

**CITY OF WILLARD, OHIO
GENERAL PURPOSE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2003**



**Auditor of State
Betty Montgomery**

City Council
City of Willard
631 S. Myrtle Ave.
P.O.Box 367
Willard, Ohio 44890-0367

We have reviewed the Independent Auditor's Report of the City of Willard, Huron County, prepared by Weber O'Brien Ltd., for the audit period January 1, 2003 through December 31, 2003. 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 City of Willard is responsible for compliance with these laws and regulations.

A handwritten signature in cursive script that reads "Betty Montgomery".

BETTY MONTGOMERY
Auditor of State

July 21, 2004

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**CITY OF WILLARD, OHIO
GENERAL PURPOSE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2003**

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INDEPENDENT AUDITORS' REPORT

City Council
City of Willard
631 S. Myrtle Avenue
Willard, OH 44890

We have audited the accompanying general purpose financial statements of the City of Willard, Ohio, as of and for the year ended December 31, 2003, 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 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 general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose 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 Willard, Ohio, as of December 31, 2003, and the results of its operations and the cash flows of its proprietary fund types and nonexpendable trust funds for the year then ended in conformity with accounting principles generally accepted in the United States.

In accordance with *Government Auditing Standards*, we have also issued a report dated June 16, 2004 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.

Weber O'Brien, LTD.

June 16, 2004

City of Willard, Ohio
 Combined Balance Sheet - All Fund Types and Account Groups
 December 31, 2003

	Governmental Fund Types				Proprietary Fund Types			Fiduciary Fund Type		Account Groups	
	General	Special Revenue	Debt Service	Capital Projects	Enterprise	Internal Service	Trust and Agency	General Fixed Assets	General Long-term Debt	Totals Memorandum Only	
Assets and other debits											
Assets:											
Equity in Pooled Cash	\$362,088	\$506,791	\$221,158	\$3,723,018	\$2,969,944	\$0	\$1,417,482	\$0	\$0	\$9,200,491	
Cash & Equivalents in Segregated Accts.	800	100,521	0	0	0	0	0	0	0	101,321	
Taxes Receivable	419,311	768,510	0	0	0	0	0	0	0	1,187,821	
Accounts Receivable	214,793	32,438	0	0	530,204	0	0	0	0	777,435	
Special Assessment Receivable	0	0	0	0	0	0	0	0	0	193,486	
Accrued Interest	2,240	0	193,486	0	0	0	0	0	0	2,240	
Due from Other Governments	0	1,980	0	0	0	0	0	0	0	1,980	
Material & Supplies Inventory	8,138	53,920	0	0	132,097	0	0	0	0	194,155	
Investments	155,942	260,978	95,038	1,599,884	1,290,372	0	609,137	0	0	4,011,351	
Equity in Pooled Cash - Restricted	0	0	0	0	32,825	0	0	0	0	32,825	
Fixed Assets, Net	0	0	0	0	21,294,218	0	0	4,267,330	0	25,561,548	
Other debits:											
Amount Available in Debt Service Funds	0	0	0	0	0	0	0	0	316,196	316,196	
Amount to be Provided from General Gov't	0	0	0	0	0	0	0	0	2,480,196	2,480,196	
Total assets	\$1,163,312	\$1,725,138	\$509,682	\$5,322,902	\$26,249,660	\$0	\$2,026,629	\$4,267,330	\$2,796,392	\$44,061,045	
Liabilities and Equity											
Liabilities:											
Accounts Payable	\$25,983	\$6,600	\$0	\$175,918	\$60,144	\$0	\$2,000	\$0	\$0	\$270,645	
Accrued Wages & Benefits	253,809	26,929	0	0	102,537	0	0	0	0	383,275	
Compensated Absences Payable	0	0	0	0	142,133	0	0	0	235,232	377,365	
Deferred Revenue	419,311	137,366	193,486	0	0	0	0	0	0	750,163	
Deposits Held and Due to Others	0	0	0	0	0	0	42,454	0	0	42,454	
Notes Payable	0	0	0	0	0	0	0	2,549,809	11,351	2,549,809	
Special Assessment Debt w/ Gov't Comm.	0	0	0	0	0	0	0	0	0	1,300,624	
Current Portion of OWDA/OEPA Loans Payable	0	0	0	0	1,300,624	0	0	0	0	1,300,624	
Current Portion of Issue 2 Loan	0	0	0	0	17,943	0	0	0	0	17,943	
Current Portion of Private Notes Payable	0	0	0	0	3,270,000	0	0	0	0	3,270,000	
Current Portion of G.O. Bonds	0	0	0	0	10,000	0	0	0	0	10,000	
G.O. Bonds Payable, Net of Current	0	0	0	0	120,000	0	0	0	0	120,000	
Refundable Deposits	0	0	0	0	32,825	0	0	0	0	32,825	
OWDA Loan Payable, Net of Current	0	0	0	0	2,052,984	0	0	0	0	2,052,984	
OEPA Loan Payable, Net of Current	0	0	0	0	1,269,604	0	0	0	0	1,269,604	
Issue 2 Loan Payable, Net of Current	0	0	0	0	52,671	0	0	0	0	52,671	
Total liabilities	699,103	170,895	193,486	175,918	8,431,465	0	44,454	0	2,796,392	12,511,713	
Equity and other credits:											
Investment in General Fixed Assets	0	0	0	0	0	0	0	4,267,330	0	4,267,330	
Contributed Capital	0	0	0	0	6,648,242	0	0	0	0	6,648,242	
Retained Earnings:											
Unreserved Retained Earnings	0	0	0	0	11,169,953	0	0	0	0	11,169,953	
Fund Balances:											
Reserved for Encumbrances	20,361	100,814	0	461,581	0	0	0	0	0	582,756	
Reserved for Inventory	8,138	53,920	0	0	0	0	0	0	0	62,058	
Reserved for Debt Service	0	0	316,196	0	0	0	0	0	0	316,196	
Reserved for Endowments	0	0	0	0	0	0	10,518	0	0	10,518	
Undesignated Fund Balance	435,710	1,399,509	0	4,685,403	0	0	1,971,657	0	0	8,492,279	
Total equity and other credits	464,209	1,554,243	316,196	5,146,984	17,818,195	0	1,982,175	4,267,330	0	31,549,332	
Total liabilities, equity and other credits	\$1,163,312	\$1,725,138	\$509,682	\$5,322,902	\$26,249,660	\$0	\$2,026,629	\$4,267,330	\$2,796,392	\$44,061,045	

See accompanying notes to the general purpose financial statements.

City of Willard, Ohio
 Combined Statement of Revenues, Expenditures and Changes in Fund Balances
 All Governmental Fund Types and Expendable Trust Funds
 For the Year Ended December 31, 2003

	Governmental Fund Types				Fiduciary Fund Type	Total
	General	Special Revenue	Debt Service	Capital Projects	Expendable Trust	Memorandum Only
Revenues:						
Local taxes	\$339,842	\$2,723,771	\$0	\$18,945	\$0	\$3,082,558
Intergovernmental Revenues	496,438	845,831	0	977,581	0	2,319,850
Charges for Service	373,923	80,066	0	0	0	453,989
Permits and Licenses	0	2,098	0	0	0	2,098
Fines	70,126	0	0	0	0	70,126
Special Assessments	0	0	1,073	3,257	0	4,330
Investment Income	26,299	10,869	5,602	98,988	43,112	184,870
Other	<u>333,833</u>	<u>25,370</u>	<u>5,108</u>	<u>2,676</u>	<u>5,756</u>	<u>372,743</u>
Total Revenues	<u>1,640,461</u>	<u>3,688,005</u>	<u>11,783</u>	<u>1,101,447</u>	<u>48,868</u>	<u>6,490,564</u>
Expenditures:						
Current:						
Security of Persons and Property	2,275,755	3,415	0	0	3,837	2,283,007
Public Health Services	25,407	0	0	0	0	25,407
Community Environment	166,932	28,248	0	0	0	195,180
Transportation	21,247	488,934	0	0	0	510,181
General Government	736,648	126,521	0	0	0	863,169
Leisure Time Activities	0	267,356	0	0	0	267,356
Capital Outlay	0	919,489	0	1,896,174	2,000	2,817,663
Debt Service:						
Principal Retirement	0	0	424,280	1,876,584	0	2,300,864
Interest Charges	<u>0</u>	<u>0</u>	<u>17,214</u>	<u>273,476</u>	<u>0</u>	<u>290,690</u>
Total Expenditures	<u>3,225,989</u>	<u>1,833,963</u>	<u>441,494</u>	<u>4,046,234</u>	<u>5,837</u>	<u>9,553,517</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>-1,585,528</u>	<u>1,854,042</u>	<u>-429,711</u>	<u>-2,944,787</u>	<u>43,031</u>	<u>-3,062,953</u>
Other Financing Sources (Uses):						
Proceeds from Notes	0	43,760	360,000	2,390,000	0	2,793,760
Operating Transfers - In	1,315,737	578,162	257,900	780,275	3,000	2,935,074
Operating Transfers - Out	<u>-10,250</u>	<u>-2,609,783</u>	<u>0</u>	<u>-464,675</u>	<u>-24</u>	<u>-3,084,732</u>
Total Other Financing Sources (Uses)	<u>1,305,487</u>	<u>-1,987,861</u>	<u>617,900</u>	<u>2,705,600</u>	<u>2,976</u>	<u>2,644,102</u>
Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures and Other Financing Uses	-280,041	-133,819	188,189	-239,187	46,007	-418,851
Fund Balances at						
Beginning of Year	745,370	1,688,567	128,007	5,386,171	1,925,650	9,873,765
Increase (Decrease) in Reserve for Inventory	<u>-1,120</u>	<u>-505</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>-1,625</u>
Fund Balances at End of Year	<u>\$464,209</u>	<u>\$1,554,243</u>	<u>\$316,196</u>	<u>\$5,146,984</u>	<u>\$1,971,657</u>	<u>\$9,453,289</u>

See accompanying notes to the general purpose financial statements.

