



**NORTHFIELD MACEDONIA UNION CEMETERY
SUMMIT COUNTY**

REGULAR AUDIT

FOR THE YEARS ENDED DECEMBER 31, 1999-1998



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

**NORTHFIELD MACEDONIA UNION CEMETERY
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REPORT OF INDEPENDENT ACCOUNTANTS

Northfield Macedonia Union Cemetery
Summit County
P.O. Box 670177
Northfield, OH 44067

To the Board of Trustees:

We have audited the accompanying financial statements of Northfield Macedonia Union Cemetery, Summit County, Ohio, (the Cemetery) as of and for the years ended December 31, 1999 and 1998. These financial statements are the responsibility of the Cemetery's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with generally accepted auditing standards 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 discussed in Note 1, the Cemetery prepares its financial statements on the basis of accounting prescribed or permitted by the Auditor of State, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of the Cemetery as of December 31, 1999 and 1998, and its combined cash receipts and disbursements for the years then ended on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated June 8, 2000 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 grants.

This report is intended solely for the information and use of management, the Board of Trustees, and other officials authorized to receive this report under § 117.26, Ohio Revised Code, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink, appearing to read "Jim Petro".

Jim Petro
Auditor of State

June 8, 2000

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**NORTHFIELD MACEDONIA UNION CEMETERY
 COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN
 FUND CASH BALANCES - GOVERNMENTAL AND FIDUCIARY FUND TYPES
 FOR THE YEAR ENDED DECEMBER 31, 1999**

| | <u>Governmental Fund Type</u> | <u>Fiduciary Fund Type</u> | <u>Totals Memorandum Only</u> |
|---------------------------------------------|-----------------------------------|--------------------------------|---------------------------------------|
| | <u>General</u> | <u>Expendable Trust</u> | |
| Cash Receipts: | | | |
| Intergovernmental | \$93,113 | | \$93,113 |
| Charges for Services | 20,094 | | 20,094 |
| Sale of Lots | 18,325 | | 18,325 |
| Interest | 443 | \$273 | 716 |
| | <hr/> | <hr/> | <hr/> |
| Total Cash Receipts | 131,975 | 273 | 132,248 |
| Cash Disbursements: | | | |
| Current: | | | |
| Salaries | 65,928 | | 65,928 |
| Insurance | 18,512 | | 18,512 |
| Supplies | 2,453 | | 2,453 |
| Contracts - Repair | 294 | | 294 |
| Contracts - Services | 5,128 | | 5,128 |
| Public Employees' Retirement | 8,895 | | 8,895 |
| Workers' Compensation | 4,297 | | 4,297 |
| Utilities | 2,900 | | 2,900 |
| Miscellaneous | 5,125 | 273 | 5,398 |
| Capital Outlay | 10,955 | | 10,955 |
| | <hr/> | <hr/> | <hr/> |
| Total Cash Disbursements | 124,487 | 273 | 124,760 |
| Total Cash Receipts Over Cash Disbursements | 7,488 | 0 | 7,488 |
| Fund Cash Balances, January 1 | 44,909 | 6,000 | 50,909 |
| | <hr/> | <hr/> | <hr/> |
| Fund Cash Balances, December 31 | <u>\$52,397</u> | <u>\$6,000</u> | <u>\$58,397</u> |

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

**NORTHFIELD MACEDONIA UNION CEMETERY
 COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN
 FUND CASH BALANCES - GOVERNMENTAL AND FIDUCIARY FUND TYPES
 FOR THE YEAR ENDED DECEMBER 31, 1998**

| | <u>Governmental Fund Type</u> | <u>Fiduciary Fund Type</u> | <u>Totals Memorandum Only</u> |
|---------------------------------------------|-----------------------------------|--------------------------------|---------------------------------------|
| | <u>General</u> | <u>Expendable Trust</u> | |
| Cash Receipts: | | | |
| Intergovernmental | \$138,063 | | \$138,063 |
| Charges for Services | 18,341 | | 18,341 |
| Sale of Lots | 15,925 | | 15,925 |
| Interest | 560 | \$300 | 860 |
| Miscellaneous | 6,406 | | 6,406 |
| | <u>179,295</u> | <u>300</u> | <u>179,595</u> |
| Total Cash Receipts | | | |
| Cash Disbursements: | | | |
| Current: | | | |
| Salaries | 63,449 | | 63,449 |
| Insurance | 15,880 | | 15,880 |
| Supplies | 1,813 | | 1,813 |
| Contracts - Repair | 4,117 | | 4,117 |
| Contracts - Services | 6,256 | | 6,256 |
| Public Employees' Retirement | 8,588 | | 8,588 |
| Workers' Compensation | 1,155 | | 1,155 |
| Utilities | 2,749 | | 2,749 |
| Miscellaneous | 3,317 | 300 | 3,617 |
| Capital Outlay | 53,978 | | 53,978 |
| | <u>161,302</u> | <u>300</u> | <u>161,602</u> |
| Total Cash Disbursements | | | |
| Total Cash Receipts Over Cash Disbursements | 17,993 | 0 | 17,993 |
| Fund Cash Balances, January 1 | <u>26,916</u> | <u>6,000</u> | <u>32,916</u> |
| Fund Cash Balances, December 31 | <u>\$44,909</u> | <u>\$6,000</u> | <u>\$50,909</u> |

