VILLAGE OF JEFFERSON ASHTABULA COUNTY, OHIO

AUDIT REPORT

FOR THE YEARS ENDED DECEMBER 31, 2006 AND 2005



Mary Taylor, CPA Auditor of State

Village Council Village of Jefferson 27 East Jefferson St. Jefferson, Ohio 44047

We have reviewed the *Independent Auditor's Report* of the Village of Jefferson, Ashtabula County, prepared by James G. Zupka, CPA, Inc., for the audit period January 1, 2005 through December 31, 2006. 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.

The financial statements in the attached report are presented in accordance with a regulatory basis of accounting prescribed or permitted by the Auditor of State. Due to a February 2, 2005 interpretation from the American Institute of Certified Public Accountants (AICPA), modifications were required to the *Independent Auditor's Report* on your financial statements. While the Auditor of State 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. The attached report includes an opinion relating to GAAP presentation and measurement requirements, but does not imply the statements are misstated under the non-GAAP regulatory basis. The *Independent Auditor's Report* also includes an opinion on the financial statements using the regulatory format the Auditor of State permits.

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 Jefferson is responsible for compliance with these laws and regulations.

Mary Taylor, CPA Auditor of State

Mary Taylor

August 5, 2008



VILLAGE OF JEFFERSON ASHTABULA COUNTY, OHIO AUDIT REPORT

FOR THE YEARS ENDED DECEMBER 31, 2006 AND 2005

TABLE OF CONTENTS

	PAGE
Independent Accountants' Report	1-2
Financial Statements for the Year Ended December 31, 2006	
Combined Statement of Cash Receipts, Disbursements and Changes in Fund Cash Balances - All Governmental Fund Types	3
Combined Statement of Cash Receipts, Disbursements and Changes in Fund Cash Balances - Proprietary Fund Types and Fiduciary Fund Types	4
Combined Statement of Receipts - Budget and Actual	5
Combined Statement of Disbursements and Encumbrances Compared with Expenditure Authority	6
Financial Statements for the Year Ended December 31, 2005	
Combined Statement of Cash Receipts, Disbursements, and Changes in Fund Cash Balances - All Governmental Fund Types	7
Combined Statement of Cash Receipts, Disbursements and Changes in Fund Cash Balances - Proprietary Fund Types and Fiduciary Fund Types	8
Combined Statement of Receipts - Budget and Actual	9
Combined Statement of Disbursements and Encumbrances Compared with Expenditure Authority	10
Notes to the Financial Statements	11-21
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	22-23
Schedule of Findings	24-26
Status of Prior Audit Findings	27

JAMES G. ZUPKA, C.P.A., INC.

Certified Public Accountants 5240 East 98th Street Garfield Hts., Ohio 44125

Member American Institute of Certified Public Accountants

(216) 475 - 6136

Ohio Society of Certified Public Accountants

INDEPENDENT ACCOUNTANTS' REPORT

To the Members of the Village Council Village of Jefferson Ashtabula County, Ohio The Honorable Mary Taylor Auditor of State State of Ohio

We have audited the accompanying financial statements of the Village of Jefferson, Ashtabula County, Ohio, (the Village) as of and for the years ended December 31, 2006 and 2005. These financial statements are the responsibility of the Village's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described 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 requires 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 require us to include the following paragraph if the statements do not substantially conform to 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.

In our opinion, because of the effects of the matter discussed in the preceding two paragraphs, the financial statements referred to above the years ended December 31, 2006 and 2005 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, 2006 and 2005, or its changes in financial position or cash flows of its proprietary funds for the years then ended.

Also, in our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of the Village as of December 31, 2006 and 2005, 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 part of, the financial statements.

In accordance with Government Auditing Standards, we have also issued our report dated March 5, 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.

