

**MID OHIO TRANSIT AUTHORITY
MT. VERNON, OHIO**

**REPORT ON EXAMINATION OF FINANCIAL
STATEMENTS AND SUPPLEMENTAL DATA FOR THE
YEAR ENDED DECEMBER 31, 2001**

J. E. Slaybaugh & Associates, Inc.
Certified Public Accountant
12 East Main Street
Lexington, Ohio 44904



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OFFICE OF THE AUDITOR

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Board of Commissioners
Mid Ohio Transit Authority
25 Columbus Road
Mt. Vernon, Ohio 43050

We have reviewed the Independent Auditor's Report of the Mid Ohio Transit Authority, Knox County, prepared by J. E. Slaybaugh & Associates, Inc., for the audit period January 1, 2001 through December 31, 2001. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The Mid Ohio Transit Authority is responsible for compliance with these laws and regulations.

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

JIM PETRO
Auditor of State

December 18, 2002

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MID OHIO TRANSIT AUTHORITY
MT. VERNON, OHIO

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Certified Public Accountant

INDEPENDENT AUDITOR'S REPORT

Board of Commissioners
Mid-Ohio Transit Authority
Mt. Vernon, Ohio

We have audited the accompanying financial statements of the Mid-Ohio Transit Authority, Mt. Vernon, Ohio, as of and for the year ended December 31, 2001, as listed in the table of contents. These financial statements are the responsibility of the Authority'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.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Mid-Ohio Transit Authority as of December 31, 2001, and the results of its operations and the cash flows 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 a report dated June 26, 2002, on our consideration of Mid-Ohio Transit Authority's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. This 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.

Our audit was made for the purpose of forming an opinion on the financial statements of Mid-Ohio Transit Authority, taken as a whole. The accompanying schedule of expenditures of federal awards is required by *U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments and Non-Profit Organizations* and is not a required part of the financial statements. The information in that Schedule has been subjected to the auditing procedures applied in the audit of the financial statements, and in our opinion, is stated fairly, in all material respects, in relation to the financial statements taken as a whole.

J.E. Slaybaugh & Associates, Inc.
J.E. Slaybaugh & Associates, Inc.
Lexington, Ohio
June 26, 2002

MID OHIO TRANSIT AUTHORITY
BALANCE SHEET
DECEMBER 31, 2001

Proprietary Fund Type

ASSETS	<u>Enterprise Fund</u>
Current Assets:	
Cash	\$ 2,077
Investments	53,494
Accounts Receivable	<u>209,023</u>
Total Current Assets	264,594
Property, Plant, & Equipment	
Vehicle	1,623,014
Office Equipment	12,695
Shop Equipment	235,053
Computer Hardware/Software	137,704
Leasehold Improvement	<u>444,303</u>
	<u>2,452,769</u>
Less: Accumulated Depreciation	<u>(1,413,042)</u>
Total Fixed Assets	<u>1,039,727</u>
Total Assets	<u>\$ 1,304,321</u>

LIABILITIES AND FUND EQUITY

Current Liabilities	
Accounts Payable	\$ 146,897
Accrued Expenses	51,639
Note Payable-bank	<u>10,950</u>
Total Current Liabilities	209,486
Fund Equity	
Retained Earnings	<u>1,094,835</u>
Total Fund Equity	<u>1,094,835</u>
Total Liabilities and Fund Equity	<u>\$ 1,304,321</u>

The accompanying notes are an integral part of these financial statements.

