

***MAPLE GROVE UNION CEMETERY***

**PORTAGE COUNTY, OHIO**

**AUDIT REPORT**

**For the Years Ended December 31, 2019 and 2018**







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Board of Trustees  
Maple Grove Union Cemetery  
6698 N. Chestnut Street  
Ravenna, Ohio 44266

We have reviewed the *Independent Auditors' Report* of the Maple Grove Union Cemetery, Portage County, prepared by Charles E. Harris & Associates, Inc., for the audit period January 1, 2018 through December 31, 2019. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

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

Keith Faber  
Auditor of State  
Columbus, Ohio

June 22, 2020

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**MAPLE GROVE UNION CEMETERY  
PORTAGE COUNTY  
Audit Report  
For the Years Ended December 31, 2019 and 2018**

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**INDEPENDENT AUDITOR'S REPORT**

Maple Grove Union Cemetery  
Portage County  
6698 N. Chestnut Street  
Ravenna, Ohio 44266

To the Board of Trustees:

***Report on the Financial Statements***

We have audited the accompanying financial statements of the cash balances, receipts and disbursements by fund type, and related notes of the Maple Grove Union Cemetery, Portage County, (the Cemetery) as of and for the years ended December 31, 2019 and 2018.

***Management's Responsibility for the Financial Statements***

Management is responsible for preparing and fairly presenting these financial statements in accordance with the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit; this responsibility includes designing, implementing and maintaining internal control relevant to preparing and fairly presenting financial statements free from material misstatement, whether due to fraud or error.

***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We audited in accordance with auditing standards generally accepted in the United States of America and the financial audit standards in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Cemetery's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Cemetery's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

***Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles***

As described in Note 2 of the financial statements, the Cemetery prepared these financial statements using the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D), which is an accounting basis other than accounting principles generally accepted in the United States of America (GAAP), to satisfy requirements.

Although the effects on the financial statements of the variances between the regulatory accounting basis and GAAP are not reasonably determinable, we presume they are material.

Though the Cemetery does not intend these statements to conform to GAAP, auditing standards generally accepted in the United States of America require us to include an adverse opinion on GAAP. However, the adverse opinion does not imply the amounts reported are materially misstated under the accounting basis Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit. Our opinion on this accounting basis permitted is in the *Opinion on Regulatory Basis of Accounting* paragraph below.

***Adverse Opinion on U.S. Generally Accepted Accounting Principles***

In our opinion, because of the significance of the matter discussed in the *Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles* paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Cemetery as of December 31, 2019 and 2018, or its changes in financial position thereof for the years then ended.

***Opinion on Regulatory Basis of Accounting***

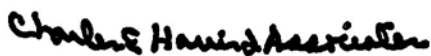
In our opinion, the financial statements referred to above present fairly, in all material respects, the cash balances, receipts and disbursements by fund type, and the related notes of the Maple Grove Union Cemetery, Portage County as of December 31, 2019 and 2018, and for the years then ended in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit, described in Note 2.

***Emphasis of Matter***

As discussed in Note 9 to the financial statements, the financial impact of COVID-19 and the ensuing emergency measures will impact subsequent periods of the Cemetery. We did not modify our opinion regarding this matter.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated May 12, 2020, on our consideration of the Cemetery'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. The purpose of that report is solely 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 effectiveness of the Cemetery's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Cemetery's internal control over financial reporting and compliance.



