

***VILLAGE OF AMBERLEY
HAMILTON COUNTY, OHIO***

AUDIT REPORT

FOR THE YEARS ENDED DECEMBER 31, 2017 AND 2016





Dave Yost • Auditor of State

Village Council
Village of Amberley
7149 Ridge Road
Cincinnati, OH 45237

We have reviewed the *Independent Auditor's Report* of the Village of Amberley, Hamilton County, prepared by Charles E. Harris & Associates, Inc., for the audit period January 1, 2016 through December 31, 2017. 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 Village of Amberley is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Dave Yost".

Dave Yost
Auditor of State

October 26, 2018

This page intentionally left blank.

**VILLAGE OF AMBERLEY
FRANKLIN COUNTY, OHIO
Audit Report
For the Years Ended December 31, 2017 and 2016**

TABLE OF CONTENTS

<u>Title</u>	<u>Page</u>
Independent Auditor's Report	1-2
Combined Statement of Receipts, Disbursements, and Changes in Fund Balances (Regulatory Cash Basis) – All Governmental Fund Types - For the Year Ended December 31, 2017	3
Combined Statement of Cash Receipts, Disbursements, and Changes in Fund Balances (Regulatory Cash Basis) - Proprietary Fund Type and Similar Fiduciary Funds – For the Year Ended December 31, 2017	4
Notes to the Financial Statements – For the Year Ended December 31, 2017	5-12
Combined Statement of Receipts, Disbursements, and Changes in Fund Balances (Regulatory Cash Basis) – All Governmental Fund Types - For the Year Ended December 31, 2016	13
Combined Statement of Cash Receipts, Disbursements, and Changes in Fund Balances (Regulatory Cash Basis) - Proprietary Fund Type and Similar Fiduciary Funds – For the Year Ended December 31, 2016	14
Notes to the Financial Statements – For the Year Ended December 31, 2016	15-21
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	22-23
Schedule of Findings	24
Corrective Action Plan – Prepared by Management	25

This page intentionally left blank.

INDEPENDENT AUDITOR'S REPORT

Village of Amberley
Hamilton County
7149 Ridge Road
Cincinnati, Ohio 45237

To the Village Council:

Report on the Financial Statements

We have audited the accompanying financial statements of the cash balances, receipts and disbursements by fund type, and related notes of the Village of Amberley, Hamilton County, (the Village) as of and for the years ended December 31, 2017 and 2016.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Village's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating of the overall presentation of the financial statements.

We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in Note 2 of the financial statements, the Village prepared these financial statements using the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D), which is an accounting basis other than accounting principles generally accepted in the United States of America (GAAP), to satisfy these requirements.

Although the effects on the financial statements of the variances between the regulatory accounting basis and GAAP are not reasonably determined, we presume they are material.

Though the Village does not intend these statements to conform to GAAP, auditing standards generally accepted in the United States of America require us to include an adverse opinion on GAAP. However, the adverse opinion does not imply the amounts reported are materially misstated under the accounting basis Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit. Our opinion on this accounting basis is in the *Opinion on Regulatory Basis of Accounting* paragraph below.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the *Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles* paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Village as of December 31, 2017 and 2016, and the respective changes in financial position or cash flows thereof for the years then ended.

Opinion on Regulatory Basis of Accounting

In our opinion, the financial statements referred to above present fairly, in all material respects, the cash balances, receipts and disbursements by fund type, and the related notes of the Village of Amberley, Hamilton County, as of December 31, 2017 and 2016, for the years then ended in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit, described in Note 2.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated July 31, 2018, on our consideration of the Village's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the Village's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Village's internal control over financial reporting and compliance.



Charles E. Harris & Associates, Inc.
July 31, 2018

**VILLAGE OF AMBERLEY
HAMILTON COUNTY
COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS, AND
CHANGES IN CASH BALANCES (REGULATORY CASH BASIS)
All Governmental Fund Types
For the Year Ended December 31, 2017**

	Governmental Fund Types			Totals- (Memorandum Only)
	General	Special Revenue	Capital Projects	
Receipts:				
Property Taxes	\$ 953,553	\$ 1,486,359	\$ -	\$ 2,439,912
Municipal Income Tax	2,737,957	-	-	2,737,957
Intergovernmental	379,191	475,044	-	854,235
Charges for Services	322,990	22,409	-	345,399
Fines, Licenses and Permits	196,735	32,471	-	229,206
Earnings on Investments	55,663	7,799	-	63,462
Miscellaneous	148,954	-	-	148,954
Total Cash Receipts	4,795,043	2,024,082	-	6,819,125
Disbursements:				
Current:				
Security of Persons & Property	1,650,632	1,820,141	-	3,470,773
Public Health Services	154,871	-	-	154,871
Community Environment	-	311	-	311
Basic Utility Services	194,298	-	-	194,298
Transportation	807,470	705,842	-	1,513,312
General Government	1,213,848	550	-	1,214,398
Capital Outlay	185,614	-	129,877	315,491
Total Cash Disbursements	4,206,733	2,526,844	129,877	6,863,454
Total Receipts Over/(Under) Disbursements	588,310	(502,762)	(129,877)	(44,329)
Other Financing Receipts (Disbursements):				
Sale of Capital Asset	3,991	-	-	3,991
Transfer in	-	200,000	150,000	350,000
Transfer out	(350,000)	-	-	(350,000)
Total Other Financing Receipts (Disbursements)	(346,009)	200,000	150,000	3,991
Special Item	4,900	-	-	4,900
Extraordinary Item	5,613	-	-	5,613
Net Change in Fund Cash Balances	252,814	(302,762)	20,123	(29,825)
Fund Cash Balances, January 1, 2017-Restated	5,837,418	974,042	194,549	7,006,009
Fund Cash Balances, December 31				
Nonspendable	15,267	-	-	15,267
Restricted	-	671,280	-	671,280
Committed	135,178	-	-	135,178
Assigned	445,337	-	214,672	660,009
Unassigned	5,494,450	-	-	5,494,450
Fund Cash Balances, December 31, 2017	\$ 6,090,232	\$ 671,280	\$ 214,672	\$ 6,976,184