MID OHIO TRANSIT AUTHORITY
STATEMENT OF REVENUES, EXPENSES,
AND CHANGES IN FUND EQUITY
FOR THE YEAR ENDED DECEMBER 31, 2001

Proprietary Fund Type

	<u>Enterprise Fund</u>
Operating Revenues	
Farebox Revenue	144,271
Special Transit Fees	278,536
Auxillary Revenue	4,377
Other Revenue	1,439
Total Operating Revenues	428,623
Operating Expenses	
Salaries & Wages	727,572
Employee Benefits	222,149
Professional Services	14,951
Contract Maintenance	6,720
Vehicle Expense	84,383
Other Materials and Supplies	39,901
Utilities	23,130
Insurance	16,500
Other Expense	12,349
Interest Expense	221
Depreciation	238,897
Total Operating Expenses	1,386,773
Operating Income (Loss)	(958,150)
Nonoperating Revenues	
Federal Grants	773,130
State Grants	448,698
Local Grants	80,000
Investment Income	2,466
Total Nonoperating Revenues	1,304,294
Net Income	346,144
Fund Equity at the Beginning of Year As Restated	748,691
Fund Equity at the End of Year	\$ 1,094,835

The accompanying notes are an integral part of these financial statements.

MID OHIO TRANSIT AUTHORITY
MT. VERNON, OHIO

STATEMENT OF CASH FLOWS

For The Year Ended December 31, 2001

Cash Flow from Operating Activities

Net Income	\$	346,144
Adjustments to reconcile net income to net cash provided by operating activities:		
Depreciation		238,897
Changes in Operating Assets and Liabilities that Increase (Decrease) Cash Flows:		
Accounts Receivable		(114,727)
Accounts Payable		93,401
Accrued Expenses		8,749
Total Adjustments		<u>226,320</u>
Net Cash Provided (Used) By Operating Activities		<u>572,464</u>
Cash Flows from Investing Activities		
Change in Investments		<u>(3,494)</u>
Net Cash Provided (Used) By Investing Activities		<u>(3,494)</u>
Cash flows from Capital and related Financing Activities		
Capital Costs		(588,642)
Short-term debt		<u>(11,648)</u>
Net Cash Provided (Used) by Capital and related Financing Activities		<u>(600,290)</u>
Net Increase (Decrease) In Cash		(31,320)
Cash At The Beginning Of Year		<u>33,397</u>
Cash At End Of Year	\$	<u>2,077</u>

The accompanying notes are an integral part of these financial statements.

MID OHIO TRANSIT AUTHORITY
MT. VERNON, OHIO

NOTES TO FINANCIAL STATEMENTS

December 31, 2001

NOTE 1 - DESCRIPTION OF REPORTING ENTITY

Description of the Reporting Entity

The Mid Ohio Transit Authority is a body politic and corporate of the State of Ohio, established for the purpose of exercising the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The Authority operates under a Board of Directors with an appointed secretary-treasurer handling the day to day operations. The Authority provided transportation services to the residents of Knox County, to include but not limited to, elderly and handicapped riders.

Management believes the financial statements included in this report represent all of the funds of the Authority over which they have the ability to exercise direct operating control. Based on the criteria established by GASB codification 2100, there are no component units to be included with the reporting entity.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The Authority's policy is to maintain its accounting records on the accrual basis of accounting, whereby revenues and expenses are recognized in the period earned or incurred.

Pursuant to GASB Statement No. 20, Accounting and Financial Reporting for Proprietary Funds and Other Government Entities That Use Proprietary Fund Accounting, the Authority follows GASB guidance as applicable to proprietary funds and Financial Accounting Standards Board Statements and Interpretations, Accounting Principles Board Opinions, and Accounting Research Bulletins issued on or before November 30, 1989 that do not conflict with or contradict GASB pronouncements.

Budgetary Accounting and Control

The Authority's annual budget is prepared on the accrual basis of accounting as permitted by law. The Authority maintains budgetary control by not permitting total expenditures to exceed total appropriations without approval of the Board of Commissioners.

Cash and Cash Equivalents

Cash and cash equivalents consist of funds deposited in checking accounts and are stated at cost, which approximates market value. Cash and cash equivalents represent the funds that are used for general operations.