City of Willard, Ohio
 Combined Statement of Revenues, Expenditures and Changes in Fund Balances
 Budget and Actual - (Budget Basis)
 All Governmental Fund Types and Expendable Trust Funds
 For the Year Ended December 31, 2003

	Governmental Fund Types										Expendable Trust Funds			Totals						
	General Fund			Special Revenue Funds			Debt Service Funds			Capital Projects Funds			Memorandum Only							
	Budget	Actual	Variance Favorable/ (Unfavorable)	Budget	Actual	Variance Favorable/ (Unfavorable)	Budget	Actual	Variance Favorable/ (Unfavorable)	Budget	Actual	Variance Favorable/ (Unfavorable)	Budget	Actual	Variance Favorable/ (Unfavorable)					
Revenues:																				
Local Taxes	\$348,796	\$345,229	-\$4,527	\$2,585,750	\$2,682,307	\$116,557	\$0	\$0	\$0	\$19,000	\$18,945	-\$55	\$0	\$0	\$0	\$2,534,506	\$3,046,481	\$111,975		
Intergovernmental Revenues	519,350	496,438	-23,112	961,781	835,742	-126,039	0	0	0	840,000	977,581	137,581	0	0	0	2,321,331	2,909,761	-11,570		
Charge for Services	414,400	380,564	-33,836	88,100	80,858	-7,242	0	0	0	0	0	0	0	0	0	502,500	461,422	-41,078		
Permits and Licenses	8,600	11,319	2,719	0	0	0	0	0	0	0	0	0	0	0	0	8,600	11,319	2,719		
Fines	66,100	67,599	1,499	1,000	2,168	1,168	0	0	0	0	0	0	0	0	0	6,100	69,767	2,667		
Special Assessments	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,850	4,330	-520		
Investment Income	216,200	224,414	8,214	9,700	10,869	1,169	5,100	5,602	502	117,900	98,988	-18,912	42,800	43,112	512	391,500	382,985	-8,515		
Other	308,900	333,833	24,933	16,200	25,370	9,170	0	5,108	5,108	0	2,676	2,676	0	5,756	5,756	325,100	372,743	47,643		
Total Revenues	1,883,506	1,859,396	-\$24,110	3,642,531	3,637,314	-\$5,217	5,100	11,783	6,683	981,750	1,101,447	119,697	42,800	48,868	6,288	6,555,487	6,659,808	103,321		
Expenditures:																				
Current:																				
Security of Persons and Property	2,561,052	2,237,770	323,282	13,100	3,415	9,685	0	0	0	0	0	0	2,485	1,627	858	2,576,637	2,242,812	333,825		
Public Health Services	46,925	25,960	20,965	0	0	0	0	0	0	0	0	0	0	0	0	46,925	25,960	20,965		
Community Environment	227,925	169,012	58,913	29,500	28,248	1,252	0	0	0	0	0	0	0	0	0	257,425	197,260	60,165		
Transportation	41,226	22,934	18,292	726,772	547,783	178,989	0	0	0	0	0	0	0	0	0	767,998	570,717	197,281		
General Government	873,236	747,320	125,916	215,144	130,576	84,568	0	0	0	0	0	0	0	0	0	1,086,380	877,896	210,484		
Ledure Time Activities	0	0	0	311,112	289,010	42,102	0	0	0	0	0	0	0	0	0	311,112	269,010	42,102		
Capital Outlay	0	0	0	991,774	962,751	29,023	0	0	0	0	0	0	19,000	2,210	16,790	4,057,024	3,324,110	732,914		
Principal Retirement	0	0	0	0	0	0	564,300	424,280	140,020	1,886,302	1,876,584	9,718	0	0	0	2,450,602	2,300,864	149,738		
Interest Expense	0	0	0	48,000	0	48,000	55,600	17,214	38,386	283,698	273,476	20,222	0	0	0	397,298	290,690	106,608		
Fiscal Charges	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Total Expenditures	3,759,364	3,202,896	547,368	2,335,402	1,841,783	393,619	619,900	441,494	178,406	5,226,250	4,509,209	717,041	21,485	3,837	17,648	11,953,401	10,089,319	1,854,082		
Excess (Deficiency) of Revenues Over (Under) Expenditures	-1,866,858	-1,343,600	523,258	1,307,129	1,695,531	388,402	-614,800	-429,711	185,089	-4,244,500	-3,407,762	836,738	21,115	45,031	23,916	-5,397,914	-3,440,511	1,957,403		
Other Financing Sources (Uses):																				
Proceeds from Notes	0	0	0	53,000	43,760	-9,240	360,000	360,000	0	2,390,000	2,390,000	0	0	0	0	2,803,000	2,793,760	-9,240		
Operating Transfers - In	1,316,330	1,315,737	-593	603,462	578,162	-25,300	257,900	257,900	0	781,200	780,275	-925	3,000	3,000	0	2,861,892	2,935,074	-73,182		
Operating Transfers - Out	-207,650	-207,615	35	-2,636,012	-2,609,783	26,229	0	0	0	-714,675	-664,675	250,000	-24	-24	0	-3,536,361	-3,282,097	254,264		
Total Other Financing Sources (Uses)	1,108,680	1,108,122	-558	-1,979,550	-1,987,861	8,311	617,900	617,900	0	2,456,525	2,705,600	249,075	2,976	2,976	0	2,206,531	2,446,737	240,206		
Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures and Other Financing Uses	-758,178	-235,478	522,700	-672,421	-292,330	380,091	3,100	188,189	185,089	-1,787,975	-702,162	1,086,913	24,091	48,007	23,916	-3,191,383	-993,774	2,197,609		
Fund Balance (Deficit) at Beginning of Year	654,796	654,796	0	1,100,002	1,100,002	0	128,007	128,007	0	5,210,197	5,210,197	0	1,925,650	1,925,650	0	9,018,652	9,018,652	0		
Prior Year Encumbrances Appropriated	71,444	71,444	0	36,691	36,691	0	0	0	0	181,695	181,695	0	0	0	0	291,830	291,830	0		
Fund Balances (Deficits) at End of Year	\$31,938	\$480,762	\$468,762	\$466,272	\$846,363	\$380,091	\$131,107	\$316,196	\$185,089	\$3,603,917	\$4,889,730	\$1,086,813	\$1,949,741	\$1,973,657	\$23,916	\$6,119,099	\$8,316,708	\$2,197,609		

See accompanying notes to the general purpose financial statements.

City of Willard, Ohio
 Combined Statement of Revenues,
 Expenses and Changes in Fund Equity
 All Proprietary Fund Types and Similar Trust Funds

For the Year Ended December 31, 2003

	Proprietary Fund Types		Fiduciary Fund Types	Totals (Memo Only)
	Enterprise	Internal Service	Non- Expendable Trust	
Operating Revenues:				
Charges for Services	<u>\$3,098,775</u>	<u>\$0</u>	<u>\$295</u>	<u>\$3,099,070</u>
Total Operating Revenues	<u>3,098,775</u>	<u>0</u>	<u>295</u>	<u>3,099,070</u>
Operating Expenses:				
Personal Services	1,649,751	0	0	1,649,751
Contractual Services	611,495	0	0	611,495
Materials and Supplies	198,185	756	0	198,941
Travel Transportation	6,630	0	0	6,630
Depreciation	<u>938,935</u>	<u>0</u>	<u>0</u>	<u>938,935</u>
Total Operating Expenses	<u>3,404,996</u>	<u>756</u>	<u>0</u>	<u>3,405,752</u>
Operating Income (Loss)	<u>-306,221</u>	<u>-756</u>	<u>295</u>	<u>-306,682</u>
Non-Operating Revenues (Expenses):				
Interest and Fiscal charges	-81,269	0	0	-81,269
Gain (Loss) on Disposal of Fixed Assets	-50,633	0	0	-50,633
Aid in Construction	119,802	0	0	119,802
Interest Income	<u>44,918</u>	<u>0</u>	<u>43</u>	<u>44,961</u>
Total Non-Operating Revenues (Expenses)	<u>32,818</u>	<u>0</u>	<u>43</u>	<u>32,861</u>
Income (Loss) Before Operating Transfers	-273,403	-756	338	-273,821
Operating Transfers - In	150,000	0	176	150,176
Operating Transfers - Out	<u>-518</u>	<u>0</u>	<u>0</u>	<u>-518</u>
Net Income (Loss)	-123,921	-756	514	-124,163
Depreciation on Fixed Assets Acquired by Contributed Capital	511,493	0	0	511,493
Fund Balance, Beginning of Year	0	0	<u>10,004</u>	10,004
Fund Balance, End of Year	0	0	10,518	10,518
Retained Earnings, Beginning of Year	<u>10,782,381</u>	<u>756</u>	<u>0</u>	<u>10,783,137</u>
Retained Earnings, End of Year	<u>11,169,953</u>	<u>0</u>	<u>0</u>	<u>11,169,953</u>
Contributed Capital at Beginning of Year	6,225,245	0	0	6,225,245
Contributions from Other Funds, net	934,490	0	0	934,490
Depreciation on Fixed Assets Acquired by Contributed Capital	<u>-511,493</u>	<u>0</u>	<u>0</u>	<u>-511,493</u>
Contributed Capital at End of Year	<u>6,648,242</u>	<u>0</u>	<u>0</u>	<u>6,648,242</u>
Total Fund Equity at End of Year	<u>\$17,818,195</u>	<u>\$0</u>	<u>\$10,518</u>	<u>\$17,828,713</u>

See accompanying notes to the general purpose financial statements.