See Accompanying Notes to the Financial Statements.

**VILLAGE OF AMBERLEY
HAMILTON COUNTY
COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND
BALANCES (REGULATORY CASH BASIS)
ALL PROPRIETARY FUND TYPES AND SIMILAR FIDUCIARY FUND TYPES
For the Year Ended December 31, 2017**

	<u>Proprietary Fund Types Enterprise</u>	<u>Fiduciary Fund Types Agency</u>	<u>Totals- (Memorandum Only)</u>
Operating Receipts:			
Charges for Services	\$ 231,248	\$ -	\$ 231,248
Miscellaneous Receipts	-	56,700	56,700
Total Operating Receipts	231,248	56,700	287,948
Operating Disbursements:			
Personal Services & Employee Benefits	16,823	-	16,823
Contractual Services	37,720	120,335	158,055
Supplies and Materials	8,610	-	8,610
Other Disbursements	-	56,700	56,700
Total Operating Disbursements	63,153	177,035	240,188
Excess of Receipts Over/(Under) Disbursements	168,095	(120,335)	47,760
Non-Operating Receipts (Disbursements):			
Intergovernmental	-	1,044,224	1,044,224
Earnings on Investments	3,012	-	3,012
Capital Outlay	(354,497)	-	(354,497)
Transfers In	-	29,867	29,867
Transfers Out	-	(29,867)	(29,867)
Fines and Forfeitures	-	142,581	142,581
Distribution of Fines	-	(144,821)	(144,821)
Distribution of JEDZ funds	-	(915,315)	(915,315)
Total Non-Operating Receipts (Disbursements)	(351,485)	126,669	(224,816)
Net Change in Fund Cash Balances	(183,390)	6,334	(177,056)
Fund Cash Balance, January 1, 2017-Restated	478,874	153,224	632,098
Fund Cash Balance, December 31, 2017	\$ 295,484	\$ 159,558	\$ 455,042

See Accompanying Notes to the Financial Statements.

Village of Amberley
Hamilton County
Notes to the Financial Statements
For the Year Ended December 31, 2017

Note 1 - Reporting Entity

The Village of Amberley, Hamilton County (the Village) is a body corporate and politic established for the purpose of exercising the rights and privileges conveyed to it by the constitution and laws of the state of Ohio. The Village is directed by a publicly elected seven member Council (including Mayor) and a Village Manager. The Village provides general governmental services, park maintenance, street maintenance, fire and police services and sewer services.

Public Entity Risk Pools

The Village participates in the Center for Local Government Benefits Pool, a public entity risk pool. Note 6 to the financial statement provides additional information for this entity.

Note 2 - Summary of Significant Accounting Policies

Basis of Presentation

The Village's financial statements consist of a combined statement of receipts, disbursements and changes in fund balances (regulatory cash basis) for all governmental fund types, and a combined statement of receipts, disbursements and changes in fund balances (regulatory cash basis) for all proprietary and fiduciary fund types which are organized on a fund type basis.

Fund Accounting

The Village uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. The funds of the Village are presented below:

General Fund The general fund accounts for and reports all financial resources not accounted for and reported in another fund. The general fund balance is available to the Village for any purpose provided it is expended or transferred according to the general laws of Ohio.

Special Revenue Funds These funds account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The Village had the following significant Special Revenue Funds:

Street Construction Maintenance and Repair The street construction maintenance and repair fund accounts for and reports State gasoline tax and motor vehicle license registration fees restricted for construction, maintenance, and repair of streets within the Village.

Police and Fire Disability and Pension Fund This fund receives property tax monies to fund the police and fire pension accrued liability obligations.

Police Levy Fund This fund receives monies collected from a special levy to fund a large portion of police personnel expenses.

Capital Project Funds These funds account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. The Village had the following significant capital project fund:

Village of Amberley
Hamilton County
Notes to the Financial Statements
For the Year Ended December 31, 2017

Note 2 - Summary of Significant Accounting Policies – Continued

Capital Projects Fund This fund receives monies transferred from the Village’s General Fund to purchase capital assets and fund capital improvements.