Property and Equipment

Property and Equipment are recorded at cost. Depreciation is recorded using the straight-line method over the estimated useful lives of the assets as follows:

Improvements	15 years
Equipment and Vehicles	5-7 years
Computers/Software	5 years

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

Fund Accounting

The Authority maintains its accounting records in accordance with the principles of "fund" accounting. Fund accounting is a concept developed to meet the needs of governmental entities in which legal or other restraints require the recording of specific receipts and disbursements. The transactions of each fund are reflected in a self-balancing group of accounts, an accounting entity which stands separate from the activities reports in other funds. Funds included in this report are enterprise funds. Enterprise 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.

Budgetary Process

A budget of estimated cash receipts and disbursements is submitted to the Ohio Department of Transportation each year. From this budget the Ohio Department of Transportation determines the amount of subsidy the Authority will receive.

Use of Estimates

The preparation of Financial Statements in conformity with generally accepted accounting principles requires the management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTE 3 - CASH AND INVESTMENTS

Legal Requirements

State law requires the classification of monies held by the Authority into two Categories.

Category 1 consists of "active" monies, those monies required to be kept in a "cash" or "near-cash" status for current demand upon the Authority treasury. Such monies must be maintained either as cash in the Authority treasury or in depository accounts payable or withdrawal on demand, negotiable order of withdrawal (NOW) accounts, or money market deposit accounts.

Category 2 consists of "inactive" monies. Inactive monies may be deposited or invested in the following securities:

1. Bonds, notes, or other obligations of or guaranteed by the United States, or those for which the faith of the United States is pledged for the payment of principal and interest.
2. Bonds, notes, debentures, or other obligations or securities issued by any federal government agency, including but not limited to, federal national mortgage association debentures and discount notes, or by the Export-Import Bank of Washington, whether or not they are guaranteed by the United States.
3. Repurchase agreements in the securities enumerated above.
4. Bonds and other obligations of the State of Ohio, its political subdivisions, or other units or agencies of this state or its political subdivisions.
5. Time certificates of deposit or savings or deposit accounts.
6. The State Treasurer's investment pool (STAR Ohio).

Statutory provisions require the Secretary-Treasurer to hold all securities acquired by the Authority or to deposit them with a qualified trustee pursuant to Section 135.18, Revised Code.

NOTE 3 - CASH AND INVESTMENTS (continued)

At year end the Book Value of the Authority's cash, consisting of demand deposits and money market funds, was:

	<u>Book Balance</u>	<u>Bank Balance</u>
Deposits	\$ 2,077	\$ 35,358
Certificate of Deposit	53,494	53,494
Total Deposits and Investments	<u>\$ 55,571</u>	<u>\$ 88,852</u>

1) \$ 88,852 was covered by Federal Deposit Insurance.

NOTE 4 - DEBT OBLIGATION

The Authority secured a line-of-credit with a local bank to be used when subsidy payments are not received timely. The balance outstanding at year end was \$ 10,963 and recorded as short-term debt.

NOTE 5 - DEFINED BENEFIT PENSION PLAN AND POST EMPLOYMENT BENEFITS:

Public Employees Retirement System Pension Plan

All Mid-Ohio Transit Authority's employees participate in the Public Employees Retirement System (PERS); a statewide cost-sharing multiple-employer deferred benefit pension plan. PERS provides 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 state statute per Chapter 145 of the Ohio Revised Code. PERS issues a publicly available financial report. Interested parties may obtain a copy by making a written request to 277 E. Town Street, Columbus, OH 43215-4642 or by calling (614) 466-2085.

The Ohio Revised Code provides statutory authority for employee and employer contributions. The employee contribution rate is 8.5% of qualifying gross wages for all employees. The total 2001 employer contribution rate was 13.55% of covered payroll. Required employer contributions are equal to 100% of the dollar amount billed to each employer and must be extracted from the employer's records. The Authority's contributions to PERS for the years ending December 31 were as follows:

	Contribution	Rate
December 31, 2001	\$ 98,586	13.55%
December 31, 2000	\$ 80,995	13.55%
December 31, 1999	\$ 74,119	13.55%

All required contributions were made prior to each of those fiscal year ends.

