



**VILLAGE OF BENTLEYVILLE
CUYAHOGA COUNTY**

REGULAR AUDIT

FOR THE YEARS ENDED DECEMBER 31, 2000-1999



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

VILLAGE OF BENTLEYVILLE
CUYAHOGA COUNTY

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STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

111 Second Street, NW
Fourth Floor
Canton, Ohio 44702
Telephone 330-438-0617
800-443-9272
Facsimile 330-471-0001
www.auditor.state.oh.us

REPORT OF INDEPENDENT ACCOUNTANTS

Village of Bentleyville
Cuyahoga County
6253 Chagrin River Road
Bentleyville, Ohio 44022

To the Village Council:

We have audited the accompanying financial statements of the Village of Bentleyville, Cuyahoga County, Ohio, (the Village) as of and for the years ended December 31, 2000 and 1999. 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 audits.

We conducted our audits 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 audits 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 audits provide a reasonable basis for our opinion.

As discussed in Note 1, the Village 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 Village as of December 31, 2000 and 1999, 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 August 6, 2001 on our consideration of the Village's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audits.

This report is intended solely for the information and use of the Finance Committee, management, and Village Council 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.

Jim Petro
Auditor of State

August 6, 2001

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VILLAGE OF BENTLEYVILLE
CUYAHOGA COUNTY

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2000**

	<u>Governmental Fund Types</u>				Totals (Memorandum Only)
	<u>General</u>	<u>Special Revenue</u>	<u>Debt Service</u>	<u>Capital Projects</u>	
Cash Receipts:					
Local Taxes	\$1,092,396	\$37,663	\$52,154		\$1,182,213
Intergovernmental	106,679	23,432			130,111
Charges for Services	1,965	6,500			8,465
Fines, Licenses and Permits	45,442				45,442
Earnings on Investments	41,353	208			41,561
Miscellaneous	10,796	437			11,233
Total Cash Receipts	<u>1,298,631</u>	<u>68,240</u>	<u>52,154</u>		<u>1,419,025</u>
Cash Disbursements:					
Current:					
Security of Persons and Property	472,564				472,564
Community Environment	68,923				68,923
Basic Utility Services	81,095				81,095
Transportation	200,201	35,369			235,570
General Government	168,091				168,091
Capital Outlay				\$114,587	114,587
Principal and Interest			133,156		133,156
Total Cash Disbursements	<u>990,874</u>	<u>35,369</u>	<u>133,156</u>	<u>114,587</u>	<u>1,273,986</u>
Total Cash Receipts Over/(Under) Cash Disbursements	<u>307,757</u>	<u>32,871</u>	<u>(81,002)</u>	<u>(114,587)</u>	<u>145,039</u>
Other Financing Receipts/(Disbursements):					
Transfers-In			79,010	114,000	193,010
Transfers-Out	(193,010)				(193,010)
Total Other Financing Receipts/(Disbursements)	<u>(193,010)</u>		<u>79,010</u>	<u>114,000</u>	
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	114,747	32,871	(1,992)	(587)	145,039
Fund Cash Balances, January 1, 2000	483,881	192,774	11,793	1,648	690,096
Fund Cash Balances, December 31, 2000	<u>\$598,628</u>	<u>\$225,645</u>	<u>\$9,801</u>	<u>\$1,061</u>	<u>\$835,135</u>
Reserves for Encumbrances, December 31, 2000	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

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

VILLAGE OF BENTLEYVILLE
CUYAHOGA COUNTY

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 1999**

	<u>Governmental Fund Types</u>				Totals (Memorandum Only)
	<u>General</u>	<u>Special Revenue</u>	<u>Debt Service</u>	<u>Capital Projects</u>	
Cash Receipts:					
Local Taxes	\$934,968	\$37,542	\$57,138		\$1,029,648
Intergovernmental	129,016	23,080		\$59,047	211,143
Charges for Services	4,263	9,000			13,263
Fines, Licenses and Permits	39,461				39,461
Earnings on Investments	34,252	159			34,411
Miscellaneous	12,636	3,416			16,052
Total Cash Receipts	<u>1,154,596</u>	<u>73,197</u>	<u>57,138</u>	<u>59,047</u>	<u>1,343,978</u>
Cash Disbursements:					
Current:					
Security of Persons and Property	452,992				452,992
Community Environment	90,292				90,292
Basic Utility Services	75,793	2,095			77,888
Transportation	125,707	75,717			201,424
General Government	141,399				141,399
Capital Outlay	80,143			186,899	267,042
Principal and Interest			130,339		130,339
Total Cash Disbursements	<u>966,326</u>	<u>77,812</u>	<u>130,339</u>	<u>186,899</u>	<u>1,361,376</u>
Total Cash Receipts Over/(Under) Cash Disbursements	<u>188,270</u>	<u>(4,615)</u>	<u>(73,201)</u>	<u>(127,852)</u>	<u>(17,398)</u>
Other Financing Receipts/(Disbursements):					
Transfers-In			76,193		76,193
Transfers-Out	(76,193)				(76,193)
Total Other Financing Receipts/(Disbursements)	<u>(76,193)</u>		<u>76,193</u>		
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	112,077	(4,615)	2,992	(127,852)	(17,398)
Fund Cash Balances, January 1, 1999	371,804	197,389	8,801	129,500	707,494
Fund Cash Balances, December 31, 1999	<u>\$483,881</u>	<u>\$192,774</u>	<u>\$11,793</u>	<u>\$1,648</u>	<u>\$690,096</u>
Reserves for Encumbrances, December 31, 1999	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

