)

# 6. DEBT (Continued)

				F	olice		
Yea	r Ending		Street		Street		ruiser
Dece	ember 31:	Re	Repair Loan		_oan		
	2008	\$	21,376	\$	1,908		
	2009				1,908		
	2010				1,908		
	2011				1,908		
To	otal	\$	21,376	\$	7,632		

# 7. RETIREMENT SYSTEM

The Village's officials and employees belong to the Ohio Public Employees Retirement System (OPERS). OPERS is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes this plan's benefits, which includes postretirement healthcare and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. For 2007 and 2006, OPERS members contributed 9.5% and 9.0%, respectively, of their gross salaries and the Village contributed an amount equaling 13.85% and 13.7%, respectively, of participants' gross salaries.

The Village has paid all contributions required through December 31, 2007.

# 8. RISK MANAGEMENT

#### **Commercial Insurance**

The Village has obtained commercial insurance for the following risks:

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

# 9. OUTSTANDING ADVANCES

Unpaid, interfund cash advances at December 31, 2007 were as follows:

Receivable	Payable
\$ 20,000	\$
	1,000
1,000	
	20,000
\$ 21,000	\$ 21,000
	\$ 20,000 1,000

# NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2007 AND 2006 (Continued)

# 10. CONTINGENT LIABILITIES

Amounts grantor agencies pay to the Village are subject to audit and adjustment by the grantor. The grantor may require refunding any disallowed costs. Management cannot presently determine amounts grantors may disallow. However, based on prior experience, management believes any refunds would be immaterial.

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Mary Taylor, CPA Auditor of State

# INDEPENDENT ACCOUNTANTS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS REQUIRED BY *GOVERNMENT AUDITING STANDARDS*

Village of Coolville Athens County P.O. Box 64 Coolville, Ohio 45723

To the Village Council:

We have audited the financial statements of the Village of Coolville, Athens County, Ohio (the Village), as of and for the years ended December 31, 2007 and 2006, and have issued our report thereon dated October 24, 2008, wherein we noted the Village prepared its financial statements using accounting practices the Auditor of State prescribes or permits rather than accounting principles generally accepted in the United States of America. We also noted the Village uses the Auditor of State's Uniform Accounting Network (UAN) to process its financial transactions. *Government Auditing Standards* considers this service to impair 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 services, and Ohio Revised Code §§ 117.11(B) and 115.56 mandate the Auditor of State to audit Ohio governments. 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 the Comptroller General of the United States' *Government Auditing Standards*.

# Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Village's internal control over financial reporting as a basis for designing our audit procedures for expressing our opinion on the basic financial statements, but not to opine on the effectiveness of the Village's internal control over financial reporting. Accordingly, we have not opined on the effectiveness of the Village's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessary identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. However, as discussed below, we identified certain deficiencies in internal control over financial reporting that we consider significant deficiencies.

A control deficiency exists when the design or operation of a control does not allow management or employees, in performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Village's ability to initiate, authorize, record, process, or report financial data reliably in accordance with its applicable accounting basis, such that there is more than a remote likelihood that the Village's internal control will not prevent or detect a more-than-inconsequential financial statement misstatement.

Village of Coolville Athens County Independent Accountants' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by *Government Auditing Standards* Page 2

We consider the following deficiencies described in the accompanying Schedule of Findings to be a significant deficiencies in internal control over financial reporting: 2007-004 and 2007-005.

A material weakness is a significant deficiency, or combination of significant deficiencies resulting in more than a remote likelihood that the Village's internal control will not prevent or detect a material financial statement misstatement.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all internal control deficiencies that might be significant deficiencies or material weaknesses. However, of the significant deficiencies described above, we believe finding number 2007-005 is also a material weakness.

We also noted certain internal control matters that we reported to the Village's management in a separate letter dated October 24, 2008.