Enterprise Funds These funds account for operations that are similar to private business enterprises, where management intends to recover the significant costs of providing certain goods or services through user charges. The Village had the following significant Enterprise Fund:

Storm Water Utility Fund This fund receives charges for services from residents to cover repair and maintenance costs of storm water basins.

Fiduciary Funds Fiduciary funds include agency funds. Agency funds are purely custodial in nature and are used to hold resources for individuals, organizations or other governments. The Village disburses these funds as directed by the individual, organization or other government. The Village had the following significant Agency funds:

Mayor’s Court Fund This fund accounts for the collection and distribution of court fines and forfeitures.

Kenwood Southwest JEDZ Agency Fund This fund collects and disburses monies in accordance with a contract agreement with Sycamore Township to create a joint economic development zone.

Employee Health Insurance Fund This fund collects payroll deductions from employees for their share of employee health insurance and disburses those funds to the third party health insurer. Receipts are designated as other miscellaneous operating receipts and disbursements are designated as other operating disbursements.

Basis of Accounting

These financial statements follow the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 (D). This basis is similar to the cash receipts and disbursements accounting basis. The Council recognizes receipts when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 (D) permit.

Budgetary Process

The Ohio Revised Code requires that each fund (except certain agency funds) be budgeted annually.

Appropriations Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function or object level of control, and appropriations may not exceed estimated resources. The Village Council must annually approve appropriation measures and subsequent amendments. Unencumbered appropriations lapse at year end.

Village of Amberley
Hamilton County
Notes to the Financial Statements
For the Year Ended December 31, 2017

Note 2 - Summary of Significant Accounting Policies – Continued

Estimated Resources Estimated resources include estimates of cash to be received (budgeted receipts) plus unencumbered cash as of January 1. The County Budget Commission must approve estimated resources.

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

A summary of 2017 budgetary activity appears in Note 3.

Deposits and Investments

Investments are included in the fund cash balances. Accordingly, purchases of investments are not recorded as disbursements and sales of investments are not recorded as receipts. Gains or losses at the time of sale are recorded as receipts and disbursements, respectively.

Capital Assets

The Village records disbursements for acquisitions of property, plant, and equipment when paid. The accompanying financial statements do not report these items as assets.

Accumulated Leave

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. The financial statements do not include a liability for unpaid leave.

Fund Balance

Fund balance is divided into five classifications based primarily on the extent to which the Village must observe constraints imposed upon the use of its governmental-fund resources. The classifications are as follows:

Nonspendable The Village classifies assets as *nonspendable* when legally or contractually required to maintain the amounts intact.

Restricted Fund balance is *restricted* when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or is imposed by law through constitutional provisions.

Committed Council can *commit* amounts via formal action (ordinance or resolution). The Village must adhere to these commitments unless the Council amends the ordinance or resolution. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed to satisfy contractual requirements.

Assigned Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as *restricted* or *committed*. Governmental funds other than the general fund report all fund balances as *assigned* unless they are restricted or committed.

Village of Amberley
Hamilton County
Notes to the Financial Statements
For the Year Ended December 31, 2017

Note 2 - Summary of Significant Accounting Policies - Continued

In the general fund, *assigned* amounts represent intended uses established by Village Council or a Village official delegated that authority by resolution, or by State Statute. Council may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated receipts and appropriations in the subsequent year's appropriated budget in the General Fund.

Unassigned Unassigned fund balance is the residual classification for the general fund and includes amounts not included in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance.

The Village applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

Note 3 - Budgetary Activity

Budgetary activity for the year ending December 31, 2017 follows:

2017 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$4,919,192	\$4,809,547	(\$109,645)
Special Revenue	2,107,925	2,224,082	116,157
Capital Projects	150,000	150,000	-
Enterprise	230,150	234,260	4,110

2017 Budgeted vs. Actual Budgetary Basis Disbursements			
Fund Type	Appropriation Authority	Budgetary Disbursements	Variance
General	\$4,754,458	\$4,682,110	\$72,348
Special Revenue	2,712,753	2,526,844	185,909
Capital Projects	303,000	156,670	146,330
Enterprise	499,565	417,650	81,915

Village of Amberley
Hamilton County
Notes to the Financial Statements
For the Year Ended December 31, 2017

Note 4 – Deposits and Investments

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

Demand deposits	\$930,442
Certificates of deposit	4,750,000
Total deposits	<u>5,680,442</u>
U.S. Agency Notes	1,750,784
Total investments	<u>1,750,784</u>
Total deposits and investments	<u><u>\$7,431,226</u></u>

Deposits are either (1) insured by the Federal Depository Insurance Corporation, (2) collateralized by securities specifically pledged by the financial institution to the Village, or (3) collateralized by the financial institution's public entity deposit pool.

Note 5 – Taxes

Property Taxes

Real property taxes become a lien on January 1 preceding the October 1 date for which the Council adopted tax rates. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. The financial statements include homestead and rollback amounts the State pays as Intergovernmental Receipts. Payments are due to the County by December 31. If the property owner elects to pay semiannually, the first half is due December 31. The second half payment is due the following June 20.

Public utilities are also taxed on personal and real property located within the Village.