City of Willard, Ohio
 Combined Statement of Cash Flows
 All Proprietary Fund Types and Similar Trust Funds

For the Year Ended December 31, 2003

	Proprietary Fund Types		Fiduciary Fund Type	Totals (Memo Only)
	Enterprise Fund	Internal Service Fund	Non- Expendable Trust	
Cash Flows from Operating Activities:				
Cash Received for Services	\$3,069,084	\$0	\$295	\$3,069,379
Cash Paid to Employees	-1,656,595	0	0	-1,656,595
Cash Paid to Suppliers and Services	-784,889	-756	0	-785,645
Cash Received for Refundable Deposits	14,720	0	0	14,720
Cash Paid for Refund of Deposits	-14,245	0	0	-14,245
Net Cash Provided by Operating Activities	<u>628,075</u>	<u>-756</u>	<u>295</u>	<u>627,614</u>
Cash Flows from Capital and Related Financing Activities:				
Acquisition of Fixed Assets	-643,816	0	0	-643,816
Debt proceeds	2,910,000	0	0	2,910,000
Principal Payments - Bonds	-32,600	0	0	-32,600
Principal Payments - Loans	-320,515	0	0	-320,515
Interest Paid	-81,269	0	43	-81,226
Interest Earned	44,918	0	0	44,918
Net Cash Used by Financing Activities	<u>1,876,718</u>	<u>0</u>	<u>43</u>	<u>1,876,761</u>
Cash Flows from Noncapital Financing Activities:				
Operating Transfers from Other Funds	150,000	0	176	150,176
Operating Transfers to Other Funds	-518	0	0	-518
Net Cash Flows provided by Noncapital Financing Activities	<u>149,482</u>	<u>0</u>	<u>176</u>	<u>149,658</u>
Net Cash Flows from Investing Activities:				
Sales of Investments	755,803	349	4,613	760,765
Purchases of Investments	-1,290,372	0	-3,161	-1,293,533
Net Cash Flows Provided (Used) by Investing Activities	<u>-534,569</u>	<u>349</u>	<u>1,452</u>	<u>-532,768</u>
Net Increase (Decrease) in Cash	2,119,706	-407	1,966	2,121,265
Cash and Equivalents, Beginning of Year	<u>883,063</u>	<u>407</u>	<u>5,391</u>	<u>888,861</u>
Cash and Equivalents, End of Year	<u>\$3,002,769</u>	<u>\$0</u>	<u>\$7,357</u>	<u>\$3,010,126</u>
Reconciliation of Cash and Cash Equivalents:				
Equity in Pooled Cash	\$2,969,944	\$0	\$7,357	\$2,977,301
Equity in Pooled Cash - Restricted	32,825	0	0	32,825
Total Cash and Equivalents	<u>\$3,002,769</u>	<u>\$0</u>	<u>\$7,357</u>	<u>\$3,010,126</u>
Reconciliation of Operating Income to Net Cash Provided by Operating Activities:				
Operating Income (Loss)	-\$306,221	-\$756	\$295	-\$306,682
Adjustments to Reconcile Operating Income to Net Cash from Operating Activities:				
Depreciation Expense	\$938,935	\$0	\$0	\$938,935
Net (Increase) Decrease in Accounts Receivable	-29,691	0	0	-29,691
(Increase) Decrease in Inventories	9,443	0	0	9,443
Increase (Decrease) in Accounts Payable	17,663	0	0	17,663
Increase (Decrease) in Accrued Wages and Benefits	-13,780	0	0	-13,780
Increase (Decrease) in Compensated Absences Payable	7,066	0	0	7,066
Increase (Decrease) in Customer Deposits Payable	475	0	0	475
Increase (Decrease) in Accounts Payable from Fixed Asset Purchases	4,185	0	0	4,185
Total Adjustments	<u>934,296</u>	<u>0</u>	<u>0</u>	<u>934,296</u>
Net Cash Provided (Used) by Operating Activities	<u>\$628,075</u>	<u>-\$756</u>	<u>\$295</u>	<u>\$627,614</u>
Reconciliation of Equity in Pooled Cash to the Combined Balance Sheet:				
Equity in Pooled Cash:				\$1,380,441
Expendable Trust Funds				7,357
Non-Expendable Trust Funds				29,694
Agency Trust Fund Funds				<u>1,417,492</u>
Total Equity in Pooled Cash - Fiduciary Fund Types				<u>\$1,417,492</u>

See accompanying notes to the general purpose financial statements.

CITY OF WILLARD, OHIO
NOTES TO COMBINED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2003

NOTE A -- DESCRIPTION OF REPORTING ENTITY

REPORTING ENTITY

The City of Willard is a body politic and corporate established for the purpose of exercising the rights and privileges conveyed to it by the constitution and laws of the State of Ohio.

The City of Willard was originally organized as the Village of Chicago Junction in 1874. The name was changed to the Village of Willard in 1917, which became the City of Willard in 1959 as a home rule municipal corporation under the laws of the State of Ohio. The City operates under a council-manager form of government and provides the following services as authorized by its charter: public safety, public services, recreation and development.

Educational services are provided by the City of Willard School District. Library facilities are maintained by the Willard Memorial Library. Senior citizens activities, including a meal program and transportation, are the responsibility of Services for the Aging, Inc., a private, non-profit agency. None of these entities' financial statements are included in this report.

The City of Willard owns and is responsible for the lighting and any major repairs and improvements of the Willard Airport. Rental fees for use of public property and proceeds from the sale of airplane fuel are collected by the City; however, minor repairs, services, and operations at the airport are provided by a private business and its related financial statements are not included in the financial statements of the City of Willard.

Mercy Hospital is a non-profit corporation privately owned by Willard Area Hospital, Inc. The Board is appointed by the Willard Area Hospital, Inc., whose board members are appointed from private citizens within the community. Although the City originally purchased the land, built the building and had issued debt relating to capital improvements, the administration of the hospital is controlled by the Mercy staff. A lease agreement was entered into in 1968 and on December 31, 2013, the property and operation of the hospital will be returned to and be managed by the City unless Willard Area Hospital, Inc. exercises its purchase option. The financial statements of the hospital are not included with the financial statements of the City of Willard.

The Buckeye Ohio Risk Management Agency, Inc. (BORMA) organized on October 1, 1987, is a joint self insurance pool established pursuant to Chapter 2744.081 of the Ohio Revised Code. The purpose of BORMA is to enable the subscribing political subdivisions to obtain insurance and to administer the pool. Membership in BORMA consists of the following six municipalities: Bowling Green, Defiance, Napoleon,

Sandusky, Huron and Willard. The entities must remain members for at least three years after joining the pool.

None of the financial statements of The Buckeye Ohio Risk Management Agency, Inc. are included with the financial statements of the City of Willard.

This report includes all activities considered by management to be part of the City by virtue of Section 2100 of the Codification of Governmental Accounting and Financial Reporting Standards.

Section 2100 indicates that the reporting entity consists of (1) the primary government, (2) organizations for which the primary government is financially accountable, and (3) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

The definition of the reporting entity is based primarily on the notion of financial accountability. A primary government is financially accountable for the organizations that make up its legal entity. It is also financially accountable for legally separate organizations if its officials appoint a voting majority of an organization's governing body and either it is able to impose its will on that organization or there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on, the primary government. A primary government may also be financially accountable for governmental organizations that are fiscally dependent on it.

A primary government has the ability to impose its will on an organization if it can significantly influence the programs, projects, or activities of, or the level of services provided by, the organization. A financial benefit or burden relationship exists if the primary government (1) is entitled to the organization's resources; (2) is legally obligated or has otherwise assumed the obligation to finance the deficits of, or is obligated in some manner for the debt of the organization.

The financial statements of the reporting entity allow the users to distinguish between the primary government and its component units. Most component units are included in the financial reporting entity by discrete presentation (one or more columns separate from the financial data of the primary government). Some component units are so intertwined with the primary government that they are reported in a manner similar to the balances and transactions of the primary government itself (this method is known as blending).

Management believes the financial statements included in this report represent all of the funds of the City over which the City has the ability to exercise direct operating control.

CITY OF WILLARD, OHIO
NOTES TO COMBINED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2003

NOTE B -- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the City of Willard 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 more significant of the government's accounting policies are described below.

BASIS OF PRESENTATION

Fund Accounting: The accounting system is organized and operated on a fund basis. 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. The various funds and account groups are reported by type columns in the financial statements.

Amounts in the "total-memorandum only" columns in the financial statements represent a summation of the combined financial statement line items of the fund types and account groups and are presented only for analytical purposes. The summation includes fund types and account groups that use different bases of accounting, both restricted and unrestricted amounts, interfund transactions that have not been eliminated, and the caption "amounts to be provided", which is not an asset in the usual sense. Consequently, amounts shown in the "total-memorandum only" columns are not comparable to a consolidation and do not represent the total resources available or the total revenues and expenditures/expenses of the City.

The City uses the following fund categories, fund types and account groups:

GOVERNMENTAL FUNDS:

General Fund - 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 - limited by state and/or federal law for the financing of certain governmental functions (other than expendable trusts, or for major capital projects) that are legally restricted to expenditure for specified purposes.

Debt Service Funds - to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

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

PROPRIETARY FUNDS:

Enterprise Funds - to account for operations (1) that are financed and operated in a manner similar to private business enterprises where the intent is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis (water, sewer, and refuse) be financed or recovered primarily through user charges; or (2) where it has been decided that periodic determination of revenues earned, expenses incurred, and/or income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

Internal Service Funds - to account for activities that produce goods or services to be provided, on a cost-reimbursement basis, to other departments within the reporting entity.

FIDUCIARY FUNDS:

Trust and Agency Funds - to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other governments and/or other funds. These include Expendable and Non-Expendable Trust Funds and Agency Funds.

ACCOUNT GROUPS:

General Fixed Assets Account Group - to account for fixed assets other than those accounted for in the proprietary funds.

General Long-Term Debt Account Group - to account for all long-term obligations of the City that are not a specific liability of any proprietary fund.

BASIS OF ACCOUNTING

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, regardless of the measurement focus applied.

CITY OF WILLARD, OHIO
NOTES TO COMBINED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2003

The modified accrual basis of accounting is followed in the governmental fund types, expendable trust funds and the agency funds. Revenues are recognized when they become both measurable and available, while expenditures are generally recognized when the related fund liability is incurred, with the exception of unmatured interest on general long-term debt and special assessment debt secured by interest bearing special assessment levies, which is recognized when due.

In applying the susceptible to accrual concept under the modified accrual basis of accounting, the following major revenue sources are deemed both measurable and available: City income tax estimated by individuals and withheld by employers, utility billings unpaid and unbilled and interest earnings. Nonexchange transactions, in which the City receives value without directly giving equal value in return, include property taxes, grants, entitlements and donations. On the modified accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied and the resources are available. Revenue from grants, entitlements and donations is recognized in the fiscal year in which all eligibility requirements have been met and the resources are available.