James G. Zupka, CPA, Inc. Certified Public Accountants

March 5, 2008

VILLAGE OF JEFFERSON ASHTABULA COUNTY, OHIO

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

		Gove	ernmental Fu	ınd Types		
		3010	I U	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		Total
		Special	Debt	Capital	Expendable	(Memorandum
Receipts	General	Revenue	Service		Trust	Only)
Property and Local Taxes	\$ 657,953	\$ 1,166,786	\$	0 \$ 44,045	\$ 0	\$ 1,868,784
Intergovernmental Revenues	91,510	10,798	Ψ	0 19,782	0	122,090
Special Assessments	0	194,752	173,6		0	368,369
Charges for Services	104	250,473	173,0	0 0	0	250,577
Fines, Licenses, and Permits	25,169	425		0 0	0	25,594
Earnings on Investments	22,028	674		0 0	0	22,702
Miscellaneous	4,303	36,093		0 0	0	40,396
Total Receipts	801,067	1,660,001	173,6		0	2,698,512
Total Receipts	801,007	1,000,001	1/3,0	05,827		2,098,312
Disbursements						
Security of Persons and Property	30,689	585,984		0 0	0	616,673
Leisure Time Activities	0	223,630		0 0	0	223,630
Community Environment	0	22,364		0 0	0	22,364
Basic Utility Services	0	109,273		0 0	0	109,273
Transportation	139,235	536,645	185,4		0	914,551
General Government	425,019	6,435	103,4	0 81	0	431,535
Debt Service:	723,017	0,733		0 01	O	431,333
Principal Retirement	0	0	233,4	28 0	0	233,428
Interest and Fiscal Charges	0	0	114,4		0	114,497
Total Disbursements	594,943	1,484,331	533,3		0	
Total Disbursements	394,943	1,464,331		45 33,334	0	2,665,951
Total Receipts Over (Under)						
Disbursements	206,124	175,670	(359,72	26) 10,493	0	32,561
Other Financing Receipts (Disbursen	<u>nents)</u>					
Transfers - In	0	83,548	382,2		0	550,209
Transfers - Out	(116,500)	(263,604)	(3,8)	38) (2,000)	0	(385,942)
Total Other Financing Receipts						
(Disbursements)	(116,500)	(180,056)	378,4	29 82,394	0	164,267
E (P to 104 E'						
Excess of Receipts and Other Financing	•					
Receipts Over (Under) Disbursements		(4.000)	40.5			40 < 000
and Other Financing Disbursements	89,624	(4,386)	18,7	03 92,887	0	196,828
Beginning Fund Cash Balance	181,145	614,004	41,3	29 8,089	8	844,575
beginning I and Cash Balance	101,115	011,001				011,575
Ending Fund Cash Balance	\$ 270,769	\$ 609,618	\$ 60,0	<u>\$ 100,976</u>	<u>\$</u> 8	<u>\$ 1,041,403</u>
Reserves for Encumbrances,						
December 31	\$ 44,338	\$ 70,748	\$ 32,7	92 \$ 0	\$ 0	\$ 147,878

VILLAGE OF JEFFERSON ASHTABULA COUNTY, OHIO

COMBINED STATEMENT OF CASH RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES - PROPRIETARY FUND TYPES AND FIDUCIARY FUND TYPES

FOR THE YEAR ENDED DECEMBER 31, 2006

	Proprietary	Fiduciary	Total
O (1 P)	Fund Type	Fund Type	(Memorandum
Operating Revenues	Enterprise 674 105	Agency	Only)
Charges for Services	\$ 674,195	\$ 0	\$ 674,195
Miscellaneous	1,426	0	1,426
Total Operating Revenues	675,621	0	675,621
Operating Expenses			
Personal Services	215,575	0	215,575
Travel Transportation	5,189	0	5,189
Contractual Services	189,861	0	189,861
Basic Utility Services	97,488	0	97,488
Miscellaneous	7,456	0	7,456
Supplies and Materials	29,679	0	29,679
Capital Outlay	89,320	0	89,320
Total Operating Expenses	634,568	0	634,568
Total Operating Income	41,053	0	41,053
Non-Operating Revenues			
Property Tax and Other Local Taxes	23,000	0	23,000
Other Non-Operating Revenues	5,100	13,693	18,793
Total Non-Operating Revenues	28,100	13,693	41,793
Non-Operating Expenses			
Other Non-Operating Expenses	0	7,535	7,535
Total Non-Operating Expenses	0	7,535	7,535
Excess of Revenues Over Expenses before Transfers	69,153	6,158	75,311
Transfers In	14,637	0	14,637
Transfers Out	(178,904)	0	(178,904)
Net Revenues Over (Under) Expenses	(95,114)	6,158	(88,956)
Beginning Fund Cash Balance	222,955	6,036	228,991
Ending Fund Cash Balance	\$ 127,841	<u>\$ 12,194</u>	\$ 140,035
Reserve for Encumbrances, December 31	\$ 27,793	\$ 5,520	\$ 33,313

VILLAGE OF JEFFERSON ASHTABULA COUNTY, OHIO COMBINED STATEMENT OF RECEIPTS - BUDGET AND ACTUAL FOR THE YEAR ENDED DECEMBER 31, 2006

Fund Types/Funds	Budget	Actual	Variance Favorable (Unfavorable)
Governmental:			
General Fund	\$ 741,300	\$ 801,066	\$ 59,766
Special Revenue Funds	1,659,989	1,743,549	83,560
Debt Service Funds	952,064	555,884	(396,180)
Capital Projects Funds	31,800	148,221	116,421
Proprietary: Enterprise Funds	766,465	718,357	(48,108)
Fiduciary: Expendable Trust and Agency Funds	34,100	13,693	(20,407)
Total (Memorandum Only)	\$ 4,185,718	\$ 3,980,770	\$ (204,948)