#### **Compliance and Other Matters**

As part of reasonably assuring whether the Village's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect 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 an opinion. The results of our tests disclosed instances of noncompliance or other matters that we must report under *Government Auditing Standards*, which are described in the accompanying Schedule of Findings as items 2007-001 through 2007-003.

We also noted certain noncompliance or other matters not requiring inclusion in this report that we reported to the Village's management in a separate letter dated October 24, 2008.

The Village's responses to the findings identified in our audit are described in the accompanying Schedule of Findings. We did not audit the Village's responses and, accordingly, we express no opinion on them.

We intend this report solely for the information and use of management and the Village Council. We intend it for no one other than these specified parties.

Mary Jaylo

Mary Taylor, CPA Auditor of State

October 24, 2008

## SCHEDULE OF FINDINGS DECEMBER 31, 2007 AND 2006

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

# FINDING NUMBER 2007-001

## Noncompliance Finding – Ohio Rev. Code Section 733.40

Ohio Rev. Code Section 733.40 states that all fines, forfeitures, and costs in ordinance cases and all fees that are collected by the mayor, that in any manner come into the mayor's hands, or that are due the mayor or a marshal, chief of police, or other officer of the municipal corporation, any other fees and expenses that have been advanced out of the treasury of the municipal corporation, and all money received by the mayor for the use of the municipal corporation shall be paid by the mayor into the treasury of the municipal corporation on the first Monday of each month.

In 2006, the Village did not pay 100%, or \$656, of the Mayor's Court fines, forfeitures, and costs collected into the Village's General Fund by the first Monday of the month. In 2007, the Village did not pay 92% (11 out of 12 months), or \$3,671, of the Mayor's Court fines, forfeitures, and costs collected into the Village by the first Monday of the month. These errors were a result of a lack of due care in the timely deposit of moneys received by the Village. This could result in the occurrence of errors and irregularities, which could go undetected for an extended period of time.

We recommend the Village submit the required moneys collected to the Village by the first Monday of each month.

**Officials' Response:** Our Council meetings are held the second Tuesday of each month as opposed to the first Monday of the month. 2008 is also done after or on the second Tuesday.

# FINDING NUMBER 2007-002

# Noncompliance Finding – Ohio Rev. Code Section 5705.41(B)

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

The Village's expenditures exceeded appropriations at December 31, 2006 as follows:

	Actual								
Fund	Appr	opriations	Expenditures		Variance				
Street Levy	\$	64,053	\$	82,463	\$	(18,410)			
FEMA State		0		3,973		(3,973)			

The Village's expenditures exceeded appropriations at November 30, 2006 as follows:

	Actual					
Fund	Appr	opriations	Exp	enditures	V	ariance
Cruiser Repair/Replacement	\$	800	\$	7,200	\$	(6,400)
Water Operating		94,969		104,606		(9,637)
Sewer Improvement		28,000		43,423		(15,423)

The Fiscal Officer did not properly monitor budget vs. actual information, resulting in expenditures exceeding appropriations. This could result in deficit fund balances.

# SCHEDULE OF FINDINGS DECEMBER 31, 2007 AND 2006 (Continued)

# FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS (Continued)

# FINDING NUMBER 2007-002 (Continued)

# Noncompliance Finding – Ohio Rev. Code Section 5705.41(B) (Continued)

We recommend that the Village monitor actual expenditures as compared to appropriations at the legal level of control throughout the fiscal year. The Village Council must approve any amendments to appropriations and document it in the minutes.

**Officials' Response:** The current Fiscal Officer did not prepare appropriations for 2006 and spent most of the year entering things in the computer that was already done.

## FINDING NUMBER 2007-003

## Noncompliance Finding – Ohio Rev. Code Section 5705.41(D)(1)

Ohio Rev. Code Section 5705.41(D)(1) prohibits a subdivision or taxing entity from making any contract or ordering any expenditure of money unless a certificate signed by the fiscal officer is attached thereto. The Fiscal Officer must certify that the amount required to meet any such contract or expenditure has been lawfully appropriated and is in the treasury, or is in the process of collection to the credit of an appropriate fund free from any previous encumbrance. Further, contracts and orders for expenditures lacking prior certification shall be null and void.

