VILLAGE OF BELLE VALLEY

AUDIT REPORT

JANUARY 1, 2009 - DECEMBER 31, 2010

Wolfe, Wilson, & Phillips, Inc. 37 South Seventh Street Zanesville, Ohio 43701



Dave Yost · Auditor of State

Members of Council Village of Belle Valley PO Box 44 Belle Valley, Ohio 43717- 0206

We have reviewed the *Independent Auditors' Report* of the Village of Belle Valley, Noble County, prepared by Wolfe, Wilson & Phillips, Inc., for the audit period January 1, 2009 through December 31, 2010. 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 Auditors' 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 Auditors' 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 Belle Valley is responsible for compliance with these laws and regulations.

Jare Yort

Dave Yost Auditor of State

October 17, 2011

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VILLAGE OF BELLE VALLEY NOBLE COUNTY JANUARY 1, 2009 - DECEMBER 31, 2010

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WOLFE, WILSON, & PHILLIPS, INC. 37 SOUTH SEVENTH STREET ZANESVILLE, OHIO 43701

INDEPENDENT AUDITORS' REPORT

Village of Belle Valley Noble County P.O. Box 206 Belle Valley, Ohio 43717

We have audited the accompanying financial statements of the Village of Belle Valley, Noble County, as of and for the years ended December 31, 2010 and 2009. These financial statements are the responsibility of the Village of Belle Valley'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 Unites 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 of Belle Valley 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. Although we cannot reasonably determine the effects on the financial statements of the variances between these regulatory accounting practices and accounting principles generally accepted in the United States of America, we presume they are material.

Instead of the combined funds the accompanying financial statements present for 2010 and 2009, the revisions require presenting entity wide statements and also to present its larger (i.e. major) funds separately for 2010 and 2009. 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 governments to reformat their statements. The Village has elected not to reformat its statements. Since this Village does not use GAAP to measure financial statement amounts, 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 paragraph, the financial statements referred to above do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Village of Belle Valley's combined funds as of December 31, 2010 and 2009, or its changes in financial position 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 of Belle Valley, Noble County, as of December 31, 2010 and 2009, and its combined cash receipts and disbursements for the years then ended on the basis of accounting described in Note 1.

Independent Auditors' Report Page Two

The aforementioned revision to generally accepted accounting principles also require the Village to include Management's Discussion and Analysis for the year ended December 31, 2010 and 2009. 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 a report dated July 25, 2011, on our consideration of the Village of Belle Valley's internal control structure over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Wolfe, Wilson, & Phillips, Inc. Zanesville, Ohio July 25, 2011

COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES - ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2010

	Governmental Fund Types						_			
	C	eneral		special evenue	Debt Service		Capital Projects		Totals (Memorandum Only)	
Cash Receipts:										
Property Taxes	\$	10,192	\$	-	\$	-	\$	-	\$	10,192
Intergovernmental		16,377		7,474		-		-		23,851
Earnings on Investments		27		-		-		-		27
Miscellaneous		2,636		-		-		-		2,636
Total Cash Receipts		29,232		7,474		-		-		36,706
Cash Disbursements:										
Current:										
Security of Persons and Property		4,490		-		-		-		4,490
Basic Utility Services		4,218		-		-		-		4,218
Community Environment		395		-		-		-		395
Transportation		451		9,986		-		-		10,437
General Government		11,555		-		-		-		11,555
Total Cash Disbursements		21,109		9,986		-		-		31,095
Total Cash Receipts Over/(Under) Cash Disbursements		8,123		(2,512)		-		-		5,611
Fund Cash Balances, January 1		5,856		7,535		217		453		14,061
Fund Cash Balances, December 31	\$	13,979	\$	5,023	\$	217	\$	453	\$	19,672

See notes to financial statements.

COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES - ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2009

	Governmental Fund Types						_			
	G	eneral		Special levenue		Debt ervice		apital ojects	(Mei	Totals morandum Only)
Cash Receipts:										
Property Taxes	\$	8,751	\$	-	\$	-	\$	-	\$	8,751
Intergovernmental		15,226		24,170		-		-		39,396
Earnings on Investments		27		-		-		-		27
Miscellaneous		6,473		-		-		-		6,473
Total Cash Receipts		30,477		24,170		-		-		54,647
Cash Disbursements:										
Current:										
Security of Persons and Property		4,080		-		-		-		4,080
Basic Utility Services		4,249		-		-		-		4,249
Community Environment		395		-		-		-		395
Transportation		2,268		28,988		-		-		31,256
General Government		19,284		-		-		-		19,284
Total Cash Disbursements		30,276		28,988		-		-		59,264
Total Cash Receipts Over/(Under) Cash Disbursements		201		(4,818)		-		-		(4,617)
Fund Cash Balances, January 1		5,655		12,353		217		453		18,678
Fund Cash Balances, December 31	\$	5,856	\$	7,535	\$	217	\$	453	\$	14,061

See notes to financial statements.

NOTES TO FINANCIAL STATEMENTS

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 Belle Valley, Noble County, (the Village) as a body corporate and politic. A publicly-elected six-member Council directs the Village. The Village provides general governmental services, including maintenance of streets and fire protection.

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

All cash is maintained in a pooled checking account.

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:

General Fund

The General Fund is the general operating fund. It is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Funds

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 is used to account for gasoline tax monies and motor vehicle tax monies for constructing, maintaining and repairing Village streets.

Hazard Mitigation Fund – This fund receives federal and state money to clean up the Village due to damage caused by flooding.

NOTES TO FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Fund Accounting (Continued)

Debt Service Funds

These funds account for resources the Village accumulates to pay bond and note debt. The Village had the following significant Debt Service Fund:

Debt Service Fund – This fund was used to retire debt; however there was no activity in this fund during the audit period.

Capital Projects Funds

This fund is 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 Capital Projects Fund.

Storm Sewer Project Fund – This fund received a grant from the Ohio Department of Public Works for the construction of a storm sewer system in the Village. There was no activity in this fund during the audit period.

E. Budgetary Process

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

Appropriations

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

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.

Encumbrances

The Ohio Revised Code requires the Village to reserve (encumber) appropriations when commitments are made. Encumbrances outstanding at year end are canceled and reappropriated in the subsequent year. The Village did not encumber all commitments required by Ohio law.

A summary of 2010 and 2009 budgetary activity appears in Note 3.

NOTES TO FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

F. Property, Plant and Equipment

Acquisitions of property, plant and equipment are recorded as capital outlay disbursements when paid. These items are not reflected as assets on the accompanying financial statements.

G. Accumulated Leave

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. Unpaid leave is not reflected as a liability under the Village's basis of accounting.

2. EQUITY IN POOLED CASH

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

	2010	2009
Demand deposits	\$ 19,672	\$ 14,061

Deposits: Deposits are either insured by the Federal Depository Insurance Corporation.

3. BUDGETARY ACTIVITY

Budgetary activity for the years ended December 31, 2010 and 2009 follows:

	2010 E	Budgeted vs. Ac	tual Rece	ipts		
		Budgeted		Actual		
Fund Type		Receipts		Receipts	,	Variance
General	\$	22,180	\$	29,232	\$	7,052
Special Revenue		10,200		7,474		(2,726)
Total	\$	32,380	\$	36,706	\$	4,326
20	010 Budgeted vs Ar	 Actual Budge opropriation 		s Expenditures Budgetary		
Fund Type	-	Appropriation		Expenditures		Variance
General	\$	24,723	\$	21,109	\$	3,614
Special Revenue		21,732		9,986		21,746
Total	\$	46,455	\$	31,095	\$	25,360

