



**VILLAGE OF GOLF MANOR  
HAMILTON COUNTY  
REGULAR AUDIT  
FOR THE YEARS ENDED DECEMBER 31, 2020 - 2019**

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OHIO AUDITOR OF STATE  
KEITH FABER



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Village Council  
Village of Golf Manor  
6450 Wiehe Road  
Golf Manor, Ohio 45237

We have reviewed the *Independent Auditor's Report* of the Village of Golf Manor, Hamilton County, prepared by Perry & Associates, Certified Public Accountants, A.C., for the audit period January 1, 2019 through December 31, 2020. 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 Golf Manor is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Keith Faber".

Keith Faber  
Auditor of State  
Columbus, Ohio

November 19, 2021

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VILLAGE OF GOLF MANOR  
HAMILTON COUNTY

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## INDEPENDENT AUDITOR'S REPORT

September 15, 2021

Village of Golf Manor  
Hamilton County  
6450 Wiehe Rd.  
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 for each governmental fund type and the fiduciary fund type combined total as of and for the year ended December 31, 2020 and for each governmental and fiduciary fund type as of and for the year ended December 31, 2019, and related notes of the Village of Golf Manor, Hamilton County, Ohio (the Village).

### **Management's Responsibility for the Financial Statements**

Management is responsible for preparing and fairly presenting 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 responsibility includes designing, implementing and maintaining internal control relevant to preparing and fairly presenting financial statements free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to opine on these financial statements based on our audit. We audited in accordance with auditing standards generally accepted in the United States of America and the financial audit standards in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require us to plan and perform the audit to reasonably assure the financial statements are free from material misstatement.

An audit requires obtaining evidence about financial statement amounts and disclosures. The procedures selected depend on our judgment, including assessing the risks of material financial statement misstatement, whether due to fraud or error. In assessing those risks, we consider 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 to the extent needed to opine on the effectiveness of the Village's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of management's accounting policies and the reasonableness of their significant accounting estimates, as well as our evaluation of the overall financial statement presentation.

We believe the audit evidence we obtained is sufficient and appropriate to support our audit opinions.

Tax - Accounting - Audit - Review - Compilation - Agreed Upon Procedure - Consultation - Bookkeeping - Payroll - Litigation Support - Financial Investigations  
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***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 determinable, 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, 2020 and 2019, and the respective changes in financial position 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 for each governmental fund type and the fiduciary fund type combined total as of and for the year ended December 31, 2020 and for each governmental and fiduciary fund type as of and for the year ended December 31, 2019, and related notes of the Village, 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.

***Emphasis of Matter***

As discussed in Note 12 to the financial statements, the financial impact of COVID-19 and the ensuing emergency measures will impact subsequent periods of the Village. As discussed in Note 13 to the financial statements, during 2020, the Village adopted a change in accounting principle and removed the fund balance classifications from the Combined Statement of Receipts, Disbursements, and Changes in Fund Balance (Regulatory Cash Basis) – All Governmental Fund Types. Our opinions are not modified with respect to these matters.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated September 15, 2021, on our consideration of the Village's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. That report describes the scope of our internal control testing over financial reporting and compliance, and the results of that testing, and does not opine on 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.



**Perry & Associates**  
Certified Public Accountants, A.C.  
Marietta, Ohio



**VILLAGE OF GOLF MANOR  
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, 2020**

	General	Special Revenue	Totals (Memorandum Only)
<b>Cash Receipts</b>			
Property and Other Local Taxes	\$ 658,363	\$ 579,564	\$ 1,237,927
Municipal Income Tax	820,868	-	820,868
Intergovernmental	130,033	860,882	990,915
Special Assessments	7,165	-	7,165
Charges for Services	269,788	1,684	271,472
Fines, Licenses and Permits	71,305	119,480	190,785
Earnings on Investments	-	345	345
Miscellaneous	171,717	10,902	182,619
<i>Total Cash Receipts</i>	<u>2,129,239</u>	<u>1,572,857</u>	<u>3,702,096</u>
<b>Cash Disbursements</b>			
Current:			
Security of Persons and Property	922,157	410,901	1,333,058
Leisure Time Activities	-	125	125
Basic Utility Services	248,469	-	248,469
Transportation	-	673,222	673,222
General Government	556,980	188,319	745,299
Capital Outlay	-	343,909	343,909
Debt Service:			
Principal Retirement	19,079	85,819	104,898
Interest and Fiscal Charges	591	3,606	4,197
<i>Total Cash Disbursements</i>	<u>1,747,276</u>	<u>1,705,901</u>	<u>3,453,177</u>
<i>Excess of Receipts Over (Under) Disbursements</i>	<u>381,963</u>	<u>(133,044)</u>	<u>248,919</u>
<b>Other Financing Receipts (Disbursements)</b>			
Other Debt Proceeds	-	343,909	343,909
Sale of Capital Assets	3,404	578	3,982
<i>Total Other Financing Receipts (Disbursements)</i>	<u>3,404</u>	<u>344,487</u>	<u>347,891</u>
<i>Net Change in Fund Cash Balances</i>	385,367	211,443	596,810
<i>Fund Cash Balances, January 1</i>	<u>599,758</u>	<u>1,410,801</u>	<u>2,010,559</u>
<i>Fund Cash Balances, December 31</i>	<u>\$ 985,125</u>	<u>\$ 1,622,244</u>	<u>\$ 2,607,369</u>

