AUDITED FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2011 AND 2010





Members of Village Council Village of Addyston 235 Main Street Addyston, Ohio 45001

We have reviewed the *Independent Auditors' Report* of the Village of Addyston, Hamilton County, prepared by Bastin & Company, LLC, for the audit period January 1, 2010 through December 31, 2011. 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 Addyston is responsible for compliance with these laws and regulations.

Dave Yost Auditor of State

June 26, 2013



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### Bastin & Company, LLC

Certified Public Accountants

#### INDEPENDENT AUDITORS' REPORT

To the Members of Village Council Village of Addyston, Hamilton County, Ohio

We have audited the accompanying financial statements of the Village of Addyston, Hamilton County, Ohio, (the Village) as of and for the years ended December 31, 2011 and 2010. 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 require presenting entity wide statements and also presenting the Village's 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 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 for the years ended December 31, 2011 and 2010 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, 2011 and 2010, or its changes in financial position or cash flows, where applicable, 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 and reserves for encumbrances of the Village as of December 31, 2011 and 2010, and its combined cash receipts and disbursements for the years then ended on the basis of accounting described in Note 1.

As described in Note 1, during 2011 the Village adopted Governmental Accounting Standards Board Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.

In accordance with *Government Auditing Standards*, we have also issued our report dated May 8, 2013, on our consideration of the Village's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and 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 considered in conjunction with this report in considering the results of our audit.

Cincinnati, Ohio

Bastin & Company, LLC

May 8, 2013

## COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES - ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2011

	Governmental Fund Types						Totals	
		General		Special Revenue		Capital Projects	(Ме	emorandum Only)
		General		AC VCHUC		Tojects		Olly)
Cash Receipts:								
Local Taxes	\$	149,378	\$	106,538	\$	-	\$	255,916
Municipal Income Tax		359,286		-		_		359,286
Intergovernmental		32,957		20,400		_		53,357
Charges for Services		62,952		-		-		62,952
Licenses, Permits, and Fees		109,914		1,235		-		111,149
Earnings on Investments		8		-		_		8
Miscellaneous				6,030				6,030
Total Cash Receipts		714,495		134,203				848,698
Cash Disbursements:								
Current:								
General Government		248,975		122,861		-		371,836
Security of Persons and Property		297,970		3,957		-		301,927
Leisure Time Activities		34,839		3,545		-		38,384
Community Environment		19,381		-		-		19,381
Basic Utility Services		24,013		-		-		24,013
Transportation		112,311		58,292		-		170,603
Capital Outlay		-		-		40,030		40,030
Debt Service:								
Principal Payments		18,700		6,026		-		24,726
Interest and Fiscal Charges		3,733		1,201				4,934
Total Cash Disbursements		759,922		195,882		40,030		995,834
Total Receipts Over (Under) Disbursements		(45,427)		(61,679)		(40,030)		(147,136)
Fund Cash Balances, January 1		5,615		90,498		58,090		154,203
Fund Cash Balances, December 31:								
Restricted		-		34,620		18,060		52,680
Unassigned		(39,812)		(2,801)				(42,613)
Fund Cash Balances, December 31	\$	(39,812)	\$	28,819	\$	18,060	\$	7,067

## COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES - ALL PROPRIETARY AND SIMILAR FIDUCIARY FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2011

	Proprietary	Fiduciary	m . 1	
	Fund Types	Fund Types	Totals (Memorandum	
	Enterprise	Agency	Only)	
Operating Cash Receipts:				
Charges for Services	\$ 271,535	\$ -	\$ 271,535	
Total Operating Cash Receipts	271,535		271,535	
Operating Cash Disbursements:				
Personal Services	46,396	-	46,396	
Fringe Benefits	10,334	-	10,334	
Contractual Services	175,095	-	175,095	
Supplies and Materials	46,800		46,800	
Total Operating Cash Disbursements	278,625		278,625	
Operating Income	(7,090)		(7,090)	
Non-Operating Cash Receipts:				
Property Tax and Other Local Taxes	45,958	-	45,958	
Other Non-Operating Receipts		146,853	146,853	
Total Non-Operating Cash Receipts	45,958	146,853	192,811	
Non-Operating Cash Disbursements:				
Debt Service-Principal	24,965	-	24,965	
Interest and Fiscal Charges	6,383	-	6,383	
Capital Outlay	12,240	-	12,240	
Other Non-Operating Disbursements		143,467	143,467	
Total Non-Operating Cash Disbursements	43,588	143,467	187,055	
Net Receipts Over (Under) Disbursements	(4,720)	3,386	(1,334)	
Fund Cash Balances, January 1	23,448	20,146	43,594	
Fund Cash Balances, December 31	\$ 18,728	\$ 23,532	\$ 42,260	

