



**Auditor of State
Betty Montgomery**

**CITY OF CORTLAND
TRUMBULL COUNTY**

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**Auditor of State
Betty Montgomery**

INDEPENDENT ACCOUNTANTS' REPORT

City of Cortland
Trumbull County
400 North High Street
Cortland, Ohio 44410

We have audited the accompanying general-purpose financial statements of the City of Cortland, Trumbull County, (the City) as of and for the year ended December 31, 2002, as listed in the table of contents. These general-purpose financial statements are the responsibility of the City's management. Our responsibility is to express an opinion on these general-purpose 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.

In our opinion, the general-purpose financial statements referred to above present fairly, in all material respects, the financial position of the City of Cortland, Trumbull County, as of December 31, 2002, and the results of its operations and the cash flows of its proprietary fund type for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated September 30, 2003, on our consideration of the City'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.

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Betty Montgomery
Auditor of State

September 30, 2003

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City of Cortland, Ohio
Combined Balance Sheet
All Fund Types and Account Groups
December 31, 2002

Governmental Fund Types

	General	Special Revenue	Debt Service	Capital Projects
<i>Assets and Other Debits</i>				
Assets				
Equity in Pooled Cash and Cash Equivalents	\$623,950	\$705,210	\$40,148	\$49,822
Receivables:				
Taxes	461,303	1,406,567	39,102	0
Accounts	1,420	86,138	0	0
Accrued Interest	48	0	0	0
Intergovernmental	140,960	176,529	2,979	0
Fixed Assets (Net, where applicable, of Accumulated Depreciation)	0	0	0	0
Other Debits				
Amount Available in Debt Service Fund for Retirement of General Obligation Bonds	0	0	0	0
Amount to be Provided from General Government Resources	0	0	0	0
<i>Total Assets and Other Debits</i>	<u>\$1,227,681</u>	<u>\$2,374,444</u>	<u>\$82,229</u>	<u>\$49,822</u>

Proprietary Fund Type	Account Groups		Totals (Memorandum Only)
Enterprise	General Fixed Assets	General Long-Term Obligations	
\$982,331	\$0	\$0	\$2,401,461
0	0	0	1,906,972
241,093	0	0	328,651
0	0	0	48
0	0	0	320,468
1,397,425	2,548,776	0	3,946,201
0	0	39,815	39,815
0	0	260,970	260,970
<u>\$2,620,849</u>	<u>\$2,548,776</u>	<u>\$300,785</u>	<u>\$9,204,586</u>

(continued)

City of Cortland, Ohio
Combined Balance Sheet
All Fund Types and Account Groups (continued)
December 31, 2002

Governmental Fund Types

	General	Special Revenue	Debt Service	Capital Projects
Liabilities				
Fund Equity and Other Credits				
Liabilities				
Accounts Payable	\$4,544	\$3,860	\$333	\$0
Accrued Wages and Benefits	5,656	36,989	0	0
Compensated Absences Payable	1,644	5,874	0	0
Intergovernmental Payable	6,346	19,627	0	0
Deferred Revenue	566,161	1,570,464	42,081	0
Capital Leases Payable	0	0	0	0
OPWC Loans Payable	0	0	0	0
General Obligation Bonds Payable	0	0	0	0
<i>Total Liabilities</i>	<u>584,351</u>	<u>1,636,814</u>	<u>42,414</u>	<u>0</u>
Fund Equity and Other Credits				
Investment in General Fixed Assets	0	0	0	0
Contributed Capital	0	0	0	0
Retained Earnings:				
Unreserved	0	0	0	0
Fund Balance:				
Reserved for Encumbrances	1,388	3,855	0	0
Unreserved, Undesignated	641,942	733,775	39,815	49,822
<i>Total Fund Equity and Other Credits</i>	<u>643,330</u>	<u>737,630</u>	<u>39,815</u>	<u>49,822</u>
<i>Total Liabilities, Fund Equity and Other Credits</i>	<u>\$1,227,681</u>	<u>\$2,374,444</u>	<u>\$82,229</u>	<u>\$49,822</u>

See accompanying notes to the general purpose financial statements

Proprietary Fund Type	Account Groups		
	General Fixed Assets	General Long-Term Obligations	Totals (Memorandum Only)
Enterprise			
\$1,842	\$0	\$0	\$10,579
9,017	0	0	51,662
11,008	0	40,538	59,064
57,860	0	46,801	130,634
0	0	0	2,178,706
0	0	13,446	13,446
675,222	0	0	675,222
0	0	200,000	200,000
<u>754,949</u>	<u>0</u>	<u>300,785</u>	<u>3,319,313</u>
0	2,548,776	0	2,548,776
583,701	0	0	583,701
1,282,199	0	0	1,282,199
0	0	0	5,243
0	0	0	1,465,354
<u>1,865,900</u>	<u>2,548,776</u>	<u>0</u>	<u>5,885,273</u>
<u>\$2,620,849</u>	<u>\$2,548,776</u>	<u>\$300,785</u>	<u>\$9,204,586</u>

City of Cortland, Ohio
*Combined Statement of Revenues, Expenditures
and Changes in Fund Balances
All Governmental Fund Types
For the Year Ended December 31, 2002*

	Governmental	
	General	Special Revenue
Revenues		
Property and Other Taxes	\$429,770	\$1,220,523
Charges for Services	8,106	72,367
Licenses, Permits and Fees	100,667	0
Fines and Forfeitures	10,090	730
Intergovernmental	277,170	456,082
Interest	52,139	0
Contributions and Donations	0	335
Other	0	12,720
	<u>877,942</u>	<u>1,762,757</u>
<i>Total Revenues</i>		
Expenditures		
Current:		
General Government	828,555	0
Security of Persons and Property	15,463	1,593,669
Public Health and Welfare	5,495	0
Transportation	0	253,962
Community Environment	49,045	15,798
Basic Utility Services	29,991	0
Leisure Time Activities	19,185	0
Capital Outlay	0	0
Debt Service:		
Principal Retirement	0	12,721
Interest and Fiscal Charges	0	1,492
	<u>947,734</u>	<u>1,877,642</u>
<i>Total Expenditures</i>		
<i>Excess of Revenues Under Expenditures</i>	(69,792)	(114,885)
<i>Fund Balances Beginning of Year</i>	<u>713,122</u>	<u>852,515</u>
<i>Fund Balances End of Year</i>	<u>\$643,330</u>	<u>\$737,630</u>

See accompanying notes to the general purpose financial statements

Fund Types		Totals
Debt Service	Capital Projects	(Memorandum Only)
\$48,464	\$0	\$1,698,757
0	0	80,473
0	0	100,667
0	0	10,820
5,959	165,830	905,041
0	0	52,139
0	0	335
0	0	12,720
<u>54,423</u>	<u>165,830</u>	<u>2,860,952</u>
1,397	0	829,952
0	0	1,609,132
0	0	5,495
0	0	253,962
0	0	64,843
0	0	29,991
0	0	19,185
0	165,830	165,830
40,000	0	52,721
14,250	0	15,742
<u>55,647</u>	<u>165,830</u>	<u>3,046,853</u>
(1,224)	0	(185,901)
41,039	49,822	1,656,498
<u>\$39,815</u>	<u>\$49,822</u>	<u>\$1,470,597</u>