***Charles E. Harris & Associates, Inc.***  
May 12, 2020



**MAPLE GROVE UNION CEMETERY**  
*Portage County*  
**Combined Statement of Cash Receipts, Cash Disbursements and**  
**Changes In Fund Balances (Regulatory Cash Basis)**  
*All Governmental Fund Types*  
**For the Year Ended December 31, 2019**

	All Governmental Fund Types			Totals (Memorandum Only)
	General	Special Revenue	Capital Projects	
<b>Cash Receipts</b>				
Charges for Services	\$51,274	-	-	\$51,274
Sale of Lots	29,430	-	-	29,430
Intergovernmental	287,750	-	-	287,750
Earnings on Investments	164	-	-	164
Miscellaneous	4,518	\$100,000	-	104,518
<b>Total Cash Receipts</b>	<b>373,136</b>	<b>100,000</b>	<b>-</b>	<b>473,136</b>
<b>Cash Disbursements</b>				
Current Disbursements:				
Salaries	221,715	-	-	221,715
Supplies	10,408	-	-	10,408
Equipment	1,606	-	-	1,606
Contracts - Repair	18,093	-	-	18,093
Contracts - Services	110,182	8,000	-	118,182
Public Employees' Retirement	29,024	-	-	29,024
Workers' Compensation	2,342	-	-	2,342
Miscellaneous	4,897	-	-	4,897
Capital Outlay	4,307	-	\$40,398	44,705
<b>Total Cash Disbursements</b>	<b>402,574</b>	<b>8,000</b>	<b>40,398</b>	<b>450,972</b>
<i>Excess Receipts Over (Under) Disbursements</i>	(29,438)	92,000	(40,398)	22,164
<b>Other Financing Receipts (Disbursements)</b>				
Sale of Fixed Assets	-	-	16,575	16,575
Transfers-In	-	-	70,000	70,000
Transfers-Out	(70,000)	-	-	(70,000)
<b>Total Other Financing Receipts (Disbursements)</b>	<b>(70,000)</b>	<b>-</b>	<b>86,575</b>	<b>16,575</b>
<b>Net Change in Fund Cash Balance</b>	<b>(99,438)</b>	<b>92,000</b>	<b>46,177</b>	<b>38,739</b>
<b>Fund Cash Balances, January 1</b>	<b>174,467</b>	<b>-</b>	<b>134,222</b>	<b>308,689</b>
<b>Fund Cash Balances, December 31</b>				
Restricted	-	92,000	-	92,000
Assigned	-	-	180,399	180,399
Unassigned	75,029	-	-	75,029
<b>Fund Cash Balances, December 31</b>	<b>\$75,029</b>	<b>\$92,000</b>	<b>\$180,399</b>	<b>\$347,428</b>

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

**Maple Grove Union Cemetery**  
*Portage County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2019*

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**Note 1 - Reporting Entity**

The constitution and laws of the State of Ohio establish the rights and privileges for the Maple Grove Union Cemetery, Portage County, Ohio (the Cemetery). The Cemetery is directed by an appointed three-member Board of Trustees. The Board is appointed on a rotational basis by the City of Ravenna and the Ravenna Township. These entities also provide funding to meet the Cemetery's operating costs under an agreement which established the Cemetery. The Cemetery provides grounds maintenance, opening and closing of graves, and the sale of grave lots.

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

**Note 2 - Summary of Significant Accounting Policies**

***Basis of Presentation***

The Cemetery's financial statements consist of a combined statement of receipts, disbursements and changes in fund balance (regulatory cash basis) for the governmental fund types which is organized on a fund type basis.

***Fund Accounting***

The Cemetery uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. The funds of the Cemetery are presented below:

***General Fund*** The general fund accounts for and reports all financial resources not accounted for and reported in another fund. The general fund balance is available to the Cemetery for any purpose provided it is expended or transferred according to the general laws of Ohio.

***Special Revenue Funds*** These funds account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The Cemetery had the following significant Special Revenue Fund:

***Jack W. Schafer Fund*** The Jack W. Schafer fund was established by a donation to the cemetery to be used for a gardening and landscaping project.

***Capital Project Funds*** These funds account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. The Cemetery had the following significant Capital Project Fund:

***Miscellaneous Capital Projects Fund*** The miscellaneous capital projects fund receives money from general fund transfers for the purchase of equipment to be used for general maintenance throughout the cemetery.