The City reports deferred revenues on its combined balance sheet. Deferred revenues arise when a potential revenue does not meet both the measurable and available criteria for recognition in the current period. In the subsequent period, when both revenue recognition criteria are met, the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized. Property taxes measurable as of December 31, 2003 and delinquent property taxes, whose availability is indeterminable and which are intended to finance fiscal year 2004 operations, have been recorded as deferred revenue. Delinquent property taxes measurable and available (received within 60 days) are recognized as revenue.

The accrual basis of accounting is followed in the Proprietary Funds and Non-Expendable Trust Funds. Accordingly, revenues are recognized when they are earned and expenses, including depreciation, are recognized when they are incurred. Revenue from nonexchange transactions, such as grants, entitlements and donations, is recognized in the fiscal year in which all eligibility requirements are met.

MEASUREMENT FOCUS

The accounting and reporting treatment applied to a fund is determined by its measurement focus. All Governmental Funds and Expendable Trust Funds are accounted for on a spending or "financial flow" measurement focus. This means that only current assets and current liabilities are generally included on their balance sheets. Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other

financing uses) in net current assets.

All Proprietary Funds and Non-Expendable Trust Funds are accounted for on a cost of services or "capital maintenance" measurement focus. This means that all assets and all liabilities (whether current or noncurrent) associated with this activity are included on their balance sheets. Their reported fund equity (net total assets) is segregated into contributed capital and retained earnings components. Proprietary Fund and Non-Expendable Trust Fund operating statements present increases (revenues) and decreases (expenses) in net total assets.

The City has adopted GASB 20 for Proprietary Funds and Non-Expendable Trust Funds in which all government proprietary activities apply all applicable GASB pronouncements, and all relevant FASB, APB, and ARB pronouncements issued on or before November 30, 1989 unless they conflict with or contradict GASB pronouncements.

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 ordinances. The tax budget, certificate of estimated resources and appropriation ordinances are prepared on the cash basis as required by the County Budget Commission. The certificate of estimated resources and the appropriation ordinances are subject to amendment throughout the year with the legal restriction that appropriations cannot exceed estimated resources as certified. All changes in appropriated amounts require action by the City Council.

Tax Budget - A budget of estimated cash receipts and disbursements is submitted to the County Auditor, as Secretary of the County Budget Commission, by July 15 of each year, for the period January 1 to December 31 of the following year.

Estimated Resources - The County Budget Commission certifies its actions to the City by September 1. As part of this process, the City receives the official certificate of estimated resources, which states the projected cash receipts of each Fund. On or about January 1, this certificate is amended to include any unencumbered cash balances from the preceding year.

Appropriations - An annual appropriation ordinance must be passed by December 26 of each preceding year for the period January 1 to December 31. The appropriation ordinance may be amended during the year as new information becomes available provided that the total

CITY OF WILLARD, OHIO
NOTES TO COMBINED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2003

appropriations do not exceed estimated resources, as certified.

At the end of the fiscal year, all unexpended and unencumbered balances of operating appropriations revert to the fund from which the appropriation was initially made, where they become subject to future appropriation. The Governmental Fund Types for which annual appropriation ordinances are adopted are the General Fund, Special Revenue Funds, Debt Service Funds, and Capital Project Funds. Although not required by generally accepted accounting principles (GAAP), the City is required by law to budget the proprietary and expendable and non-expendable trust funds.

The City's budgetary process is based upon accounting for transactions on the non-GAAP basis.

ENCUMBRANCES

Encumbrance accounting under which purchase orders, contracts and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation is employed as an extension of formal budgetary integration in the governmental fund types. Encumbrances outstanding at year end are reported as reservations of fund balances since they do not constitute expenditures or liabilities.

CASH AND INVESTMENTS

Cash and cash equivalents include amounts on hand, in demand deposits, as well as short-term investments with a maturity date within three months of the date acquired by the government, including mutual funds invested in short-term securities, as defined.

State statutes authorize the government to invest in obligations of the U.S. Treasury, repurchase agreements, and bonds of sub-divisions of the State of Ohio.

Investments are stated at fair value. Cost-based measures of fair value were applied to nonnegotiable certificates of deposit and money market investments.

SHORT-TERM INTERFUND RECEIVABLES/PAYABLES

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as "due from other funds" or "due to other funds" on the balance sheet. Short-term interfund loans are classified as "interfund receivables/payables".

ADVANCES TO OTHER FUNDS

Noncurrent portions of long-term interfund loan receivables are reported as advances and are offset equally by a fund balance reserve account which indicates that they do not constitute expendable available financial resources and therefore are not available for appropriation.

As of December 31, 2003 there were no interfund balances.

INVENTORIES

Inventories are valued at cost, which approximates market, using the first-in/first-out (FIFO) method. The City uses the purchase method to record costs. The costs of governmental fund-type inventories are recorded as expenditures when purchased rather than when consumed.

PREPAID ITEMS

Payments made to vendors for services that will benefit periods beyond December 31, 2003 are recorded as prepaid items.

RESTRICTED ASSETS

Amounts held as deposits for water service are restricted and can only be expended for the return of such deposit, or to apply to the customer's account when the service is discontinued.

FIXED ASSETS AND DEPRECIATION

The fixed asset values were initially determined at December 31, 1989, assigning historical cost for the majority of purchased assets, and fair market value at the date of acquisition for donated assets. For certain assets where the historical costs were not practicably determinable, other methods were used to establish estimated historical costs. During the initial development of the fixed asset records, it was not practical to determine the source of the fixed asset financing, other than for certain capital contributions in the Enterprise Funds.

Public domain (infrastructure) general fixed assets consisting of streets, sidewalks and storm sewers are not capitalized by the City since they are immovable and of value only to the City.

The City records depreciation in the Proprietary Fund Types and has elected to record depreciation in the General Fixed Assets Account Group in accordance with generally accepted accounting principles for governmental entities. Depreciation is recorded using the straight-line basis over the estimated useful lives of the related assets.

CITY OF WILLARD, OHIO
NOTES TO COMBINED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2003

COMPENSATED ABSENCES

The City reports compensated absences in accordance with the provisions of GASB No. 16, "Accounting for Compensated Absences". Vacation benefits are accrued as a liability as the benefits are earned if the employee's rights to receive compensation are attributable 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. Sick leave benefits are accrued as a liability using the vesting method. The liability is based on the sick leave accumulated at December 31, by those employees who are currently eligible to receive termination benefits and by those employees who are expected to become eligible in the future. For purposes of establishing a liability for severance on employees expected to become eligible to retire in the future, all employees age 50 or greater with at least 10 years of service; or 20 years service at any age were considered expected to become eligible to retire in accordance with GASB Statement No. 16.

Vacation is earned and accrued monthly based upon the years of service, ranging from 4 hours/month to 20 hours/month. Vacation may be accrued up to two full years. Accrued vacation is paid at termination unless the employee has not completed one full year of service. The total obligation for vacation accrual for the City as a whole amounted to \$229,469 at December 31, 2003. Sick leave accumulates at a rate of 10 hours/month for all full-time employees. Accumulation of sick leave is limited to 1,440 hours. The amount payable to an eligible retiree is 35% of the unused accumulated sick leave.

The pay-off of the sick leave provision is also applicable in the case of death. The maximum liability to the City for accumulated sick leave to vested employees on December 31, 2003 was \$147,896. At December 31, 2003, the maximum liability to the City for accumulated unpaid sick leave, assuming all accumulated unpaid sick leave will be used through time off from work, approximated \$958,700.

LONG-TERM OBLIGATIONS

Long-term debt is recognized as a liability of a governmental fund when due, or when resources have been accumulated in the debt service fund for payment early in the following year. For other long-term obligations, only that portion expected to be financed from expendable available financial resources is reported as a fund liability of a governmental fund. The remaining portion of such obligations is reported in the general long-term debt account group. Long-term liabilities expected to be financed from proprietary fund operations are accounted for in those funds.

FUND EQUITY

Reserves represent those portions of fund equity not appropriable for expenditure or legally segregated for a

specific future use. Designated fund balances represent tentative plans for future use of financial resources.

BOND DISCOUNTS/ISSUANCE COSTS

In governmental fund types, bond discounts and issuance costs are recognized in the current period. Bond discounts and issuance costs for proprietary fund types are deferred and amortized over the term of the bonds using the bonds-outstanding method, which approximates the effective interest method. Bond discounts are presented as a reduction of the face amount of bonds payable whereas issuance costs are recorded as deferred charges.

INTERFUND TRANSACTIONS

Quasi-external transactions are accounted for as revenues, expenditures or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund, are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed.

All other interfund transactions, except quasi-external transactions and reimbursements, are reported as transfers. Nonrecurring or nonroutine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers.

NOTE C -- EQUITY IN POOLED CASH AND INVESTMENTS

The City maintains a cash and cash equivalent pool which is available for use by all funds. Each fund type's portion of this pool is displayed on the combined balance sheet as "Equity in Pooled Cash". In addition, investments are held by the City and each fund type's portion of these investments is displayed on the combined balance sheet as "Investments".

DEPOSITS: At year-end, the carrying amount of the City's deposits and cash on hand was \$6,702,678 and the bank balance was \$6,921,634. The carrying amount and bank balance of the City's certificates of deposit, which are classified as investments in the financial statements, were both \$4,000,000 at year end. The carrying amount and account balance of the City's STAR Ohio investment were both \$2,631,959 at year end and is classified as cash and cash equivalents in the financial statements based on the short-term nature of the underlying investments of STAR Ohio.

The City's deposits are categorized to give an indication of the level of credit risk assumed by the entity at year-end. Category 1 includes deposits that are insured or collateralized with securities held by the City or its safekeeping agent in the City's name. Category 2 includes uninsured deposits collateralized

CITY OF WILLARD, OHIO
NOTES TO COMBINED FINANCIAL STATEMENTS
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with securities held by the pledging financial institution's trust department or safekeeping agent in the City's name. Category 3 includes uninsured and uncollateralized deposits, including any bank balance that is collateralized with securities held by the pledging institution, or by its trust department or safekeeping agent, but not in the City's name. The following show the City's deposits in each category:

Category 1	\$ 300,000
Category 3	\$10,621,634

Collateral is required for demand deposits and certificates of deposit at 105 percent of all deposits not covered by federal deposit insurance. Obligations that may be pledged as collateral are obligations of the United States, its agencies and obligations of the State and its municipalities.