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

	Go	Totals		
		Special	Capital	(Memorandum
	General	Revenue	Projects	Only)
Cash Receipts:				
Local Taxes	\$ 158,603	\$ 109,582	\$ -	\$ 268,185
Municipal Income Tax	390,836	ψ 10 <i>)</i> ,302	Ψ -	390,836
Intergovernmental	35,861	1,790	_	37,651
Charges for Services	48,320		_	48,320
Licenses, Permits, and Fees	107,911	3,186	_	111,097
Earnings on Investments	91	5,100	_	91
Darmings on investments				
Total Cash Receipts	741,622	114,558	-	856,180
Cash Disbursements:				
Current:				
General Government	274,585	88,483	-	363,068
Security of Persons and Property	295,773	9,372	-	305,145
Leisure Time Activities	28,952	-	-	28,952
Community Environment	20,339	-	-	20,339
Basic Utility Services	27,211	-	-	27,211
Transportation	150,618	27,756	-	178,374
Capital Outlay	47,273	-	8,736	56,009
Debt Service:				
Principal Payments	32,621	5,392	6,433	44,446
Interest and Fiscal Charges	9,611	1,679	3,328	14,618
Total Cash Disbursements	886,983	132,682	18,497	1,038,162
Total Receipts Over (Under) Disbursements	(145,361)	(18,124)	(18,497)	(181,982)
Other Financing Receipts (Disbursements):				
Proceeds from Loan	44,291			44,291
Total Other Financing Receipts (Disbursements)	44,291			44,291
Excess of Cash Receipts and Other Financing				
Receipts Over (Under) Cash Disbursements				
and Other Financing Disbursements	(101,070)	(18,124)	(18,497)	(137,691)
Fund Cash Balances, January 1	106,685	108,622	76,587	291,894
Fund Cash Balances, December 31	\$ 5,615	\$ 90,498	\$ 58,090	\$ 154,203
Reserves for Encumbrances, December 31	\$ 18,624	\$ 10,563	\$ 10,767	\$ 39,954

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

	Proprietary Fund Types	Fiduciary Fund Types	Totals (Memorandum	
	Enterprise	Agency	Only)	
Operating Cash Receipts:				
Charges for Services	\$ 269,211	\$ -	\$ 269,211	
Total Operating Cash Receipts	269,211		269,211	
Operating Cash Disbursements:				
Personal Services	50,336	-	50,336	
Fringe Benefits	7,183	-	7,183	
Contractual Services	191,944	-	191,944	
Supplies and Materials	35,760		35,760	
Total Operating Cash Disbursements	285,223		285,223	
Operating Income	(16,012)		(16,012)	
Non-Operating Cash Receipts:				
Property Tax and Other Local Taxes	51,253	-	51,253	
Other Non-Operating Receipts		138,197	138,197	
Total Non-Operating Cash Receipts	51,253	138,197	189,450	
Non-Operating Cash Disbursements:				
Debt Service-Principal	38,087	-	38,087	
Interest and Fiscal Charges	11,418	-	11,418	
Other Non-Operating Disbursements	<del>-</del>	131,723	131,723	
Total Non-Operating Cash Disbursements	49,505	131,723	181,228	
Net Receipts Over (Under) Disbursements	(14,264)	6,474	(7,790)	
Fund Cash Balances, January 1	37,712	13,672	51,384	
Fund Cash Balances, December 31	\$ 23,448	\$ 20,146	\$ 43,594	
Reserves for Encumbrances, December 31	\$ 1,198	\$ -	\$ 1,198	

#### 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 Addyston, Hamilton County, Ohio (the Village) as a body corporate and politic. A publicly-elected six-member Council directs the Village. The Village provides water and sewer utilities, street maintenance, and police protection. The Village contracts with Miami Township to provide emergency medical and fire protection services.

The Village participates in the Public Entities Pool of Ohio (PEP), a risk-sharing pool available to Ohio local governments. PEP provides property and casualty coverage for its members. PEP is a member of the American Public Entity Excess Pool (APEEP). Note 11 to the financial statements provides additional information for this entity.

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

#### B. Accounting Basis

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. Deposits

Village funds are pooled in interest bearing checking accounts with a local commercial bank.