The County is responsible for assessing property, and for billing, collecting, and distributing all property taxes on behalf of the Village.

Income Taxes

The Village levies a municipal income tax of 2 percent on substantially all earned income arising from employment, residency, or business activities within the Village as well as certain income of residents earned outside of the Village.

Employers within the Village withhold income tax on employee compensation and remit the tax to the Village either monthly or quarterly, as required. Corporations and other individual taxpayers pay estimated taxes quarterly and file a declaration annually.

Village of Amberley
Hamilton County
Notes to the Financial Statements
For the Year Ended December 31, 2017

Note 6 - Risk Management

The Village is exposed to various risks of property and casualty losses, and injuries to employees. The Village insures against injuries to employees through the Ohio Bureau of Worker's Compensation.

Commercial Insurance

The Village has obtained commercial insurance for the following risks:

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

Settlements amounts did not exceed insurance coverage for the past 3 years. Limits have not been reduced from prior year.

Shared Risk Pool

The Village is a member of the Center for Local Governments Benefits Pool (Benefits Pool), a public entity shared risk pool. The Benefits Pool's primary purpose and objective is establishing and carrying out a cost effective health program for its member organizations. Each member is entitled to appoint one Director on the Board of Directors.

The Jefferson Health Plan serves as the fiscal agent for the Benefits Pool. The Benefits Pool contracts with The Jefferson Health Plan, a risk-sharing, claim servicing and insurance purchasing pool, comprised of 75 members, including two insurance consortiums. Each participant appoints a member of the insurance plan's assembly. The Benefits Pools business and affairs are conducted by a nine member Board of Directors elected from the assembly. The Benefits Pool offers medical, dental, and prescription drug coverage to the members, with the opportunity to choose from several different benefit plans. The Benefits Pool is responsible for claims up to \$150,000 per individual. Benefits Pool participants also participate in a shared risk internal pool for individual claims between \$150,000 and \$500,000, and all claims within this range are paid from the shared internal risk pool. For all individual claims exceeding \$500,000, stop loss coverage is purchased. All Benefits Pool participants also pay a monthly administrative fee for fiscal services and third party administrative services.

In the event that the Village would withdraw from the Benefits Pool, the Village would be required to give 90 day written notice prior to the effective date of withdrawal, be responsible for any current payments due as well as the Village's share of any reserve deficit of the Benefits Pool. To obtain information for the Benefits Pool, write to the fiscal agent, The Jefferson Health Plan, 2023 Sunset Boulevard, Steubenville, Ohio 43952.

Note 7 - Defined Benefit Pension Plans

Ohio Public Employees Retirement System

Some employees belong to the Ohio Public Employees Retirement System (OPERS). OPERS is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes this plan's benefits, which include postretirement healthcare and survivor and disability benefits.

Village of Amberley
Hamilton County
Notes to the Financial Statements
For the Year Ended December 31, 2017

Note 7 - Defined Benefit Pension Plans - Continued

The Ohio Revised Code also prescribes contribution rates. OPERS members contributed 10%, of their gross salaries and the Village contributed an amount equaling 14%, of participants' gross salaries. The Village has paid all contributions required through December 31, 2017.

Ohio Police and Fire Retirement System

The Village's police officers/firefighters belong to the Police and Fire Pension Fund (OP&F). OP&F is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes these plans' benefits, which include postretirement healthcare and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. For 2017, OP&F participants contributed 12.25% of their wages. For 2017, the Village contributed to OP&F an amount equal to 19.5% of full-time police members' wages.

Note 8 - Postemployment Benefits

Both OPERS and OP&F offer cost-sharing, multiple-employer defined benefit postemployment plans, which include multiple health care plans including medical coverage, prescription drug coverage, deposits to a Health Reimbursement Arrangement and Medicare Part B premium reimbursements, to qualifying benefit recipients. OPERS contributes 1 percent of the employer contribution to fund these benefits, and OP&F contributes 0.5 percent to fund these benefits.

Note 9 – Jointly-Governed Organization

The Village and Sycamore Township entered into an agreement to form a Joint Economic Development Zone (JEDZ) in 2013. Amberley administers and collects an income tax assessed by the JEDZ and remits approximately 90% of the collections to Sycamore Township who in turn provides improvement to the property within the boundaries of the JEDZ. Collections are reflected in the Agency funds as intergovernmental receipts and disbursements to Sycamore Township are reflected as Distributions of JEDZ funds.

Note 10 – Contingent Liabilities/Subsequent

In 2017, the Village retained the law firm Frost Brown & Todd to represent the Village and a large number of other jurisdictions in a suit challenging the legality of HB 49 relating to municipal income taxes, in Case No. 17CV10258 in the Franklin County Court of Common Pleas. The Village's total exposure is \$1,000 in legal fees, which has already been paid. There is no chance the lawsuit will result in a material adverse loss to the Village.

The Village is an intervenor before the Ohio Power Siting Board in Case No. 16-0253-GA-BTX. The Village, along with a number of other governmental jurisdictions, residents, and property owners, are objecting to the installation of a natural gas pipeline in the area, including through a small portion of the Village. The only expected loss to the Village is its legal costs to participate in the administrative hearing process; there are no claims against the Village or expected material adverse losses to the Village.