VILLAGE OF JEFFERSON ASHTABULA COUNTY, OHIO

COMBINED STATEMENT OF DISBURSEMENTS AND ENCUMBRANCES COMPARED WITH EXPENDITURE AUTHORITY FOR THE YEAR ENDED DECEMBER 31, 2006

Fund Types/Funds	C	rior Year arryover ambrances	<u>A</u>	ppropriations		Total		Actual 2006 sbursements	O	cumbrances atstanding at 12/31/06		Total	F	Variance Favorable ofavorable)
Governmental:														
General Fund	\$	19,523	\$	838,990	\$	858,513	\$	711,443	\$	44,338	\$	755,781	\$	102,732
Special Revenue Funds		73,956		2,068,368		2,142,324		1,747,935		70,748		1,818,683		323,641
Debt Service Funds		5,950		565,778		571,728		537,181		0		537,181		34,547
Capital Projects		0		202.052		202.052		55 224		22.702		00 126		115 027
Funds		0		203,953		203,953		55,334		32,792		88,126		115,827
Proprietary: Enterprise Funds		2,272		864,840		867,112		813,472		27,793		841,265		25,847
•		,		•		,		,		,		,		,
Fiduciary Funds: Expendable Trust and Agency Funds		0		27,400		27,400		7,53 <u>5</u>		5,520		13,055		14,345
and Agency Funds		0	_	27,400	_	27,400	_	1,555		3,320	_	13,033		14,545
Total (Memorandum Only)	\$	101,701	<u>\$</u>	4,569,329	\$	4,671,030	<u>\$</u>	3,872,900	\$	181,191	\$	4,054,091	\$	616,939

VILLAGE OF JEFFERSON ASHTABULA COUNTY, OHIO

COMBINED STATEMENT OF CASH RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES - ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2005

		Gove	ernmental Fund	Types		
	-					Total
		Special	Debt	Capital	Expendable	(Memorandum
Receipts	General	Revenue	Service	Projects	Trust	Only)
Property and Local Taxes	\$ 725,702	\$ 852,376	\$ 0	\$ 1,893	\$ 0	\$ 1,579,971
Intergovernmental Revenues	161,302	165,550	0	21,500	0	348,352
Special Assessments	0	27,308	64,931	0	0	92,239
Charges for Services	808	197,411	0	0	0	198,219
Fines, Licenses, and Permits	21,843	333	0	0	0	22,176
Earnings on Investments	11,915	2,478	0	0	0	14,393
Miscellaneous	53,700	104,029	0	648	1,563	159,940
Total Receipts	975,270	1,349,485	64,931	24,041	1,563	2,415,290
Disbursements						
Security of Persons and Property	382,991	132,072	0	0	0	515,063
Leisure Time Activities	0	254,219	0	0	1,555	255,774
Community Environment	0	12,125	0	0	0	12,125
Basic Utility Services	0	35,725	0	0	0	35,725
Transportation	39,446	514,264	7,286	42,473	0	603,469
General Government	352,662	9,700	111,372	75	0	473,809
Debt Service:	332,002	2,700	111,572	75	U	473,007
Principal Retirement	0	0	173,938	0	0	173,938
Interest and Fiscal Charges	0	0	122,262	0	0	122,262
Total Disbursements	775,099	958,105	414,858	42,548	1,555	2,192,165
Total Receipts Over (Under)						
Disbursements	200,171	391,380	(349,927)	(18,507)	8	223,125
Other Eigensies Beering (Birkenses	4					
Other Financing Receipts (Disbursen		212.150	242 779	106.052	0	CCO 000
Transfers - In	(120.792)	212,150	342,778	106,052	0	660,980
Transfers - Out	(130,782)	(268,464)	0	(96,582)	0	(495,828)
Total Other Financing Receipts						
(Disbursements)	(130,782)	(56,314)	342,778	9,470	0	165,152
Excess of Receipts and Other Financing						
Receipts Over (Under) Disbursements	,					
and Other Financing Disbursements	69,389	335,066	(7,149)	(9,037)	8	388,277
	111.756	270.020	40.470	17.106	0	456.200
Beginning Fund Cash Balance	111,756	278,938	48,478	17,126	0	456,298
Ending Fund Cash Balance	\$ 181,145	\$ 614,004	<u>\$ 41,329</u>	\$ 8,089	\$ 8	<u>\$ 844,575</u>
Reserves for Encumbrances,						
December 31	\$ 19,523	\$ 73,956	\$ 5,950	<u>\$</u>	\$ 0	\$ 99,429

VILLAGE OF JEFFERSON ASHTABULA COUNTY, OHIO

COMBINED STATEMENT OF CASH RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES - PROPRIETARY FUND TYPES AND FIDUCIARY FUND TYPES