Obligations pledged to secure deposits must be delivered to a bank other than the institution in which the deposit is made. Written custodial agreements are required.

INVESTMENTS: Statutes authorize the City of Willard to invest in bank certificates of deposit, in obligations of the U.S. Treasury, agencies and instrumentalities, bonds and other obligations of this State, repurchase agreements and the State Treasurer's Asset Reserve investment pool.

The City's investments are categorized to give an indication of the level of risk assumed by the entity at year end. Category A 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 B includes uninsured and unregistered investments for which the securities are held by the counter party's trust department or agent in the City's name. Category C includes uninsured and unregistered investments for which securities are held by the counter party or its trust department but not in the City's name.

		<u>Carrying Amount</u>	<u>Fair Value</u>
City of Willard Special Assessment Bonds	Category A	11,351	11,351
STAR Ohio	N/A	<u>2,631,959</u>	<u>2,631,959</u>
Total Investments		<u>2,643,310</u>	<u>2,643,310</u>

The \$2,631,959 on deposit with STAR Ohio is not classified, since it is not evidenced by securities that exist in physical or book entry form.

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 investments on the combined financial statements and the classification of deposits and investments presented above per GASB Statement No. 3, is as follows:

	<u>Cash and Cash Equivalents</u>	<u>Investments</u>
GASB Statement 9	\$ 9,334,637	\$4,011,351
STAR Ohio	(2,631,959)	2,631,959
Certificates of Deposit	<u>4,000,000</u>	<u>(4,000,000)</u>
GASB Statement 3	<u>\$10,702,678</u>	<u>\$2,643,310</u>

NOTE D -- CONTRIBUTED CAPITAL

Contributed capital represents resources from other funds, governments, and private sources provided to the proprietary funds prior to fiscal year 2001 that is not subject to repayment. These assets are recorded at their fair market value on the date donated. Depreciation on those assets acquired or constructed with contributed resources is expensed and closed to unreserved retained earnings at fiscal year end. Capital contributions received from other governments and private sources subsequent to fiscal year 2000 are recorded as revenues and reported as retained earnings. Contributions from other funds continue to be reported as contributed capital.

NOTE E -- BUDGET BASIS OF ACCOUNTING

The Combined Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual (non-GAAP Budgetary Basis) - All Governmental Fund Types and Expendable Trust Funds are presented on the budgetary basis to provide a meaningful comparison of actual results with the budget. The budgetary basis as provided by law is based upon accounting for certain transactions on the basis of cash receipts and disbursements. The major differences between the budget basis and the GAAP basis 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).

It is the City's policy to formally budget and appropriate those funds which derive their primary revenues from levied taxes, other governments or user charges.

Budgeted control is exercised at the object code level. Reported budgeted amounts are as originally adopted and amended by appropriation resolutions of the Council. Department budgets are represented by appropriations and can only be modified by Council resolution. Modifications at the object code level are allowed within each department by the Finance Director or City Manager. Unencumbered

CITY OF WILLARD, OHIO
NOTES TO COMBINED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2003

appropriations lapse at year end. Modifications were made during the year which were routine and immaterial to the budget as a whole.

A reconciliation of the results of operations for the year from the GAAP basis to the budgetary basis follows:

	Excess of Revenues and Other Sources Over (Under) Expenditures and Other Uses				
	General Fund	Special Revenue	Debt Service	Capital Projects	Expendable Trust
Budget Basis	(\$235,478)	(\$292,330)	\$188,189	(\$702,162)	\$48,007
Increase (decrease) due to:					
Change in accrued receivables not recognized in budget - Jan. 1 to Dec. 31	(218,935)	50,691	-0-	-0-	-0-
Change in accrued liabilities not recognized in budget Jan. 1 to Dec. 31	154,011	7,006	-0-	1,394	(2,000)
Encumbrances	<u>20,361</u>	<u>100,814</u>	<u>-0-</u>	<u>461,581</u>	<u>-0-</u>
GAAP Basis	<u>(\$280,041)</u>	<u>(\$133,819)</u>	<u>\$188,189</u>	<u>(\$239,187)</u>	<u>\$46,007</u>

NOTE F -- RECEIVABLES

The City's receivables at December 31, 2003, by fund type consist of the following:

	General Fund	Special Revenue	Debt Service	Enterprise Fund	Capital Projects	Trust and Agency
City Income Taxes:						
Withholdings	\$ -	\$600,209	\$ -	\$ -	\$ -	\$ -
Estimates	-	30,935	-	-	-	-
Property Taxes:						
Deferred	364,519	115,274	-	-	-	-
Delinquent	<u>54,792</u>	<u>22,092</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Taxes	<u>\$419,311</u>	<u>\$768,510</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Accounts Receivable:						
Billed - Unpaid	\$ 6,878	\$ -	\$ -	\$284,411	\$ -	\$ -
Ambulance	164,889	-	-	-	-	-
Unbilled	<u>43,026</u>	<u>32,438</u>	<u>-</u>	<u>245,793</u>	<u>-</u>	<u>-</u>
Total Accounts	<u>\$214,793</u>	<u>\$ 32,438</u>	<u>\$ -</u>	<u>\$530,204</u>	<u>\$ -</u>	<u>\$ -</u>
Special Assessments:						
Delinquent	\$ -	\$ -	\$ 57,386	\$ -	\$ -	\$ -
Deferred	<u>-</u>	<u>-</u>	<u>136,100</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Assessments	<u>\$ -</u>	<u>\$ -</u>	<u>\$193,486</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Intergovernmental	<u>\$ -</u>	<u>\$ 1,980</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Interest	<u>\$ 2,240</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Receivables	<u>\$636,344</u>	<u>\$802,928</u>	<u>\$193,486</u>	<u>\$530,204</u>	<u>\$ -</u>	<u>\$ -</u>

The above receivable amounts are net of the applicable allowance for uncollectible which are not material in relation to the respective receivable balances.

City income taxes receivable are accrued at December 31, 2003, to the extent of individual estimates and employee withholdings for the last quarter of 2003 paid within sixty days after year-end, and are due by April 30, 2004.

Accrued property taxes receivable represents delinquent taxes outstanding and real property, personal property, and public utility taxes, which become measurable as of December 31, 2003. Although total property tax collections for the next year are measurable, only the amount available as an advance at December 31, 2003 is intended to finance current year operations. The receivable is therefore offset by a credit to deferred revenue for that portion not intended to finance current year operations. None of the amount receivable at December 31, 2003 was available as an advance and so the entire amount of \$750,163 is recognized as deferred revenue. Of this total, \$419,311 is deferred revenue recorded by the general fund, \$137,366 of deferred revenue was recorded by the special revenue funds, and \$193,486 of deferred revenue was recorded by the debt service funds at December 31, 2003.

Residents are billed on a monthly basis for water and sewer service based upon the actual cycle billings. Ambulance services and cemetery services are billed as residents incur service.

CITY OF WILLARD, OHIO
NOTES TO COMBINED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2003

NOTE G -- TAXES

PROPERTY TAX

Property taxes include amounts levied against all real and public utility property and tangible personal property (used in business) located in the City. Real property taxes are levied each January 1 on the assessed value as of the prior January 1, the lien date. Assessed values are established by the County Auditor at 35% of the appraised market value.

The County Auditor re-appraises all real property every six years with a triennial update. The last update was completed for tax year 2003. The assessed value upon which the 2003 levy was based was \$121,506,460.

The full tax rate applied to real property for the fiscal year ended December 31, 2003 was \$60.20 per \$1,000 of assessed valuation.

The full tax rate was all inside millage, therefore no adjustment of the rate for inflationary increases in property values was made. The effective tax rate was the same per \$1,000 of assessed valuation for real property classified as residential/agricultural and other property. Real property owners' tax bills were reduced by homestead and rollback deductions, when applicable. The amount of these homestead and rollback reductions is reimbursed to the City by the State of Ohio.

Real Property -- 2003 Valuation

Residential	\$ 52,806,820
Public Utilities	1,352,140
Commercial/Industrial/Agriculture	26,112,470

Tangible Personal Property - 2003 Valuation

General	37,751,170
Public Utilities	<u>3,483,860</u>

TOTAL VALUATION 121,506,460

EXEMPTED PROPERTY 18,005,930

TOTAL VALUATION + EXEMPTED \$139,512,390

The Huron County Treasurer collects property tax on behalf of all taxing districts within Huron County, including the City of Willard. Taxes are payable to the County in two equal installments in January and July and, if not paid, become delinquent after December 31 of the year they are due. The Huron County Auditor periodically remits to the City its portion of the taxes collected. Such collections are available only to pay current period liabilities.

CITY INCOME TAX

The City levies an income tax of 1 1/2% (increased from 1 1/4% effective July 1, 2003) on the gross salaries, wages and other personnel service compensation earned by residents of the City and to the earnings of nonresidents working within the City. This tax also applies to the net income of businesses operating within the City. Residents of the City are granted a full credit for taxes paid to other Ohio municipalities, up to the percentage which would be due the City.

All the revenue received from income tax is recorded directly into the City income tax fund. The costs of operating the income tax department and income tax refunds are expended from this fund. Pursuant to 197.14 of the City Charter, at least forty percent of the remaining funds shall be allocated to capital improvements, maintenance and repair. The remaining balance shall be used in accordance with ordinances adopted and approved by Council.

NOTE H -- PROPERTY, PLANT AND EQUIPMENT

The property, plant and equipment values were initially determined at December 31, 1989, assigning original acquisition costs for the majority of assets. In cases where information supporting original costs was not practically determinable, estimated costs were developed using various valuation methods.

All costs associated with the construction and acquisition of general fixed assets are included in the Capital Outlay amount within the accompanying financial statements. Costs associated with the construction of infrastructure fixed assets are not capitalized in the General Fixed Assets Account Group in accordance with the City's accounting policy and, accordingly, are not reflected as additions in the General Fixed Assets Account Group.

