



**VILLAGE OF CEDARVILLE
GREENE COUNTY**

REGULAR AUDIT

JANUARY 1, 1999 - DECEMBER 31, 2000



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

VILLAGE OF CEDARVILLE
GREENE COUNTY

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REPORT OF INDEPENDENT ACCOUNTANTS

Village of Cedarville
Greene County
141 East Xenia Avenue P.O. Box 51
Cedarville, Ohio 45314

To the Village Council:

We have audited the accompanying financial statements of the Village of Cedarville, Greene County, (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 audit.

We conducted our audit in accordance with accepted 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 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 accounting principles generally accepted in the United States of America.

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, 2000 and 1999, and its combined cash receipts and disbursements for the years then ended on the basis of accounting described in Note 1. This report is an integral part of an audit conducted in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

In accordance with *Government Auditing Standards*, we have also issued our report dated August 23, 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.

This report is intended solely for the information and use of the management and the 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 23, 2001

**VILLAGE OF CEDARVILLE
GREENE 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>	
Cash Receipts:			
Property Tax and Other Local Taxes	\$380,955	\$4,836	\$385,791
Intergovernmental Receipts	205,266	49,801	255,067
Fines, Licenses, and Permits	720	8,113	8,833
Miscellaneous	85,866	20,706	106,572
	<u>672,807</u>	<u>83,456</u>	<u>756,263</u>
Total Cash Receipts			
Cash Disbursements:			
Current:			
Security of Persons and Property	28,368	230,704	\$259,072
Public Health Services	2,281		2,281
Leisure Time Activities	10,000	12,927	22,927
Community Environment	6,522		6,522
Transportation	13,637	47,651	61,288
General Government	261,537		261,537
Capital Outlay	45,019	28,994	74,013
	<u>367,364</u>	<u>320,276</u>	<u>687,640</u>
Total Disbursements			
Total Receipts Over/(Under) Disbursements	<u>305,443</u>	<u>(236,820)</u>	<u>68,623</u>
Other Financing Receipts/(Disbursements):			
Transfers-In		245,520	245,520
Transfers-Out	(245,520)		(245,520)
	<u>(245,520)</u>	<u>245,520</u>	<u>0</u>
Total Other Financing Receipts/(Disbursements)			
Excess of Cash Receipts and Other Financing Receipts Over Cash Disbursements and Other Financing Disbursements	59,923	8,700	68,623
Fund Cash Balances January 1	<u>351,965</u>	<u>92,692</u>	<u>444,657</u>
Fund Cash Balances, December 31	<u>\$411,888</u>	<u>\$101,392</u>	<u>\$513,280</u>
Reserves for Encumbrances, December 31	<u>\$10,269</u>	<u>\$20,664</u>	<u>\$30,933</u>

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

VILLAGE OF CEDARVILLE
GREENE COUNTY

STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCE
PROPRIETARY FUND TYPE
FOR THE YEAR ENDED DECEMBER 31, 2000

	<u>Enterprise</u>
Operating Cash Receipts:	
Charges for Services	\$79,623
Miscellaneous	<u>648</u>
Total Operating Cash Receipts	<u>80,271</u>
Operating Cash Disbursements:	
Personal Services	9,477
Contractual Services	58,569
Supplies and Materials	<u>2,567</u>
Total Operating Cash Disbursements	<u>70,613</u>
Operating Income	9,658
Fund Cash Balance, January 1	<u>9,694</u>
Fund Cash Balance, December 31	<u><u>\$19,352</u></u>
Reserve for Encumbrances, December 31	<u><u>\$51</u></u>