There are several exceptions to the standard requirement stated above that a fiscal officer's certificate must be obtained prior to a subdivision or taxing authority entering into a contract or order involving the expenditure of money. The main exceptions are: "the and now" certificates, blanket certificates, and super blanket certificates, which are provided for in Sections 5705.41(D)(1) and 5705.41(D)(3), respectively, of the Ohio Revised Code.

a.) "Then and Now" Certificate – If the Fiscal Officer can certify that both at the time that the contract or order was made ("then"), and at the time that the Fiscal Officer is completing the certification ("now"), that sufficient funds were available or in the process of collection, to the credit of a proper fund, properly appropriated and free from any previous encumbrance, the Village can authorize the drawing of a warrant for the payment of the amount due. The Village has thirty days from the receipt of the "then and now" certificate to approve payment by ordinance or resolution.

Amounts of less than \$3,000 may be paid by the Fiscal Officer without a resolution or ordinance upon completion of the "then and now" certificate, provided that the expenditure is otherwise lawful. This does not eliminate any otherwise applicable requirement for approval of expenditures by the Village.

b.) Blanket Certificate – Fiscal Officer may prepare "blanket" certificates for a certain sum of money not in excess of an amount established by resolution or ordinance adopted by a majority of the members of the legislative authority against any specific line item account over a period not running beyond the end of the current fiscal year. The blanket certificates may, but need not, be limited to a specific vendor. Only one blanket certificate may be outstanding at one particular time for any one particular line item appropriation.

# SCHEDULE OF FINDINGS DECEMBER 31, 2007 AND 2006 (Continued)

# FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS (Continued)

# FINDING NUMBER 2007-003 (Continued)

## Noncompliance Finding – Ohio Rev. Code Section 5705.41(D)(1) (Continued)

c.) Super Blanket Certificate – The Village may also make expenditures and contracts for any amount from a specific line-item appropriation account in a specified fund upon certification of the Fiscal Officer for most professional services, fuel, oil, food items, and any other specific recurring and reasonably predictable operating expense. This certification is not to extend beyond the current year. More than one super blanket certificate may be outstanding at a particular time for any line item appropriation.

The Village did not obtain the Fiscal Officer's prior certification for 14% of transactions tested in 2006 and 13% of transactions tested in 2007. There was no evidence that the Village followed the aforementioned exceptions. Because of a lack of oversight, the Fiscal Officer failed to certify the availability of funds properly, which could result in overspending funds and negative cash fund balances.

Unless the exceptions noted above are used, prior certification is not only required by statute, but is a key control in the disbursement process to assure that purchase commitments receive prior approval. To improve controls over disbursements and to help reduce the possibility of the Village's funds exceeding budgetary spending limitations, we recommend the Fiscal Officer certify that funds are or will be available prior to obligations being incurred by the Village. When prior certification is not possible, "then and now" certifications should be used.

We recommend the Village certify purchases to which Ohio Rev. Code Section 5705.41(D) applies. The most convenient certification method is to use purchase orders that include the certification language Section 5705.41(D) requires to authorize disbursements. The Fiscal Officer should sign the certification prior to the Village incurring a commitment, and only when the requirements of Section 5705.41(D) are satisfied. The Fiscal Officer should post approved purchase orders to the proper appropriation code to reduce the available appropriation.

**Officials' Response:** The Fiscal Officer will try to monitor this more closely in the future.

# FINDING NUMBER 2007-004

# Significant Deficiency – Ohio Admin. Code Section 117-2-02(C)(1)

Ohio Admin. Code Section 117-2-02(C)(1) states that all local public offices should integrate the budgetary accounts, at the legal level of control or lower, into the financial accounting system. This means designing an accounting system to provide ongoing and timely information on unrealized budgetary receipts and remaining uncommitted balances of appropriations.