Village of Amberley
Hamilton County
Notes to the Financial Statements
For the Year Ended December 31, 2017

Note 11 – Fund Balance Restatement

During 2017, the Village restated the beginning fund balances due to the voiding of checks and other posting adjustments. Below is the restated fund amounts.

	January 1, 2017	Adjustment	Restated Balance January 1, 2017
General Fund	\$ 5,836,977	\$ 441	\$ 5,837,418
Agency Funds	\$154,065	\$(841)	\$153,224

VILLAGE OF AMBERLEY
HAMILTON COUNTY
COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS, AND
CHANGES IN FUND BALANCES (REGULATORY CASH BASIS)
All Governmental Fund Types
For the Year Ended December 31, 2016

	Governmental Fund Types			Totals- (Memorandum Only)
	General	Special Revenue	Capital Projects	
Receipts:				
Property Taxes	\$ 954,421	\$ 1,487,594	\$ -	\$ 2,442,015
Municipal Income Tax	3,569,791	-	-	3,569,791
Intergovernmental	379,482	676,845	-	1,056,327
Special Assessments	1,089	-	-	1,089
Charges for Services	326,417	20,396	-	346,813
Fines, Licenses and Permits	181,358	17,262	-	198,620
Earnings on Investments	45,892	5,484	-	51,376
Miscellaneous	16,206	-	-	16,206
Total Cash Receipts	5,474,656	2,207,581	-	7,682,237
Disbursements:				
Current:				
Security of Persons & Property	1,407,547	1,723,689	-	3,131,236
Public Health Services	150,417	-	-	150,417
Community Environment	-	171,894	-	171,894
Basic Utility Services	206,581	-	-	206,581
Transportation	844,916	59,756	-	904,672
General Government	1,257,886	574	-	1,258,460
Capital Outlay	7,554	-	403,683	411,237
Total Cash Disbursements	3,874,901	1,955,913	403,683	6,234,497
Total Receipts Over/(Under) Disbursements	1,599,755	251,668	(403,683)	1,447,740
Other Financing Receipts (Disbursements):				
Sale of Capital Asset	18,207	-	-	18,207
Transfer in	-	200,000	172,153	372,153
Transfer out	(372,153)	-	-	(372,153)
Total Other Financing Receipts (Disbursements)	(353,946)	200,000	172,153	18,207
Net Change in Fund Cash Balances	1,245,809	451,668	(231,530)	1,465,947
Fund Cash Balances, January 1, 2016-Restated	4,591,168	522,374	426,079	5,539,621
Fund Cash Balances, December 31				
Nonspendable	14,958	-	-	14,958
Restricted	-	974,042	-	974,042
Committed	95,178	-	-	95,178
Assigned	244,655	-	194,549	439,204
Unassigned	5,482,186	-	-	5,482,186
Fund Cash Balances, December 31, 2016	\$ 5,836,977	\$ 974,042	\$ 194,549	\$ 7,005,568

See Accompanying Notes to the Financial Statements.

**VILLAGE OF AMBERLEY
HAMILTON COUNTY
COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND
BALANCES (REGULATORY CASH BASIS)
ALL PROPRIETARY FUND TYPES AND SIMILAR FIDUCIARY FUND TYPES
For the Year Ended December 31, 2016**

	<u>Proprietary Fund Types Enterprise</u>	<u>Fiduciary Fund Types Agency</u>	<u>Totals- (Memorandum Only)</u>
Operating Receipts:			
Charges for Services	\$ 231,580	\$ -	\$ 231,580
Miscellaneous Receipts	-	55,700	55,700
Total Operating Receipts	231,580	55,700	287,280
Operating Disbursements:			
Personal Services	8,860	-	8,860
Fringe Benefits	1,346	-	1,346
Contractual Services	98,574	110,276	208,850
Supplies and Materials	5,371	-	5,371
Other Disbursements	-	55,700	55,700
Total Operating Disbursements	114,151	165,976	280,127
Excess of Receipts Over/(Under) Disbursements	117,429	(110,276)	7,153
Non-Operating Receipts (Disbursements):			
Intergovernmental	60,000	1,017,982	1,077,982
Earnings on Investments	4,545	-	4,545
Capital Outlay	(334,485)	-	(334,485)
Transfers In	-	60,033	60,033
Transfers Out	-	(60,033)	(60,033)
Fines and Forfeitures	-	117,046	117,046
Distribution of fines	-	(115,226)	(115,226)
Distribution of JEDZ funds	-	(846,669)	(846,669)
Total Non-Operating Receipts (Disbursements)	(269,940)	173,133	(96,807)
Net Change in Fund Cash Balances	(152,511)	62,857	(89,654)
Fund Cash Balance, January 1, 2016	631,385	91,208	722,593
Fund Cash Balance, December 31, 2016	\$ 478,874	\$ 154,065	\$ 632,939

See Accompanying Notes to the Financial Statements.