City of Cortland, Ohio
*Combined Statement of Revenues, Expenditures and
 Changes in Fund Balances - Budget (Non-GAAP Basis) and Actual
 All Governmental Fund Types
 For the Year Ended December 31, 2002*

	General Fund		Variance Favorable (Unfavorable)
	Revised Budget	Actual	
Revenues			
Property and Other Taxes	\$430,000	\$429,770	(\$230)
Charges for Services	9,000	8,860	(140)
Licenses, Permits and Fees	91,707	100,667	8,960
Fines and Forfeitures	10,500	9,281	(1,219)
Intergovernmental	247,200	253,087	5,887
Interest	48,600	55,497	6,897
Contributions and Donations	0	0	0
Other	0	0	0
<i>Total Revenues</i>	<u>837,007</u>	<u>857,162</u>	<u>20,155</u>
Expenditures			
Current:			
General Government	1,339,946	830,281	509,665
Security of Persons and Property	18,000	14,091	3,909
Public Health and Welfare	5,500	5,495	5
Transportation	0	0	0
Community Environment	62,795	48,849	13,946
Basic Utility Services	100,100	29,991	70,109
Leisure Time Activities	19,849	19,185	664
Capital Outlay	0	0	0
Debt Service:			
Principal Retirement	0	0	0
Interest and Fiscal Charges	0	0	0
<i>Total Expenditures</i>	<u>1,546,190</u>	<u>947,892</u>	<u>598,298</u>
<i>Excess of Revenues Under Expenditures</i>	(709,183)	(90,730)	618,453
<i>Fund Balances Beginning of Year</i>	705,521	705,521	0
Prior Year Encumbrances Appropriated	<u>3,662</u>	<u>3,662</u>	<u>0</u>
<i>Fund Balances End of Year</i>	<u>\$0</u>	<u>\$618,453</u>	<u>\$618,453</u>

Special Revenue Fund			Debt Service Fund		
Revised Budget	Actual	Variance Favorable (Unfavorable)	Revised Budget	Actual	Variance Favorable (Unfavorable)
\$1,209,562	\$1,220,523	\$10,961	\$47,229	\$48,464	\$1,235
72,800	69,801	(2,999)	0	0	0
0	0	0	0	0	0
850	709	(141)	0	0	0
447,940	463,181	15,241	7,000	5,959	(1,041)
0	0	0	0	0	0
200	335	135	0	0	0
8,500	12,620	4,120	0	0	0
<u>1,739,852</u>	<u>1,767,169</u>	<u>27,317</u>	<u>54,229</u>	<u>54,423</u>	<u>194</u>
0	0	0	41,018	1,064	39,954
2,045,726	1,591,796	453,930	0	0	0
6,002	0	6,002	0	0	0
456,726	253,112	203,614	0	0	0
25,410	15,912	9,498	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	40,000	40,000	0
0	0	0	14,250	14,250	0
<u>2,533,864</u>	<u>1,860,820</u>	<u>673,044</u>	<u>95,268</u>	<u>55,314</u>	<u>39,954</u>
(794,012)	(93,651)	700,361	(41,039)	(891)	40,148
719,489	719,489	0	41,039	41,039	0
74,523	74,523	0	0	0	0
<u>\$0</u>	<u>\$700,361</u>	<u>\$700,361</u>	<u>\$0</u>	<u>\$40,148</u>	<u>\$40,148</u>

(continued)

City of Cortland, Ohio
*Combined Statement of Revenues, Expenditures and
Changes in Fund Balances - Budget (Non-GAAP Basis) and Actual
All Governmental Fund Types (continued)
For the Year Ended December 31, 2002*

	Capital Projects Funds		
	Revised Budget	Actual	Variance Favorable (Unfavorable)
Revenues			
Property and Other Taxes	\$0	\$0	\$0
Charges for Services	0	0	0
Licenses, Permits and Fees	0	0	0
Fines and Forfeitures	0	0	0
Intergovernmental	165,830	165,830	0
Interest	0	0	0
Contributions and Donations	0	0	0
Other	0	0	0
<i>Total Revenues</i>	<u>165,830</u>	<u>165,830</u>	<u>0</u>
Expenditures			
Current:			
General Government	0	0	0
Security of Persons and Property	0	0	0
Public Health and Welfare	0	0	0
Transportation	0	0	0
Community Environment	0	0	0
Basic Utility Services	0	0	0
Leisure Time Activities	0	0	0
Capital Outlay	215,652	165,830	49,822
Debt Service:			
Principal Retirement	0	0	0
Interest and Fiscal Charges	0	0	0
<i>Total Expenditures</i>	<u>215,652</u>	<u>165,830</u>	<u>49,822</u>
<i>Excess of Revenues Under Expenditures</i>	(49,822)	0	49,822
<i>Fund Balances Beginning of Year</i>	49,822	49,822	0
Prior Year Encumbrances Appropriated	0	0	0
<i>Fund Balances End of Year</i>	<u>\$0</u>	<u>\$49,822</u>	<u>\$49,822</u>

See accompanying notes to the general purpose financial statements

Totals (Memorandum Only)

Revised Budget	Actual	Variance Favorable (Unfavorable)
\$1,686,791	\$1,698,757	\$11,966
81,800	78,661	(3,139)
91,707	100,667	8,960
11,350	9,990	(1,360)
867,970	888,057	20,087
48,600	55,497	6,897
200	335	135
8,500	12,620	4,120
<u>2,796,918</u>	<u>2,844,584</u>	<u>47,666</u>
1,380,964	831,345	549,619
2,063,726	1,605,887	457,839
11,502	5,495	6,007
456,726	253,112	203,614
88,205	64,761	23,444
100,100	29,991	70,109
19,849	19,185	664
215,652	165,830	49,822
40,000	40,000	0
14,250	14,250	0
<u>4,390,974</u>	<u>3,029,856</u>	<u>1,361,118</u>
(1,594,056)	(185,272)	1,408,784
1,515,871	1,515,871	0
78,185	78,185	0
<u>\$0</u>	<u>\$1,408,784</u>	<u>\$1,408,784</u>

City of Cortland, Ohio
*Combined Statement of Revenues,
Expenses and Changes in Fund Equity
Proprietary Fund Type
For the Year Ended December 31, 2002*

	Enterprise
Operating Revenues	
Charges for Services	\$1,373,084
Tap-In Fees	65,770
Other	6,476
<i>Total Operating Revenues</i>	1,445,330
Operating Expenses	
Personal Services	374,032
Contractual Services	685,708
Materials and Supplies	96,936
Depreciation	257,463
<i>Total Operating Expenses</i>	1,414,139
<i>Operating Income</i>	31,191
Non-Operating Revenues (Expenses)	
Loss on Disposal of Fixed Assets	(854)
Developer Contributions	176,161
<i>Total Non-Operating Revenues (Expenses)</i>	175,307
<i>Net Income</i>	206,498
<i>Retained Earnings Beginning of Year</i>	1,075,701
<i>Retained Earnings End of Year</i>	1,282,199
<i>Contributed Capital Beginning and End of Year</i>	583,701
<i>Total Fund Equity End of Year</i>	\$1,865,900

See accompanying notes to the general purpose financial statements

City of Cortland, Ohio
*Combined Statement of Revenues, Expenses, and
Changes in Fund Equity - Budget (Non-GAAP Basis) and Actual
Proprietary Fund Type
For the Year Ended December 31, 2002*