FOR THE YEAR ENDED DECEMBER 31, 2005

Operating Revenues Charges for Services Miscellaneous Total Operating Revenues	Proprietary Fund Type Enterprise \$ 732,590	Fiduciary Fund Type Agency \$ 0 0 0	Total (Memorandum Only) \$ 732,590 7,878 740,468
Operating Expenses Personal Services Travel Transportation Contractual Services Supplies and Materials Capital Outlay Total Operating Expenses	218,401	4,928	223,329
	307	0	307
	120,178	0	120,178
	201,174	0	201,174
	8,440	0	8,440
	548,500	4,928	553,428
Total Operating Income (Loss) Non-Operating Revenues Property Tax and Other Local Taxes Other Non-Operating Revenues Total Non-Operating Revenues	25,703 3,760 29,463	(4,928) 0 9,722 9,722	25,703 13,482 39,185
Non-Operating Expenses Other Non-Operating Expenses Total Non-Operating Expenses	2,994	9,109	12,103
	2,994	9,109	12,103
Excess of Revenues Over (Under) Expenses before Transfers Transfers In Transfers Out	218,437	(4,315)	214,122
	50,122	0	50,122
	(215,274)	0	(215,274)
Net Revenues Over (Under) Expenses Beginning Fund Cash Balance	53,285	(4,315)	48,970
		10,351	180,021
Ending Fund Cash Balance Reserve for Encumbrances, December 31	\$ 222,955	\$ 6,036	\$ 228,991
	\$ 2,272	\$ 0	\$ 2,272

VILLAGE OF JEFFERSON ASHTABULA COUNTY, OHIO COMBINED STATEMENT OF RECEIPTS - BUDGET AND ACTUAL FOR THE YEAR ENDED DECEMBER 31, 2005

Fund Types/Funds	Budget	Actual	Variance Favorable (Unfavorable)
Governmental: General Fund Special Revenue Funds Debt Service Funds Capital Projects Funds	\$ 913,547 1,241,088 570,856 290,429	\$ 975,271 1,561,634 407,709 130,093	\$ 61,724 320,546 (163,147) (160,336)
Proprietary: Enterprise Funds	826,272	820,053	(6,219)
Fiduciary: Expendable Trust and Agency Funds	17,000	11,285	(5,715)
Total (Memorandum Only)	\$ 3,859,192	\$ 3,906,045	\$ 46,853

VILLAGE OF JEFFERSON ASHTABULA COUNTY, OHIO

COMBINED STATEMENT OF DISBURSEMENTS AND ENCUMBRANCES COMPARED WITH EXPENDITURE AUTHORITY FOR THE YEAR ENDED DECEMBER 31, 2005

Fund Types/Funds		Year yover brances	<u>Ap</u>	propriations	<u> </u>	Total		ctual 2005 sbursements	Οι	umbrances atstanding 12/31/05	 Total	F	/ariance avorable <u>favorable)</u>
Governmental:													
General Fund	\$ 1.	5,801	\$	951,858	\$	967,659	\$	905,881	\$	19,523	\$ 925,404	\$	42,255
Special Revenue													
Funds	4	1,401		1,521,459		1,562,860		1,226,569		73,956	1,300,525		262,335
Debt Service Funds	1	8,834		603,391		622,225		414,858		5,950	420,808		201,417
Capital Projects Funds	,	780		187,714		188,494		139,130		0	139,130		49,364
Proprietary: Enterprise Funds	1	9,563		778,877		798,440		766,768		2,272	769,040		29,400
Fiduciary Funds: Expendable Trust and Agency Funds		0	_	23,337		23,337	_	15,592		0	 15,592		7,745
Total (Memorandum Only)	\$ 9	<u>6,379</u>	<u>\$</u>	4,066,636	\$	4,163,015	\$	3,468,798	\$	101,701	\$ 3,570,499	<u>\$</u>	592,516

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. **Description of the Entity**

The Village of Jefferson, Ashtabula County, Ohio (the Village), is a body politic and corporate 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 six-member Council elected at large for four year terms. The Mayor is elected to a four-year term. The Village provides refuse (contracted) and sewer utilities, income tax in house, park operations and police. The Village operates a volunteer fire department operated by income tax money and contracts.

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

B. Basis of Accounting

These financial statements follow the basis of accounting prescribed or permitted by the Auditor of State, which is similar to the cash receipts and disbursements basis of accounting. Receipts are recognized when received in cash rather than when earned, and disbursements are recognized when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

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

C. Cash and Investments

Investments are reported as assets. Accordingly, purchases of investments are not recorded as disbursements, and sales of investments are not recorded as receipts. Gains or losses at the time of sale are recorded as receipts or disbursements, respectively.