Village of Amberley
Hamilton County
Notes to the Financial Statements
For the Year Ended December 31, 2016

Note 1 - Reporting Entity

The Village of Amberley, Hamilton County (the Village) is a body corporate and politic established for the purpose of exercising the rights and privileges conveyed to it by the constitution and laws of the state of Ohio. The Village is directed by a publicly elected seven member Council (including Mayor) and a Village Manager. The Village provides general governmental services, park maintenance, street maintenance, fire and police services and sewer services.

Public Entity Risk Pools

The Village participates in the Center for Local Government Benefits Pool, a public entity risk pool. Note 6 to the financial statement provides additional information for this entity.

Note 2 - Summary of Significant Accounting Policies

Basis of Presentation

The Village's financial statements consist of a combined statement of receipts, disbursements and changes in fund balances (regulatory cash basis) for all governmental fund types, and a combined statement of receipts, disbursements and changes in fund balances (regulatory cash basis) for all proprietary and fiduciary fund types which are organized on a fund type basis.

Fund Accounting

The Village uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. The funds of the Village are presented below:

General Fund The general fund accounts for and reports all financial resources not accounted for and reported in another fund. The general fund balance is available to the Village for any purpose provided it is expended or transferred according to the general laws of Ohio.

Special Revenue Funds These funds account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The Village had the following significant Special Revenue Funds:

Street Construction Maintenance and Repair The street construction maintenance and repair fund accounts for and reports State gasoline tax and motor vehicle license registration fees restricted for construction, maintenance, and repair of streets within the Village.

Police and Fire Disability and Pension Fund This fund receives property tax monies to fund the police and fire pension accrued liability obligations.

Police Levy Fund This fund receives monies collected from a special levy to fund a large portion of police personnel expenses.

Capital Project Funds These funds account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. The Village had the following significant capital project fund:

Village of Amberley
Hamilton County
Notes to the Financial Statements
For the Year Ended December 31, 2016

Note 2 - Summary of Significant Accounting Policies – Continued

Capital Projects Fund This fund receives monies transferred from the Village's General Fund to purchase capital assets and fund capital improvements.

Enterprise Funds These funds account for operations that are similar to private business enterprises, where management intends to recover the significant costs of providing certain goods or services through user charges. The Village had the following significant Enterprise Fund:

Storm Water Utility Fund This fund receives charges for services from residents to cover repair and maintenance costs of storm water basins.

Fiduciary Funds Fiduciary funds include agency funds. Agency funds are purely custodial in nature and are used to hold resources for individuals, organizations or other governments. The Village disburses these funds as directed by the individual, organization or other government. The Village had the following significant Agency funds:

Mayor's Court Fund This fund accounts for the collection and distribution of court fines and forfeitures.

Kenwood Southwest JEDZ Agency Fund This fund collects and disburses monies in accordance with a contract agreement with Sycamore Township to create a joint economic development zone.

Employee Health Insurance Fund This fund collects payroll deductions from employees for their share of employee health insurance and disburses those funds to the third party health insurer. Receipts are designated as other miscellaneous operating receipts and disbursements are designated as other operating disbursements.

Basis of Accounting

These financial statements follow the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 (D). This basis is similar to the cash receipts and disbursements accounting basis. The Council recognizes receipts when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 (D) permit.

Budgetary Process

The Ohio Revised Code requires that each fund (except certain agency funds) be budgeted annually.

Appropriations Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function or object level of control, and appropriations may not exceed estimated resources. The Village Council must annually approve appropriation measures and subsequent amendments. Unencumbered appropriations lapse at year end.

Village of Amberley
Hamilton County
Notes to the Financial Statements
For the Year Ended December 31, 2016

Note 2 - Summary of Significant Accounting Policies – Continued

Estimated Resources Estimated resources include estimates of cash to be received (budgeted receipts) plus unencumbered cash as of January 1. The County Budget Commission must approve estimated resources.

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

A summary of 2016 budgetary activity appears in Note 3.

Deposits and Investments

Investments are included in the fund cash balances. Accordingly, purchases of investments are not recorded as disbursements and sales of investments are not recorded as receipts. Gains or losses at the time of sale are recorded as receipts and disbursements, respectively.

Capital Assets

The Village records disbursements for acquisitions of property, plant, and equipment when paid. The accompanying financial statements do not report these items as assets.

Accumulated Leave

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. The financial statements do not include a liability for unpaid leave.

Fund Balance

Fund balance is divided into five classifications based primarily on the extent to which the Village must observe constraints imposed upon the use of its governmental-fund resources. The classifications are as follows:

Nonspendable The Village classifies assets as *nonspendable* when legally or contractually required to maintain the amounts intact.

Restricted Fund balance is *restricted* when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or is imposed by law through constitutional provisions.

Committed Council can *commit* amounts via formal action (ordinance or resolution). The Village must adhere to these commitments unless the Council amends the resolution. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed to satisfy contractual requirements.

Village of Amberley
Hamilton County
Notes to the Financial Statements
For the Year Ended December 31, 2016

Note 2 - Summary of Significant Accounting Policies - Continued

Assigned Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as *restricted* or *committed*. Governmental funds other than the general fund report all fund balances as *assigned* unless they are restricted or committed. In the general fund, *assigned* amounts represent intended uses established by Council or a Village official delegated that authority by ordinance or resolution, or by State Statute. Council may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's approved budget in the General Fund.