At December 31, 2007, estimated resources as approved by the Budget Commission did not agree to the Village's ledgers for one fund. This was due, in part, to the Fiscal Officer not posting the final amended certificate to the UAN system. The variances and funds were as follows:

# SCHEDULE OF FINDINGS DECEMBER 31, 2007 AND 2006 (Continued)

# FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS (Continued)

# FINDING NUMBER 2007-004 (Continued)

# Significant Deficiency – Ohio Admin. Code Section 117-2-02(C)(1) (Continued)

Fund	Approved	Estimated Revenue Approved by Budget Commission		ted Revenue ed to UAN System	Variance	
Water Deposit	\$	100	\$	1,175	\$	1,075

At December 31, 2007, we found appropriations as approved by the Village Council did not agree to the Village's ledgers for eight funds. The variances and funds were as follows:

Fund	 propriations per rdinances	Post	ropriations ed to UAN System	V	ariance
General	\$ 42,689	\$	43,663	\$	(974)
Street Construction, Maintenance and Repair	9,630		11,393		(1,763)
State Highway	44		500		(456)
Street Lighting	7,279		6,969		310
Street Levy	17,756		21,353		(3,597)
Cruiser Repair/Replacement	7,000		7,800		(800)
Water Operating	102,352		107,971		(5,619)
Sewer Improvement	41,235		45,623		(4,388)

At December 31, 2006, estimated resources as approved by the Budget Commission did not agree to the Village's ledgers for ten funds. This was due, in part, to the Fiscal Officer not posting the final amended certificate to the UAN system. The variances and funds were as follows:

Fund	Approv	ted Revenue ed by Budget mmission	y Budget Posted to UAN		Variance	
General	\$	87,270	\$	0	\$	(87,270)
Street Construction, Maintenanced and Repair		24,370		1,186		(23,184)
State Highway		195		0		(195)
Street Lighting		10,143		0		(10,143)
Street Levy		26,857		0		(26,857)
FEMA Federal		22,433		0		(22,433)
FEMA State		0		3,973		3,973
Water Operating		97,047		0		(97,047)
Water Deposit		0		725		725
Sewer Improvement		53,048		0		(53,048)

# SCHEDULE OF FINDINGS DECEMBER 31, 2007 AND 2006 (Continued)

# FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS (Continued)

# FINDING NUMBER 2007-004 (Continued)

# Noncompliance Finding and Significant Deficiency – Ohio Admin. Code Section 117-2-02(C)(1) (Continued)

At December 31, 2006, we found appropriations as approved by the Village Council did not agree to the Village's ledgers for ten funds. The variances and funds were as follows:

Fund	Approp pr Ordin		Pos	Appropriations Posted to UAN System		Variance	
General	\$	80,488	\$	127,903	\$	(47,415)	
Street Construction, Maintenance and Repair		32,977		41,422		(8,445)	
State Highway		1,098		1,200		(102)	
Street Lighting		4,619		6,816		(2,197)	
Street Levy		64,053		88,077		(24,024)	
FEMA Federal		22,433		18,460		3,973	
FEMA State		0		36,920		(36,920)	
Water Operating		110,928		118,328		(7,400)	
Water Deposit		700		0		700	
Sewer Improvement		8,442		71,762		(63,320)	

Because the Fiscal Officer improperly entered budgetary information into the system, the management of the Village lost some degree of budgetary control.

We recommend the Fiscal Officer accurately post estimated receipts as certified by the County Budget Commission and appropriations as approved by the Village Council into the computer system and only after receiving approval. This procedure will help ensure more useful comparisons of budget versus actual activity, as well as provide management with an accurate monitoring tool throughout the year.

**Officials' Response:** The numbers in UAN were taken from prior incorrect statements. The Fiscal Officer has been and will in the future, monitor this more closely.