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

**VILLAGE OF BENTLEYVILLE
CUYAHOGA COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
FIDUCIARY FUND TYPE - AGENCY FUND
FOR THE YEARS ENDED DECEMBER 31, 2000 AND 1999**

	<u>2000</u>	<u>1999</u>
Non-Operating Cash Receipts:		
Fines and Costs	\$8,778	\$12,735
Contractor Bonds	<u>3,192</u>	<u>25,402</u>
Total Non-Operating Cash Receipts	<u>11,970</u>	<u>38,137</u>
Non-Operating Cash Disbursements:		
Distribution to Village	6,618	9,124
Treasurer, State of Ohio	2,160	3,320
Other Non-Operating Disbursements	<u>18,200</u>	<u>12,577</u>
Total Non-Operating Cash Disbursements	<u>26,978</u>	<u>25,021</u>
Net Cash Receipts Under Cash Disbursements	(15,008)	13,116
Fund Cash Balances, January 1, 2000 and 1999	<u>59,677</u>	<u>46,561</u>
Fund Cash Balances, December 31, 2000 and 1999	<u><u>\$44,669</u></u>	<u><u>\$59,677</u></u>

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

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**VILLAGE OF BENTLEYVILLE
CUYAHOGA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The Village of Bentleyville, Cuyahoga County, Ohio, (the Village) 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 Village is directed by a publicly-elected Mayor and six-member Council. The Village provides general governmental services, including maintenance of roads, rubbish collections, sanitary sewer/storm sewer facilities, building, zoning, safety services, and police protection. The Village contracts with Chagrin Falls Suburban Volunteer Fire Department for fire protection.

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

B. Basis of Accounting

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

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

C. Cash and Investments

The investment in STAR Ohio (the State Treasurer's investment pool) is valued at amounts reported by the State Treasurer. The Village utilizes a sweep account which invests in overnight repurchase agreements which are valued at cost.

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

**VILLAGE OF BENTLEYVILLE
CUYAHOGA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Fund Accounting (Continued)

2. Special Revenue Funds

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

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

Water and Sewer Fund - This fund is used to account for tap-in fees paid by property owners and used for the repair and maintenance of fire hydrants.

Recreation and Beautification Fund - This fund is used for recreational development, beautification activities of the Village, and receives its funding from donations and fund raising activities.

3. Debt Service Fund

This fund is used to accumulate resources for the payment of bonds and note indebtedness.

4. Capital Projects Fund

This fund is used to account for receipts that are restricted for the acquisition or construction of major capital projects.

5. Fiduciary Fund (Agency Funds)

Agency funds are used to account for custodial funds held by the Village acting as the agent for another government, organization, individual or fund. The Village had the following significant Agency Funds:

Contractors' Bond Fund - This fund receives deposits from contractors to ensure performance. Deposits are returned to contractor upon satisfactory completion of the project.

Fines and Costs Fund - This fund is used to account for the fines and fees collected from waiverable offenses.

**VILLAGE OF BENTLEYVILLE
CUYAHOGA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. Budgetary Process

The Ohio Revised Code requires that each fund (except certain agency funds) be budgeted annually.

1. Appropriations

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function and 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 reappropriated. The Village did not use the encumbrance method of accounting.

A summary of 2000 and 1999 budgetary activity appears in Note 3.