	Enterprise Funds		Variance Favorable (Unfavorable)
	Revised Budget	Actual	
Revenues			
Charges for Services	\$1,373,000	\$1,361,524	(\$11,476)
Tap-In Fees	65,000	65,770	770
Other	3,500	6,476	2,976
<i>Total Revenues</i>	<u>1,441,500</u>	<u>1,433,770</u>	<u>(7,730)</u>
Expenses			
Personal Services	399,950	370,198	29,752
Contractual Services	1,461,375	685,981	775,394
Materials and Supplies	163,438	98,801	64,637
Capital Outlay	161,976	44,959	117,017
Debt Service:			
Principal Retirement	51,550	51,528	22
<i>Total Expenses</i>	<u>2,238,289</u>	<u>1,251,467</u>	<u>986,822</u>
<i>Excess of Revenues Over (Under) Expenses</i>	(796,789)	182,303	979,092
<i>Fund Equity Beginning of Year</i>	796,089	796,089	0
Prior Year Encumbrances Appropriated	700	700	0
<i>Fund Equity End of Year</i>	<u>\$0</u>	<u>\$979,092</u>	<u>\$979,092</u>

See accompanying notes to the general purpose financial statements

City of Cortland, Ohio
Combined Statement of Cash Flows
Proprietary Fund Type
For the Year Ended December 31, 2002

	Enterprise
<i>Increase (Decrease) in Cash and Cash Equivalents</i>	
Cash Flows from Operating Activities	
Cash Received from Customers	\$1,361,524
Cash Received from Tap-In Fees	65,770
Cash Payments to Suppliers for Good and Services	(95,835)
Cash Payments for Contractual Services	(685,708)
Cash Payments for Employee Services and Benefits	(370,198)
Other Revenues	6,476
 <i>Net Cash Provided by Operating Activities</i>	 282,029
Cash Flows from Capital and Related Financing Activities	
Acquisition of Capital Assets	(44,959)
Principal Payments - OPWC Loans	(51,528)
 <i>Net Cash Used for Capital and Related Financing Activities</i>	 (96,487)
 <i>Net Increase in Cash and Cash Equivalents</i>	 185,542
 <i>Cash and Cash Equivalents Beginning of Year</i>	 796,789
 <i>Cash and Cash Equivalents End of Year</i>	 \$982,331

(continued)

City of Cortland, Ohio
Combined Statement of Cash Flows
Proprietary Fund Type (continued)
For the Year Ended December 31, 2002

	Enterprise
Reconciliation of Operating Income to Net Cash Provided by Operating Activities	
<i>Operating Income</i>	\$31,191
<i>Adjustments:</i>	
Depreciation	257,463
Increase in Accounts Receivable	(11,560)
<i>Increase in Liabilities:</i>	
Accounts Payable	1,185
Accrued Wages	1,415
Compensated Absences Payable	937
Intergovernmental Payable	1,398
<i>Net Cash Provided by Operating Activities</i>	\$282,029

Non-Cash Capital Financing Activities

Developer contributions in the amount of \$176,161 were recorded as revenue when received.

See accompanying notes to general purpose financial statements

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City of Cortland, Ohio
Notes to the General Purpose Financial Statements
For Year The Ended December 31, 2002

Note 1 - Reporting Entity

The City of Cortland (the "City") was incorporated under the laws of the State of Ohio in 1852, and adopted its first charter in 1981. The Charter provides for a Mayor-Council form of government. The Mayor is elected for a four-year term and the seven Council Members are elected at large for four year staggered terms.

A reporting entity is comprised of the primary government, component units and other organizations that are included to ensure that the financial statements are not misleading. The primary government of the City consists of all funds, departments, boards and agencies that are not legally separate from the City. For the City of Cortland, this includes police protection, fire fighting and prevention, street maintenance and repairs, building inspection, water and wastewater treatment. The operation of each of these activities is directly controlled by Council through the budgetary process.

Component units are legally separate organizations for which the City is financially accountable. The City is financially accountable for an organization if the City appoints a voting majority of the organization's governing board and (1) the City is able to significantly influence the programs or services performed or provided by the organization; or (2) the City is legally entitled to or can otherwise access the organization's resources; the City is legally obligated or has otherwise assumed the responsibility to finance deficits of, or provide financial support to, the organization. Component units may also include organizations that are fiscally dependent on the City in that the City approves the budget, the issuance of debt or the levying of taxes. The City has no component units.

The Lakeview Local School District has been excluded from the reporting entity because the City is not financially accountable for this organization nor does the City approve the budget, the levying of taxes or the issuance of debt for this organization.

The City participates in the Eastgate Development and Transportation Agency and the Emergency Management Agency. These are jointly governed organizations and are presented in Note 16 of the general purpose financial statements.

Note 2 - Summary of Significant Accounting Policies

The financial statements of the City have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The City also applies Financial Accounting Standards Board (FASB) Statements and Interpretations issued on or before November 30, 1989, to its proprietary activities provided they do not conflict with or contradict GASB pronouncements. The more significant of the City's accounting policies are described below.

A. Basis of Presentation - Fund Accounting

The City uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain City functions or activities.

City of Cortland, Ohio
Notes to the General Purpose Financial Statements
For Year The Ended December 31, 2002

A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. An account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available resources.

For financial statement presentation purposes, the various funds of the City are grouped into the following generic fund types under the broad fund categories: governmental and proprietary. Each category in turn, is divided into separate "fund types." The City uses the following fund types and account groups:

Governmental Fund Types Governmental funds are those through which most governmental functions typically are financed. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets. The following are the City's governmental fund types:

General Fund This fund is the operating fund of the City and is used to account for all financial resources except those required to be accounted for in another fund. The general fund balance is available to the City for any purpose provided it is expended or transferred according to the general laws of Ohio.

Special Revenue Funds These funds are established to account for the proceeds of specific revenue sources (other than amounts relating to major capital projects) that are legally restricted to expenditures for specified purposes.

Debt Service Fund The debt service fund is used to account for the accumulation of financial resources for, and the payment of general long-term obligation principal, interest and related costs.

Capital Projects Funds These funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds).

Proprietary Fund Type Proprietary funds are used to account for the City's ongoing activities which are similar to those found in the private sector. The following is the City's proprietary fund type:

Enterprise Funds These funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent is that costs (expenses, including depreciation) of providing services to the general public on a continuing basis be financed or recovered primarily through user charges or where it has been decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

Account Groups To make a clear distinction between fixed assets related to specific funds and those of general government, and between long-term liabilities related to specific funds and those of a general nature, the following account groups are used:

City of Cortland, Ohio
Notes to the General Purpose Financial Statements
For Year The Ended December 31, 2002

General Fixed Assets Account Group The general fixed assets account group is used to account for all general fixed assets of the City.

General Long-Term Obligations Account Group The general long-term obligations account group is used to account for all unmatured long-term indebtedness of the City that is not a specific liability of the proprietary funds.

B. Measurement Focus and Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental fund types are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

All proprietary funds are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the balance sheet. Fund equity (i.e., net total assets) is segregated into contributed capital and retained earnings components. Proprietary fund type operating statements present increases (i.e., revenues) and decreases (i.e., expenses) in net total assets.

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made.