A summary of general fixed assets at December 31, 2003 by class and the changes therein during 2003 is as follows:

	<u>01/01/03</u>	<u>Additions</u>	<u>Retirements</u>	<u>12/31/03</u>
Land	\$1,078,510	\$ 486,291	\$ -0-	\$1,564,801
Land				
Improvements	434,502	74,750	(3,196)	506,056
Buildings	2,332,957	767,718	-0-	3,100,675
Equipment/				
Furniture	1,853,168	44,780	(82,533)	1,815,415
Vehicles	<u>1,349,505</u>	<u>92,382</u>	<u>(40,880)</u>	<u>1,401,007</u>
SUB-TOTAL	7,048,642	1,465,921	(126,609)	8,387,954
Accumulated				
Depreciation	<u>(3,760,754)</u>	<u>(431,712)</u>	<u>71,842</u>	<u>(4,120,624)</u>
Investment in				
Fixed Assets	<u>\$3,287,888</u>	<u>\$1,034,209</u>	<u>(\$54,767)</u>	<u>\$4,267,330</u>

CITY OF WILLARD, OHIO
NOTES TO COMBINED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2003

A summary of proprietary fund property, plant and equipment at December 31, 2003, by class and by individual Fund is as follows:

	<u>Water</u>	<u>Sewer</u>	<u>Storm Water</u>
Land	\$ 470,747	\$ 343,471	
Buildings	2,309,601	5,452,238	
Utility Plant in Service	7,688,694	12,185,551	982,031
Land Improvements	-	92,703	
Equipment & Furniture	887,674	3,265,771	
Vehicles	<u>150,981</u>	<u>408,046</u>	<u> </u>
SUB-TOTAL	11,507,697	21,747,780	982,031
Accumulated Depreciation	<u>(4,207,054)</u>	<u>(8,685,523)</u>	<u>(50,713)</u>
Net Property, Plant and Equipment	<u>\$7,300,643</u>	<u>\$13,062,257</u>	<u>\$931,318</u>

Depreciation is provided using the straight-line basis over the estimated useful lives of the assets. Depreciable lives used for property items within each property classification are as follows:

<u>Classification</u>	<u>Life</u>
Buildings	20-40 Years
Utility plant in service	40-80 Years
Improvements other than buildings	20-50 Years
Machinery and equipment	5-20 Years

CITY OF WILLARD, OHIO
NOTES TO COMBINED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2003

NOTE I – DEBT OBLIGATIONS

A listing of the changes in the debt of the City for the year ended December 31, 2003 follows:

	Balance 01/01/03	Additions	Retirements	Balance 12/31/03
<u>GENERAL OBLIGATION DEBT:</u>				
1999 Pearl St. Repavement 0.00%	\$ 119,534	\$ -0-	\$ 7,031	\$ 112,503
2002 Howard St. Repavement 0.00%	3,738	-0-	192	3,546
2003 Howard St. Repavement 0.00%	-0-	43,760	-0-	43,760
2002 Industrial Park 2.47%	990,000	-0-	990,000	-0-
2003 Various Improvements Note 1.46%	-0-	990,000	-0-	990,000
2003 Fire Station 2.00%	-0-	<u>1,400,000</u>	<u>-0-</u>	<u>1,400,000</u>
<u>TOTAL GENERAL OBLIGATION DEBT</u>	<u>1,113,272</u>	<u>2,433,760</u>	<u>997,223</u>	<u>2,549,809</u>
 <u>SPECIAL ASSESSMENT DEBT WITH GOVERNMENT COMMITMENT:</u>				
6.00% Special Assessment Kennedy Drive Project 1996 Bond, due through 2004	<u>20,502</u>	<u>-0-</u>	<u>9,151</u>	<u>11,351</u>
COMPENSATED ABSENCES (NET)	<u>275,215</u>	<u>-0-</u>	<u>39,983</u>	<u>235,232</u>
<u>TOTAL GENERAL LONG-TERM DEBT</u>	<u>1,408,989</u>	<u>2,433,760</u>	<u>1,046,357</u>	<u>2,796,392</u>
 <u>ENTERPRISE DEBT:</u>				
1993 Water System Improvement Bonds	140,000	-0-	10,000	130,000
2.37% Water Note 2002	400,000	-0-	400,000	-0-
1.46% Various Improvements Note 2003	-0-	3,270,000	-0-	3,270,000
6.87% Sewer Plant Loan 1980	576,680	-0-	220,040	356,640
12.0% Sewer Plant Loan - Supplement (1982)	42,748	-0-	15,662	27,086
7.51% Sewer Plant Loan 1989	3,360,266	-0-	877,433	2,482,833
2.0% Drinking Water Loan 2000	423,546	-0-	20,434	403,112
1.2% Storm Water Loan 1998	97,321	-0-	5,812	91,509
1.2% Lagoon Loan 1998	282,379	-0-	15,297	267,082
1.2% Storm Water Loan 1999	39,971	-0-	2,035	37,936
1.2% Water Pollution Loan 2000	290,847	-0-	15,030	275,817
2.2% Sewer Loan 2001	487,548	-0-	26,204	461,344
2.2% Storm Water Loan 2001	236,910	-0-	17,057	219,853
0.00% Feeder Main Issue 2 1993	4,658	-0-	4,658	-0-
0.00% Water Line Issue 2 1994	34,925	-0-	13,971	20,954
0.00% Water Line Issue 2 1996	<u>53,632</u>	<u>-0-</u>	<u>3,972</u>	<u>49,660</u>
<u>TOTAL ENTERPRISE DEBT</u>	<u>6,471,431</u>	<u>3,270,000</u>	<u>1,647,605</u>	<u>8,093,826</u>
<u>TOTAL DEBT</u>	<u>\$7,880,420</u>	<u>\$5,703,760</u>	<u>\$2,693,962</u>	<u>\$10,890,218</u>

CITY OF WILLARD, OHIO
NOTES TO COMBINED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2003

NOTE 1-- DEBT OBLIGATIONS (continued)

General Obligation Debt:

Issue 2 Debt Obligations

<u>Description</u>	<u>Original Amount</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
Pearl Street Repavement	\$140,630	0%	07/01/2019

The debt was incurred for the purpose of repaving Pearl Street. Funding came from Issue 2 monies in the form of a note payable to be repaid from local funds over a period of twenty years from the General Fund.

<u>Description</u>	<u>Original Amount</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
Howard Street Repavement	\$3,834	0.0%	07/01/2022

The debt was incurred for the purpose of repaving Howard Street. Funding came from Issue 2 monies in the form of a note payable that is to be repaid from local funds over a period of twenty years from the General Fund.

<u>Description</u>	<u>Original Amount</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
Howard Street Repavement	\$43,760	0.0%	07/01/2023

The debt was incurred for the purpose of repaving Howard Street. Funding came from Issue 2 monies in the form of a note payable that is to be repaid from local funds over a period of twenty years from the General Fund.

Bond Anticipation Notes

<u>Description</u>	<u>Original Amount</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
Various Improvements 2003	\$990,000	1.46%	05/20/2004

The debt was incurred in anticipation of the issuance of bonds for the purpose of developing the Industrial Park, and is part of the 2003 Various Improvements Note. The note is payable from the Willard Industrial Park Municipal Public Improvement Equivalent Fund into which all service payments in lieu of taxes are to be deposited.

<u>Description</u>	<u>Original Amount</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
Fire Station 2003	\$1,400,000	2.00%	01/29/2004

The debt was incurred in anticipation of the issuance of bonds for the purpose of constructing a new fire station. The note is payable from the General Fund.

Special Assessment Bonds Payable with Government Commitment:

The following special assessment debt will be paid by property owners through the Special Assessment Bond Retirement Fund. Taxes and the general credit of the City are guaranteed in the bond indenture in case of default of the property owners. No reserve or sinking fund has been established for default as the possibility of default is considered remote.

<u>Description</u>	<u>Original Amount</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
1996 Street Improvement	\$67,262	6.00%	12/01/2004

The bonds were issued to pay the property owners' portion of the cost of improving Kennedy Drive by grading, draining, curbing, paving and installing water mains and sanitary sewer laterals. The bonds are payable from the collection of special assessments and are paid from the Pineview Estates Capital Projects Fund.

Enterprise Debt:

Bonds

<u>Description</u>	<u>Original Amount</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
Water System - General Obligation Bonds	\$210,000	4.90-5.70%	12/01/2013

The bonds were issued to provide funds for the water system expansion outside the City limits. The Bonds are payable from the tap fees from the new users and the City's general obligation.

Bond Anticipation Notes

<u>Description</u>	<u>Original Amount</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
Various Improvements 2003	\$3,270,000	1.46%	05/20/2004

The debt was incurred in anticipation of the issuance of bonds for the purpose of water system improvements. The note is payable from the Water Fund.

O.W.D.A. Debt Issues:

<u>Description</u>	<u>Original Amount</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
Sewer Plant Loan	\$3,061,712	6.87%	12/31/2005

The debt was incurred in 1980 to pay the cost of constructing the wastewater treatment plant. The project was jointly funded by an EPA Grant and local funds which were borrowed from the O.W.D.A.

CITY OF WILLARD, OHIO
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A cooperative agreement with O.W.D.A. was entered into in 1980 to finance the local portion. The debt is a twenty-five year O.W.D.A. loan with semi-annual payments of \$129,829 to pay the principal and interest. The loan is payable from revenues of the Sewer Fund. The total estimated cost of the project was \$10,532,913 of which \$7,591,305 was funded by the EPA grant.

<u>Description</u>	<u>Original Amount</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
Sewer Plant Loan – Supplemental	\$161,184	12.00%	12/31/2005

The debt was incurred in 1982 to pay the additional costs of constructing the wastewater treatment plant. These costs were funded by local funds which were borrowed from the O.W.D.A.

A cooperative agreement with O.W.D.A. was entered into in 1982 to finance the local portion. The debt is a twenty-three and one-half year O.W.D.A. loan with semi-annual payments of \$10,396 to pay the principal and interest. The loan is payable from revenues of the Sewer Fund.