#### 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.

(continued)

#### 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:

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

Fire Revenue Fund - This fund receives tax levy revenues for the purpose of contract services for fire and EMS services.

#### 3. Capital Project 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:

*Road Improvement Fund* - This fund receives grant proceeds from the Hamilton County Engineer. The proceeds are being used for construction of and changes to Village streets.

#### 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:

Water Fund - This fund receives charges for services from residents to cover water service costs

Sewer Fund - This fund receives charges for services from residents to cover sewer service costs.

#### 6. 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 Fiduciary Fund:

*Mayor's Court* – This agency fund receives fines and forfeitures collected by Mayor's Court which are distributed to the Village and State.

(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, function or object 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.

#### 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 re-appropriated.

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 re-appropriated.

A summary of 2011 and 2010 budgetary activity appears in Note 3.

#### F. Fund Balance

For December 31, 2011, fund balance is divided into five classifications based primarily on the extent to which the Village must observe constraints imposed upon the use of its governmental-fund resources. The classifications are as follows:

#### 1. Nonspendable

The Village classifies assets as *nonspendable* when legally or contractually required to maintain the amounts intact.

#### 2. Restricted

Fund balance is *restricted* when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or is imposed by law through constitutional provisions.

(continued)

#### 3. Committed

Council can *commit* amounts via formal action (resolution). The Village must adhere to these commitments unless the Council amends the resolution. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed to satisfy contractual requirements.

#### 4. Assigned

Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as *restricted* or *committed*. Governmental funds other than the General Fund report all fund balances as assigned unless they are restricted or committed. In the General Fund, *assigned* amounts represent intended uses established by Village Council or a Village official delegated that authority by resolution, or by State Statute.

#### 5. Unassigned

Unassigned fund balance is the residual classification for the General Fund and includes amounts not included in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance.

The Village applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

#### G. 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.

#### H. Accumulated Leave

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. The financial statements do not include a liability for unpaid leave.

#### 3. EQUITY IN POOLED DEPOSITS

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

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

#### 4. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 2011 and 2010 follows:

2011 Budgeted vs. Actual Receipts

Е	Budgeted	Actual			
I	Receipts		Receipts		ariance
\$	711,109	\$	714,495	\$	3,386
	139,592		134,203		(5,389)
	-		-		-
	301,878		317,493		15,615
\$	1,152,579	\$	1,166,191	\$	13,612
		Receipts  \$ 711,109     139,592      301,878	Receipts 711,109 \$ 139,592 - 301,878	Receipts         Receipts           \$ 711,109         \$ 714,495           139,592         134,203           -         -           301,878         317,493	Receipts         Receipts         V           \$ 711,109         \$ 714,495         \$           139,592         134,203         -           301,878         317,493

2011 Budgeted vs. Actual Budgetary Basis Expenditures

	Ap	Appropriation		udgetary		
Fund Type	A	Authority		Expenditures		ariance
General	\$	775,341	\$	759,922	\$	15,419
Special Revenue		231,443		195,882		35,561
Capital Projects		228,462		40,030		188,432
Enterprise		365,651		322,213		43,438
Total	\$	1,600,897	\$	1,318,047	\$	282,850

2010 Budgeted vs. Actual Receipts

	]	Budgeted		Actual	
Fund Type	Receipts		Receipts Re		 /ariance
General	\$	807,795	\$	785,913	\$ (21,882)
Special Revenue		114,934		114,558	(376)
Capital Projects		39,880		-	(39,880)
Enterprise		327,126		320,464	(6,662)
Total	\$	1,289,735	\$	1,220,935	\$ (68,800)

2010 Budgeted vs. Actual Budgetary Basis Expenditures

Αþ	Appropriation		Budgetary		
Authority		Expenditures		Variance	
\$	952,449	\$	905,607	\$	46,842
	226,645		143,245		83,400
	376,072		29,264		346,808
	358,617		335,926		22,691
\$	1,913,783	\$	1,414,042	\$	499,741
	Ā	Authority \$ 952,449 226,645 376,072 358,617	Authority Exp \$ 952,449 \$ 226,645 376,072 358,617	Authority         Expenditures           \$ 952,449         \$ 905,607           226,645         143,245           376,072         29,264           358,617         335,926	Authority         Expenditures         V           \$ 952,449         \$ 905,607         \$           226,645         143,245         376,072         29,264           358,617         335,926

(continued)