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

**VILLAGE OF GOLF MANOR  
HAMILTON COUNTY**

**COMBINED STATEMENT OF ADDITIONS, DEDUCTIONS,  
AND CHANGES IN FUND BALANCES (REGULATORY CASH BASIS)  
FIDUCIARY FUND TYPE  
FOR THE YEAR ENDED DECEMBER 31, 2020**

	<u>Other Custodial</u>
<b>Additions</b>	
Fines, Licenses and Permits for Distribution	<u>\$ 41,637</u>
<i>Total Additions</i>	<u>41,637</u>
 <b>Deductions</b>	
Distributions to Other Governments	<u>43,746</u>
<i>Total Deductions</i>	<u>43,746</u>
 Net Change in Fund Balances	 (2,109)
 <i>Fund Cash Balances, January 1</i>	 <u>8,012</u>
 <i>Fund Cash Balances, December 31</i>	 <u><u>\$ 5,903</u></u>

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

**Village of Golf Manor, Ohio**  
*Hamilton County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2020*

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**Note 1 – Reporting Entity**

The Village of Golf Manor (the Village), Hamilton County is a body politic and corporate established to exercise the right and privileges conveyed to it by the constitution and laws of the State of Ohio. A publicly-elected six-member Council directs the Village. The Village provides general government services, park operations and other leisure time activities and police services. The Village joined Little Miami Joint Fire & Rescue District to provide fire protection services.

***Jointly Governed Organization and Public Entity Risk Pool***

The Village participates in one jointly governed organization, the Little Miami Joint Fire and Rescue District. The Village also participates in a public entity risk pool, the Ohio Plan Risk Management, Inc. Notes 11 and 6 to the financial statements provides additional information for these entities. The Village's management believes these financial statements present all activities for which the Village is financially accountable.

**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 additions, deductions, and changes in fund balances (regulatory cash basis) for all fiduciary fund types which are all 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 Fund*** This fund accounts for and reports that portion of the State gasoline tax and motor vehicle license registration fees restricted for construction, maintenance, and repair of streets within the Village

***Police Levy Fund*** This fund accounts for and reports property tax money to assist in paying for the Village's police protection expenses.

***Street Levy Fund*** This fund accounts for and reports property tax money to assist in paying for the Village's street improvement and maintenance expenses.

***Federal Law Enforcement Trust Fund*** This fund accounts for and reports revenues generated through the participation of the Village's Police Department in the U.S. Department of Justice's Equitable Sharing Program. Resources generated through this program are used exclusively by the Police Department to supplement and enhance appropriated agency resources.

**Village of Golf Manor, Ohio**  
*Hamilton County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2020*

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**Note 2 – Summary of Significant Accounting Policies (Continued)**

***Fund Accounting (Continued)***

***Coronavirus Relief Funds*** This fund accounts for and reports CARES Act funding the Village received during the 2020 fiscal year. This funding was to be used for Village expenditures resulting from its response to COVID-19.

***Fiduciary Funds*** Fiduciary funds include private purpose trust funds, investment trust funds, and custodial funds. Trust funds account for assets held under a trust agreement meeting certain criteria.

Custodial funds are purely custodial in nature and are used to report fiduciary activity that is not required to be reported in a trust fund. The Village's custodial fund accounts for the distribution and collection of Mayor's Court fines, fees, and bonds.

For regulatory purposes, certain own source revenues are permitted to flow through clearing funds presented as custodial funds, The amounts distributed to the other funds of the entity are identified on the combined statement of additions, deductions, and changes in fund balances (regulatory cash basis) all fiduciary fund types. Also, for regulatory purposes, certain deposits and clearing funds are permitted to be presented as custodial funds.

***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 Board recognizes receipts when received in cash rather than when earned and recognizes disbursements when paid rather than when a liability is incurred. Budgetary presentation 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, department, salary, and all other object levels 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.