Certificates of deposit, repurchase agreements, and U. S. government securities are valued at cost. STAR Ohio is recorded at share values reported by the mutual fund.

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:

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. **Fund Accounting** (Continued)

Governmental Funds

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

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

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

Recreation Fund - This fund receives fees and general fund transfers to fund the Village's Community Center.

Safety Services Fund - This fund receives income tax receipts to fund police and fire services of the Village.

Special Revenue Capital Improvement - This fund receives Real Estate and Local Income Tax used for capital improvements of Village assets.

<u>Debt Service Funds</u> - These funds are used to accumulate resources for the payment of bonds and note indebtedness. The Village had the following significant debt service funds:

Recreation Facilities Note - This fund receives General Fund transfers to pay for the debt incurred to build the Village's Community Center.

OWDA Fund - This fund receives enterprise fund transfers to pay for an Ohio Water Development Authority used to finance a utility plant expansion.

Elm Street OPWC Grant Fund - This fund receives sewer fees to pay for OWPC loan which was used to finance the Elm Street lift station upgrade.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. **Fund Accounting** (Continued)

<u>Capital Projects Funds</u> - These funds are used to account for receipts that are restricted for the acquisition or construction of major capital projects (except those financed through enterprise or trust funds). The Village had the following significant capital projects fund:

Traffic Control Grant Fund - This fund receives street lighting special assessment levy funds and capital improvement funds for traffic and road improvement project funds of the Village.

Issue II Sewer Improvement - This Fund receives Issue II monies used to pay for improvements to the sewer plant.

<u>Enterprise Funds</u> - These funds account for operations that are similar to private business enterprises where management intends that the significant costs of providing certain goods or services will be recovered through user charges. The Village had the following significant Enterprise funds:

Sanitation Fund - This fund receives charges for services from residents to cover the cost of providing garbage pickup.

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

<u>Fiduciary Funds</u> (Trust and Agency Funds) - 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. Funds for which the Village is acting in an agency capacity are classified as agency funds. The Village had the following significant fiduciary funds:

The Billy Joe Cole Trust - An expendable trust fund used to buy equipment for the Village's Park.

Unclaimed Monies Fund - This is an agency fund that is used for holding various monies that go unclaimed in the Village.

Bid Performance Bond Fund - This is an Agency Fund that is used for those funds held by the Village and received from a contractor, or individual to ensure compliance with the Ordinances of the Village.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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 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.

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.

NOTE 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, 2006 and 2005 was as follows:

	2006	2005
Demand Deposits	\$ 296,902	\$ 566,145
Certificates of Deposit	<u>168,825</u>	161,069
Total Deposits	465,727	727,214
Investments:		
STAR Ohio	238,303	226,976
Repurchase Agreement	358,032	0
U.S. Government Securities	<u>119,376</u>	119,376
Total Investments	<u>715,711</u>	346,352
Total Deposits and Investments	<u>\$1,181,438</u>	<u>\$1,073,566</u>

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.

NOTE 3: **TRANSFERS**

The following is a summary of transfers in and out for 2006 and 2005:

		2	006			20	005			
	Tra	nsfers	Т	ransfers	Т	ransfers	Transfers			
Transfers by Fund Type		<u>In</u>		Out		<u>In</u>		Out		
General Fund	\$	0	\$	116,500	\$	0	\$	130,782		
Special Revenue		83,548		263,604		212,150		268,464		
Debt Service	3	82,267		3,838		342,778		0		
Capital Projects		84,394		2,000		106,052		96,582		
Enterprise		14,637		178,904		50,122		215,274		
Totals	<u>\$ 5</u>	664,846	\$	564,846	\$	711,102	\$	711,102		

Transfers are used to (1) move revenues from the fund that statute or budget required to collect them to the fund that statute or budget requires to expend them, (2) move receipts restricted to debt service from the funds collecting the receipts to the debt service fund as debt service payments become due, or (3) use unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorization.

NOTE 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.

Tangible personal property tax is assessed on 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.

NOTE 5: LOCAL INCOME TAX

Description

The Village levies an income tax whose proceeds are placed into the General Fund and the Capital Improvement Fund. The Village's income tax rate changed to 1.5 percent from 1 percent as of July 1, 2005. The Village levies and collects on all income earned within the Village as well as on incomes of residents earned outside the Village. Employers within the Village are required to withhold income tax on employee earnings and remit the tax to the Village of Jefferson at least quarterly. Corporations and other individual taxpayers are also required to pay their estimated tax at least quarterly and file a final return annually.