#### 5. COMPLIANCE

- Contrary to Ohio Revised Code, Section 5705.10, as of December 31, 2011 the Village maintained deficit cash balances of \$39,812 in the General Fund, \$2,801 in the Street Construction Fund, and \$4,507 in the Water Operating Fund that indicates money from other funds has been used to pay the obligations of the aforementioned funds.
- Contrary to Ohio Revised Code, Section 5705.41(B), the Village expended money in excess of amounts appropriated in 2 funds for 2011.
- Contrary to Ohio Revised Code, Section 5705.39, the Village's total appropriations exceeded the total of estimated resources in 9 funds during 2011 and 8 funds during 2010.
- Contrary to Ohio Revised Code Section 5705.36(A)(4) the Village did not obtain an amended certificate of estimated resources when it was known that actual resources would be less than currently estimated resources, and the deficiency would have required a reduction in estimated resources below the current level of appropriation. Actual resources were less than estimated resources and the deficiency resulted in amounts that were appropriated to exceed actual resources available for 3 funds during 2011 and 4 funds during 2010.
- Contrary to Ohio Rev. Code, Section 5705.41(D), 57 percent of the expenditures tested did not contain the appropriate certification for the availability of funds and were not properly encumbered prior to incurring the expenditure.
- Contrary to Ohio Revised Code Section 9.38, receipts collected by the Mayor's Court were not deposited on a timely basis for 30 percent of items tested.
- Contrary to Ohio Revised Code Sections 733.40 distributions of Mayor's Court funds to the Village's
  general operating fund were not made within the specified time requirements for 25 percent of items
  tested.

#### 6. PROPERTY TAX

Real property taxes become a lien on January 1 preceding the October 1 date for which the Council adopted tax rates. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. The financial statements include homestead and rollback amounts the State pays as Intergovernmental Receipts. Payments are due to the County by December 31. If the property owner elects to pay semiannually, the first half is due December 31. The second half payment is due the following June 20.

Public utilities are also taxed on personal and real property located within the Village.

Tangible personal property tax is assessed by the property owners, who must file a list of such property to the County by each April 30.

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

(continued)

#### 7. LOCAL INCOME TAX

The Village levies a municipal income tax of one percent on substantially all earned income arising from employment, residency, or business activities within the Village as well as certain income of residents earned outside of the Village.

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

#### 8. DEBT

Debt outstanding at December 31, 2011 was as follows:

	Principal	Interest Rate
First Street Water Main Improvements - OPWC	\$ 1,070	0.00%
Water System Rehabilitation - OPWC	39,750	0.00%
Water Service Replacements - OPWC	195,511	3.00%
Well Field Water Main Replacement - OPWC	58,045	0.00%
Police Cruisers Loan	17,180	7.69%
Total	\$ 311,556	

During 1991, the Village was awarded Ohio Public Works Commission Loan #CT208 in the amount of \$43,051. Proceeds from the loan were used to finance water main improvements. The Village is making semi-annual payments of \$1,071 with the final payment due January 1, 2012.

During 1999, the Village was awarded Ohio Public Works Commission Loan #CB007 in the amount of \$106,000. Proceeds from the loan were used to finance water service rehabilitation. The Village is making semi-annual payments of \$2,650 with the final payment due January 1, 2019.

During 2003, the Village was awarded Ohio Public Works Commission Loan #CB24E in the amount of \$292,000. Proceeds from the loan were used to finance water service replacements. The Village is making semi-annual payments of \$9,761 with the final payment due July 1, 2023.

During 2005, the Village was awarded Ohio Public Works Commission Loan #CT04E in the amount of \$85,992. Proceeds from the loan were used to finance a well field water main replacement. The Village is making semi-annual payments of \$2,150 with the final payment due January 1, 2025.

During 2010, the Village entered into a loan with GMAC in the amount of \$44,291. Proceeds from the loan were used to purchase two new police cruisers. The Village is making monthly payments of \$1,382, with the final payment due January 1, 2013.

(continued)

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

				Well Field										
Year ending	Firs	st Street	Wat	er System	Wa	ter Service	Wa	ter Main	Police					
Decmber 31:	: Water Ma		Reh	Rehabilitation		Replacements		Replacements		Replacements		lacement	Cruisers	Total
2012	\$	1,070	\$	5,300	\$	19,521	\$	4,300	\$ 16,579	\$ 46,770				
2013		-		5,300		19,521		4,300	1,382	30,503				
2014		-		5,300		19,521		4,300	-	29,121				
2015		-		5,300		19,521		4,300	-	29,121				
2016		-		5,300		19,521		4,300	-	29,121				
2017-2021		-		13,250		97,607		21,498	-	132,355				
2022-2025						39,043		15,047		54,090				
Total	\$	1,070	\$	39,750	\$	234,255	\$	58,045	\$ 17,961	\$ 351,081				