The modified accrual basis of accounting is followed for the governmental funds. The full accrual basis of accounting is followed for the proprietary fund.

Revenues – Exchange and Nonexchange Transactions Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. Available means that the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For the City, available means expected to be received within thirty-one days of year-end.

Non-exchange transactions, in which the City receives value without directly giving equal value in return, include property taxes, grants, entitlements and donations. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the tax is levied. (See Note 6) Revenue from grants, entitlements and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the fiscal year when use is first permitted, matching requirements, in which the City must provide local resources to be used for a specified purpose, and expenditure requirements, in which the resources are provided to the City on a reimbursement basis. On a modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

Under the modified accrual basis, the following revenue sources are considered to be both measurable and available at fiscal year-end: state-levied locally shared taxes, interest, grants, fees and rentals.

City of Cortland, Ohio
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For Year The Ended December 31, 2002

Deferred Revenue Deferred revenue arises when assets are recognized before revenue recognition criteria have been satisfied.

Property taxes for which there is an enforceable legal claim as of December 31, 2002, but which were levied to finance year 2003 operations, have been recorded as deferred revenue. Grants and entitlements received before eligibility requirements are met are also recorded as deferred revenue. On the modified accrual basis, receivables that will not be collected within the available period have also been reported as deferred revenue.

Expenses/Expenditures On the accrual basis of accounting, expenses are recognized at the time they are incurred.

The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Expenditures are generally recognized in the accounting period in which the related fund liability is incurred, if measurable. Allocations of cost, such as depreciation and amortization, are not recognized in governmental funds.

C. Budgetary Process

The budgetary process is prescribed by provisions of the Ohio Revised Code and entails the preparation of budgetary documents within an established timetable. The major documents prepared are the tax budget, the certificate of estimated resources, and the appropriation ordinance, all of which are prepared on the budgetary basis of accounting. The certificate of estimated resources and the appropriations ordinance are subject to amendment throughout the year with the legal restriction that appropriations cannot exceed estimated resources, as certified. All funds, other than the agency funds, are legally required to be budgeted and appropriated. The legal level of budgetary control is at the fund level. Any budgetary modifications at this level may only be made by resolution of the City Council.

Tax Budget At the first Council meeting in July, the Mayor presents the annual operating budget for the following year to City Council for consideration and passage. The adopted budget is submitted to the County Auditor, as Secretary of the County Budget Commission, by July 20 of each year, for the period January 1 to December 31 of the following year.

Estimated Resources The County Budget Commission determines if the budget substantiates a need to levy all or part of previously authorized taxes and reviews estimated revenue. The Commission certifies its actions to the City by September 1. As part of this certification, the City receives the official certificate of estimated resources, which states the projected revenue of each fund. Prior to December 31, the City must revise its budget so that the total contemplated expenditures from any fund during the ensuing year will not exceed the amount available as stated in the certificate of estimated resources. The revised budget then serves as the basis for the annual appropriation ordinance. On or about January 1, the certificate of estimated resources is amended to include unencumbered fund balances at December 31 of the preceding year. The certificate may be further amended during the year if the Finance Director determines, and the Budget Commission agrees that an estimate needs to be either increased or decreased. The amounts reported in the budgetary statements reflect the amounts in the amended certificate in effect at the time the final appropriations were passed.

Appropriations A temporary appropriation ordinance to control expenditures may be passed on or about January 1 of each year for the period January 1 to March 31. An annual appropriation ordinance must be passed by April 1 of each year for the period January 1 to December 31. The appropriation ordinance fixes spending authority at the fund level. The appropriation ordinance may be amended during the year

City of Cortland, Ohio
Notes to the General Purpose Financial Statements
For Year The Ended December 31, 2002

as new information becomes available, provided that total fund appropriations do not exceed current estimated resources, as certified. The allocation of appropriations among departments and objects within a fund may be modified during the year only by an ordinance of Council. The Director of Finance is authorized to transfer appropriations between line items within an object of any department. During the year, several supplemental appropriation measures were passed. The amounts reported in the statement of budgetary comparisons represent the final appropriation amounts, including all amendments and modifications passed by Council during the year.

Encumbrances As part of formal budgetary control, purchase orders, contracts and other commitments for the expenditure of monies are recorded as the equivalent of expenditures on the non-GAAP budgetary basis in order to reserve that portion of the applicable appropriation and to determine and maintain legal compliance. The Ohio Revised Code prohibits expenditures plus encumbrances from exceeding appropriations at the legal level of control. On the GAAP basis, encumbrances outstanding at year end are reported as reservations of fund balances for subsequent-year expenditures for governmental funds and reported in the notes to the financial statements for proprietary funds.

Lapsing of Appropriations At the close of each year, the unencumbered balance of each appropriation reverts to the respective fund from which it was appropriated and becomes subject to future appropriations. The encumbered appropriation balance is carried forward to the succeeding year and is not reappropriated.

D. Cash and Cash Equivalents

To improve cash management, cash received by the City is pooled. Monies for all funds, including proprietary funds, are maintained in this pool. Individual fund integrity is maintained through the City's records. Each fund's interest in the pool is presented as "equity in pooled cash and cash equivalents" on the combined balance sheet.

During 2002, the City invested in STAROhio and non-negotiable certificates of deposit. The certificates of deposit are non-participating investment contracts and are reported at cost. STAROhio is an investment pool managed by the State Treasurer's Office which allows governments within the State to pool their funds for investment purposes. STAROhio is not registered with the SEC as an investment company, but does operate in a manner consistent with Rule2a7 of the Investment Company Act of 1940. Investments in STAROhio are valued at STAROhio's share price which is the price the investment could be sold for on December 31, 2002.

Investment procedures are restricted by the provisions of the Ohio Revised Code. Interest revenue credited to the general fund during 2002 amounted to \$52,139, which includes \$13,547 assigned from other City funds.

For purposes of the combined statement of cash flows and for presentation on the combined balance sheet, investments of the cash management pool and investments with original maturities of three months or less at the time they are purchased by the City are considered to be cash equivalents. Investments with an initial maturity of more than three months, not purchased from the pool, are reported as investments.

City of Cortland, Ohio
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E. Inventory

Inventories of governmental funds are stated at cost while the inventory of the proprietary funds is stated at the lower of cost or market. For all funds, cost is determined on a first-in, first-out basis. The costs of inventory items are recorded as expenditures in the governmental fund types when purchased and as expenses in the proprietary fund type when used. Reported materials and supplies inventory is equally offset by a fund balance reserve in the governmental funds which indicates that it does not constitute available spendable resources even though it is a component of net current assets. Since the inventory balances at December 31, 2002 were not significant, no amounts were reported on the combined balance sheet.

F. Fixed Assets and Depreciation

General fixed assets are long-lived assets of the City as a whole. When purchased, such assets are recorded as expenditures in the governmental type funds and capitalized (recorded and accounted for) in the general fixed assets account group. Infrastructure fixed assets such as streets, storm sewers and drains, and traffic signals and signs are not capitalized by the City and are not reported as part of the general fixed assets account group.

Fixed assets utilized in the proprietary funds are capitalized in these funds.

Fixed asset values were initially determined at December 31, 1996, by assigning original acquisition costs when such information was available. In cases where information supporting original costs was not practicably determinable, estimated historical costs were developed. For certain fixed assets, the estimates were calculated by indexing estimated current costs back to the estimated year of acquisition. Donated fixed assets are capitalized at estimated fair market value on the date donated. The City maintains a capitalization threshold of five hundred dollars.