#### FINDING NUMBER 2007-005

# Material Weakness - Adjustments and Reclassifications

Sound financial reporting is the responsibility of the fiscal officer and governing board and is essential to ensure the information provided to the readers of the financial statements is complete and accurate.

As a result of the audit procedures performed, we noted the following errors in the financial statements that required audit adjustment or reclassification:

# SCHEDULE OF FINDINGS DECEMBER 31, 2007 AND 2006 (Continued)

# FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS (Continued)

# FINDING NUMBER 2007-005 (Continued)

# Material Weakness - Adjustments and Reclassifications (Continued)

2007:

- The Fiscal Officer improperly classified General Fund taxes as intergovernmental receipts (\$358), General Fund Miscellaneous Receipts (\$836) as Intergovernmental Receipts. In addition, the Fiscal Officer improperly classified Permissive Tax Fund intergovernmental receipts as taxes (\$1,083) and Street Levy taxes as intergovernmental receipts (\$569).
- The Fiscal Officer improperly posted Street Construction, Maintenance and Repair Fund intergovernmental receipts (\$3,706) to the State Highway Fund (\$807) and Permissive MVL Fund (\$2,899).
- The Fiscal Officer improperly posted State Highway Fund intergovernmental receipts (\$235) to the Permissive MVL Fund.
- The Fiscal Officer improperly posted Sale of Assets as a Special Item in the General Fund (\$675).
- The Fiscal Officer improperly posted a miscellaneous receipt (\$675) to the General Fund.
- The Fiscal Officer improperly posted delinquent street lighting assessments from the County Auditor to General Fund Other Financing Sources rather than Street Lighting Fund Special Assessments (\$259).
- The Fiscal Officer improperly posted Water Deposit Activity (\$525).
- The Fiscal Officer improperly carried over blanket certificates at December 31 resulting in a decrease in the reserve for encumbrances for the following funds: General Fund (\$1,073), Street Construction, Maintenance and Repair Fund (1,318), State Highway Fund (\$456), COPS Fast Fund (\$28), Street Lighting Fund (\$40), Street Levy Fund (\$515), Water Operating Fund (\$2,719), and Sewer Improvement Fund (\$2,188).
- The Fiscal Officer improperly recorded Mayor's Court Activity resulting in a decrease of Fines, Licenses and Permits (\$6,331), an increase of Other Financing Sources (\$5,376), a reclassification from Other Expenses to Other Financing Uses (\$6,041) and a net fund balance adjustment (\$955).

2006:

- The Fiscal Officer improperly classified General Fund intergovernmental receipts as taxes (\$514). In addition, the Fiscal Officer improperly classified Permissive Tax Fund intergovernmental receipts as taxes (\$1,095) and Street Levy taxes as intergovernmental receipts (\$790).
- The Fiscal Officer improperly posted Street Levy Fund taxes (\$596) to the Street Construction, Maintenance, and Repair Fund.
- The Fiscal Officer improperly posted Street Construction, Maintenance and Repair intergovernmental receipts (\$258) to the State Highway Fund. In addition, the Fiscal Officer improperly posted Street Levy Fund intergovernmental receipts to the Street Construction, Maintenance, and Repair Fund (\$196).
- The Fiscal Officer improperly posted a FEMA reimbursement as intergovernmental receipts rather than miscellaneous receipts (\$3,973).
- The Fiscal Officer voided a prior period check. The UAN system changed the beginning fund balance; however, we decided to run the check through the current year increasing miscellaneous revenue in the General Fund (\$1,886).