#### 9. CAPITAL LEASES

During 2008 the Village entered into a capital lease for two trucks in the amount of \$55,425. Amortization of the lease, including interest, is scheduled as follows:

Year ending December 31,	Amount
2012	\$ 13,214
2013	12,113
Total minimum lease payments	25,327
Less: amount representing interest	(1,784)
Present value of future minimum lease payments	\$ 23,543

#### 10. RETIREMENT SYSTEMS

The Village's police chief belongs belong to the Ohio Police and Fire Pension Fund (OP&F). Other employees belong to the Ohio Public Employees Retirement System (OPERS). OP&F and OPERS are cost-sharing, multiple-employer plans. The Ohio Revised Code prescribes these plans' benefits, which include postretirement healthcare and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. For 2011 and 2010, OP&F participants contributed 10% of their wages. For 2011 and 2010, the Village contributed to OP&F an amount equal to 19.5% of full-time police members' wages. For 2011 and 2010, OPERS members contributed 10% of their gross salaries and the Village contributed an amount equaling 14% of participants' gross salaries. The Village has paid all contributions required through December 31, 2011.

#### 11. RISK MANAGEMENT

The Village is exposed to various risks of property and casualty losses, and injuries to employees. The Village insures against injuries to employees through the Ohio Bureau of Worker's Compensation.

(continued)

The Village belongs to the Public Entities Pool of Ohio (PEP), a risk-sharing pool available to Ohio local governments. PEP provides property and casualty coverage for its members. American Risk Pooling Consultants, Inc. (ARPCO), is a division of York Insurance Services Group, Inc. (York), functions as the administrator of PEP and provides underwriting, claims, loss control, risk management, and reinsurance services for PEP. PEP is a member of the American Public Entity Excess Pool (APEEP), which is also administered by ARPCO. Member governments pay annual contributions to fund PEP. PEP pays judgments, settlements and other expenses resulting from covered claims that exceed the members' deductibles.

#### Casualty and Property Coverage

APEEP provides PEP with an excess risk-sharing program. Under this arrangement, PEP retains insured risks up to an amount specified in the contracts. At December 31, 2010, PEP retained \$350,000 for casualty claims and \$150,000 for property claims.

The aforementioned casualty and property reinsurance agreement does not discharge PEP's primary liability for claims payments on covered loses. Claims exceeding coverage limits are the obligation of the respective government.

#### Financial Position

PEP's financial statements (audited by other accountants) conform with generally accepted accounting principles, and reported the following assets, liabilities and retained earnings at December 31, 2011 and 2010:

	2011	2010
Assets	\$33,362,404	\$34,952,010
Liabilities	(14,187,273)	(14,320,812)
Net Assets	\$19,175,131	\$20,631,198

At December 31, 2011 and 2010, respectively, the liabilities above include approximately \$13 million and \$12.9 million of estimated incurred claims payable. The assets and retained earnings above also include approximately \$12.1 million and \$12.4 million of unpaid claims to be billed to approximately 455 member governments in the future, as of December 31, 2011 and 2010, respectively. These amounts will be included in future contributions from members when the related claims are due for payment. As of December 31, 2011, the Village's share of these unpaid claims collectible in future years is approximately \$17,000.

Based on discussions with PEP, the expected rates PEP charges to compute member contributions, which are used to pay claims as they become due, are not expected to change significantly from those used to determine the historical contributions detailed below. By contract, the annual liability of each member is limited to the amount of financial contributions required to be made to PEP for each year of membership.

Contributions to PEP			
2010	\$18,459		
2011	19,738		

After one year of membership, a member may withdraw on the anniversary of the date of joining PEP if the member notifies PEP in writing 60 days prior to the anniversary date. Upon withdrawal, members are eligible for a full or partial refund of their capital contributions, minus the subsequent year's contribution.

Withdrawing members have no other future obligation to PEP. Also upon withdrawal, payments for all casualty claims and claim expenses become the sole responsibility of the withdrawing member, regardless of whether a claim occurred or was reported prior to the withdrawal.