Improvements are capitalized. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's useful life are not capitalized. Interest incurred during the construction of general fixed assets is also not capitalized.

Assets in the general fixed assets account group are not depreciated. Improvements to fund fixed assets are depreciated over the remaining useful lives of the related fixed assets. Depreciation of water and sewer lines and equipment in the proprietary fund types is computed using the straight-line method over the following useful lives.

Water and Sewer Lines	50 years
Equipment	3 - 20 years

Interest is capitalized on proprietary fund assets acquired with tax exempt debt. The amount of interest to be capitalized is calculated by offsetting interest expense incurred from the date of the borrowing until completion of the project with interest earned on invested proceeds over the same period. Capitalized interest is amortized on the straight-line basis over the estimated useful life of the asset. For 2002, interest costs incurred on construction projects in the proprietary funds were not material.

City of Cortland, Ohio
Notes to the General Purpose Financial Statements
For Year The Ended December 31, 2002

G. Accrued Liabilities and Long-term Obligations

In general, governmental fund payables and accrued liabilities are reported as obligations of the funds, regardless of whether they will be liquidated with current resources. However, claims, compensated absences and contractually required pension contributions that will be paid from governmental funds are reported as a liability in the general long-term obligations account group to the extent that they will not be paid with current expendable available financial resources. Payments made more than thirty-one days after year end are considered not to have been made with current expendable available financial resources. Bonds and leases are recognized as a liability of the general long-term obligations account group until due.

Long-term debt and other obligations financed by proprietary funds are reported as liabilities in the appropriate proprietary funds.

H. Compensated Absences

Vacation benefits are accrued as a liability as the benefits are earned if the employees' rights to receive compensation are attributed to services already rendered and it is probable that the City will compensate the employees for the benefits through paid time off or some other means. The City records a liability for accumulated unused vacation time when earned for all employees with more than one year of service.

Sick leave benefits are accrued as a liability using the vesting method. A liability is accrued for employees who are currently eligible to receive termination benefits and those the City has identified as probable of receiving payment in the future. The amount is based on the sick leave accumulated and employee's wage rates at December 31, taking into consideration any limits specified in the City's termination policy.

For governmental funds, the current portion of unpaid compensated absences is the amount expected to be paid using expendable available resources. These amounts are recorded in the account "compensated absences payable" in the fund from which the employees who have accumulated unpaid leave are paid. The remainder is reported in the general long-term obligations account group. In proprietary funds, the entire amount of compensated absences is reported as a fund liability.

I. Contributed Capital

Contributed capital in the proprietary funds represents resources provided prior to 2001, from other funds that are not subject to repayment. Capital contributions received during 2002 are reported as revenue on the operating statement and included in the retained earnings.

J. Fund Equity

Reservations of fund balance are established to identify the existence of assets, because of their non-monetary nature or lack of liquidity, represent financial resources not available for current appropriation or expenditures, including amounts legally segregated for specific use. Fund balances are reserved for encumbrances.

K. Total Columns on General Purpose Financial Statements

Total columns on the general purpose financial statements are captioned "Totals (Memorandum Only)" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present

City of Cortland, Ohio
Notes to the General Purpose Financial Statements
For Year The Ended December 31, 2002

financial position or results of operations in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

L. Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

Note 3 – Restatement of Fund Balance

The general long-term obligations account group assets and liabilities increased \$26,167 from \$314,580 to \$340,747 at December 31, 2001. This was due to an increase in capital leases payable.

The general fixed assets account group assets and liabilities increased \$48,745 from \$2,500,031 to \$2,548,776 at December 31, 2001. This was due to an increase in capital leases payable.

Note 4 - Budgetary Basis of Accounting

While reporting financial position, results of operations, and changes in fund balance/retained earnings on the basis of generally accepted accounting principles (GAAP basis), the budgetary basis as provided by law is based upon accounting for transactions on a basis of cash receipts, disbursements and encumbrances. The Combined Statement of Revenues, Expenditures and Changes in Fund Balances - Budget (Non-GAAP Basis) and Actual - All Governmental Fund Types and the Combined Statement of Revenues, Expenses and Changes in Fund Equity – Budget (Non-GAAP Basis) and Actual – Proprietary Fund Type are presented on the budgetary basis to provide a meaningful comparison of actual results with the budget and to demonstrate compliance with State statute. The major differences between the budget basis and the GAAP basis (generally accepted accounting principles) are:

1. Revenues are recorded when received in cash (budget) as opposed to when susceptible to accrual (GAAP).
2. Expenditures are recorded when paid in cash (budget) as opposed to when the liability is incurred (GAAP).
3. Encumbrances are treated as expenditures/expenses for all funds (budget) rather than as a reservation of fund balance for governmental fund types and as note disclosure in the proprietary fund types (GAAP).
4. Unrecorded cash, which consists of unrecorded interest revenue, is not reported by the City on the operating statements (budget), but is reported on the operating statements (GAAP).

City of Cortland, Ohio
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The following tables summarize the adjustments necessary to reconcile the GAAP basis statements to the budgetary basis statements on a fund type basis:

Excess of Revenues Under Expenditures
All Governmental Fund Types

	General	Special Revenue	Debt Service
GAAP Basis	(\$69,792)	(\$114,885)	(\$1,224)
Net Adjustments for Revenue Accruals	(17,381)	4,412	0
Unrecorded Cash	(3,399)	0	0
Net Adjustments for Expenditure Accruals	5,200	21,671	333
Encumbrances	(5,358)	(4,849)	0
Budget Basis	(\$90,730)	(\$93,651)	(\$891)

Net Income/Excess of Revenue Over Expenses
Proprietary Fund Type

	Enterprise
GAAP Basis	\$206,498
Net Adjustment for Revenue Accruals	(10,706)
Net Adjustment for Expenditure Accruals	5,789
Capital Outlay	(44,959)
Contributed Capital	(176,161)
Loss on Disposal of Fixed Assets	(854)
Principal Retirement	(51,528)
Depreciation	257,463
Encumbrances	(3,239)
Budget Basis	\$182,303

Note 5 - Deposits and Investments

State statutes classify monies held by the City into these categories.

Active deposits are public deposits necessary to meet current demands on the treasury. Such monies must be maintained either as cash in the City treasury, in commercial accounts payable or withdrawable on demand, including negotiable order of withdrawal (NOW) accounts, or in money market deposit accounts.

Inactive deposits are public deposits that Council has identified as not required for use within the current five year period of designation of depositories. Inactive deposits must either be evidenced by certificates of deposit maturing not later than the end of the current period of designation of depositories, or by savings or deposit accounts including, but not limited to, passbook accounts.

City of Cortland, Ohio
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Interim deposits are deposits of interim monies. Interim monies are those monies which are not needed for immediate use but which will be needed before the end of the current period of designation of depositories. Interim deposits must be evidenced by time certificates of deposit maturing not more than one year from the date of deposit or by savings or deposit accounts including passbook accounts.

Protection of the City's deposits is provided by the Federal Deposit Insurance Corporation (FDIC), by eligible securities pledged by the financial institution as security for repayment, by surety company bonds deposited with the finance director by the financial institution or by a single collateral pool established by the financial institution to secure the repayment of all public monies deposited with the institution.