***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 2020 budgetary activity appears in Note 3.

**Village of Golf Manor, Ohio**  
*Hamilton County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2020*

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**Note 2 – Summary of Significant Accounting Policies (Continued)**

***Deposits and Investments***

The Village's accounting basis includes investments as assets. This basis does not record disbursements for investment purchases or receipts for investment sales. This basis records gains or losses at the time of sale as receipts and disbursements, respectively. The Village maintains all funds in local, interest-bearing checking accounts.

***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 (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.

***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 Village Council or a Village official delegated that authority by resolution, or by State Statute.

***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. For regulatory purposes, limited disclosure related to fund balance is included in Note 13.

**Village of Golf Manor, Ohio**  
*Hamilton County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2020*

**Note 3 - Budgetary Activity**

Budgetary activity for the years ending December 31, 2020 follows:

2020 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 2,070,966	\$ 2,132,643	\$ 61,677
Special Revenue	1,487,339	1,917,344	430,005
Total	\$ 3,558,305	\$ 4,049,987	\$ 491,682

2020 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 1,950,114	\$ 1,751,379	\$ 198,735
Special Revenue	2,028,602	1,705,901	322,701
Total	\$ 3,978,716	\$ 3,457,280	\$ 521,436

**Note 4 – Deposits**

The Village maintains a deposit pool all funds use. The Ohio Revised Code prescribes allowable deposits. The carrying amount of deposits at December 31 was as follows:

	2020
Demand deposits	\$ 2,613,272
Total deposits	\$ 2,613,272

**Deposits**

Deposits are insured by the Federal Depository Insurance Corporation; or collateralized through the Ohio Pooled Collateral System (OPCS), a collateral pool of eligible securities deposited with a qualified trustee and pledged to the Treasurer of State to secure repayment of all public monies deposited in the financial institution.

**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.

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

**Village of Golf Manor, Ohio**  
*Hamilton County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2020*

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**Note 5 – Taxes (Continued)**

***Income Taxes***

The Village levies a municipal income tax of 1.7 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 (as of July 1, 2018, these were to be submitted to RITA). Corporations and other individual taxpayers pay estimated taxes quarterly and file declaration annually. As of July 1, 2018, the Village entered into an agreement with RITA (Regional Income Tax Agency) to collect municipal income tax for the Village. RITA will be responsible for the administration and collection of all income taxes and will serve as an agent of the Village in this capacity.

**Note 6 - Risk Management**

Workers' Compensation coverage is provided by the State of Ohio. The Village pays the State Workers' Compensation System a premium based on a rate of \$100 of salaries. This rate is calculated based on accident history and administrative costs.

***Risk Pool Membership***

The Village belongs to the Ohio Plan Risk Management, Inc. (OPRM) (the "Plan"), a non-assessable, unincorporated non-profit association providing a formalized, jointly administered self-insurance risk management program and other administrative services to Ohio governments ("Members"). The Plan is legally separate from its member governments.

Pursuant to Section 2744.081 of the Ohio Revised Code, the plan provides property, liability, errors and omissions, law enforcement, automobile, excess liability, crime, surety and bond, inland marine and other coverages to its members sold through fourteen appointed independent agents in the State of Ohio.

OPRM coverage programs are developed specific to each member's risk management needs and the related premiums for coverage are determined through the application of uniform underwriting criteria addressing the member's exposure to loss. Effective November 1, 2017, the OPRM retained 47% of the premium and losses on the first \$250,000 casualty treaty and 30% of the first \$1,000,000 property treaty. The OPRM is also participated in a property primary excess of loss treaty. This treaty reimbursed the OPRM 30% for losses between \$200,000 and \$1,000,000. The reimbursement is based on the amount of loss between \$200,000 and \$1,000,000. Effective November 1, 2018, the OPRM the property retention remained unchanged, however, the Plan assumed 100% of the first \$250,000 casualty treaty. Members are only responsible for their self-retention (deductible) amounts, which vary from member to member. Effective November 1, 2019, the OPRM's property retention increased from 30% to 33%, while the casualty treaty remains unchanged and still assumes 100% of the first \$250,000 casualty treaty. OPRM had 776 members as of December 31, 2019.

The Pool's audited financial statements conform with generally accepted accounting principles, and reported the following assets, liabilities and equity at December 31, 2019 (the latest information available):

Assets	\$ 15,920,504
Liabilities	( 11,329,011)
Members' Equity	<u>\$ 4,591,493</u>

**Village of Golf Manor, Ohio**  
*Hamilton County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2020*

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**Note 6 - Risk Management (Continued)**

***Risk Pool Membership (Continued)***

You can read the complete audited financial statements for OPRM at the Plan's website, [www.ohioplan.org](http://www.ohioplan.org).