F. Property, Plant and Equipment

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

G. 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 cash basis of accounting used by the Village.

**VILLAGE OF BENTLEYVILLE
CUYAHOGA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999
(Continued)**

2. EQUITY IN POOLED CASH AND INVESTMENTS

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

	<u>2000</u>	<u>1999</u>
Demand deposits	\$ (11,163)	\$ 25,006
Repurchase Agreements	594,940	446,569
STAR Ohio	<u>296,027</u>	<u>278,198</u>
Total investments	<u>890,967</u>	<u>724,767</u>
Total deposits and investments	<u>\$ 879,804</u>	<u>\$ 749,773</u>

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

Investments: Repurchase agreements include uninsured and unregistered investments which are held by the counterpart, or by its trust department or agent, but not in the Village's name. Investments in STAR Ohio are not evidenced by securities that exist in physical or book-entry form.

3. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 2000 and 1999 follows:

2000 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 1,471,437	\$ 1,298,631	\$ (172,806)
Special Revenue	114,209	68,240	(45,969)
Debt Service	133,483	131,164	(2,319)
Capital Projects	<u>132,000</u>	<u>114,000</u>	<u>(18,000)</u>
Total	<u>\$ 1,851,129</u>	<u>\$ 1,612,035</u>	<u>\$ (239,094)</u>

2000 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 1,202,471	\$ 1,183,884	\$ 18,587
Special Revenue	35,950	35,369	581
Debt Service	133,158	133,156	2
Capital Projects	<u>114,600</u>	<u>114,587</u>	<u>13</u>
Total	<u>\$ 1,486,179</u>	<u>\$ 1,466,996</u>	<u>\$ 19,183</u>

**VILLAGE OF BENTLEYVILLE
CUYAHOGA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999
(Continued)**

3. BUDGETARY ACTIVITY (Continued)

1999 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 1,031,234	\$ 1,154,596	\$ 123,362
Special Revenue	304,891	73,197	(231,694)
Debt Service	208,974	133,331	(75,643)
Capital Projects	120,000	59,047	(60,953)
Total	<u>\$ 1,665,099</u>	<u>\$ 1,420,171</u>	<u>\$ (244,928)</u>

1999 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 1,100,219	\$ 1,042,519	\$ 57,700
Special Revenue	79,795	77,812	1,983
Debt Service	130,339	130,339	0
Capital Projects	186,899	186,899	0
Total	<u>\$ 1,497,252</u>	<u>\$ 1,437,569</u>	<u>\$ 59,683</u>

Contrary to Ohio Rev. Code Section 5705.41(D), the Village did not always certify the availability of funds prior to incurring the purchase.

Contrary to Ohio Admin. Code Section 117-5-11(C), the Village did not reserve funds at the time a commitment was made.

4. PROPERTY TAX

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

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.

**VILLAGE OF BENTLEYVILLE
CUYAHOGA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999
(Continued)**

5. DEBT

Debt outstanding at December 31, 2000 was as follows:

	Principal	Interest Rate
Ohio Water Development Authority Loan	\$ 632,822	5.77%
General Obligation Bonds	480,000	4.95%
Total	\$ 1,112,822	

The Ohio Water Development Authority (OWDA) loan relates to waterline improvements project in 1994 and 1995. The OWDA has approved up to \$753,310 in loans to the Village for this project. The loan will be repaid in semiannual installments of \$27,073, including interest, over 25 years.

The General Obligation Bonds relate to the construction of the Village Hall complex in 1994. The bonds were issued in the amount of \$775,000 and will be repaid in semi-annual varying principal and interest payments over 15 years.

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

Year ending December 31:	OWDA Loan	General Obligation Bonds
2001	\$ 54,146	\$ 76,535
2002	54,146	73,960
2003	54,146	76,335
2004	54,146	78,393
2005	54,146	75,123
Subsequent	839,263	229,008
Total	\$ 1,109,993	\$ 609,354

6. RETIREMENT SYSTEMS

The Village's law enforcement officers belong to the Police and Firemen's Disability and Pension Fund (PFDPF). Other full-time employees belong to the Public Employees Retirement System (PERS) of Ohio. PFDPF and PERS are cost-sharing, multiple-employer plans. These plans provide retirement benefits, including postretirement healthcare, and survivor and disability benefits to participants as prescribed by the Ohio Revised Code.

Contribution rates are also prescribed by the Ohio Revised Code. For 2000 and 1999, members of PFDPF contributed 10% of their wages to the PFDPF. The Village contributed an amount equal to 19.5% of their wages. PERS members contributed 8.5% of their gross salaries. The Village contributed an amount equal to 10.84% for 2000 and 13.58% for 1999 of participants' gross salaries. The Village has paid all contributions required through December 31, 2000.

**VILLAGE OF BENTLEYVILLE
CUYAHOGA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999
(Continued)**

7. RISK MANAGEMENT

The Village has obtained commercial insurance for the following risks:

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

The Village also provides health insurance and dental coverage to full-time employees through a private carrier.

