



**Auditor of State  
Betty Montgomery**



**AUSTINBURG TOWNSHIP  
ASHTABULA COUNTY**

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**Auditor of State  
Betty Montgomery**

**INDEPENDENT ACCOUNTANTS' REPORT**

Austinburg Township  
Ashtabula County  
PO Box 134  
Austinburg, Ohio 44010

To the Board of Trustees:

We have audited the accompanying financial statements of Austinburg Township, Ashtabula County, (the Township) as of and for the years ended December 31, 2002 and December 31, 2001. These financial statements are the responsibility of the Township's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As discussed in Note 1, the Township 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 and reserves for encumbrances of the Township as of December 31, 2002 and 2001, 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 20, 2003 on our consideration of the Township'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 audit.

Austinburg Township  
Ashtabula County  
Independent Accountants' Report  
Page 2

This report is intended solely for the information and use of the audit committee, management, the Board 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 that reads "Betty Montgomery". The signature is written in a cursive, flowing style.

**Betty Montgomery**  
Auditor of State

June 20, 2003

**AUSTINBURG TOWNSHIP  
ASHTABULA COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES  
ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 2002**

	<u>Governmental Fund Types</u>			<b>Totals (Memorandum Only)</b>
	<u>General</u>	<u>Special Revenue</u>	<u>Debt Service</u>	
<b>Cash Receipts:</b>				
Local Taxes	\$106,848	\$269,489	\$3	\$376,340
Intergovernmental	38,271	101,650		139,921
Special Assessments		8,900		8,900
Licenses, Permits, and Fees		24,630		24,630
Earnings on Investments	11,582	1,313		12,895
Other Revenue	22,464	2,517		24,981
	<u>179,165</u>	<u>408,499</u>	<u>3</u>	<u>587,667</u>
<b>Cash Disbursements:</b>				
Current:				
General Government	104,038	43,427		147,465
Public Works	1,369	341,446		342,815
Health	21,367	9,906		31,273
Conservation - Recreation	4,398			4,398
Debt Service:				
Redemption of Principal			53,000	53,000
Interest and Fiscal Charges			2,688	2,688
Capital Outlay	67,900	15,000		82,900
	<u>199,072</u>	<u>409,779</u>	<u>55,688</u>	<u>664,539</u>
Total Receipts Over/(Under) Disbursements	<u>(19,907)</u>	<u>(1,280)</u>	<u>(55,685)</u>	<u>(76,872)</u>
<b>Other Financing Receipts and (Disbursements):</b>				
Proceeds from Sale of Public Debt:				
Sale of Notes		55,000		55,000
Transfers-In		8,000		8,000
Transfers-Out	(8,000)			(8,000)
	<u>(8,000)</u>	<u>63,000</u>	<u>0</u>	<u>55,000</u>
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	(27,907)	61,720	(55,685)	(21,872)
Fund Cash Balances, January 1	<u>297,337</u>	<u>225,098</u>	<u>75,007</u>	<u>597,442</u>
<b>Fund Cash Balances, December 31</b>	<b><u>\$269,430</u></b>	<b><u>\$286,818</u></b>	<b><u>\$19,322</u></b>	<b><u>\$575,570</u></b>
Reserve for Encumbrances, December 31	<u>\$8,008</u>	<u>\$9,040</u>	<u>\$0</u>	<u>\$17,048</u>

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

**AUSTINBURG TOWNSHIP  
ASHTABULA COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES - NONEXPENDABLE TRUST FUND  
FOR THE YEAR ENDED DECEMBER 31, 2002**

	<b>Fiduciary Fund Type</b>
	<b>Nonexpendable Trust</b>
<b>Operating Cash Receipts:</b>	
Earnings on Investment	\$13
 <b>Operating Cash Disbursements:</b>	
Supplies and Materials	0
Operating Income/(Loss)	13
 Fund Cash Balances, January 1	800
<b>Fund Cash Balances, December 31</b>	<b>\$813</b>

