



**Auditor of State
Betty Montgomery**

**WAUSEON UNION CEMETERY
FULTON COUNTY**

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**Auditor of State
Betty Montgomery**

INDEPENDENT ACCOUNTANTS' REPORT

Wauseon Union Cemetery
Fulton County
140 N. Fulton Street, P.O. Box 152
Wauseon, Ohio 43567-0152

To the Board of Trustees:

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

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

As discussed in Note 1, the Cemetery prepares its financial statements on the basis of accounting prescribed or permitted by the Auditor of State, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects, the fund cash balances of the Cemetery as of December 31, 2002 and 2001, and its cash receipts and disbursements for the years then ended on the basis of accounting described in Note 1.

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

Wauseon Union Cemetery
Fulton County
Independent Accountants Report
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This report is intended solely for the information and use of the management, Board of Trustees, and other officials authorized to receive this report under § 117.26, Ohio Revised Code, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink that reads "Betty Montgomery". The signature is written in a cursive, flowing style.

Betty Montgomery
Auditor of State

May 30, 2003

**WAUSEON UNION CEMETERY
FULTON COUNTY**

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

	<u>General</u>	<u>Fiduciary Funds</u>	<u>Totals (Memorandum Only)</u>
Cash Receipts:			
Local Taxes	\$39,211		\$39,211
Intergovernmental	3,530		3,530
Charges for Services	36,675		36,675
Interest	1,995		1,995
Miscellaneous	321		321
	<hr/>		<hr/>
Total Cash Receipts	81,732		81,732
	<hr/>		<hr/>
Cash Disbursements:			
Current:			
Salaries	50,473		50,473
Supplies	2,824		2,824
Purchased Services	7,145		7,145
Miscellaneous	2,676		2,676
Capital Outlay	16,038		16,038
	<hr/>		<hr/>
Total Cash Disbursements	79,156		79,156
	<hr/>		<hr/>
Total Cash Receipts Over Cash Disbursements	2,576		2,576
Fund Cash Balances, January 1	37,996	\$12,820	50,816
	<hr/>	<hr/>	<hr/>
Fund Cash Balances, December 31	<u>\$40,572</u>	<u>\$12,820</u>	<u>\$53,392</u>

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

**WAUSEON UNION CEMETERY
FULTON COUNTY**

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

	<u>General</u>	<u>Fiduciary Funds</u>	<u>Totals (Memorandum Only)</u>
Cash Receipts:			
Local Taxes	\$39,335		\$39,335
Intergovernmental	3,488		3,488
Charges for Services	32,077		32,077
Interest	2,200		2,200
Miscellaneous	4,513		4,513
	<u>81,613</u>		<u>81,613</u>
Cash Disbursements:			
Current:			
Salaries	52,880		51,993
Supplies	4,409		4,409
Purchased Services	6,151		6,151
Contracts - Services	3,174		3,174
Miscellaneous	5,660		5,660
Capital Outlay	11,097		11,984
	<u>83,371</u>		<u>83,371</u>
Total Cash Disbursements Over Cash Receipts	(1,758)		(1,758)
Fund Cash Balances, January 1	<u>39,754</u>	<u>\$12,820</u>	<u>52,574</u>
Fund Cash Balances, December 31	<u>\$37,996</u>	<u>\$12,820</u>	<u>\$50,816</u>

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

**WAUSEON UNION CEMETERY
FULTON COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

Wauseon Union Cemetery, Fulton County, (the Cemetery) is a body corporate and politic established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The Cemetery is directed by an appointed three-member Board of Trustees, one is appointed by the City of Wauseon and two by the Township of Clinton. The Cemetery provides grounds maintenance, opening and closing of graves, and the sale of grave lots.

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

B. Basis of Accounting

These financial statements follow the basis of accounting prescribed or permitted by the Auditor of State, which is similar to the cash receipts and disbursements basis of accounting. Receipts are recognized when received in cash rather than when earned, and disbursements are recognized when paid rather than when a liability is incurred

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

C. Cash

Certificates of deposit are valued at cost.

D. Fund Accounting

The Cemetery uses fund accounting to segregate cash that is restricted as to use. The Cemetery classifies its funds into the following types:

1. General Fund

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

2. Fiduciary Funds (Trust Funds)

This fund is used to account for resources restricted by legally binding trust agreement. The Cemetery had one non expendable trust fund. The principal of the fund is to be maintained and the revenue to be used for cemetery maintenance.

E. Property, Plant and Equipment

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

**WAUSEON UNION CEMETERY
FULTON COUNTY**

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

F. Unpaid Vacation and Sick Leave

Employees are entitled to cash payments for unused vacation and sick leave in certain circumstances, such as upon leaving employment. Unpaid vacation and sick leave are not reflected as liabilities under the basis of accounting used by the Cemetery.

2. EQUITY IN POOLED CASH

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

	<u>2002</u>	<u>2001</u>
Demand deposits	\$3,105	\$2,929
Certificates of deposit	50,287	47,887
Total deposits	<u>\$53,392</u>	<u>\$50,816</u>

Deposits are insured by the Federal Depository Insurance Company.

3. RETIREMENT SYSTEMS

The Cemetery's employees belong to the Ohio Public Employees Retirement System (OPERS). OPERS is a cost-sharing, multiple-employer plan. The plan provides retirement benefits, including postretirement healthcare, and survivor and disability benefits to participants as prescribed by the Ohio Revised Code.

Contribution rates are also prescribed by the Ohio Revised Code. For 2002 and 2001, OPERS employee members contributed 8.5 percent of their gross salaries. The Cemetery contributed an amount equal to 13.55 percent of participants' gross salaries through June 30, 2000. The Cemetery has paid all contributions required through December 31, 2002.

4. RISK MANAGEMENT

Commercial Insurance

The Wauseon Union Cemetery has obtained commercial insurance for the following risks:

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



**Auditor of State
Betty Montgomery**

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

Wauseon Union Cemetery
Fulton County
140 N. Fulton Street, P.O. Box 152
Wauseon, Ohio 43567-0152

To the Board of Trustees:

We have audited the accompanying financial statements of the Wauseon Union Cemetery, Fulton County, (the Cemetery), as of and for the years ended December 31, 2002 and 2001, and have issued our report thereon dated May 30, 2003. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Cemetery's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audits and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*. However, we noted a certain immaterial instance of noncompliance that we have reported to management of the Cemetery in a separate letter dated May 30, 2003.

Internal Control over Financial Reporting

In planning and performing our audits, we considered the Cemetery's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted other matters involving the internal control over financial reporting that do not require inclusion in this report, that we have reported to management of the Cemetery in a separate letter dated May 30, 2003.

Wauseon Union Cemetery
Fulton County
Independent Accountants' Report on Compliance and on Internal
Control Required by *Government Auditing Standards*
Page 2

This report is intended solely for the information and use of management and Board of Trustees, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink that reads "Betty Montgomery". The signature is written in a cursive, flowing style.

Betty Montgomery
Auditor of State

May 30, 2003



**Auditor of State
Betty Montgomery**

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WAUSEON UNION CEMETERY

FULTON COUNTY

CLERK'S CERTIFICATION

This is a true and correct copy of the report which is required to be filed in the Office of the Auditor of State pursuant to Section 117.26, Revised Code, and which is filed in Columbus, Ohio.

Susan Babbitt

CLERK OF THE BUREAU

**CERTIFIED
JULY 29, 2003**