PERS of Ohio provides post-retirement health care coverage to age and service retirees with 10 or more years of qualifying Ohio service credit and to primary survivor recipients of such retirees. Health care coverage for disability recipients is available. The health care coverage provided by the retirement system is considered an Other Post-employment Benefit (OPEB) as described in GASB Statement No. 12.

A portion of each employer's contribution to PERS is set aside for the funding of post retirement health care.

The Ohio Revised Code provides statutory authority for employee and employer contributions.

The number of active contributing participants was 401,339 as of December 31, 2000.

The assumptions and calculations below were based on the System's latest Actuarial Review performed as of December 31, 1999. An entry age normal actuarial cost method of valuation is used in determining the present value of OPEB. The difference between assumed and actual experience (actual gains and losses) becomes part of unfunded actuarial liability. All investments are carried at market value. For actuarial valuation purposes, a smoothed market approach is used. Under this approach assets are adjusted to reflect 25 percent of unrealized market appreciation or depreciation on investment assets.

NOTE 5 - DEFINED BENEFIT PENSION PLAN (cont'd)

Expenditures for OPEB during the year ended December 31, 2000, were \$ 559,606,294. As of December 31, 2000, the unaudited estimated net assets available for future OPEB payments were \$ 10,805,500,000. The actuarial accrued liability and the unfunded actuarial accrued liability, based on the actuarial cost method used were \$ 12,473,600 and \$ 1,668,100, respectively. The number of benefit recipients eligible for OPEB at December 31, 2000 was 122,343.

PERS reallocated employer contributions from 4.2 percent to 4.3 percent at the beginning of 2000 to improve health care financing. The proportion of contributions dedicated to funding OPEB increase during the year for this reason. The portion of Office contributions that were used to fund post-employment benefits can be determined by multiplying actual employer contributions by .4038.

NOTE 6 - RISK MANAGEMENT

The Authority is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets flood and earthquake; errors and omission; employment related matters; inquiries to employees; and employee theft and fraud. The Authority maintains comprehensive insurance coverage with private carriers for health, real property, building contents and vehicles. Vehicle policies include liability coverage for bodily injury and property damage. The Authority continues to carry commercial insurance for all other risks of loss, including workers' compensation. There was no significant reduction in insurance coverage and no settlements exceeded insurance coverage during the past three years.

NOTE 7 - CONTINGENCIES

Litigation and Claims

In the normal course of operations, the Authority may be subject to litigation and claims. At December 31, 2001 the Authority was involved in no such matters.

The Authority receives a substantial amount of support from federal, state, and local governments. A significant reduction in the level of this support, if such were to occur, would have a material effect on the Authority's programs and activities.

NOTE 8 - RESTATE BEGINNING FUND EQUITY

Fund Equity at 12/31/00	\$ 797,586
Prior Year Adjustment:	
Adjust Accumulated Depreciation	<u>(48,895)</u>
Fund Equity Restated at 12/31/00	<u>\$ 748,691</u>

NOTE 9 - ACCOUNTS RECEIVABLE

Receivables at December 31, 2001 consisted of accounts (billings) and intergovernmental grants. All receivables are considered collectible in full; therefore, an allowance for uncollectible accounts receivable is not considered necessary.