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



**AUSTINBURG TOWNSHIP  
ASHTABULA COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES  
ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 2001**

	<u>Governmental Fund Types</u>			<b>Totals (Memorandum Only)</b>
	<u>General</u>	<u>Special Revenue</u>	<u>Debt Service</u>	
<b>Cash Receipts:</b>				
Local Taxes	\$104,157	\$252,240	\$34,028	\$390,425
Intergovernmental	28,603	98,863	3,272	130,738
Special Assessments		8,069		8,069
Licenses, Permits, and Fees		5,228		5,228
Earnings on Investments	15,428	2,534		17,962
Other Revenue	13,966	12,046		26,012
	<u>162,154</u>	<u>378,980</u>	<u>37,300</u>	<u>578,434</u>
<b>Total Cash Receipts</b>				
<b>Cash Disbursements:</b>				
Current:				
General Government	91,457	48,451	488	140,396
Public Works	1,359	302,175		303,534
Health	62,750	6,098		68,848
Conservation - Recreation	2,643			2,643
Debt Service:				
Redemption of Principal			57,183	57,183
Interest and Fiscal Charges			5,574	5,574
Capital Outlay	8,500	3,240		11,740
	<u>166,709</u>	<u>359,964</u>	<u>63,245</u>	<u>589,918</u>
<b>Total Cash Disbursements</b>				
<b>Total Receipts Over/(Under) Disbursements</b>	<u>(4,555)</u>	<u>19,016</u>	<u>(25,945)</u>	<u>(11,484)</u>
<b>Other Financing Receipts and (Disbursements):</b>				
Transfers-In		5,300		5,300
Advances-In		1,500		1,500
Transfers-Out	(5,300)			(5,300)
Advances-Out	(1,500)			(1,500)
	<u>(6,800)</u>	<u>6,800</u>	<u>0</u>	<u>0</u>
<b>Total Other Financing Receipts/(Disbursements)</b>				
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	(11,355)	25,816	(25,945)	(11,484)
Fund Cash Balances, January 1	308,692	199,282	100,952	608,926
<b>Fund Cash Balances, December 31</b>	<u><u>\$297,337</u></u>	<u><u>\$225,098</u></u>	<u><u>\$75,007</u></u>	<u><u>\$597,442</u></u>
Reserve for Encumbrances, December 31	<u><u>\$545</u></u>	<u><u>\$5,293</u></u>	<u><u>\$0</u></u>	<u><u>\$5,838</u></u>

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

**AUSTINBURG TOWNSHIP  
ASHTABULA COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES - NONEXPENDABLE TRUST FUND  
FOR THE YEAR ENDED DECEMBER 31, 2001**

	<b>Fiduciary Fund Type</b>
	<b>Nonexpendable Trust</b>
<b>Operating Cash Receipts:</b>	
Earnings on Investments	\$13
<b>Operating Cash Disbursements:</b>	
Supplies and Materials	0
Operating Income/(Loss)	13
Fund Cash Balances, January 1	787
<b>Fund Cash Balances, December 31</b>	<b>\$800</b>

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

**AUSTINBURG TOWNSHIP  
ASHTABULA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2002 AND 2001**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Description of the Entity**

Austinburg Township, Ashtabula County, (the Township) 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 Township is directed by a publicly-elected three-member Board of Trustees. The Township provides road and bridge maintenance, cemetery maintenance, fire protection and emergency medical services. The Township contracts with Austinburg Volunteer Fire Department to provide fire and emergency services.

The Township's management believes these financial statements present all activities for which the Township 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**

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. The Township maintained a general checking account.

**D. Fund Accounting**

The Township uses fund accounting to segregate cash and investments that are restricted as to use. The Township 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 Township had the following significant Special Revenue Funds:

**AUSTINBURG TOWNSHIP  
ASHTABULA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2002 AND 2001  
(Continued)**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**2. Special Revenue Funds (continued)**

Road and Bridge Fund - This fund receives property tax money for constructing, maintaining and repairing Township roads and bridges.