**Maple Grove Union Cemetery**  
*Portage County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2019*

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**Note 2- Summary of Significant Accounting Policies (continued)**

***Basis of Accounting***

The financial statement follows the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 (D). This basis is similar to the cash receipts and disbursements accounting basis. The Cemetery recognizes receipts when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred.

These statements include adequate disclosure of material matters, as the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 (D) permit.

***Deposits and Investments***

The Cemetery's accounting basis includes investments as assets. This basis does not record disbursements for investment purchases or receipts for investment sales. This basis records gains or losses at the time of sale as receipts or disbursements, respectively.

***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.

***Fund Balance***

Fund balance is divided into five classifications based primarily on the extent to which the Cemetery must observe constraints imposed upon the use of its governmental fund resources. The classifications are as follows:

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

***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.

***Committed*** The Trustees can commit amounts via formal action (resolution). The Cemetery must adhere to these commitments unless the Trustees amend 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.

**Maple Grove Union Cemetery**  
*Portage County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2019*

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**Note 2- Summary of Significant Accounting Policies (continued)**

**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 the Trustees or a Cemetery official delegated that authority by resolution, or by State Statute. The Board may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year’s appropriated budget in the general fund.

**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 Cemetery 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.

**Note 3- Deposits**

The Cemetery 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:

	2019
Demand deposits	\$ 322,428
Certificates of deposit	25,000
Total Deposits	\$ 347,428

**Deposits**

Deposits are insured by the Federal Depository Insurance Corporation; collateralized by securities specifically pledged by the financial institution to the Cemetery; or collateralized through the Ohio Pooled Collateral System (OPCS), a collateral pool of eligible securities deposited with a qualified trustee and pledged to the Treasurer of State to secure the repayment of all public monies deposited in the financial institution

**Note 4 – Risk Management**

Workers’ Compensation coverage is provided by the State of Ohio. The Cemetery pays the State Workers’ Compensation System a premium based on a rate per \$100 of salaries. This rate is calculated based on accident history and administrative costs.

**Maple Grove Union Cemetery**  
*Portage County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2019*

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**Note 4 – Risk Management (continued)**

***Commercial Insurance***

The Cemetery has obtained commercial insurance for the following risks:

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

Settled claims have not exceeded insurance coverage in any of the last three years. The Cemetery has had no significant change in coverage from last year.

**Note 5 - Defined Benefit Pension Plan**

***Ohio Public Employees Retirement System***

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

The Ohio Revised Code also prescribes contribution rates. OPERS members contributed 10% of their gross salaries and the Cemetery contributed an amount equaling 14% of participants' gross salaries. The Cemetery has paid all contributions required through December 31, 2019.

**Note 6 - Postemployment Benefits**

OPERS offers cost-sharing, multiple-employer defined benefit postemployment plans, which include multiple health care plans including medical coverage, prescription drug coverage, deposits to a Health Reimbursement Arrangement and Medicare Part B premium reimbursements, to qualifying benefit recipients of both the traditional pension and the combined plans. The portion of employer contributions allocated to health care for members in the Traditional Pension Plan and Combined Plan was 0% during calendar year 2019.

**Note 7 – Contingent Liabilities**

The Cemetery may be a defendant in lawsuits. Although management cannot presently determine the outcome of any suit, management believes that the resolution of any matter will not materially adversely affect the Cemetery's financial condition.

**Note 8 - Transfers**

During 2019, the Cemetery transferred \$70,000 from the General Fund to the Miscellaneous Capital Projects Fund per board resolution to make future equipment purchases. This transfer was in accordance with the Ohio Revised Code.

**Maple Grove Union Cemetery**  
*Portage County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2019*

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**Note 9 – Subsequent Event**

The United States and the State of Ohio declared a state of emergency in March 2020 due to the COVID-19 pandemic. The financial impact of COVID-19 and the ensuing emergency measures will impact subsequent periods of the Cemetery. The Cemetery's investment portfolio has incurred a significant decline in fair value, consistent with the general decline in financial markets. However, because the values of individual investments fluctuate with market conditions, and due to market volatility, the amount of losses that will be recognized in subsequent periods, if any, cannot be determined. In addition, the impact on the Cemetery's future operating costs, revenues, and any recovery from emergency funding, either federal or state, cannot be estimated.