Unassigned Unassigned fund balance is the residual classification for the general fund and includes amounts not included in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance.

The Village applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

Note 3 - Budgetary Activity

Budgetary activity for the year ending December 31, 2016 follows:

2016 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$5,382,772	\$5,492,863	\$110,091
Special Revenue	2,237,031	2,442,581	205,550
Capital Projects	172,153	172,153	0
Enterprise	235,000	296,125	61,125

2016 Budgeted vs. Actual Budgetary Basis Disbursements			
Fund Type	Appropriation Authority	Budgetary Disbursements	Variance
General	\$4,906,069	\$4,491,709	\$414,360
Special Revenue	2,817,871	2,431,685	386,186
Capital Projects	576,078	442,167	133,911
Enterprise	757,204	651,818	105,386

Village of Amberley
Hamilton County
Notes to the Financial Statements
For the Year Ended December 31, 2016

Note 4 – Deposits and Investments

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

Demand deposits	\$1,387,476
Certificates of deposit	4,500,000
Total deposits	<u>5,887,476</u>
U.S. Agency Notes	1,751,031
Total investments	<u>1,751,031</u>
Total deposits and investments	<u><u>\$7,638,507</u></u>

Deposits are either (1) insured by the Federal Depository Insurance Corporation, (2) collateralized by securities specifically pledged by the financial institution to the Village, or (3) collateralized by the financial institution's public entity deposit pool.

Note 5 – Taxes

Property Taxes

Real property taxes become a lien on January 1 preceding the October 1 date for which the Council adopted tax rates. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. The financial statements include homestead and rollback amounts the State pays as Intergovernmental Receipts. Payments are due to the County by December 31. If the property owner elects to pay semiannually, the first half is due December 31. The second half payment is due the following June 20.

Public utilities are also taxed on personal and real property located within the Village.

The County is responsible for assessing property, and for billing, collecting, and distributing all property taxes on behalf of the Village.

Income Taxes

The Village levies a municipal income tax of 2 percent on substantially all earned income arising from employment, residency, or business activities within the Village as well as certain income of residents earned outside of the Village.

Employers within the Village withhold income tax on employee compensation and remit the tax to the Village either monthly or quarterly, as required. Corporations and other individual taxpayers pay estimated taxes quarterly and file a declaration annually.

Village of Amberley
Hamilton County
Notes to the Financial Statements
For the Year Ended December 31, 2016

Note 6 - Risk Management

The Village is exposed to various risks of property and casualty losses, and injuries to employees. The Village insures against injuries to employees through the Ohio Bureau of Worker's Compensation.

Commercial Insurance

The Village has obtained commercial insurance for the following risks:

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

Settlements amounts did not exceed insurance coverage for the past 3 years. Limits have not been reduced from prior year.

Shared Risk Pool

The Village is a member of the Center for Local Governments Benefits Pool (Benefits Pool), a public entity shared risk pool. The Benefits Pool's primary purpose and objective is establishing and carrying out a cost effective health program for its member organizations. Each member is entitled to appoint one Director on the Board of Directors.

The Jefferson Health Plan serves as the fiscal agent for the Benefits Pool. The Benefits Pool contracts with The Jefferson Health Plan, a risk-sharing, claim servicing and insurance purchasing pool, comprised of 75 members, including two insurance consortiums. Each participant appoints a member of the insurance plan's assembly. The Benefits Pools business and affairs are conducted by a nine member Board of Directors elected from the assembly. The Benefits Pool offers medical, dental, and prescription drug coverage to the members, with the opportunity to choose from several different benefit plans. The Benefits Pool is responsible for claims up to \$150,000 per individual. Benefits Pool participants also participate in a shared risk internal pool for individual claims between \$150,000 and \$500,000, and all claims within this range are paid from the shared internal risk pool. For all individual claims exceeding \$500,000, stop loss coverage is purchased. All Benefits Pool participants also pay a monthly administrative fee for fiscal services and third party administrative services.

In the event that the Village would withdraw from the Benefits Pool, the Village would be required to give 90 day written notice prior to the effective date of withdrawal, be responsible for any current payments due as well as the Village's share of any reserve deficit of the Benefits Pool. To obtain information for the Benefits Pool, write to the fiscal agent, The Jefferson Health Plan, 2023 Sunset Boulevard, Steubenville, Ohio 43952.

Note 7 - Defined Benefit Pension Plans

Ohio Public Employees Retirement System

Some employees belong to the Ohio Public Employees Retirement System (OPERS). OPERS is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes this plan's benefits, which include postretirement healthcare and survivor and disability benefits.

Village of Amberley
Hamilton County
Notes to the Financial Statements
For the Year Ended December 31, 2016

Note 7 - Defined Benefit Pension Plans - Continued

The Ohio Revised Code also prescribes contribution rates. OPERS members contributed 10%, of their gross salaries and the Village contributed an amount equaling 14%, of participants' gross salaries. The Village has paid all contributions required through December 31, 2016.