Gasoline Tax Fund - This fund receives gasoline tax money to pay for constructing, maintaining and repairing Township roads.

Fire Levy Fund – This fund receives property tax money for maintaining/purchasing equipment and covering costs for providing emergency fire services.

**3. Debt Service Fund**

The debt service fund is used to accumulate resources for the payment of bond and note indebtedness. The Township had the following significant Debt Service Fund:

General Note Retirement Fund: This fund receives funds for the retirement of Note Debt on a Fire Truck and backhoe.

**4. Fiduciary Funds (Trust Funds)**

This fund is used to account for resources restricted by legally binding trust agreements. The Township had the following significant fiduciary fund:

Snow Cemetery Bequest Fund – Moneys received by the Township as a trust to provide for the upkeep and placement of flowers on graves in the Township Cemetery.

**E. Budgetary Process**

The Ohio Revised Code requires that each fund budgeted annually.

**1. Appropriations**

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the function level of control, and appropriations may not exceed estimated resources. The Board of Trustees 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.

**AUSTINBURG TOWNSHIP  
ASHTABULA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2002 AND 2001  
(Continued)**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**3. Encumbrances**

The Ohio Revised Code requires the Township to reserve (encumber) appropriations when individual commitments are made. Encumbrances outstanding at year end are carried over, and need not be reappropriated.

A summary of 2002 and 2001 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.

**G. Accumulated Leave**

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. Unpaid leave is not reflected as a liability under the Township's basis of accounting.

**2. EQUITY IN POOLED CASH AND INVESTMENTS**

The Township 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>2002</u>	<u>2001</u>
Demand deposits	\$576,383	\$598,242

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

**AUSTINBURG TOWNSHIP  
ASHTABULA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2002 AND 2001  
(Continued)**

**3. BUDGETARY ACTIVITY**

Budgetary activity for the years ending December 31, 2002 and 2001 follows:

2002 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$171,600	\$179,165	\$7,565
Special Revenue	467,788	471,499	3,711
Debt Service	10,000	3	(9,997)
Fiduciary	775	13	(762)
Total	\$650,163	\$650,680	\$517

2002 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$417,000	\$215,080	\$201,920
Special Revenue	665,303	418,819	246,484
Debt Service	57,800	55,688	2,112
Fiduciary	200	0	200
Total	\$1,140,303	\$689,587	\$450,716

2001 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$174,000	\$162,154	(\$11,846)
Special Revenue	394,250	384,280	(9,970)
Debt Service	29,000	37,300	8,300
Fiduciary	25	13	(12)
Total	\$597,275	\$583,747	(\$13,528)

2001 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$420,000	\$172,554	\$247,446
Special Revenue	573,600	365,257	208,343
Debt Service	65,000	63,245	1,755
Fiduciary	200	0	200
Total	\$1,058,800	\$601,056	\$457,744

**AUSTINBURG TOWNSHIP  
ASHTABULA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2002 AND 2001  
(Continued)**

**4. PROPERTY TAX**

Real property taxes become a lien on January 1 preceding the October 1 date for which rates are adopted by Board of Trustees. 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 Township.

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 Township.

**5. DEBT**

Debt outstanding at December 31, 2002 was as follows:

	Principal	Interest Rate
OPWC Loan	\$60,000	0.0%
Backhoe Loan - General Obligation Note	\$55,000	4.5%

The loans were obtained through OPWC and Andover Bank and both are collateralized by the Township's taxing authority.