**MAPLE GROVE UNION CEMETERY**  
*Portage County*  
*Combined Statement of Cash Receipts, Cash Disbursements and*  
*Changes In Fund Balances (Regulatory Cash Basis)*  
*All Governmental Fund Types*  
*For the Year Ended December 31, 2018*

	<u>All Governmental Fund Types</u>		Totals (Memorandum Only)
	<u>General</u>	<u>Capital Projects</u>	
<b>Cash Receipts</b>			
Charges for Services	\$52,024	-	\$52,024
Sale of Lots	23,030	-	23,030
Intergovernmental	287,540	-	287,540
Earnings on Investments	102	-	102
Miscellaneous	5,182	-	5,182
<b>Total Cash Receipts</b>	<u>367,878</u>	<u>-</u>	<u>367,878</u>
<b>Cash Disbursements</b>			
Current Disbursements:			
Salaries	207,994	-	207,994
Supplies	9,228	-	9,228
Equipment	903	-	903
Contracts - Repair	21,405	-	21,405
Contracts - Services	92,164	-	92,164
Public Employees' Retirement	29,119	-	29,119
Workers' Compensation	4,021	-	4,021
Miscellaneous	3,132	-	3,132
Capital Outlay	7,272	\$16,250	23,522
<b>Total Cash Disbursements</b>	<u>375,238</u>	<u>16,250</u>	<u>391,488</u>
<i>Excess Receipts Over (Under) Disbursements</i>	(7,360)	(16,250)	(23,610)
<b>Other Financing Receipts (Disbursements)</b>			
Sale of Fixed Assets	97	-	97
Transfers-In	-	70,000	70,000
Transfers-Out	(70,000)	-	(70,000)
<b>Total Other Financing Receipts (Disbursements)</b>	<u>(69,903)</u>	<u>70,000</u>	<u>97</u>
<i>Net Change in Fund Cash Balance</i>	(77,263)	53,750	(23,513)
<i>Fund Cash Balances, January 1</i>	<u>251,730</u>	<u>80,472</u>	<u>332,202</u>
<b>Fund Cash Balances, December 31</b>			
Assigned	-	134,222	134,222
Unassigned	174,467	-	174,467
<b>Fund Cash Balances, December 31</b>	<u>\$174,467</u>	<u>\$134,222</u>	<u>\$308,689</u>

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

**Maple Grove Union Cemetery**  
*Portage County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2018*

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**Note 1 - Reporting Entity**

The constitution and laws of the State of Ohio establish the rights and privileges for the Maple Grove Union Cemetery, Portage County, Ohio (the Cemetery). The Cemetery is directed by an appointed three-member Board of Trustees. The Board is appointed on a rotational basis by the City of Ravenna and the Ravenna Township. These entities also provide funding to meet the Cemetery's operating costs under an agreement which established the Cemetery. The Cemetery provides grounds maintenance, opening and closing of graves, and the sale of grave lots.

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**Note 2 - Summary of Significant Accounting Policies**

***Basis of Presentation***

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***Miscellaneous Capital Projects Fund*** The miscellaneous capital projects fund receives money from general fund transfers for the purchase of equipment to be used for general maintenance throughout the cemetery.

***Basis of Accounting***

The financial statement follows the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 (D). This basis is similar to the cash receipts and disbursements accounting basis. The Board recognizes receipts when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred.

These statements include adequate disclosure of material matters, as the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 (D) permit.



**Maple Grove Union Cemetery**  
*Portage County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2018*

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**Note 2- Summary of Significant Accounting Policies (continued)**

***Deposits and Investments***

The Cemetery's accounting basis includes investments as assets. This basis does not record disbursements for investment purchases or receipts for investment sales. This basis records gains or losses at the time of sale as receipts or disbursements, respectively.