Ohio Police and Fire Retirement System

The Village's police officers/firefighters belong to the Police and Fire Pension Fund (OP&F). OP&F is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes these plans' benefits, which include postretirement healthcare and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. For 2016, OP&F participants contributed 12.25% of their wages. For 2016, the Village contributed to OP&F an amount equal to 19.5% of full-time police members' wages.

Note 8 - Postemployment Benefits

Both OPERS and OP&F offer cost-sharing, multiple-employer defined benefit postemployment plans, which include multiple health care plans including medical coverage, prescription drug coverage, deposits to a Health Reimbursement Arrangement and Medicare Part B premium reimbursements, to qualifying benefit recipients. OPERS contributes 2 percent of the employer contribution to fund these benefits, and OP&F contributes 0.5 percent to fund these benefits.

Note 9 – Jointly-Governed Organization

The Village and Sycamore Township entered into an agreement to form a Joint Economic Development Zone (JEDZ) in 2013. Amberley administers and collects an income tax assessed by the JEDZ and remits approximately 90% of the collections to Sycamore Township who in turn provides improvement to the property within the boundaries of the JEDZ. Collections are reflected in the Agency funds as intergovernmental receipts and disbursements to Sycamore Township are reflected as Distributions of JEDZ funds.

Note 10 – Contingent Liabilities/Subsequent

In 2016, the Village was a defendant in a lawsuit by a plaintiff seeking an injunction to prevent the Village from entering into a development agreement with a developer on property owned by the Village. The case was dismissed.

Note 11 – Fund Balance Restatement

During 2016, the Village restated the beginning fund balances due to reclassification of the Employee Severance fund and the voiding of checks. Below is the restated fund amounts.

	January 1, 2016	Adjustment	Restated Balance January 1, 2016
General Fund	\$ 4,494,946	\$ 96,222	\$ 4,591,168
Special Revenue Funds	\$ 616,707	\$(94,333)	\$ 522,374

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

Village of Amberley
Hamilton County
7149 Ridge Road
Cincinnati, Ohio 45237

To the Village Council:

We have audited, in accordance with auditing standards generally accepted in the United States and the Comptroller General of the United States' *Government Auditing Standards*, the financial statements of the cash balances, receipts, and disbursements by fund type of the Village of Amberley, Hamilton County, (the Village) as of and for the years ended December 31, 2017 and 2016, and the related notes to the financial statements, and have issued our report thereon dated July 31, 2018, wherein we noted that the Village followed financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Village's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control. Accordingly, we do not express an opinion on the effectiveness of the Village's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Village's financial statements will not be prevented or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did identify a certain deficiency in internal control, described in the accompanying Schedule of Findings that we consider to be a material weakness. We consider finding 2017-001 to be a material weakness.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Village's financial statements are free from material misstatement, we performed tests of compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We also noted certain matters not requiring inclusion in this report that we reported to the Village's management in a separate letter dated July 31, 2018.

Entity's Response to Finding

The Village's response to the finding identified in our audit is described in the accompanying Corrective Action Plan. We did not audit the Village's response and accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Village's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Village's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Charles E. Harris & Associates, Inc.
July 31, 2018

VILLAGE OF AMBERLEY
HAMILTON COUNTY

Schedule of Findings
December 31, 2017 and 2016

FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS
--

Finding Number 2017-001 – Material Weakness

Audit Adjustments and Reclassifications

During 2017 and 2016, errors were noted in the Village’s financial statements that required audit adjustments and reclassifications, the most significant of which are as follows:

- In 2018 the Village appropriated \$320,000 more than its estimated receipts in the General Fund therefore, that amount should have been shown as an assignment of the 2017 General Fund balance in accordance with Governmental Accounting Standards Board (GASB) Statement No. 54. The financial statements for 2017 were adjusted in the audit report to reflect the correct designation of the General Fund Balance.
- The Employee Severance fund was classified as a Special Revenue fund rather than included in the General fund.

The accompanying financial statements and the Village’s records have been adjusted to properly reflect these transactions.

Sound financial reporting is the responsibility of the Village and is essential to ensure the information provided to the readers of the financial statements is complete and accurate. We recommend the Village consult with Auditor of State Local Government Services as to how the UAN mapping of accounts feature can be modified to include the Employee Severance fund in the general fund balances. We further recommend management use Auditor of State Bulletin 2011-004 to aid in properly classifying fund balances.

Management’s Response:

See Corrective Action Plan.

VILLAGE OF AMBERELY
HAMILTON COUNTY

CORRECTIVE ACTION PLAN – Prepared by Management
December 31, 2017 and 2016

Finding Number	Planned Corrective Action	Anticipated Completion Date	Responsible Contact Person
2017-001	We will review the UAN manual, AOS Bulletin 2011-004 and Village Officers' Handbook for proper fund account classification and make changes accordingly. We will also discuss and consult accounting professionals regarding certain accounting issues that may arise in the future.	Immediately	Kathleen Harcourt, Fiscal Officer

This page intentionally left blank.



Dave Yost • Auditor of State

VILLAGE OF AMBERLEY

HAMILTON 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
NOVEMBER 8, 2018