Additions

Reductions

Balance

12/31/2006

NOTE 6: **DEBT**

Debt outstanding at December 31, 2006 consisted of the following:

Balance

12/31/2005

Capital Lease Obligation	\$ 0	\$ 445,184	\$ 54,000	\$ 391,184			
General Obligation Notes Various Purpose Notes, 2.74%	51,025	0	51,025	0			
General Obligation Bonds Recreation Facility Bonds, 6.60%	1,110,000	0	35,000	1,075,000			
Ohio Water Development							
Authority Loan Sewer Construction Loan, 4.56%	1,226,226	0	93,403	1,132,823			
Total	\$ 2,387,251	\$ 445,184	<u>\$ 233,428</u>	\$ 2,599,007			
Debt outstanding at December 31, 2005 consisted of the following:							
Debt outstanding at Decemb	er 31, 2005 co	nsisted of the f	ollowing:				
Description	er 31, 2005 co Balance 12/31/2004	nsisted of the f Additions	ollowing: Reductions	Balance 12/31/2005			
C	Balance		C				
Description General Obligation Notes	Balance 12/31/2004	Additions	Reductions	12/31/2005			
Description General Obligation Notes Various Purpose Notes, 2.74% General Obligation Bonds Recreation Facility Bonds, 6.60% Ohio Water Development	Balance 12/31/2004 \$ 100,679	Additions 0	<u>Reductions</u> \$ 49,654	12/31/2005 \$ 51,025			
Description General Obligation Notes Various Purpose Notes, 2.74% General Obligation Bonds Recreation Facility Bonds, 6.60%	Balance 12/31/2004 \$ 100,679	Additions 0	<u>Reductions</u> \$ 49,654	12/31/2005 \$ 51,025			

NOTE 6: **DEBT** (Continued)

The Ohio Water Development Authority (OWDA) loan relates to a water and sewer plant expansion project that was mandated by the Ohio Environmental Protection Agency. The OWDA has approved up to \$2,082,417 in loans to the Village for this project. The loans will be repaid in semiannual installments of \$74,132.70, including interest, over 20 years. The scheduled payment will be adjusted to reflect any revisions in amounts actually borrowed. The loan is collateralized by water and sewer receipts. The Village has agreed to set utility rates sufficient to cover OWDA debt service requirements.

The Recreation Facility Bonds were used to construct the Village's Recreation Center used by the residents of the Village and in 2003 the Village issued \$149,000 in Various Purpose Notes for paving projects. Both of these issues are collateralized by the Village's taxing authority. The Various Purpose Notes were paid off in 2006.

The Village purchased a fire truck in 2006 which was financed by a Capital Lease agreement.

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

			I	Recreation	(Capital		Total
				Facility		Lease		Debt
	<u>O</u>	WDA Loan	<u> </u>	Bonds	Ol	oligations		Service
Year Ending December 31:								
2007	\$	148,265	\$	96,345	\$	146,701	\$	391,311
2008		148,265		94,245		73,946		316,456
2009		148,265		92,285		73,946		314,496
2010		148,265		95,285		73,945		317,495
2011		148,265		93,035		73,945		315,245
Subsequent		667,197		1,220,375		0		1,887,572
Total	\$	1,408,522	\$	1,691,570	\$	442,483	\$:	3,542,575

NOTE 7: **RETIREMENT SYSTEMS**

The Village's law enforcement officers and firefighters belong to the Ohio Police and Fire Pension Funds (OP&F). Other full-time employees belong to the Ohio Public Employees Retirement System (OPERS). OP&F and OPERS 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.

NOTE 7: **RETIREMENT SYSTEMS** (Continued)

Contribution rates are also prescribed by the Ohio Revised Code. For 2005 and 2006, OP&F participants contributed 3.5 percent of their wages and the Village had a "pickup" of 6.5 percent of the participant wages. The Village contributed an amount equal to 19.5 percent of police participant wages and 24 percent of fire participant wages. OPERS members contributed 2.5 percent of their wages and the Village had a pickup of 6.0 percent of the participant wages in 2005 and 6.5 percent in 2006. The Village contributed an amount equal to 13.55 percent of participants' gross salaries for 2005 and 13.70 percent in 2006. The Village has paid all contributions required through December 31, 2006.

NOTE 8: **RISK MANAGEMENT**

Risk Pool Management

The Government belongs to the Ohio Municipal Joint Self-Insurance Pool, (the "Pool"), an unincorporated non-profit association available to municipal corporations and their instrumentalities. The Plan is a separate legal entity per Section 2744.081 of the Ohio Revised Code. The Pool provides property, liability, law enforcement, automobile, inland marine, and other coverages insurance for its members. The Plan pay judgments, settlements and other expenses resulting for covered claims that exceed the members' deductibles.

The Pool pays certain premiums to reinsurers or excess reinsurers. The Pool is contingently liable should any reinsurer be unable to meet its reinsurance obligations.

The Pool's audited financial statements conform with generally accepted accounting principles and reported the following assets, liabilities and retained deficit at December 31, 2006 and 2005.