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

Year ending December 31:	General Obligation Note	OPWC Loan
2003	\$13,475	\$10,000
2004	12,980	10,000
2005	12,485	10,000
2006	11,990	10,000
2007	11,362	10,000
2008	10,000	10,000
Total	<u>\$62,292</u>	<u>\$60,000</u>

**AUSTINBURG TOWNSHIP  
ASHTABULA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2002 AND 2001  
(Continued)**

**6. RETIREMENT SYSTEMS**

The Township's employees belong to the Public Employees Retirement System (PERS) of Ohio. PERS is a cost-sharing, multiple-employer plan. This 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 2002 and 2001, PERS members contributed 8.5% of their gross salaries. The Township contributed an amount equal to 13.55% of participants' gross salaries for 2002 and 2001. The Township has paid all contributions required through December 31, 2002.

**7. RISK MANAGEMENT**

**Risk Pool Membership**

The Township belongs to the Ohio Township Association Risk Management Authority (OTARMA), a risk-sharing pool available to Ohio townships. OTARMA provides property and casualty coverage for its members. OTARMA is a member of the American Public Entity Excess Pool (APEEP). Member governments pay annual contributions to fund OTARMA. OTARMA pays judgments, settlements and other expenses resulting from covered claims that exceed the members' deductibles.

Casualty Insurance

OTARMA retains casualty risks up to \$250,000 per occurrence. Claims exceeding \$250,000 are reinsured with APEEP up to \$1,750,000 per claim and \$5,000,000 in the aggregate per year. Governments can elect additional coverage, from \$2,000,000 to \$10,000,000, which the General Reinsurance Corporation will reinsure.

If losses exhaust OTARMA's retained earnings, APEEP covers OTARMA losses up to \$5,000,000 per year, subject to a per -claim limit of \$2,000,000.

Property Coverage

OTARMA retains property risks including automobile physical damage up to \$10,000 on any specific loss with an annual aggregate of \$700,000 for 2001 and \$1,250,000 for 2002. The Travelers Indemnity Company reinsures specific losses exceeding up \$10,000 if the annual aggregate is reached and all specific losses exceeding \$100,000. APEEP's Operating Fund and Guarantee Fund pay for losses and loss adjustment expenses should they exceed operating contributions.

The aforementioned casualty and property reinsurance agreements do not discharge OTARMA's primary liability for claims payments on covered losses. Claims exceeding coverage limits are the obligation of the respective government.



**AUSTINBURG TOWNSHIP  
ASHTABULA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2002 AND 2001  
(Continued)**

**7. RISK MANAGEMENT (continued)**

Financial Position

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

<u>Casualty Coverage</u>	<u>2001</u>	<u>2002</u>
Assets	\$23,703,776	\$23,757,036
Liabilities	9,379,003	9,197,512
Retained Earnings	<u>\$14,324,773</u>	<u>\$14,559,524</u>
 <u>Property Coverage</u>		
Assets	\$5,011,131	\$6,596,996
Liabilities	647,667	1,204,326
Retained Earnings	<u>\$4,363,464</u>	<u>\$5,392,670</u>

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## Auditor of State Betty Montgomery

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

Austinburg Township  
Ashtabula County  
PO Box 134  
Austinburg, Ohio 44010

To the Board of Trustees:

We have audited the accompanying financial statements of Austinburg Township, Ashtabula County, (the Township), as of and for the years ended December 31, 2002 and 2001, and have issued our report thereon dated June 20, 2003. 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 Township'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 no instances of noncompliance that are required to be reported under *Government Auditing Standards*. However we noted one immaterial instance of noncompliance that we have reported to management of the Township in a separate letter dated June 20, 2003.

#### Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Township'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 Township in a separate letter dated June 20, 2003.

Austinburg Township  
Ashtabula County  
Report of Independent Accountants on Compliance and on Internal Control  
Required by *Government Auditing Standards*  
Page 2

This report is intended solely for the information and use of the audit committee, 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 that reads "Betty Montgomery". The signature is written in a cursive, flowing style.

**Betty Montgomery**  
Auditor of State

June 20, 2003



**Auditor of State  
Betty Montgomery**

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800-282-0370

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**AUSTINBURG TOWNSHIP**

**ASHTABULA 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 1, 2003**