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

**VILLAGE OF CEDARVILLE
GREENE 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>	
Cash Receipts:			
Property Tax and Other Local Taxes	\$335,709	\$4,329	\$340,038
Intergovernmental Receipts	232,197	56,300	288,497
Fines, Licenses, and Permits	835	6,574	7,409
Miscellaneous	19,013	18,076	37,089
	<u>587,754</u>	<u>85,279</u>	<u>673,033</u>
Total Cash Receipts			
Cash Disbursements:			
Current:			
Security of Persons and Property	28,368	205,824	234,192
Public Health Services	1,604		1,604
Leisure Time Activities	5,000	10,568	15,568
Community Environment	3,605		3,605
Transportation	12,031	41,232	53,263
General Government	180,943		180,943
Capital Outlay	92,418	42,357	134,775
	<u>323,969</u>	<u>299,981</u>	<u>623,950</u>
Total Disbursements			
	<u>323,969</u>	<u>299,981</u>	<u>623,950</u>
Total Receipts Over/(Under) Disbursements	<u>263,785</u>	<u>(214,702)</u>	<u>49,083</u>
Other Financing Receipts/(Disbursements):			
Transfers-In		219,600	219,600
Transfers-Out	(219,600)		(219,600)
	<u>(219,600)</u>	<u>219,600</u>	<u>0</u>
Total Other Financing Receipts/(Disbursements)			
	<u>(219,600)</u>	<u>219,600</u>	<u>0</u>
Excess of Cash Receipts and Other Financing Receipts Over Cash Disbursements and Other Financing Disbursements	44,185	4,898	49,083
Fund Cash Balances January 1	307,780	87,794	395,574
	<u>307,780</u>	<u>87,794</u>	<u>395,574</u>
Fund Cash Balances, December 31	<u>\$351,965</u>	<u>\$92,692</u>	<u>\$444,657</u>
Reserves for Encumbrances, December 31	\$10,175	\$2,424	\$12,599
	<u>\$10,175</u>	<u>\$2,424</u>	<u>\$12,599</u>

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

VILLAGE OF CEDARVILLE
GREENE COUNTY

STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCE
PROPRIETARY FUND TYPE
FOR THE YEAR ENDED DECEMBER 31, 1999

	<u>Enterprise</u>
Operating Cash Receipts:	
Charges for Services	\$75,053
Miscellaneous	<u>176</u>
Total Operating Cash Receipts	<u>75,229</u>
Operating Cash Disbursements:	
Personal Services	10,376
Contractual Services	68,962
Supplies and Materials	<u>5,761</u>
Total Operating Cash Disbursements	<u>85,099</u>
Operating (Loss)	(9,870)
Fund Cash Balance, January 1	<u>19,564</u>
Fund Cash Balance, December 31	<u><u>\$9,694</u></u>
Reserve for Encumbrances, December 31	<u><u>\$2,278</u></u>

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

**VILLAGE OF CEDARVILLE
GREENE 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 Cedarville, Greene County, (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 six-member Council. The Village provides general governmental services, park operations (leisure time activities), and police services.

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

Certificates of deposit are valued at cost. Mutual funds are recorded at share values reported by the mutual fund.

Investments are reported as assets. Accordingly, purchases of investments are not recorded as disbursements, and sales of investments are not recorded as receipts. Gains or losses at the time of sale are recorded as receipts or disbursements, respectively.

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. It is used to account for all financial resources except those required to be accounted for in another fund.

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

**VILLAGE OF CEDARVILLE
GREENE COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

State Highway Fund - This fund receives motor vehicle tax money for constructing, maintaining, and repairing Village Streets.

Police Operating Fund - This fund receives property tax money for operating the Village's police department.

3. Enterprise Funds

These funds account for operations that are similar to private business enterprises where management intends that the significant costs of providing certain goods or services will be recovered through user charges. The Village had the following significant Enterprise Fund:

Refuse Fund - This fund receives charges for services from residents to cover the cost of providing this utility.

E. Budgetary Process

The Ohio Revised Code requires that each fund 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 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 encumber all commitments required by Ohio law.

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

F. Property, Plant and Equipment

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

**VILLAGE OF CEDARVILLE
GREENE COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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.

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	\$ 212,796	\$ 332,432
Certificates of deposit	50,000	65,120
Total deposits	262,796	397,552
Merrill Lynch - Government Securities Account	269,836	56,799
Total investments	269,836	56,799
Total deposits and investments	\$ 532,632	\$ 454,351

Deposits: Deposits are either (1) insured by the Federal Depository Insurance Corporation, or (2) collateralized by the financial institution's public entity deposit pool.