Interim monies can be deposited or invested in the following securities:

1. United States Treasury Notes, Bills, Bonds, or any other obligation or security issued by the United States Treasury or any other obligation guaranteed as to principal and interest by the United States;
2. Bonds, notes, debentures, or any other obligations or securities issued by any federal government agency or instrumentality, including but not limited to, the Federal National Mortgage Association, Federal Home Loan Bank, Federal Farm Credit Bank, Federal Home Loan Mortgage Corporation, Government National Mortgage Association, and Student Loan Marketing Association. All federal agency securities shall be direct issuances of federal government agencies or instrumentalities;
3. Written repurchase agreements in the securities listed above provided that the market value of the securities subject to the repurchase agreement exceeds the principal value of the agreement by at least two percent and be marked to market daily, and that the term of the agreement not exceed thirty days;
4. Bonds and other obligations of the State of Ohio;
5. No-load money market mutual funds consisting exclusively of obligations described in division (1) or (2) of this section and repurchase agreements secured by such obligations, provided that investments in securities described in this division are made only through eligible institutions; and
6. The State Treasurer's investment pool (STAROhio).

The City may also invest any monies not required to be used for a period of six months or more in the following:

1. Bonds of the State of Ohio;
2. Bonds of any municipal corporation, village, county, township, or other political subdivision of this State, as to which there is no default of principal, interest or coupons; and
3. Obligations of the City.

City of Cortland, Ohio
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Investments in stripped principal or interest obligations, reverse repurchase agreements and derivatives are prohibited. The issuance of taxable notes for the purpose of arbitrage, the use of leverage and short selling are also prohibited. An investment must mature within five years from the date of purchase unless matched to a specific obligation or debt of the City, and must be purchased with the expectation that it will be held to maturity.

Investments may only be made through specified dealers and institutions. Payment for investments may be made only upon delivery of the securities representing the investments to the treasurer or, if the securities are not represented by a certificate, upon receipt of confirmation of transfer from the custodian.

The following information classifies deposits and investments by categories of risk as defined in GASB Statement No. 3, "Deposits with Financial Institutions, Investments (including Repurchase Agreements), and Reverse Repurchase Agreements."

Deposits At year-end, the carrying amount of the City's deposits was \$551,322 and the bank balance was \$598,581. The entire bank balance was covered by federal depository insurance.

Investments The City's investments are required to be categorized to give an indication of the level of risk assumed by the City at year end. Category 1 includes investments that are insured or registered or for which the securities are held by the City or its agent in the City's name. Category 2 includes uninsured and unregistered investments for which the securities are held by the counterparty's trust department or agent in the City's name. Category 3 includes uninsured and unregistered investments for which the securities are held by the counterparty, or by its trust department or agent but not in the City's name. STAR Ohio is an unclassified investment since it is not evidenced by securities that exist in physical or book entry form. STAROhio's fair value at December 31, 2002 is \$1,850,139.

The classification of cash and cash equivalents and investments on the combined financial statements is based on criteria set forth in GASB Statement No. 9, "Reporting Cash Flows of Proprietary and Non-Expendable Trust Funds and Governmental Entities That Use Proprietary Fund Accounting."

A reconciliation between the classifications of cash and cash equivalents and investments on the combined financial statements and the classifications of deposits and investments presented above per GASB Statement No. 3 is as follows:

	Cash and Cash Equivalents/ Deposits	Investments
GASB Statement No. 9	\$2,401,461	\$0
Investments of cash management pool:		
STAROhio	(1,850,139)	1,850,139
GASB Statement No. 3	\$551,322	\$1,850,139

City of Cortland, Ohio
Notes to the General Purpose Financial Statements
For Year The Ended December 31, 2002

Note 6 - Property Taxes

Property taxes include amounts levied against all real, public utility and tangible personal property located in the City. Property tax revenue received during 2002 for real and public property taxes represents collections of 2001 taxes. Property tax payments received during 2002 for tangible personal property (other than public utility property) is for 2002 taxes.

2002 real property taxes are levied after October 1, 2002, on the assessed value as of January 1, 2002, the lien date. Assessed values are established by State law at 35 percent of appraised market value. 2002 real property taxes are collected in and intended to finance 2003.

Public utility tangible personal property currently is assessed at varying percentages of true value; public utility real property is assessed at 35 percent of true value. 2002 public utility property taxes became a lien December 31, 2001, are levied after October 1, 2002, and are collected in 2003 with real property taxes.

2002 tangible personal property taxes are levied after October 1, 2001, on the values as of December 31, 2001. Collections are made in 2002. Tangible personal property assessments are 24 percent of true value.

The full tax rate for all City operations for the year ended December 31, 2002, was \$20.00 per \$1,000 of assessed value. The assessed values of real and tangible personal property upon which 2002 property tax receipts were based are as follows:

<u>Category</u>	<u>Assessed Value</u>
Real Estate	\$98,067,340
Tangible Personal	2,049,880
Public Utility	6,889,787
Total	<u>\$107,007,007</u>

Real property taxes are payable annually or semi-annually. If paid annually, payment is due December 31; if paid semi-annually, the first payment is due December 31, with the remainder payable by June 20. Under certain circumstances, State statute permits later payment dates to be established.

Tangible personal property taxes paid by multi-county taxpayers are due September 20. Single county taxpayers may pay annually or semi-annually. If paid annually, payment is due April 30; if paid semi-annually, the first payment is due April 30, with the remainder payable at September 20.

The County Treasurer collects property taxes on behalf of all taxing districts in the county, including the City of Cortland. The County Auditor periodically remits to the City its portion of the taxes collected. Property taxes receivable represent real, tangible personal property taxes and public utility taxes which are measurable as of December 31, 2002 and for which there is an enforceable legal claim. Although total property tax collections for the next year are measurable, amounts to be received during the available period are not subject to reasonable estimation at December 31, nor were they levied to finance 2002 operations. The receivable is offset by deferred revenue.

City of Cortland, Ohio
Notes to the General Purpose Financial Statements
For Year The Ended December 31, 2002

Note 7 - Receivables

Receivables at December 31, 2002, primarily consisted of accounts (billings for user charged services including unbilled utility services), intergovernmental receivables arising from grants, entitlements and shared revenues and interest on investments. All receivables are considered fully collectible.

A summary of the principal items of intergovernmental receivables follows:

	<u>Amount</u>
General Fund:	
Local Government	\$79,104
Estate Tax	34,590
Homestead and Rollback	<u>27,266</u>
Total General Fund	<u>140,960</u>
Special Revenue Funds:	
SCMR	69,798
Police Levy	37,632
Fire Levy	36,684
Permissive Tax	26,754
State Highway	<u>5,661</u>
Total Special Revenue Funds	<u>176,529</u>
Bond Retirement Debt Service Fund	<u>2,979</u>
Total	<u><u>\$320,468</u></u>

Note 8 - Contingencies

A. Grants

The City receives financial assistance from federal and state agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and is subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the general fund or other applicable funds. However, in the opinion of management, any such disallowed claims will not have a material adverse effect on the overall financial position of the City at December 31, 2002.

B. Litigation

The City of Cortland is a party to legal proceedings. The City management is of the opinion that the ultimate disposition of various claims and legal proceedings will not have a material effect, if any, on the financial condition of the City.