NOTES TO FINANCIAL STATEMENTS

		Budgeted Receipts		Actual		
Fund Type				Receipts	Variance	
General	\$	27,897	\$	30,477	\$	2,580
Special Revenue		30,790		24,170		(6,620)
Capital Projects		41,292		-		(41,292
Total	2	99,979	\$	54,647	\$	(45,332
	$\frac{\Phi}{\Phi}$ Budgeted vs.	Actual Budgeta		, , , , , , , , , , , , , , , , , , , ,	Ψ	(+3,552
	U	Actual Budget	ary Basis	, , , , , , , , , , , , , , , , , , , ,	Ŷ	(+3,332
2009	Apj	<u> </u>	ary Basis B	Expenditures	<u> </u>	Variance
2009 Fund Type	Apj	Actual Budgeta	ary Basis B	Expenditures udgetary	<u> </u>	Variance
2009 Fund Type General	Apj	Actual Budgeta propriation Authority	ary Basis B Ex	Expenditures udgetary penditures	,	Variance (141
	Apj	Actual Budgets propriation Authority 30,135	ary Basis B Ex	Expenditures udgetary penditures 30,276	,	

3. BUDGETARY ACTIVITY (Continued)

Contrary to 5705.36, the Village had instances where a reduced certificate of estimated resources should have been obtained.

Contrary to 5705.41(D), the Village had instances where invoices were dated prior to certification.

Contrary to 5705.41(B), the Village's General Fund had expenditures greater than appropriations in 2009.

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 by the property owners, who must file a list of such property to the County by each April 30.

The County is responsible for assessing property, and for billing, collecting, and distributing all property taxes on behalf of the Village.

5. RETIREMENT SYSTEMS

The Village's full-time employees and elected officials belong to the Public Employees Retirement System (PERS) of Ohio. PERS is a cost-sharing, multiple employer plan. This plan provides retirement benefits, including postretirement healthcare, and survivor and disability benefits to participants as prescribed by the Ohio Revised Code.

Contribution rates are also prescribed by the Ohio Revised Code. For 2010 and 2009, PERS members contributed 10.0% of their wages, respectively. The Village contributed an amount equal to 14.00% of participant's gross salaries for 2010 and 2009, respectively. The Village has paid all contributions required through December 31, 2010.

NOTES TO FINANCIAL STATEMENTS

6. RISK MANAGEMENT

Commercial Insurance

The Village has obtained commercial insurance for the following risks:

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

WOLFE, WILSON, & PHILLIPS, INC. 37 SOUTH SEVENTH STREET ZANESVILLE, OHIO 43701

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

Village of Belle Valley Noble County P.O. Box 206 Belle Valley, Ohio 43717

We have audited the financial statements of Village of Belle Valley as of and for the years ended December 31, 2010 and 2009, and have issued our report thereon dated July 25, 2011, 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 Village of Belle Valley'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's internal control over financial reporting. Accordingly, we do not express an opinion 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 was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies or material weaknesses have been identified. However, as described in the accompanying schedule of findings, we identified a certain deficiency in internal control over financial reporting, that we consider a material weakness.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Village's financial statements will not be prevented, or detected and corrected on a timely basis. We consider Findings 2010-03 described in the accompanying schedule of findings to be a material weakness.

We noted other matters involving internal control over financial reporting, which we have reported to management of the Village of Belle Valley in a separate letter dated July 25, 2011.

Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by Government Auditing Standards Page Two

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Village of Belle Valley'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 three instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings as items 2010-01 through Finding 2010-02.

We noted certain immaterial instances of noncompliance that we have reported to the management of Village of Belle Valley in a separate letter dated July 25, 2011.

Village of Belle Valley's responses to the findings identified in our audit are described in the accompanying schedule of findings and responses. We did not audit the Village of Belle Valley's responses and, accordingly, we express no opinion on it.

This report is intended for the information of the Village's management, Clerk, and Auditor of State, and is not intended to be and should not be used by anyone other than these specified parties.