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	\$ 671,021	\$ 672,807	\$ 1,786
Special Revenue	326,850	328,976	2,126
Enterprise	75,817	80,271	4,454
Total	\$ 1,073,688	\$ 1,082,054	\$ 8,366

**VILLAGE OF CEDARVILLE
GREENE COUNTY**

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

3. BUDGETARY ACTIVITY (Continued)

2000 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 889,073	\$ 623,153	\$ 265,920
Special Revenue	357,966	340,940	17,026
Enterprise	72,943	70,664	2,279
Total	\$ 1,319,982	\$ 1,034,757	\$ 285,225

1999 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 594,460	\$ 587,754	\$ (6,706)
Special Revenue	298,764	304,879	6,115
Enterprise	75,632	75,229	(403)
Total	\$ 968,856	\$ 976,862	\$ (994)

1999 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 555,723	\$ 553,744	\$ 1,979
Special Revenue	302,804	302,405	399
Enterprise	88,197	87,377	820
Total	\$ 946,724	\$ 943,526	\$ 3,198

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 payment, 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 CEDARVILLE
GREENE COUNTY**

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

5. RETIREMENT SYSTEMS

The Village's law enforcement officers belong to the Police and Firemen's Disability and Pension Funds (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 13.55% of participants' gross salaries from January 1999 through June of 2000, and 8.13% for July through December of 2000. The Village has paid all contributions required through December 31, 2000.

6. COMPLIANCE AND ACCOUNTABILITY

Ohio Rev. Code Section 5705.41(D) states that no orders or contract involving the expenditure of money is to be made unless there is attached there to a certificate of the fiscal officer that the amount required for the order or contract has been lawfully appropriated and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances. The Village did not routinely certify the availability of appropriations prior to the obligation being incurred.

Ohio Rev. Code § 5735.28 requires that revenues received from Motor Vehicle Registration be recorded into the Gas Tax and Highway Improvement funds utilizing a 92.5 and 7.5 percent apportionment. The Village did not properly allocate all distributions, however the accompanying financial statements reflect correct allocations.

7. RISK MANAGEMENT

The Village has obtained commercial insurance for the following risks:

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

8. CONTINGENT LIABILITIES

The Village has no known contingent liabilities.

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

Village of Cedarville
Greene County
141 East Xenia Avenue P.O. Box 51
Cedarville, Ohio 45314

To the Village Council:

We have audited the accompanying financial statements of the Village of Cedarville, Greene County, (the Village), as of and for the years ended December 31, 2000 and 1999, and have issued our report thereon dated August 23, 2001. 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.

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 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 as items 2000-30329-001 and 2000-30329-002.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered 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 a matter involving the internal control over financial reporting that does not require inclusion in this report, that we have reported to management of the Village in a separate letter dated August 23, 2001.

Village of Cedarville
Greene 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 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 23, 2001

**VILLAGE OF CEDARVILLE
GREENE 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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FINDING NUMBER 2000-30329-001

Noncompliance Citation

Ohio Rev. Code § 5705.41 (D) states, no orders or contracts involving the expenditure of money is to be made unless there is attached there to a certificate of the fiscal officer that the amount required for the order or contract has been lawfully appropriated and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances.

This Section of code provides the following exception to this requirement: If no certificate is issued at the time the contract or order is presented, the fiscal officer may execute a then and now certificate that states that there was, at the time of the making of such contract or order, and at the time of the execution of such certificate, a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances. If the amount involved is greater than one thousand dollars, the taxing authority must authorize the drawing of a warrant with a resolution or ordinance within thirty days from execution of the then and now.

Nine of the forty tested expenditures were not certified in a timely manner, including the exception above. This could allow the Village's expenditures to exceed amounts appropriated at the legal level of control. To provide for compliance with the above referenced Section of Code and to provide that expenditures do not exceed appropriations, the Village should obtain the required certification of the availability of funds, for all Village funds, prior to a liability being incurred by the Village.

FINDING NUMBER 2000-30329-002

Finding for Adjustment

Ohio Rev. Code § 5735.28 requires that revenues received from Motor Vehicle Registration be recorded into the Gas Tax and Highway Improvement Funds utilizing a 92.5 and 7.5 percent apportionment. The Village improperly recorded \$2,003 in revenues from the Motor Vehicle Registration within the General Fund. In addition, \$254 of Police Fund homestead and rollback revenues were recorded as General Fund taxes, and \$171 of General Fund taxes were recorded as Enterprise Fund charges for services. These incorrect postings have misstated the fund balances of the afore mentioned funds within the Villages records. In addition to these errors, revenues for charges for services and intergovernmental revenues were posted in error to incorrect line items and required adjustment.

The Village should review all revenue postings to the accounting system for accuracy in order to correctly reflect the sources of their revenues and the balances of each individual fund. The accompanying financial statements reflect adjustments to correct for the mis-postings.



STATE OF OHIO
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JIM PETRO, AUDITOR OF STATE

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VILLAGE OF CEDARVILLE

GREENE 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
SEPTEMBER 13, 2001**