8. CONTINGENT LIABILITIES

The Village is defendant in a lawsuit. Although the outcome of this suit is not presently determinable, management believes that the resolution of these matters will not materially adversely affect the Village's financial condition.

Amounts received from grantor agencies are subject to audit and adjustment by the grantor. Any disallowed costs may require refunding to the grantor. Amounts which may be disallowed, if any, are not presently determinable. However, based on prior experience, management believes such refunds, if any, would not be material.

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STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

111 Second Street, NW
Fourth Floor
Canton, Ohio 44702
Telephone 330-438-0617
800-443-9272
Facsimile 330-471-0001
www.auditor.state.oh.us

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

Village of Bentleyville
Cuyahoga County
6253 Chagrin River Road
Bentleyville, Ohio 44022

To the Village Council:

We have audited the accompanying financial statements of the Village of Bentleyville, Cuyahoga County, Ohio, (the Village) as of and for the years ended December 31, 2000 and 1999, and have issued our report thereon dated August 6, 2001. We conducted our audits 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.

Compliance

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 grants, 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 audits 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 as items 2000-30818-001 and 2000-30818-002. We also noted other immaterial instances of noncompliance that we have reported to management of the Village in a separate letter dated August 6, 2001.

Internal Control Over Financial Reporting

In planning and performing our audits, we considered the Village'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 Village in a separate letter dated August 6, 2001.

Village of Bentleyville
Cuyahoga 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 the Finance Committee, management, and Village Council, and is not intended to be and should not be used by anyone other than these specified parties.

Jim Petro
Auditor of State

August 6, 2001

**VILLAGE OF BENTLEYVILLE
CUYAHOGA COUNTY**

**SCHEDULE OF FINDINGS
DECEMBER 31, 2000 AND 1999**

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

FINDING NUMBER 2000-30818-001

Ohio Admin. Code Section 117-5-11(C) effective through June 30, 2000 required that each expenditure or encumbrance charged against an appropriation account be posted and subtracted from the appropriated balance producing a declining unencumbered balance.

The Village does not record a reservation of the applicable appropriation (encumber) at the time a commitment for the expenditure of funds has been made. Though section 117-5-11(C) is no longer in effect, posting encumbrances to the appropriation ledger to produce a declining available appropriation balance, would allow the Village to monitor whether expenditures and encumbrances are being limited to amounts appropriated, as is required by Ohio Revised Code Section 5705.41(B).

FINDING NUMBER 2000-30818-002

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

This section also provides for two "exceptions" to the above requirements:

- a. Then and Now Certificates - If no certificate is furnished as required, upon receipt of the fiscal officer's certificate that a sufficient sum was, both at the time of the contract or order and at the time of the certificate, appropriated and free of any previous encumbrances, Village Council may authorize the issuance of a warrant in payment of the amount due upon such contract or order by resolution within 30 days from the receipt of such certificate.
- b. If the amount involved is less than \$1,000, the Clerk-Treasurer may authorize payment through a Then and Now Certificate without affirmation of Village Council, if such expenditure is otherwise valid.

The Clerk-Treasurer did not certify any of the Village expenditures made during 1999 or 2000. Additionally, for 14 of the 60 (23%) expenditures tested, the certificates created did not contain a specific date of preparation and for 25 of the 60 (42%) no certificate was created.

As a result, the Village could inadvertently over expend certain appropriations. Prior to entering into a commitment, the Clerk-Treasurer should certify that funds are available for expenditure by signing the fiscal certificate affixed to the purchase orders. Village Council should inform all Village employees of the requirements of Ohio Rev. Code Section 5705.41(D).

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**VILLAGE OF BENTLEYVILLE
CUYAHOGA COUNTY**

**SCHEDULE OF PRIOR AUDIT FINDINGS
DECEMBER 31, 2000 AND 1999**

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; Explain
1998-30818-001	Ohio Admin. Code 117-5-11(C) provides each expenditure or encumbrance charged against an appropriation account shall be posted and subtracted from the appropriation balance.	Not Corrected	No action taken. See Finding No. 2000-30818-001.
1998-30818-002	Ohio Rev. Code Section 5705.41(D) provides that no order of contract involving the expenditures money are to be made unless there is a certificate of the fiscal officer.	Not Corrected	No action taken. See Finding No. 2000-30818-002.



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

88 East Broad Street
P.O. Box 1140
Columbus, Ohio 43216-1140
Telephone 614-466-4514
800-282-0370
Facsimile 614-466-4490

VILLAGE OF BENTLEYVILLE

CUYAHOGA 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
NOVEMBER 8, 2001**