Wolfe, Wilson, & Phillips, Inc. Zanesville, Ohio July 25, 2011

SCHEDULE OF FINDINGS DECEMBER 31, 2010

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

FINDING NUMBER 2010-01

Ohio Revised Code Section 5705.41(D) states in part that no subdivision shall make any contract or give any order involving the expenditure of money unless there is attached thereto a certificate of fiscal officer of the subdivision. The fiscal officer must certify that the amount required to meet such a commitment has been lawfully appropriated and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrance.

Prior certification was not obtained for 9% of the expenditures tested for 2010 and 55% for 2009.

The Clerk should certify funds before each payment is made through the issuance of a regular, blanket, or super blanket purchase order. Blanket certificates should be issued 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 council against any specific line item account over a period not running beyond the end of the current fiscal year. A super blanket purchase order can be completed for any amount for expenditures and contracts from a specific line item appropriation account in a specified fund for most recurring or reasonable predictable operating expenditures. This is not to extend beyond the current year. More than one super blanket may be outstanding at one particular time for a particular line item appropriation account.

Also, as an alternative, the Village can issue then and now certificates for expenses up to \$3,000. Then and now certificates allow the Clerk to certify that both at the time the expenditure was made and at the time that the certification is completed, sufficient funds are available. These certificates can be certified by the Clerk without subsequent authorization from Council. However, then and now certificates issued by the Clerk over \$3,000 must be authorized by Council within thirty days after payment.

Client Response: Client will more closely monitor and try to use the Then and Now certificates when applicable.

FINDING 2010-02

Noncompliance Citation

Ohio Revised Code Section 5705.10 (H) provides that money paid into a fund must be used only for the purposes for which such fund was established. As a result, a negative fund balance indicates that money from one fund was used to cover the expenses of another fund.

At December 31, 2010 and 2009, the Hazard Mitigation Fund had a negative fund balance of \$3,998

Client Response: We agree with the finding and are waiting on check from FEMA that will cover the negative fund balance

SCHEDULE OF FINDINGS DECEMBER 31, 2010

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

FINDING NUMBER 2010-03

Material Weakness

The Village should have internal controls in place to reasonably assure that budgetary accounts are integrated into the financial accounting system. This means designing an accounting system to provide ongoing and timely information on unrealized budgetary receipts.

The Village did not post estimated receipts to its accounting system or compare budgeted receipts to actual receipts.

We recommend the Fiscal Officer maintain the receipts ledger as set forth in Ohio Admin. Code Section 117-2-02 (C)(1). Budgeted receipts should be posted to the accounting system so that management may effectively monitor the status of amounts anticipated to be received throughout the year. The amounts posted as budgeted receipts should represent the amounts estimated to be received during the year on the Village's Official Certificate of Estimated Resources.

Client Response: We agree with the above finding

SCHEDULE OF PRIOR AUDIT FINDINGS December 31, 2010

Finding Number	Finding Summary	Fully Corrected	Not Corrected, Partially Corrected Significantly Different Corrective Action Taken; or Finding No Longer Valid; Explain:
2008-001	ORC 5705.41(B) Expenditures exceeding appropriations.	Partially corrected	Included in Management Letter
2008-002	ORC 5705.38 Appropriation not passed and approved by County Budget Commission	Yes	Finding No Longer Valid
2008-003	ORC 5705.41(D) expenditures made without prior certification	No	In current audit as Finding 2010-01
2008-004	ORC 733.28 requiring the Village to maintain books of the Village	Yes	Finding No Longer Valid
2008-005	ORC 5705.10(H) negative fund balances	No	In current audit as Finding 2010-02
2008-006	Budgetary Controls for estimated receipts	No	In current audit as Finding 2010-03
2008-007	Segregation of duties	Partially corrected	Included in Management Letter



Dave Yost • Auditor of State

VILLAGE OF BELLE VALLEY

NOBLE 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 NOVEMBER 10, 2011

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