City of Cortland, Ohio
Notes to the General Purpose Financial Statements
For Year The Ended December 31, 2002

Note 9 - Fixed Assets

A summary of the enterprise funds' fixed assets at December 31, 2002, follows:

Land	\$687
Equipment	48,927
Water and Sewer Lines	5,644,668
Total	5,694,282
Less: Accumulated Depreciation	(4,296,857)
Net Fixed Assets	\$1,397,425

A summary of changes in general fixed assets follows:

	Balance January 1, 2002	Additions	Deductions	Balance December 31, 2002
Land	\$6,476	\$0	\$0	\$6,476
Buildings	834,947	0	0	834,947
Equipment	556,970	48,745	0	605,715
Vehicles	1,101,638	0	0	1,101,638
Total	\$2,500,031	\$48,745	\$0	\$2,548,776

Note 10 - Long-term Obligations

The original issuance amounts for the City's long-term obligations are as follows:

Debt Issue	Interest Rate	Original Issue Amount	Year of Maturity
Enterprise Funds			
Ohio Public Works Commission:			
West Main Street	0%	\$197,240	2014
North High Street	0%	352,178	2018
South Mecca	0%	531,178	2016
General Long Term Obligations			
General Obligation Bond:			
Municipal Building Bonds	7.125%	800,000	2006

City of Cortland, Ohio
Notes to the General Purpose Financial Statements
For Year The Ended December 31, 2002

Changes in long-term obligations of the City during 2002 were as follows:

	<u>Outstanding</u> <u>1/1/2002</u>	<u>Additions</u>	<u>(Reductions)</u>	<u>Outstanding</u> <u>12/31/2002</u>
Enterprise Fund Obligations:				
Ohio Public Works Commission Loans				
1993 0%				
West Main Street	\$103,649	\$0	\$8,638	\$95,011
1998 0%				
North High Street	282,148	0	17,634	264,514
1995 0%				
South Mecca	340,953	0	25,256	315,697
<i>Total Enterprise Fund Obligations</i>	<u>726,750</u>	<u>0</u>	<u>51,528</u>	<u>675,222</u>
General Long-Term Obligations:				
General Obligation Bonds				
1996 7.125%				
Municipal Building	240,000	0	40,000	200,000
Capital Lease	26,167	0	12,721	13,446
Compensated Absences	30,961	40,538	30,961	40,538
Intergovernmental Payable	43,619	46,801	43,619	46,801
<i>Total General Long-Term Obligations</i>	<u>340,747</u>	<u>87,339</u>	<u>127,301</u>	<u>300,785</u>
<i>Total All Types</i>	<u>\$1,067,497</u>	<u>\$87,339</u>	<u>\$178,829</u>	<u>\$976,007</u>

OPWC loans will be paid from sewer enterprise fund user service charges. General obligation bonds will be paid from the proceeds of property tax. Compensated absences will be paid from the fund from which the employees' salaries are paid. Capital leases were paid from the police levy special revenue fund. The intergovernmental payable represents contractually required pension contributions paid outside the available period and will be paid from the fund from which the employee is paid.

The City's overall legal debt margin was \$11,075,551 at December 31, 2002. Principal and interest requirements to retire long-term obligations outstanding at December 31, 2002, are as follows:

City of Cortland, Ohio
Notes to the General Purpose Financial Statements
For Year The Ended December 31, 2002

	Ohio Public Works Commission	General Obligation Bonds
2003	\$51,527	\$51,400
2004	51,527	48,550
2005	51,527	45,700
2006	51,527	42,850
2007	51,527	40,000
2008-2012	223,742	0
2013-2017	193,845	0
Total Principal and Interest	675,222	228,500
Less: Interest	0	(28,500)
Total Principal	\$675,222	\$200,000

Note 11 - Compensated Absences

The criteria for determining vacation and sick leave benefits are derived from negotiated agreements and State laws. Employees earn ten to thirty days of vacation per year, depending upon length of service. Earned unused vacation time is paid upon termination of employment. Employees earn sick leave at different rates depending upon length of service and type of employment. Sick leave accrual is continuous, without limit. Upon retirement or death, an employee hired before January 1, 1990, can be paid a maximum of 960 hours of accumulated, unused sick leave. Employees hired after January 1, 1990, can be paid a maximum of 650 hours. As of December 31, 2002, the liability for unpaid compensated absences was \$59,064 for the entire City.

Note 12 - Defined Benefit Pension Plans

A. Ohio Public Employees Retirement System

All full-time employees, other than non-administrative full-time police officers and firefighters, participate in the Ohio Public Employees Retirement System (OPERS), a cost-sharing multiple-employer public employee retirement system administered by the Public Employees Retirement Board. OPERS provides basic retirement and disability benefits, annual cost of living adjustments, and death benefits to plan members and beneficiaries. The authority to establish and amend benefits is provided by Chapter 145 of the Ohio Revised Code. OPERS issues a stand-alone financial report which may be obtained by writing to the Ohio Public Employees Retirement System, 277 East Town Street, Columbus, Ohio 43215-4642.

Plan members are required to contribute 8.5 percent of their annual covered salary to fund pension obligations. The 2002 employer pension contribution rate for the City was 8.55 percent of covered payroll, decreased from 9.25 percent in 2001. Contributions are authorized by State statute. The City's required contributions to OPERS for the years ended December 31, 2002, 2001, and 2000 were \$46,037, \$46,861, and \$32,973 respectively. The full amount has been contributed for 2001 and 2000. 73.97 percent has been contributed for 2002 with the remainder being reported as a liability in the general long-term obligations account group.

City of Cortland, Ohio
Notes to the General Purpose Financial Statements
For Year The Ended December 31, 2002

B. Ohio Police and Fire Pension Fund

The City contributes to the Ohio Police and Fire Pension Fund (OP&F), a cost-sharing multiple employer public employee retirement system administered by the OP&F's Board of Trustees. OP&F provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefit provisions are established by the Ohio State Legislature and are codified in Chapter 742 of the Ohio Revised Code. OP&F issues a publicly available financial report that includes financial information and required supplementary information. That report may be obtained by writing to the Ohio Police and Fire Pension Fund, 140 East Town Street, Columbus, Ohio 43215-5164.

Police and firefighters are required to contribute 10 percent of their annual covered salary to fund pension obligations and the City is required to contribute 11.75 percent for police and 16.25 percent for firefighters. For 2001 the City contributions were 12 percent for police and 16.50 percent for firefighters. Contributions are authorized by State statute. The City's contributions to the OP&F for police and firefighters were \$48,433 and \$57,872 for the year ended December 31, 2002, \$45,623 and \$54,040 for the year ended December 31, 2001, \$43,151 and \$49,630 for the year ended December 31, 2000. The full amount has been contributed for 2001 and 2000. 79.41 percent and 81.14 percent, respectively, have been contributed for 2002 with the remainder being reported as a liability in the general long-term obligations account group.

Note 13 - Postemployment Benefits

A. Ohio Public Employees Retirement System

The Ohio Public Employees Retirement System (OPERS) provides postretirement health care coverage to age and service retirees with ten or more years of qualifying Ohio service credit. Health care coverage for disability recipients and primary survivor recipients is available. The health care coverage provided by the retirement system is considered an Other Postemployment Benefit as described in GASB Statement No. 12. A portion of each employer's contribution to OPERS is set aside for the funding of postretirement health care based on authority granted by State statute. The 2002 employer contribution rate was 13.55 percent of covered payroll; 5.0 percent was the portion that was used to fund health care for 2002. For 2001, the contribution rate was 13.55 percent of covered payroll; 4.30 percent was the portion that was used to fund health care.