#### 12. SUBSEQUENT EVENTS

#### Personal Property Tax Determination

During November 2012, the Ohio Department of Taxation issued a final determination involving three petitions that contested personal property tax valuation assessments applicable to a corporation that conducts business within the Village. The petitions cover tax years 2005, 2006 and 2007. The determination results in a total refund due to the corporation of \$1,559,294 from seven units of local governments. The Village of Addyston is the local taxing District in which the corporation does business. Real estate tax proceeds are insufficient to pay the amount of the refund. Under current State law, revenues are no longer received for personal property taxes. The portion of the total that applies to the Village of Addyston totals \$145,533.

By letter dated April 19, 2013, the Hamilton County Auditor has requested assistance from the Ohio Department of Taxation as to how to proceed or to provide assistance by inquiring of the Ohio Attorney General.

#### Fiscal Analysis

Management of the Village has requested and the Auditor of State has agreed to perform a fiscal watch review as of December 31, 2012 which may also include an examination of financial forecast prepared by the Village for the year ended December 31, 2013. The purpose of the review is to determine if the Village's financial condition meets one of the criteria for the declaration of fiscal watch.

### Bastin & Company, LLC

Certified Public Accountants

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

To the Members of Village Council Village of Addyston, Hamilton County, Ohio

We have audited the accompanying financial statements of the Village of Addyston, Hamilton County, Ohio (the Village), as of and for the years ended December 31, 2011 and 2010, and have issued our report thereon dated May 8, 2013, 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. For the year ended December 31, 2011, we noted the Village implemented Governmental Accounting Standard Board Statement No. 54, "Fund Balance Reporting and Governmental Fund Type Definitions". 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**

Management of the Village is responsible for establishing and maintaining effective 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 auditing 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. Therefore, we cannot assure that we have identified all deficiencies, significant deficiencies or material weaknesses. However, as described in the accompanying schedule of findings and responses we identified certain deficiencies in internal control over financial reporting, that we consider material weaknesses.

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 timely correct misstatements. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and timely corrected. We consider findings 2011-01 and 2011-07 described in the accompanying schedule of findings and responses to be a material weakness.

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

As part of obtaining reasonable assurance about whether the Village's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance that are required to be reported under *Government Auditing Standards*, which are described in the accompanying schedule of findings and responses as items 2011-02 through 2011-07.

The Village'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's responses and, accordingly, express no opinion on them.

We noted certain matters that we have reported to management of the Village in a separate letter dated May 8, 2013.

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

Cincinnati, Ohio

Bastin & Company, LLC

May 8, 2013

#### VILLAGE OF ADDYSTON HAMILTON COUNTY, OHIO SCHEDULE OF FINDINGS DECEMBER 31, 2011 AND 2010

#### FINDING NUMBER 2011-01

#### Material Weakness

The Village utilizes the UAN accounting system to process, record and report its activities. The resulting UAN information was provided as the initial basis for the audit of the financial statements of the Village.

Misstatements in the financial statements were noted that were not initially identified and corrected by the Village's internal control over financial reporting. As a result, material audit adjustments were necessary to correct the Village's financial statements.

The following adjusting items resulted in changes to the individual fund cash balances as initially reported on the Villages accounting system:

**Bank Account Closure** – During 2011 the Village changed banks and transferred \$74, 721 of remaining cash from the closed bank account to the new account. The transfer between these accounts was recorded as a receipt in the Charges for Services line item for \$70,000 in the General Fund with the remaining amount of \$4,721 recorded in the Charges for Services line item Water Operating Fund.

**Income Tax** – During 2011 the Village recorded a deposit of \$15,605 for an income tax receipt as Charges for Services in the Water Operating Fund. The receipt should have been recorded as Municipal Income Tax in the General Fund.

**Expenses** – During 2011 the Village recorded several duplicate disbursement transactions totaling \$14.458 in the General Fund.

**Prior Audit Adjustments** – Audit adjustments for prior years, which affected the individual fund cash balances as of January 1, 2010, were initially correctly posted to the Village's accounting records in order for the accounting records to properly account for audited balances as of December 31, 2009. During 2010 and 2011, several of those audit adjustments were reversed or revised in an attempt to reconcile the financial records to bank account balances. In addition, during 2010 and 2011 additional entries were posted to beginning of the year fund balances instead of properly recording the transactions to receipt or expenditure accounts. As a result, adjustments were needed to various fund cash balances and activities of the Village to properly reflect fund cash balances and activities. These adjustments had an overall net effect of reducing the recorded cash balances of the Village by \$5,610 as of December 31, 2011,

The following adjusting items resulted in changes to the classification or amount of receipts and expenses by functional line item amounts; however, they do no not result in changes to the individual fund cash balances as reported on the Villages accounting system.