	2006	2005
Assets	\$ 2,331,284	\$ 2,241,661
Liabilities	(3,130,475)	(3,457,720)
Retained Deficit	<u>\$ (799,191)</u>	\$(1,216,059)

NOTE 9: **LEGAL COMPLIANCE**

A. *Appropriations Exceed Estimated Resources* - Ohio Revised Code 5705.39 prohibits appropriations from exceeding the total estimated resources. The following funds had appropriations exceeding estimated resources:

As of December 31, 2006

			Total				
		C	ertificate				
Fund		of	Estimated	Tot	al Final		
No.	Description	<u>R</u>	esources	App	ropriations	_	Variance
	Special Revenue Funds						
201	SCM & R	\$	175,089	\$	176,152	\$	(1,063)
205	Federal Grant		6,200		7,429		(1,229)
222	Special Fire Apparatus		53,300		89,184		(35,884)
	Debt Service Funds						
260	Issue II Rd 19 Elm St		174,900		190,656		(15,756)
320	Fire Truck Refurbish		0		54,000		(54,000)
	Capital Projects Funds						
440	Block Grant		0		25,751		(25,751)
475	FEMA Storm Sewer		0		123,504		(123,504)
480	West Cedar Street		0		20,080		(20,080)

NOTE 9: **LEGAL COMPLIANCE** (Continued)

As of December 31, 2005

			Total				
		C	ertificate				
Fund		of	Estimated	Tota	al Final		
No.	Description	R	esources	App	ropriations	_	Variance
	Special Revenue Funds						
204	Village Recreation	\$	246,715	\$	256,391	\$	(9,676)
219	Safety Services		0		32,000		(32,000)
222	Special Fire Apparatus		52,341		72,200		(19,859)
224	Capital Improvements		539,770		714,157		(174,387)
	Debt Service Funds						
240	Issue II Rd 17 Culvert		7,048		7,286		(238)
310	Recreation Facility Notes		92,981		95,860		(2,879)
	Capital Projects Funds						
440	Block Grant		19,343		22,065		(2,722)
450	Orphan Well Grant		22,250		62,553		(40,303)
	Fiduciary Funds						
709	Billy Joe Cole Trust		0		1,555		(1,555)

B. Expenditures and Encumbrances Exceed Appropriations - Section 5705.41 (B), Ohio Revised Code, requires that encumbrances be charged against proper appropriations. Section 5705.41 (B), Revised Code prohibits the Village from making expenditures unless it has been properly appropriated. The following funds had expenditures plus encumbrances in excess of appropriations:

As of December 31, 2006	Fi	nal	Ac	tual		
Fund	Approp	riations	Exper	<u>iditures</u>	Varia	nce
Enterprise Fund: Utility Deposits	\$	3,000	\$	3,258	\$	(258)

JAMES G. ZUPKA, C.P.A., INC.

Certified Public Accountants 5240 East 98th Street Garfield Hts., Ohio 44125

Member American Institute of Certified Public Accountants

(216) 475 - 6136

Ohio Society of Certified Public Accountants

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS REQUIRED BY GOVERNMENT AUDITING STANDARDS

To the Members of Village Council Village of Jefferson Ashtabula County, Ohio

We have audited the financial statements of the Village of Jefferson, Ashtabula County, Ohio (the Village) as of and for the years ended December 31, 2006 and 2005, and have issued our report thereon dated March 5, 2008, wherein we noted the Village followed accounting practices the Auditor of State prescribes rather than accounting principles generally accepted in the United States of America. 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 of Jefferson's internal control over financial reporting as a basis for designing our audit procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Village of Jefferson's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Village of Jefferson's internal control over financial reporting.

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

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of 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 of Jefferson'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 a misstatement of the Village of Jefferson's financial statements that is more than inconsequential will not be prevented or detected by the Village's internal control.

We consider the following deficiency described in the accompanying Schedule of Findings to be a significant deficiency in internal control over financial reporting: 2006-001.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the Village of Jefferson's internal control.

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 deficiencies in the internal control that might be significant deficiencies and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. However, we believe the significant deficiency described above is not a material weakness.

We also noted certain internal control matters that we reported to the Village of Jefferson's management in a separate letter dated March 5, 2008.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Village of Jefferson'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 an instance of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and is described in the accompanying Schedule of Findings as items 2006-001, and 2006-002.

In a separate letter to the Village of Jefferson's management dated March 5, 2008, we reported other matters related to noncompliance.

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.

This report is intended solely for the information and use of management and Village Council. It is not intended to be and should not be used by anyone other than these specified parties.