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

**NORTHFIELD MACEDONIA UNION CEMETERY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999 AND 1998**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

Northfield Macedonia Union Cemetery, Summit County, Ohio, (the Cemetery) is a body corporate and politic established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The Cemetery is directed by an appointed three-member Board of Trustees. The Board is appointed on a rotational basis by the City of Macedonia, the Village of Northfield, Northfield Center Township, and Sagamore Hills Township. These entities also provide funding to meet the Cemetery's operating costs under the 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.

B. Basis of Accounting

These financial statements follow the basis of accounting prescribed or permitted by the Auditor of State, which is similar to the cash receipts and disbursements basis of accounting. Receipts are recognized when received in cash rather than when earned, and disbursements are recognized when paid rather than when a liability is incurred.

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

C. Cash

Certificates of deposit are valued at cost.

D. Fund Accounting

The Cemetery uses fund accounting to segregate cash that is restricted as to use. The Cemetery classifies its funds into the following types:

1. General Fund

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

2. Fiduciary Fund (Trust Funds)

Trust funds are used to account for resources restricted by legally binding trust agreements and funds for which the Cemetery is acting in an agency capacity. The Cemetery had the following significant Expendable Trust Funds:

Collis Memorial Fund and Fenton Memorial Fund - These funds receive interest from fund investments. Proceeds are used to maintain grave sites.

E. Property, Plant and Equipment

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

**NORTHFIELD MACENDONIA UNION CEMETERY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999 AND 1998
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

F. Unpaid Vacation and Sick Leave

Employees are entitled to cash payments for unused vacation and sick leave in certain circumstances, such as upon leaving employment. Unpaid vacation and sick leave are not reflected as liabilities under the basis of accounting used by the Cemetery.

2. EQUITY IN POOLED CASH

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

| | <u>1999</u> | <u>1998</u> |
|-------------------------|------------------|------------------|
| Demand deposits | \$ 52,397 | \$ 44,909 |
| Certificates of deposit | <u>6,000</u> | <u>6,000</u> |
| Total demand deposits | <u>\$ 58,397</u> | <u>\$ 50,909</u> |

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

3. RETIREMENT SYSTEM

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

Contribution rates are also prescribed by the Ohio Revised Code. For 1999 and 1998, PERS members contributed 8.5% of their gross salaries. The Cemetery contributed an amount equal to 13.55% of participants' gross salaries. The Cemetery has paid all contributions required through December 31, 1999.

4. RISK MANAGEMENT

The Cemetery has obtained commercial insurance for the following risks:

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

The Cemetery also provides health insurance and dental coverage to employees through a private carrier.



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**REPORT OF INDEPENDENT ACCOUNTANTS ON COMPLIANCE AND ON INTERNAL CONTROL
REQUIRED BY GOVERNMENT AUDITING STANDARDS**

Northfield Macedonia Union Cemetery
Summit County
P.O. Box 670177
Northfield, OH 44067

To the Board of Trustees:

We have audited the accompanying financial statements of Northfield Macedonia Union Cemetery, Summit County, Ohio, (the Cemetery) as of and for the years ended December 31, 1999 and 1998, and have issued our report thereon dated June 8, 2000. We conducted our audits in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Cemetery's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audits and, accordingly, we do not express such an opinion.

However, we noted a certain immaterial instance of noncompliance that we have reported to management of the Cemetery in a separate letter dated June 8, 2000.

Internal Control Over Financial Reporting

In planning and performing our audits, we considered the Cemetery's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

However, we noted other matters involving the internal control over financial reporting that do not require inclusion in this report, that we have reported to management of the Cemetery in a separate letter dated June 8, 2000.

Northfield Macedonia Union Cemetery
Summit County
Report of Independent Accountants on Compliance and on Internal Control
Required By *Government Auditing Standards*
Page 2

This report is intended for the information and use of management and the Board of Trustees, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink, appearing to read "Jim Petro", written in a cursive style.

Jim Petro
Auditor of State

June 8, 2000



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NORTHFIELD MACEDONIA UNION CEMETERY

SUMMIT 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 25, 2000**