**Debt Payments -** Audit adjustments were necessary to properly classify the retirement of debt principal and interest. For 2011 and 2010, \$57,071 and \$78,356 of debt principal, interest payments and other expenses were reclassified from various functional expenditures in governmental and enterprise funds to properly reflect debt payment transactions.

**Debt Proceeds** – An audit adjustment was necessary to properly record proceeds from new debt issued during 2010. The Village did not record \$44,291 of debt proceeds or the capital expenditures related to a loan for the purchase of police cruisers in the General Fund.

**Property Tax Expense Deductions -** Audit adjustments were necessary to properly record gross property tax collections and related expenses that had been recorded by the Village net of expenses withheld by the County. For 2011 and 2010, \$4,053 and \$5,911 of additional property tax receipts and additional expenses were recorded in the financial statements.

The December 31, 2011 bank reconciliation prepared by the Village lists an unidentified reconciling item totaling \$65,783. The adjustments listed above that change the fund cash balances of the Village identify the causes for the unidentified reconciling item. As a result of the adjustments made to the financial statements, the Villages December 31, 2011 fund cash balances maintained by the accounting system should be adjusted as follows:

	Balance	Adjustment	Adjustment		Adjustment		December
	Village's	for Bank	for	Adjustment	for Prior		31, 2011
	UAN	Account	Income	for	Audit	Total	Reported
Fund	System	Closure	Tax	Expenses	Adjustments	Adjustments	Balance
General	\$ 181	\$(70,000)	\$15,605	\$14,548	\$(146)	\$(39,993)	\$(39,812)
Street							
Construction	2,896	-	-	-	(5,697)	(5,697)	(2,801)
Permissive Tax	2,445	-	-	-	233	233	2,678
Water Operating	15,819	(4,721)	(15,605)	-	-	(20,326)	(4,507)
Other Funds	70,237	-	=	=	=	-	70,237
Total	\$91,578	\$(74,721)	\$ -	\$14,548	\$(5,610)	\$(65,783)	\$25,795

While the Village prepares monthly bank reconciliations, adequate follow-up procedures were not applied to resolve reconciling items that affect the proper recording of transactions. In addition, the presentation of materially correct financial statements, including properly recording and reporting items by proper functional line items, is the responsibility of management. We recommend that the Village implement control procedures to ensure that bank reconciliations are properly prepared and to enable management to identify and correct misstatements in the accounting system and the financial statements.

#### Village's Response

The Village will attempt to more closely monitor the recording of transactions in the future. The adjustments to fund balances have been made to the financial records of the Village.

#### **FINDING NUMBER 2011-02**

#### Noncompliance Citation

Ohio Revised Code, Section 5705.10 provides that money paid into any fund shall be used only for purposes for which such fund is established. After recording the adjustments discussed in Finding Number 2011-01 above, as of December 31, 2011, the Village had deficit cash balances of \$39,812 in the General Fund, \$2,801 in the Street Construction Fund, and \$4,507 in the Water Operating Fund. A deficit cash balance indicates money from another fund(s) has been used to pay the obligations of the aforementioned funds.

#### Village's Response

The Village intends to take steps necessary to eliminate the negative balances in these funds.

#### **FINDING NUMBER 2011-03**

#### Noncompliance Citation

Ohio Revised Code, Section 5705.41(B), states that no subdivision shall make any expenditure of money unless it has been lawfully appropriated. The following funds had expenditures that exceeded appropriations for 2011:

		Budgetary	
Year/Fund	<b>Appropriations</b>	<b>Expenditures</b>	<b>Variance</b>
SYTEP	\$ -	\$ 3,545	\$(3,545)
Water Notes	20,432	35,744	(15,312)

#### Village's Response

The Village will attempt to monitor budgetary data more closely in the future.

#### **FINDING NUMBER 2011-04**

#### Noncompliance Citation

Ohio Revised Code Section 5705.39 prohibits appropriations in excess of estimated resources. The following funds had appropriations that exceeded estimated resources:

	Estimated		
<u>Fund</u>	Resources	<u>Appropriations</u>	<u>Variance</u>
2010			
General	\$914,480	\$952,449	(\$37,969)
Street Construction	31,582	35,939	(4,357)
Permissive Tax	3,910	3,980	(70)
Fire Revenue	119,176	142,427	(23,251)
HCCD Block Grant	867	60,072	(59,205)
Boat Ramp	-	100,000	(100,000)
Road Improvement	115,600	216,000	(100,400)
Sewer Operating	141,241	145,246	(4,005)
2011			
General	716,724	775,341	(58,615)
Street Construction	32,848	46,358	(13,510)
Permissive Tax	10,807	11,040	(233)
HCCD Block Grant	867	60,072	(59,205)
Boat Ramp	-	100,000	(100,000)
Road Improvement	57,223	68,390	(11,167)
Water Operating	199,814	216,343	(16,529)
Water Notes	641	20,432	(19,791)
Sewer Operating	124,871	128,876	(4,005)

#### Village's Response

The Village will attempt to monitor budgetary data more closely in the future.