MID OHIO TRANSIT AUTHORITY
 SCHEDULE OF FEDERAL AWARDS EXPENDITURES
 FOR THE YEAR ENDED DECEMBER 31, 2001

Federal Grantor/Pass through Grantor/ Program Title	Pass through Entity Number	Federal CFDA Number	Expenditures
U.S. Department of Transportation			
Passed through Ohio Department of Transportation			
Federal Transit Capital Assistance Formula Grant	OH-0042-020-012	20.507	\$ 294,613
Federal Transit Capital Assistance Formula Grant	OH-0042-018-992	20.507	82,657
Federal Transit Capital Assistance Formula Grant	OH-0042-019-002	20.507	54,510
Federal Transit Operating Assistance Formula Grant	OH-4042-020-11	20.507	341,350
			<u>773,130</u>
Total U.S. Department of Transportation			<u>773,130</u>
Total Federal Awards Expenditures			<u>\$ 773,130</u>

Note 1- Significant Accounting Policies

The Authority prepares its Schedule of Federal Awards Expenditures of the accrual basis of accounting.

Note 2-Matching Requirements

The Authority is required to contribute non-federal funds (matching funds) to support federally funded programs. The Authority has complied with the matching requirements. The expenditure of non-federal matching funds is not included in this schedule.

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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE AND ON INTERNAL CONTROL
OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Commissioners
Mid-Ohio Transit Authority
Mt. Vernon, Ohio

We have audited the financial statements of Mid-Ohio Transit Authority, Mt. Vernon, Ohio, as of and for the year ended December 31, 2001, and have issued our report thereon dated June 26, 2002. 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 Mid-Ohio Transit Authority'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*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Mid-Ohio Transit Authority'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.

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

J.E. Slaybaugh & Associates, Inc.
J.E. Slaybaugh & Associates, Inc.
Lexington, Ohio
June 26, 2002

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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH REQUIREMENTS
APPLICABLE TO EACH MAJOR PROGRAM AND INTERNAL CONTROL
OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

Board of Commissioners
Mid-Ohio Transit Authority
Mt. Vernon, Ohio

Compliance

We have audited the compliance of Mid-Ohio Transit Authority with the types of compliance requirements described in the *U. S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended December 31, 2001. Mid-Ohio Transit Authority's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings. Compliance with the requirements of laws, regulations contracts and grants applicable to each of its major federal programs is the responsibility of the Authority's management. Our responsibility is to express an opinion on Mid-Ohio Transit Authority's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Mid-Ohio Transit Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on Mid-Ohio Transit Authority's compliance with those requirements.

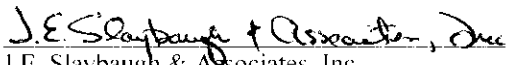
In our opinion, Mid-Ohio Transit Authority complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended December 31, 2001.

Internal Control Over Compliance

The management of Mid-Ohio Transit Authority is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the Authority's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control 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 noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program 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 compliance and its operation that we consider to be material weaknesses.

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



J.E. Slaybaugh & Associates, Inc.
Lexington, Ohio
June 26, 2002

MID OHIO TRANSIT AUTHORITY
MT. VERNON, OHIO

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

December 31, 2001

PART I - SUMMARY OF AUDITOR'S RESULTS

1. The auditor has issued an unqualified opinion on the financial statements of Mid Ohio Transit Authority.
2. There were no reportable conditions in internal control disclosed by the audit of the financial statements.
3. There was no noncompliance material to the financial statements disclosed by the audit.
4. There were no reportable conditions in the internal control over major programs disclosed by the audit.
5. The auditor has issued an unqualified opinion on compliance for major programs for Mid Ohio Transit Authority.
6. The audit disclosed no audit findings.
7. The major programs are:
Federal Transit- Capital and Operating Assistance Formula Grants
8. The dollar threshold used to distinguish between Type A and Type B programs was \$ 300,000.
9. The auditor determined that Mid Ohio Transit Authority qualified as a low-risk auditee.

PART II - FINDINGS RELATED TO THE FINANCIAL STATEMENTS WHICH ARE REQUIRED
TO BE REPORTED IN ACCORDANCE WITH *GAGAS*

1. None

PART III - FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS INCLUDING AUDIT FINDINGS

1. None



STATE OF OHIO
OFFICE OF THE AUDITOR

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MID OHIO TRANSIT AUTHORITY

KNOX 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
JANUARY 2, 2003**