<u>Description</u>	<u>Original Amount</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
Sewer Plant Loan 1989	\$9,966,553	7.51%	12/31/2006

The debt was incurred in 1989 to pay the cost of reconstructing the wastewater treatment plant. The project was funded entirely by local funds which were borrowed from the O.W.D.A. A cooperative agreement with O.W.D.A. was entered into in 1989 to finance the local portion. The debt is a fifteen year O.W.D.A. loan with semi-annual payments of \$564,894 to pay the principal and interest. The loan is payable from revenues of the Sewer Fund.

<u>Description</u>	<u>Original Amount</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
Drinking Water Loan	\$472,889	2.00%	07/01/2020

The debt was incurred in 2000 to pay the cost of improvements to the water plant. The project was funded by local funds which were borrowed from the O.W.D.A. A cooperative agreement was entered into in 2000 to finance the local portion. The debt is a twenty year loan with annual payments of \$28,588 to pay the principal and interest. The loan is payable from revenues of the Water Fund.

Ohio EPA Debt Issues:

<u>Description</u>	<u>Original Amount</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
Storm Water Loan	\$120,230	1.2%	07/01/2019

The debt was incurred in 1998 to pay the cost of

improvements to the storm water drainage system. The project was funded by local funds which were borrowed from the Ohio EPA but administered by the O.W.D.A. A cooperative agreement with O.W.D.A. was entered into in 1998 to finance the local portion. The debt is a twenty year O.W.D.A. loan with annual payments of \$6,397 to pay the principal and interest. The loan is payable from revenues of the Sewer Fund.

<u>Description</u>	<u>Original Amount</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
Lagoon Loan	\$342,000	1.2%	07/01/2019

The debt was incurred in 1998 to pay the cost of improvements to the waste water treatment plant. The project was funded by local funds which were borrowed from the Ohio EPA but administered by the O.W.D.A. A cooperative agreement with O.W.D.A. was entered into in 1998 to finance the local portion. The debt is a twenty year O.W.D.A. loan with annual payments of \$18,198 to pay the principal and interest. The loan is payable from revenues of the Sewer fund.

<u>Description</u>	<u>Original Amount</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
Storm Water Loan – Supplemental	\$44,091	1.20%	07/01/2019

The debt was incurred in 1999 to pay the cost of improvements to the storm water drainage system. The project was funded by local funds which were borrowed from the Ohio EPA but administered by the O.W.D.A. A cooperative agreement with O.W.D.A. was entered into in 1999 to finance the local portion. The debt is a twenty year O.W.D.A. loan with annual payments of \$2,493 to pay the principal and interest. The loan is payable from revenues of the Sewer Fund.

<u>Description</u>	<u>Original Amount</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
Water Pollution Loan	\$318,805	1.20%	07/01/2020

The debt was incurred in 2000 to pay the cost of improvements to the storm water drainage system. The project was funded by local funds which were borrowed from the Ohio EPA but administered by the O.W.D.A. A cooperative agreement was entered into in 2000 to finance the local portion. The debt is a twenty year loan with annual payments of \$18,440 to pay the principal and interest. The loan is payable from revenues of the Sewer Fund.

<u>Description</u>	<u>Original Amount</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
Sewer Loan	\$525,111	2.20%	07/01/2021

The debt was incurred in 2001 to pay the cost of improvements to the sewer line on S. Main Street. The project

CITY OF WILLARD, OHIO
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FOR THE YEAR ENDED DECEMBER 31, 2003

was funded by local funds which were borrowed from the Ohio EPA but administered by the O.W.D.A. A cooperative agreement was entered into in 2001 to finance the local portion. The debt is a twenty year loan with annual payments of \$39,064 to pay the principal and interest. The loan is payable from revenues of the Sewer Fund.

<u>Description</u>	<u>Original Amount</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
Storm Water – SR 224	\$253,598	2.20%	07/01/2021

The debt was incurred in 2001 to pay the cost of improvements to the storm water drainage system at State Route 224 – Section A. The project was funded by local funds which were borrowed from the Ohio EPA but administered by the O.W.D.A. A cooperative agreement was entered into in 2001 to finance the local portion. The debt is a twenty year loan with annual payments of \$25,428 to pay the principal and interest. The loan is payable from the revenues of the Water Fund.

Issue 2 Debt Obligations:

<u>Description</u>	<u>Original Amount</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
Feeder Main Issue 2 Note - 1993	\$46,572	0%	12/01/2004

This note was entered into for the purpose of advancing funds so as to improve the feeder main on Central Avenue. Funding for the project came from local funds, and the above-mentioned note for a period of ten years to be repaid from the Water Fund.

<u>Description</u>	<u>Original Amount</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
Water Line Issue 2 Note - 1994	\$139,700	0%	12/01/2005

This note was executed for the purpose of advancing funds so as to improve the water line on Tiffin Street. Funding for the project came from the local funds and the above-mentioned note for a period of ten years to be repaid from the Water Fund.

<u>Description</u>	<u>Original Amount</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
Water Line Issue 2 Note - 1996	\$79,450	0%	07/01/2016

This note was executed for the purpose of advancing funds so as to improve the Tiffin Street water line restoration. Funding for the project came from local funds and the above-mentioned note for a period of twenty years to be repaid from the Water Fund.

A summary of the City's future debt service requirements (excluding compensated absences) as of December 31, 2003

follows:

Future Payment due in	General Long-Term Obligation Account Group		Special Assessment W/Govt Commitment		Enterprise Debt		
	Principal	Interest	Principal	Interest	Bond Principal	Loans Principal	Interest
2004	\$2,399,412	\$42,850	\$ 11,351	\$617	\$ 10,000	\$4,588,567	\$300,539
2005	9,412	-	-	-	10,000	1,262,491	160,174
2006	9,412	-	-	-	10,000	637,412	72,964
2007	9,412	-	-	-	10,000	114,884	31,411
2008	9,412	-	-	-	15,000	115,723	29,383
2009-2022	112,749	-	-	-	75,000	1,244,749	179,972
TOTAL	\$2,549,899	\$42,850	\$11,351	\$617	\$130,000	\$7,963,826	\$774,443

NOTE J -- LEASE

The City has a lease with the Willard Area Hospital, Inc., a non-profit corporation, for the operation of the hospital facilities. The terms of the lease state that the City will undertake the improvements to the hospital and the lessee (hospital) will make lease payments of:

1. Basic rent, \$1.00 per year
2. Monthly amount to pay the interest on the bonds
3. Monthly amount to pay the principal on the bonds
4. Monthly amount to provide payments in the debt service reserve fund
5. Monthly amount to provide the payments in the contingency reserve fund

This revenue was paid to a trustee, with the exception of the basic rent which is paid to the City's general fund. During 1994 the bonds were repaid in full to the trustee and the debt service reserve and the contingency reserve fund were released.

When the lessee discontinues operations of the hospital, the City is required to either operate the hospital or find another operator for the hospital. Upon expiration of the lease or its termination for any reason, after paying the accounts payable, all of the assets of the lessee, including cash on hand, accounts receivable, stocks, bonds, and all other property, real or personal, used in connection with the operation of the hospital facilities shall become the property of the City immediately with the exception of any funds or securities which had been transferred to the lessee by way of gift, endowment, bequest, devise, annuity, insurance or similar method which will remain the property of the lessee.

NOTE K -- RESTRICTED ASSETS

Restricted assets are specifically restricted for repayment to water customers who were required to make deposits for the guarantee of payment of water and sewer bills. Restricted cash and long term investments designated by the City or provided by operations are equally offset by a fund balance/retained earnings reserve or a liability. Restricted assets at December 31, 2003 are comprised of the following:

CITY OF WILLARD, OHIO
NOTES TO COMBINED FINANCIAL STATEMENTS
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	Cash and Long Term Investments	Accrued Interest Receivable	Total
Water Fund:			
Customer Deposits	<u>\$32,825</u>	<u>\$-0-</u>	<u>\$32,825</u>

NOTE L -- PENSION AND RETIREMENT PLANS

The employees of the City of Willard are covered by either the Public Employees' Retirement System of Ohio or the Ohio Police and Fire Pension Fund. The State of Ohio accounts for the activities of the retirement systems and the amounts of these funds are not reflected in the accompanying financial statements.

Public Employees' Retirement System - The Public Employees Retirement System of Ohio (PERS), a statewide cost-sharing multiple-employer defined benefit pension plan. PERS provides retirement, disability, survivor, and death benefits and annual cost-of-living adjustments 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 stand-alone financial report. Interested parties may obtain a copy by making a written request to 277 East Town Street, Columbus, OH 43215-4642 or by calling (614) 222-6705 or 1-800-222-PERS (7377).

The Ohio Revised Code provides statutory authority for employee and employer contributions. The 2003 employee contribution rate is 8.50% of qualifying gross wages for all employees other than law enforcement. The total 2003 employer contribution rate was 13.55% of covered payroll. The PERS Board instituted a temporary employer contribution rate rollback for 2000. The rate rollback was 20% for local government employers resulting in a 2000 employer contribution rate of 10.84% on 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 City's contributions to PERS for the years ended December 31, 2003, 2002, and 2001 were \$285,249, \$279,304, and \$281,291, respectively. Of the above City matching contributions, all had been paid by December 31, 2003.

Police And Fire Pension Fund - The City of Willard contributes to the Ohio Police and Fire Pension Fund (OP&F), a cost-sharing multiple-employer defined benefit pension plan. OP&F provides retirement and disability pension 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. The OP&F issues a publicly available financial report that includes financial information and required supplementary information for the plan. That report may be obtained by writing to OP&F, 140 East Town Street, Columbus, OH 43215-5164.

Plan members are required to contribute 10.0% of their annual covered salary, while employers are required to contribute 19.5% and 24.0%, respectively, for police officers and firefighters. The City of Willard's contributions to OP&F for the years ending December 31, 2003, 2002, and 2001 were \$251,412, \$238,334, and \$211,961, respectively, equal to the required contributions for the year. Of the above City matching contributions, \$43,461 had not been paid by December 31, 2003.