Benefits are advance-funded using the entry age normal cost method. Significant actuarial assumptions, based on OPERS's latest actuarial review performed as of December 31, 2001, include a rate of return on investments of 8.0 percent, an annual increase in active employee total payroll of 4.0 percent compounded annually for inflation (assuming no change in the number of active employees) and an additional increase in total payroll of between .5 percent and 6.3 percent based on additional annual pay increases. Health care premiums were assumed to increase 4.0 percent annually.

All investments are carried at market. For actuarial valuation purposes, a smoothed market approach is used. Assets are adjusted to reflect 25 percent of unrealized market appreciation or depreciation on investment assets.

City of Cortland, Ohio
Notes to the General Purpose Financial Statements
For Year The Ended December 31, 2002

The number of active contributing participants was 402,041. The City's actual contributions for 2002 which were used to fund postemployment benefits were \$11,983. The actual contribution and the actuarially required contribution amounts are the same. OPERS's net assets available for payment of benefits at December 31, 2001, (the latest information available) were \$11.6 billion. The actuarially accrued liability and the unfunded actuarial accrued liability were \$16.4 billion and \$4.8 billion, respectively.

B. Ohio Police and Fire Pension Fund

The Ohio Police and Fire Pension Fund (OP&F) provides postretirement health care coverage to any person who receives or is eligible to receive a monthly benefit check or is a spouse or eligible dependent child of such person. An eligible dependent child is any child under the age of 18 whether or not the child is attending school or under the age of 22 if attending school full-time or on a 2/3 basis.

The health care coverage provided by the retirement system is considered an Other Postemployment Benefit (OPEB) as described in GASB Statement No. 12. The Ohio Revised Code provides the authority allowing the Ohio Police and Fire Pension Fund's board of trustees to provide health care coverage and states that health care costs paid from the Ohio Police and Fire Pension Fund shall be included in the employer's contribution rate. Health care funding and accounting is on a pay-as-you-go basis. The total police employer contribution is 19.5 percent of covered payroll and the total firefighter employer contribution rate is 24 percent of covered payroll, of which 7.75 percent of covered payroll was applied to the postemployment health care program during 2002. For 2001 the percent used to fund healthcare was 7.5 percent. In addition, since July 1, 1992, most retirees have been required to contribute a portion of the cost of their health care coverage through a deduction from their monthly benefit payment.

The City's actual contributions for 2002 that were used to fund postemployment benefits were \$9,971 for police and \$10,917 for fire. The OP&F's total health care expenses for the year ended December 31, 2001, (the latest information available) were \$122,289,771, which was net of member contributions of \$6,874,699. The number of OP&F participants eligible to receive health care benefits as of December 31, 2001, (the latest information available) was 13,174 for police and 10,239 for firefighters.

Note 14 - Risk Management

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During 2002, the City contracted with several companies for various types of insurance as follows:

Company	Type	Coverage
Personal Service Insurance Company	Commercial Automobile	\$1,000,000
	Public Officials Liability	1,000,000
	Commercial Property	3,000,000
	Data Processing	23,700
Scotsdale Indemnity	Commercial Crime	2,500
Cincinnati Insurance Company	Bonds - Employees and Officials	25,000
American Alternative Insurance Corporation	General Fire Liability/Rescue	2,000,000

Claims have not exceeded this coverage in any of the past three years and there have been no significant reductions in commercial coverage in any of the past three years.

City of Cortland, Ohio
Notes to the General Purpose Financial Statements
For Year The Ended December 31, 2002

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

Note 15 - Segment Information

The City's enterprise funds account for the provision of sewer and water services. The table below reflects, in a summarized format, the more significant data relating to the enterprise funds of the City of Cortland as of and for the year ended December 31, 2002:

	Water Fund	Sewer Fund	Total
Operating Revenues	\$401,441	\$1,043,889	\$1,445,330
Depreciation	96,145	161,318	257,463
Operating Income (Loss)	(61,063)	92,254	31,191
Net Income	10,323	196,175	206,498
Fixed Asset Additions	9,859	35,100	44,959
Contributed Capital	71,386	104,775	176,161
Net Working Capital	220,946	881,641	1,102,587
Total Assets	686,686	1,934,163	2,620,849
Total Equity	403,069	1,462,831	1,865,900
Encumbrances	2,433	806	3,239

Note 16 - Jointly Governed Organizations

A. Eastgate Development and Transportation Agency

The Eastgate Development and Transportation Agency (EDATA) is a jointly governed organization that is committed to foster cooperative regional efforts in the planning, programming and implementation of public sector activities. EDATA has forty-eight participating members. These include representatives from Trumbull County and Mahoning County, township trustees and officials from participating cities and villages. The operation of EDATA is controlled by a general policy board which consists of a representative from each participant. Funding comes from each of the participants. For 2002, the City contributed \$2,391 to the Eastgate Development and Transportation Agency.

B. Emergency Management Agency

The Emergency Management Agency is a jointly governed organization among the thirty-four subdivisions located within Trumbull County. The eight members of the advisory board are appointed by the thirty-four member subdivisions. The degree of control exercised by any participating government is limited to its representation on the Board. The Agency adopts its own budget, authorizes expenditures and hires and fires its own staff. Funding comes from each of the participants. For 2002, the City contributed \$1,434 to the Emergency Management Agency.

City of Cortland, Ohio
Notes to the General Purpose Financial Statements
For Year The Ended December 31, 2002

Note 17 – Capital Leases

The City has entered into a lease agreement for a vehicle. The lease meets the criteria of a capital lease as defined by Statement of Financial Accounting Standards No.13, “Accounting for Leases,” which defines a capital lease generally as one which transfers benefits and risks of ownership to the lessee. Capital lease payments have been reclassified and are reflected as debt service in the general purpose financial statements for the governmental funds. These expenditures are reflected as program/function expenditures on a budgetary basis.

General fixed assets acquired by lease have been capitalized in the general fixed assets account group in the amount of \$42,638, which is equal to the present value of the future minimum lease payments at the time of acquisition. A corresponding liability was recorded in the general long-term obligations account group.

<u>Year</u>	<u>General Long-Term Obligation</u>
2003	\$14,213
Less: Amount representing interest	<u>(767)</u>
Present value of minimum lease payments	<u><u>\$13,446</u></u>



**Auditor of State
Betty Montgomery**

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

City of Cortland
Trumbull County
400 North High Street
Cortland, Ohio 44410

We have audited the financial statements of the City of Cortland, Trumbull County, (the City) as of and for the year ended December 31, 2002, and have issued our report thereon dated September 30, 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 City'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 immaterial instances of noncompliance that we have reported to management of the City in a separate letter dated September 30, 2003.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the City'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 deducted 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.

City of Cortland
Trumbull 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 audit committee, management, and City Council 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

September 30, 2003



**Auditor of State
Betty Montgomery**

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800-282-0370

Facsimile 614-466-4490

CITY OF CORTLAND

TRUMBULL 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
DECEMBER 30, 2003**