***Accumulated Leave***

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***Committed*** The Trustees can commit amounts via formal action (resolution). The Cemetery must adhere to these commitments unless the Trustees amend 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.

***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 the Trustees or a Cemetery official delegated that authority by resolution, or by State Statute. The Board may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's appropriated budget in the general fund.

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**Maple Grove Union Cemetery**  
*Portage County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2018*

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**Note 3- Deposits**

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

	2018
Demand deposits	\$ 283,689
Certificates of deposit	25,000
Total Deposits	<u>\$ 308,689</u>

***Deposits***

Deposits are insured by the Federal Depository Insurance Corporation; collateralized by securities specifically pledged by the financial institution to the Cemetery; or collateralized through the Ohio Pooled Collateral System (OPCS), a collateral pool of eligible securities deposited with a qualified trustee and pledged to the Treasurer of State to secure the repayment of all public monies deposited in the financial institution.

**Note 4 – Risk Management**

Workers' Compensation coverage is provided by the State of Ohio. The Cemetery pays the State Workers' Compensation System a premium based on a rate per \$100 of salaries. This rate is calculated based on accident history and administrative costs.

***Commercial Insurance***

The Cemetery has obtained commercial insurance for the following risks:

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

Settled claims have not exceeded insurance coverage in any of the last three years. The Cemetery has had no significant change in coverage from last year.

**Note 5 - Defined Benefit Pension Plan**

***Ohio Public Employees Retirement System***

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

The Ohio Revised Code also prescribes contribution rates. OPERS members contributed 10% of their gross salaries and the Cemetery contributed an amount equaling 14% of participants' gross salaries. The Cemetery has paid all contributions required through December 31, 2018.

**Maple Grove Union Cemetery**  
*Portage County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2018*

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**Note 6 - Postemployment Benefits**

OPERS offers cost-sharing, multiple-employer defined benefit postemployment plans, which include multiple health care plans including medical coverage, prescription drug coverage, deposits to a Health Reimbursement Arrangement and Medicare Part B premium reimbursements, to qualifying benefit recipients of both the traditional pension and the combined plans. The portion of employer contributions allocated to health care for members in the Traditional Pension Plan and Combined Plan was 0% during calendar year 2018.

**Note 7 – Contingent Liabilities**

The Cemetery may be a defendant in lawsuits. Although management cannot presently determine the outcome of any suit, management believes that the resolution of any matter will not materially adversely affect the Cemetery's financial condition.

**Note 8 - Transfers**

During 2018, the Cemetery transferred \$70,000 from the General Fund to the Miscellaneous Capital Projects Fund per board resolution to make future equipment purchases. This transfer was in accordance with the Ohio Revised Code.

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INDEPENDENT AUDITOR'S 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

Maple Grove Union Cemetery  
Portage County  
6698 N. Chestnut Street  
Ravenna, Ohio 44266

To the Board of Trustees:

We have audited, in accordance with the 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, the financial statements of the cash balances, receipts, and disbursements by fund type of the Maple Grove Union Cemetery, Portage County, (the Cemetery) as of and for the years ended December 31, 2019 and 2018, and the related notes to the financial statements, which collectively comprise the Cemetery's financial statements and have issued our report thereon dated May 12, 2020, wherein we noted the Cemetery followed financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit. We also noted the financial impact of COVID-19 and the ensuing emergency measures will impact subsequent periods of the Cemetery.

***Internal Control Over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the Cemetery's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Cemetery's internal control. Accordingly, we do not express an opinion on the effectiveness of the Cemetery's internal control.

*A deficiency in internal control* 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 and correct, misstatements on a timely basis. *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 Cemetery's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all internal control deficiencies that might be material weaknesses or significant deficiencies. Therefore, unidentified material weaknesses or significant deficiencies may exist. We did identify a certain deficiency in internal control, described in the accompanying Schedule of Findings that we consider a material weakness. We consider finding 2019-001 described in the accompanying Schedule of Findings to be a material weakness.