James G. Zupka, CPA, Inc. Certified Public Accountants

March 5, 2008

VILLAGE OF JEFFERSON ASHTABULA COUNTY, OHIO SCHEDULE OF FINDINGS DECEMBER 31, 2006 AND 2005

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

Finding Number 2006-001 - Noncompliance Citation and Significant Deficiency

Ohio Revised Code Section 5705.14 states that no transfer can be made from one fund to another fund, except as follows:

- (1) To move revenues from the fund that statute or budget required to collect them to the fund that statute or budget requires to expend them;
- (2) To move receipts restricted to debt service from the funds collecting the receipts to the debt service fund as debt service payments become due; and
- (3) To use restricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorization.

Ohio Revised Code Section 5705.15 and 5705.16 states that in addition to the transfers listed above, which Ohio Revised Code Section 5705.14 authorizes, the taxing authority of any political subdivision, with the approval of the Tax Commissioner and the Court of Common Pleas, may transfer from one fund to another any public funds under its supervision, except the proceeds or balances of loans, bond issues, special levies for the payments of loans or bond issues, the proceeds or balances of funds derived from any excise tax levied by a law for a specified purpose, and the proceeds or balances of any license fees imposed by law for a specified purpose.

We found a few instances of transfers being made that do not comply with Ohio Revised Code Sections 5705.14, 5705.15, and 5705.16 as explained above. To improve controls over the budget, we recommend that all transfers comply with the above sections of the Ohio Revised Code.

Village Response

The Village will take this under advisement.

VILLAGE OF JEFFERSON ASHTABULA COUNTY, OHIO SCHEDULE OF FINDINGS DECEMBER 31, 2006 AND 2005 (CONTINUED)

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

FINDING NUMBER 2006-002 - NONCOMPLIANCE CITATION

Ohio Revised Code Section 5705.39, states that upon a determination by the fiscal officer of a subdivision that the total appropriations from each fund shall not exceed the total estimated resources.

During our review of the final estimated certificate of resources and the final appropriations budget for 2006 and 2005, it was noted that several funds had significant deficiencies and/or excess of resources allocated to them. See the fund(s) listed below.

As of I	<u>December 31, 2006</u>					
Fund			Final		Final	
No.	Description	I	Resources	App	ropriations	Variance
	Special Revenue Funds					
201	SCM & R	\$	175,089	\$	176,152	\$ (1,063)
205	Federal Grant		6,200		7,429	(1,229)
222	Special Fire Apparatus		53,300		89,184	(35,884)
	Debt Service Funds					
260	Issue II Rd 19 Elm St		174,900		190,656	(15,756)
320	Fire Truck Refurbish		0		54,000	(54,000)
						, , ,
	Capital Projects Funds					
440	Block Grant		0		25,751	(25,751)
475	FEMA Storm Sewer		0		123,504	(123,504)
480	West Cedar Street		0		20,080	(20,080)
					,	` ' '

VILLAGE OF JEFFERSON ASHTABULA COUNTY, OHIO SCHEDULE OF FINDINGS DECEMBER 31, 2006 AND 2005 (CONTINUED)

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

FINDING NUMBER 2006-002 - NONCOMPLIANCE CITATION (Continued)

As of December 31, 2005

Fund No.	Description	Final Resources		Final Appropriations		Variance	
	Special Revenue Funds						
204	Village Recreation	\$	246,715	\$	256,391	\$	(9,676)
219	Safety Services	7	0	_	32,000	7	(32,000)
222	Special Fire Apparatus		52,341		72,200		(19,859)
224	Capital Improvements		539,770		714,157		(174,387)
	Debt Service Funds						
240	Issue II Rd 17 Culvert		7,048		7,286		(238)
310	Recreation Facility Notes		92,981		95,860		(2,879)
	Capital Projects Funds						
440	Block Grant		19,343		22,065		(2,722)
450	Orphan Well Grant		22,250		62,553		(40,303)
	Fiduciary Funds						
709	Billy Joe Cole Trust		0		1,555		(1,555)

Village Response

For the year ended December 31, 2006, there were grant monies received in new funds that had not been amended for in the Certificate of Estimated Resources.

For the year ended December 31, 2005, the Budget Commission disregarded an Excel file which documented changes to the Certificate of Estimated Resources including a1/2 percent increase in income tax and a new Safety Services Fund. This has been corrected in 2008 through format changes.

VILLAGE OF JEFFERSON ASHTABULA COUNTY, OHIO SCHEDULE OF PRIOR AUDIT FINDINGS DECEMBER 31, 2006 AND 2005

Finding	Finding	Fully	Not Corrected, Partially Corrected: Significantly Different Corrective Action Taken; Or Finding No Longer Valid; Explain
Number	Summary	Corrected	
2004-001	Per Ohio Revised Code Sections 5705.14, 5705.15 and 5705.16 for authorization of transfers.	No	Re-issued as finding 2006-001



Mary Taylor, CPA Auditor of State

VILLAGE OF JEFFERSON ASHTABULA 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 AUGUST 19, 2008