**NOTE M -- POSTEMPLOYMENT BENEFITS
OTHER THAN PENSION BENEFITS**

Public Employees Retirement System - Public Employees Retirement System of Ohio provides post-retirement health care coverage to age and service retirees with 10 or more years of qualifying Ohio service credit. Health care coverage for disability recipients and to primary survivor 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 employer contributions. The 2003, 2002, and 2001 employer contribution rates were 13.55% of covered payroll; 5.0%, 5.0%, and 4.3% was the portion that was used to fund health care for 2003, 2002, and 2001, respectively, which is \$105,257, \$103,063, and \$89,300 for 2003, 2002, and 2001, respectively.

The Ohio Revised code provides the statutory authority requiring public employers to fund post retirement health care through their contribution to PERS.

OPEB is financed through employer contributions and investment earnings thereon. PERS has elected advance funding of its OPEB's on an actuarially determined basis. The most recent actuarial valuation of PERS' OPEB liability was performed as of December 31, 2002. The following significant actuarial assumptions were used in this valuation:

Funding Method 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 (actuarial gains and losses) becomes part of the unfunded actuarial accrued liability.

CITY OF WILLARD, OHIO
NOTES TO COMBINED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2003

Assets Valuation Method All investments are carried at market value. For actuarial valuation purposes, a smoothed market approach is used. Under this approach assets are adjusted annually to reflect 25% of unrealized market appreciation or depreciation on investment assets.

Investment Return The investment assumption rate for 2002 was 8.0%.

Active Employee Total Payroll An annual increase of 4.0% compounded annually, is the base portion of the individual pay increase assumption. This assumes no change in the number of active employees. Additionally, annual pay increases, over and above the 4.0% base increase, were assumed to range from 0.50% to 6.3%.

Health Care Costs Health care costs was assumed to increase 4.0% annually.

The number of active contributing participants of PERS at year-end 2003 was 364,881. The contribution rates discussed above are the actuarially determined contribution requirements for PERS. The Retirement System's net assets available for OPEB had an actuarial value of \$10.0 billion as of December 31, 2002. The actuarial accrued liability as of that date was \$18.7 billion resulting in an unfunded actuarial accrued liability of \$8.7 billion.

Police and Fire Pension Fund - The Ohio Police and Fire Pension Fund (OP&F) provides access to post-retirement health care coverage for any person who receives or is eligible to receive a monthly service, disability, or survivor 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 Post-Employment Benefit (OPEB) as described in GASB Statement No. 12. The Ohio Revised Code provides that health care costs paid from the funds of OP&F shall be included in the employer's contribution rate. The total police employer contribution rate is 19.5% of covered payroll and the total firefighter employer contribution rate is 24% of covered payroll.

The Ohio Revised Code provides the statutory authority allowing the OP&F's Board of Trustees to offer health care coverage to all eligible individuals.

Health care funding and accounting is on a pay-as-you-go

basis. A percentage of covered payroll, as defined by the Board, is used to pay retiree health care expenses. The Board-defined allocation was 7.75 percent of covered payroll in 2002 and in 2003. In addition, since July 1, 1992 most retirees and survivors were required to contribute a portion of the cost of their health care coverage through a deduction from their monthly benefit payment. Beginning in 2001, all retirees and survivors have monthly health care contributions.

The numbers of participants eligible to receive health care benefits as of December 31, 2002, the date of the last actuarial valuation available, are 13,527 for police and 10,396 for firefighters.

The amount that the City of Willard contributed as the employer's share to pay post employment benefits was \$52,171 for police and \$19,012 for fire.

The Fund's total health care expenses for the year ending December 31, 2002, the date of the last actuarial valuation available, was \$141,028,006, which was net of member contributions of \$12,623,875.

**NOTE N -- ACCUMULATED UNPAID
EMPLOYEE BENEFITS**

FRATERNAL ORDER OF POLICE

The City has a union agreement with the Fraternal Order of Police. This agreement covers all the full-time policemen and dispatchers except the chief of police and probationary employees in the first sixty days of employment. Non-union employees are governed by the charter and ordinances. The City has historically matched the union employees pay increases and other benefits.

The agreement states that 35 percent of accrued unpaid sick leave will be paid to an employee when he retires from active service with the City and qualifies and begins to receive pension payments under the Public Employees Retirement System or other State operated pension and retirement program. Sick leave may be accumulated to a total of 180 working days or 1440 hours. A full-time employee shall be entitled to a cash payment, equal to 35 percent of his daily wage, of any unused sick leave accumulated in the current year above the 180 day limit. This payment is made during the last pay period each year. After an employee has worked for the City for one year, he is entitled to vacation leave following his anniversary date. An employee may accumulate two years of unused vacation. No employee shall be compensated for any vacation not taken unless he is leaving the service of the City.

NOTE O -- DEFERRED COMPENSATION

The City of Willard employees and elected officials may participate in a state-wide deferred compensation plan created

CITY OF WILLARD, OHIO
NOTES TO COMBINED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2003

in accordance with Internal Revenue Code Section 457. Participation is on a voluntary payroll deduction basis. The plan permits deferral of compensation until future years. According to the plan, the deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency.

The plan Agreement states that the City and the Ohio Public Employees Deferred Compensation Board have no liability for losses under the plan with the exception of fraud or wrongful taking.

NOTE P -- JOINT SELF-INSURANCE POOLS

The City participates with other cities in The Buckeye Ohio Risk Management Agency, Inc. (BORMA) in jointly funded risk financing programs administered by Arthur J. Gallagher & Co. One program currently includes the following areas of risks: Commercial Automobile Liability, Automobile Physical Damage, Comprehensive General Liability, Crime and Property Liability, and Public Officials Liability. This program includes the following municipalities: Bowling Green, Defiance, Huron, Napoleon, Sandusky, and Willard. A third party administrator, Arthur J. Gallagher and Co. - Cleveland, reviews all claims which are then paid by the Pool. Member contributions are calculated to annually produce a sufficient sum of money within the pool to fund administrative expenses and to create reserves for claims. As of December 31, 2003, the Pool has cash reserves, which, in the opinion of BORMA management, is adequate for any claims against the Pool. The City contributed \$86,575 towards the reserve, \$918 towards the premium and administration costs of the Pool and \$-0- towards claims for which the City is directly liable.

The other program is for employee benefits and includes life insurance, accidental death and dismemberment insurance, health insurance, prescription drug insurance and dental insurance. Each member has an option on the coverage it has elected for its employees. Willard provides to its employees all available options offered by the Pool. The members included in this Pool are Bowling Green, Defiance, Huron, Napoleon, Sandusky and Willard. A third party, CoreSource, Inc. - Columbus, reviews all claims which are then paid by the Pool. As of December 31, 2003, the Pool had cash reserves which, in the opinion of BORMA management, is adequate for any claims against the Pool.

Premiums are paid to the Benefits Pool at a cost of \$363.96 for single coverage and \$1,003.81 for family coverage. Life insurance monthly premium is \$5.20. During 2003, the City paid \$672,280 into the Pool for coverage. These costs are paid by the fund that pays the salary for the employee. Both Pools purchase insurance coverage for excess claims to limit

the potential loss to its members. The amount of risk retained within the pool for property/casualty and liability is \$150,000 per claim, subject to a maximum \$672,500 combined. Claims in excess of \$150,000 up to \$9,850,000 are covered by various excess carriers. In the Benefits Pool, an annual aggregate limit of \$100,000 per individual is retained by the Pool and claims exceeding that limit are covered by Combined Insurance Company of America. The City may be liable for any claims which exceed the Pool's assets and are less than the excess claims amount, which could be charged at a pro-rata share of the individual member's premium to the total Pool premiums. The probability of this occurring is remote because Pool reserves are deemed to be adequate and, accordingly, no amounts have been reserved in the City's financial statements. Audited financial statements are maintained separately by the BORMA Pools.

NOTE Q -- SEGMENT INFORMATION
- ENTERPRISE FUNDS

The City maintains three enterprise funds which are intended to be self-supporting through user fees charged for services to the public. Financial segment information as of and for the year ended December 31, 2003 are below.

	Water	Sewer	Storm Water	Total
Operating Revenues	1,401,655	1,697,120	-	3,098,775
Depreciation Expense	257,628	667,009	14,298	938,935
Operating Transfers-in	75,000	75,000	-	150,000
Operating Transfers-out	(518)	-	-	(518)
Operating Income (Loss)	49,805	(340,724)	(15,302)	(306,221)
Net Income (Loss)	215,181	(319,313)	(19,789)	(123,921)
Current Capital Contributions, net	40,000	850,068	44,422	934,490
Property/Equipment Additions	429,737	214,079	-	643,816
Net Working Capital	305,897	(341,242)	54,581	19,236
Total Assets	11,108,338	14,114,907	1,026,415	26,249,660
Notes and Bonds Payable	3,873,726	3,594,986	625,114	8,093,826
Total Equity	7,051,418	10,365,476	401,301	17,818,195

NOTE R -- MATERIAL VIOLATIONS OF FINANCE
RELATED LEGAL AND CONTRACTUAL
PROVISIONS

Pursuant to Section 117.11(B) of the Revised Code, Weber O'Brien Ltd., CPA's performed tests of compliance with various provisions of local, state and/or federal laws, as deemed appropriate.

NOTE S -- COMMITMENTS

At December 31, 2003 the City has total commitments to purchase or construct fixed assets and infrastructure approximating \$1,384,000.



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

City Council
City of Willard
631 S. Myrtle Avenue
Willard, OH 44890

We have audited the general purpose financial statements of the City of Willard, Ohio as of and for the year ended December 31, 2003, and have issued our report thereon dated June 16, 2004. We conducted our audit in accordance with auditing standards generally accepted in the United States 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 of Willard, Ohio's general purpose 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 the 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 certain immaterial instances of noncompliance that we have reported to management of the City of Willard, Ohio in a separate letter dated June 16, 2004.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the City of Willard, Ohio's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose 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 certain matters involving the internal control over financial reporting that we have reported to management of the City of Willard, Ohio in a separate letter dated June 16, 2004.

City Council
City of Willard
Page Two

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

W. Brian D. Brown, LTD.

June 16, 2004



**Auditor of State
Betty Montgomery**

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Facsimile 614-466-4490

CITY OF WILLARD

HURON 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
AUGUST 5, 2004**