# SCHEDULE OF FINDINGS DECEMBER 31, 2007 AND 2006 (Continued)

# FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS (Continued)

# FINDING NUMBER 2007-005 (Continued)

#### Material Weakness - Adjustments and Reclassifications (Continued)

- The Fiscal Officer improperly posted a transfer as an advance in the General and Street Construction, Maintenance and Repair Funds (\$1,000). In addition, the Fiscal Officer improperly posted a transfer to move CD interest deposited from the Sewer CD to the general checking account resulting in removal of the transfer (\$3,762).
- The Fiscal Officer improperly posted Sale of Assets as a Special Item in the General Fund (\$15,205) and a reimbursement from overpayment of their insurance policy as an extraordinary item rather than miscellaneous receipts (\$291).
- The Fiscal Officer improperly posted a late debt payment to principal rather than interest (\$269).
- The Fiscal Officer improperly posted a debt payment from FEMA Fund rather than the Street Levy Fund (\$18,460).
- The Fiscal Officer improperly posted loan proceeds as intergovernmental receipts in the Sewer Improvement Fund (\$4,680).
- The Fiscal Officer improperly posted Water Deposit Activity (\$450).
- The Fiscal Officer improperly carried over blanket certificates at December 31 resulting in a decrease in the reserve for encumbrances for the following funds: General Fund (\$1,056), Street Construction, Maintenance and Repair Fund (144), Street Levy Fund (\$50), and Water Operating Fund (\$467).
- The Fiscal Officer did not record Mayor's Court Activity resulting in an increase of other financing sources (\$955).

Lack of due care in posting correctly resulted in audit adjustments. The audited financial statements and the Village's accounting system reflect the above adjustments.

To ensure the Village's financial statements and notes to the financial statements are complete and accurate, we recommend that the Fiscal Officer review the Village Officers' Handbook for guidance on the correct line item to post various receipts and expenditures of the Village.

**Officials' Response:** The Fiscal Officer was unsure of some of these items, but has corrected most of them. Some of the information was posted from the prior Fiscal Officer's records.

# SCHEDULE OF PRIOR AUDIT FINDINGS DECEMBER 31, 2007 AND 2006

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <i>Explain</i>
2005-001	Ohio Rev. Code Section 117.38 for not filing their annual report with the Auditor of State by the required date.	Yes	
2005-002	Noncompliance citation and Material Weakness – Ohio Rev. Code Section 149.351 destruction of records for meter readings, billing, registers, payment registers, street light assessment records, and sewer surcharge records.	Yes	
2005-003	Ohio Rev. Code Section 5705.38(A) for not approving temporary and permanent appropriations by the required date and expending money prior to the approval of appropriations.	Yes	
2005-004	Ohio Rev. Code Section 5705.39 for appropriations exceeding budgeted resources.	No	
2005-005	Ohio Rev. Code Section 5705.41(B) for expenditures exceeding appropriations in several funds.	No	Not corrected: This is repeated in the current Schedule of Findings as 2007-002.
2005-006	Ohio Rev. Code Section 5705.41(D)(1) for not using purchase orders for the intended purpose. Purchase orders were not used in 2005.	No	Partially corrected: This is repeated in the current Schedule of Findings as 2007-003.
2005-007	Ohio Rev. Code Section 5705.10 for advances not being approved in 2004.	Yes	
2005-008	Reportable Condition – Monitoring Financial Activity	Yes	
2005-009	Reportable Condition – Posting of Estimated Revenue and Appropriations. Estimated Revenue and Appropriations were not properly posted to the UAN system.	No	Not corrected: This is repeated in the current Schedule of Findings as 2007-004.
2005-010	Material Weakness – Recording Village Transactions. There were several material mispostings resulting in reconciling issues.	Yes	

# SCHEDULE OF PRIOR AUDIT FINDINGS DECEMBER 31, 2007 AND 2006 (Continued)

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <i>Explain</i>
2005-011	Material Weakness – Recordkeeping. Numerous errors were made in posting transactions to the UAN system resulting in several audit adjustments.	No	Not corrected: This is repeated in the current Schedule of Findings as 2007-005.





VILLAGE OF COOLVILLE

**ATHENS 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 Babbett

**CLERK OF THE BUREAU** 

CERTIFIED DECEMBER 9, 2008

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