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

As part of obtaining reasonable assurance about whether the Cemetery's financial statements are free from material misstatement, we performed tests of 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 no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

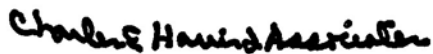
We also noted certain matters not requiring inclusion in this report that we reported to the Cemetery's management in a separate letter dated May 12, 2020.

### ***Cemetery's Response to Finding***

The Cemetery's response to the finding identified in our audit is described in the accompanying Corrective Action Plan. We did not subject the Cemetery's response to the auditing procedures applied in the audit of the financial statements and accordingly, we express no opinion on it.

### ***Purpose of this Report***

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Cemetery's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Cemetery's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



***Charles E. Harris & Associates, Inc.***  
May 12, 2020

**MAPLE GROVE UNION CEMETERY  
PORTAGE COUNTY**

**SCHEDULE OF FINDINGS  
December 31, 2019 and 2018**

<b>FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS</b>
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**Finding Number 2019-001 - Material Weakness**

**Audit Adjustments and Fund balance classification:**

The Cemetery recorded numerous transactions incorrectly during 2019 and 2018. The more significant adjustments are as follows:

- Recorded Salaries, Ohio Public Employee Retirement System, Workers' Compensation, Miscellaneous, Contract Service, Supplies, Equipment, Contract Repair expenses as Health instead of the respective categories per Auditor of State template.
- Recorded sale of lots as Miscellaneous receipts.
- Recorded burial footers fee as Licenses, Permits and Fees instead of Charges for Services.
- The annual financial report was filed with the operating activities classified as Special Revenue instead of General Fund.
- Recorded donor restricted monies as Assigned instead of Restricted.

Adjustments were made in the financial statements and the Cemetery's records to reflect the proper presentation.

Sound financial reporting is the responsibility of the Cemetery and is essential to ensure the information provided to the readers of the financial statements is complete and accurate. We recommend the Cemetery adopt policies and procedures to identify and correct errors and omissions in a timely manner. Management can use various Auditor of State guidance to aid in properly identifying account classifications. We also recommend the Cemetery review Governmental Accounting Standards Board Statement No. 54 and Auditor of State Bulletin 2011-004, which addresses reporting of governmental type fund balances. This will assist the Cemetery in properly classifying fund balances and transactions.

**Management's Response:**

See Corrective Action Plan.

**MAPLE GROVE UNION CEMETERY  
PORTAGE COUNTY**

**SCHEDULE OF PRIOR AUDIT FINDINGS – Prepared by Management  
December 31, 2019 and 2018**

FINDING NUMBER	FINDING SUMMARY	STATUS	ADDITIONAL INFORMATION
2017-001	Material weakness – Transactions erroneously recorded.	Not Corrected	See Corrective Action Plan



**MAPLE GROVE UNION CEMETERY  
PORTAGE COUNTY**

**CORRECTIVE ACTION PLAN – Prepared by Management  
December 31, 2019 and 2018**

<b>Finding Number</b>	<b>Planned Corrective Action</b>	<b>Anticipated Completion Date</b>	<b>Responsible Contact Person</b>
2019-001	<p>The Fiscal Officer has created a General Fund and downloaded the correct Chart of Account Codes recommended by UAN Support Staff. She will set up the new appropriations and revenue codes. Any transactions that have been processed after the end of the 2018-2019 audit period will be reallocated to the correct fund and code.</p> <p>The Fiscal Officer has corrected the classification of the donor money to be "restricted" in the Annual Financial Reports fund utility.</p>	Immediately	Jenny August, Fiscal Officer

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# OHIO AUDITOR OF STATE KEITH FABER



**MAPLE GROVE UNION CEMETERY**

**PORTAGE 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 Babbitt*

**CLERK OF THE BUREAU**

**CERTIFIED  
JULY 2, 2020**