#### **FINDING NUMBER 2011-05**

#### Noncompliance Citation

Ohio Revised Code Section 5705.36(A)(4) requires that when it is known that actual resources will be less than currently estimated resources, and the deficiency will reduce available resources below the current level of appropriation, an amended certificate of estimated resources should be obtained to reduce estimated resources available for appropriation. The following funds had estimated resources available that exceeded actual resources available, and the deficiency reduced available resources below the current level of appropriation:

	Actual		
	Resources		
<u>Fund</u>	<u>Available</u>	<u>Appropriations</u>	<b>Variance</b>
2010			
General	\$892,598	\$952,449	\$(59,851)
Street Construction	\$ 31,131	\$ 35,939	(4,808)
Permissive Tax	3,704	3,980	(276)
Road Improvement	75,720	216,000	(140,280)
2011			
Street Construction	32,735	46,358	(13,623)
Fire Revenue	116,182	116,681	(499)
Water Operating	168,839	216,343	(47,504)

#### Village's Response

The Village will attempt to monitor budgetary data more closely in the future.

#### **FINDING NUMBER 2011-06**

#### Noncompliance Citation

Ohio Rev. Code, Section 5705.41(D), requires that no subdivision or taxing unit shall make any contract or give any order involving the expenditure of money unless there is attached thereto a certificate of the fiscal officer of the subdivision that the amount required to meet the obligation has been lawfully appropriated for such purpose and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances. This certificate need be signed only by the subdivision's fiscal officer. Every contract made without such a certificate shall be void, and no warrant shall be issued in payment of any amount due thereon.

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: "then 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.

1. "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.

- 2. Blanket Certificate Fiscal officers 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.
- 3. 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 availability of funds was not certified prior to the time of commitment in 57 percent of expenditures tested, nor did the Village use the aforementioned exceptions. Unless the Village uses the exceptions noted above, prior certification is not only required by statute but also 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 that the fiscal officer certify that funds are or will be available prior to obligation by the Village. When prior certification is not possible, "then and now" certification should be used.

#### Village's Response

The Village will attempt to ensure certifications are properly performed in the future.

#### **FINDING NUMBER 2011-07**

#### Material Weakness and Noncompliance Citation

Testing of procedures within the Village's Mayor's Court disclosed the following control weaknesses:

- Monthly bank reconciliations are not being performed.
- Receipts collected by the Court were not deposited on a timely basis as required by Ohio Revised Code Section 9.38 for 30 percent of items tested.
- Distributions of Mayor's Court funds to the Village's general operating fund were not made within the specified time requirements stated in Ohio Revised Code Sections 733.40 for 25 percent of items tested.

We recommend that bank reconciliations be done monthly, and that a person independent of the Court reviews and approves such reconciliations. In addition, we recommend that procedures be implemented to provide for the timely depositing and distributions of Court activities.

#### Village's Response

The Village will review the current procedures of the Court and implement corrections.

#### VILLAGE OF ADDYSTON HAMILTON COUNTY, OHIO SCHEDULE OF PRIOR AUDIT FINDINGS DECEMBER 31, 2011 AND 2010

Finding Number	Finding Summary	Fully Corrected?	Status Explanation
2009-01	Weaknesses in the payroll system that prevented the detection of errors.	Yes	Conditions not noted during current audit.
2009-02	Internal controls over financial reporting, audit adjustments.	No	Reissued as finding 2011-01.
2009-03	ORC section 5705.41(B), expenditures in excess of appropriations.	No	Reissued as finding 2011-03
2009-04	ORC section 5705.39 appropriations in excess of estimated resources.	No	Reissued as finding 2011-04.
2009-05	ORC section 5705.36(A)(4) appropriations in excess of actual resources	No	Reissued as finding 2011-05.
2009-06	ORC section 5705.41(D) certificate of the fiscal officer	No	Reissued as finding 2011-06.



#### **VILLAGE OF ADDYSTON**

#### **HAMILTON 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 JULY 9, 2013