**Note 7 – Defined Benefit Pension Plans**

***Ohio Public Employees Retirement System***

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

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. However, the Village contributes 8.5% of the members' share of gross salaries, leaving the employee to contribute 1.5% of their gross salary. The Village has paid all contributions required through December 31, 2020.

***Ohio Police and Fire Retirement System***

The Village's certified full-time Police Officers belong to the Police and Fire Pension Fund (OP&F). OP&F 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.

The Ohio Revised Code also prescribes contribution rates. OP&F participants contributed 12.25% of their wages. The Village contributed to OP&F an amount equal to 19.5% of full-time police members' wages. However, the Village contributes 8.5% of the members' share of gross salaries, leaving police officers to contribute 8% of their gross salary. The Village has paid all contributions required through December 31, 2020.

**Note 8 – Postemployment Benefits**

Both OPERS and OP&F offer cost-sharing, multi-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. The portion of employer contributions allocated to health care for OPERS members in the Traditional Pension Plan and Combined Plan was 0 percent during the calendar year 2020. The portion of employer contributions allocated to health care for OPERS members in the Member Directed Plan was 4 percent during calendar year 2019. OP&F contributes 0.5 percent to fund these benefits.

Beginning January 1, 2019, OP&F changed its retiree health care model to a stipend-based health care model. A stipend funded by OP&F was placed in individual Health Reimbursement Accounts that retirees use to be reimbursed for health care expenses.



**Village of Golf Manor, Ohio**  
*Hamilton County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2020*

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**Note 9 - Debt**

Debt outstanding at December 31, 2020 was as follows:

	<u>Principal</u>	<u>Interest</u>
Building Improvement Bonds - Roof Repair	\$ 6,406	3.50%
Police Vehicle Lease-Purchase	18,463	4.65%
Dump Truck Lease-Purchase	11,928	4.65%
OPWC #CB14W	289,944	0%
2020 Dodge Lease-Purchase	63,000	3.00%
2020 Jeep Lease-Purchase	28,346	3.00%
OPWC #CB29X	38,540	0%
	<u>\$ 456,627</u>	

The General Obligation Bonds issued in 2016 were for the Administrative Building roof repair. The original bond amount was for \$90,000 at a 3.5% interest rate. The bonds mature in April 2021.

On July 1, 2019, the Village agreed to financial assistance from Ohio Public Works Commission (OPWC) in order to complete a road project in the Village. Part of the financial assistance package accepted by the Village included a loan in the amount of \$484,565 with an interest rate of 0%. This loan has an amortization period of 20 years commencing on the date of the first payment, which will occur on the last business day in January or the first day in July following the completion of the project, whichever date first occurs. An amortization schedule is not yet available for this loan.

In March 2020, OPWC approved \$423,940 for the Vera Road Project in the Village in the form of a 0% interest loan to be repaid on a 20-year schedule beginning 6 months after the project's completion. An amortization schedule is not yet available for this loan.

**Leases**

The Village leases vehicles under non-cancelable leases. The Village disbursed \$89,425 to pay lease costs for the year ended December 31, 2020.

During 2017, the Village entered into a capital lease agreement for a K9 police vehicle in the amount of \$54,122 at an interest rate of 2.88% for 36 months of payments. Payments for this vehicle concluded during December 2020.

During 2018, the Village entered into a capital lease agreement for two police vehicles and a dump truck in the amounts of \$100,000 and \$70,000, respectively, at an interest rate of 4.65% for 36 months of payments.

During 2020, the Village entered into a capital lease agreement for two additional police vehicles in the amount of \$37,425 and \$63,000, respectively, at an interest rate of 3% for 36 months of payments.

**Village of Golf Manor, Ohio**  
*Hamilton County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2020*

**Note 9 – Debt (Continued)**

***Amortization***

Amortization of the above debt, including interest, is scheduled as follows:

Year ending December 31:	Bonds	Police Vehicle Lease	Dump Truck Lease	2020 Dodge Lease	2020 Jeep Lease
2021	\$ 6,439	\$ 20,952	\$ 12,516	\$ 21,928	\$ 12,993
2022	-	-	-	21,928	12,993
2023	-	-	-	21,928	3,248
Total	<u>\$ 6,439</u>	<u>\$ 20,952</u>	<u>\$ 12,516</u>	<u>\$ 65,784</u>	<u>\$ 29,234</u>

**Note 10 - Contingent Liabilities**

Amounts grantor agencies pay to the Village are subject to audit and adjustment by the grantor. The grantor may require refunding any disallowed costs. Management cannot presently determine amounts grantors may disallow. However, based on prior experience, management believes any refunds would be immaterial.

The Village is defendant in pending lawsuits. Although management cannot presently determine the outcome of these suits, management believes that the resolution of these matters will not materially adversely affect the Village's financial condition.

**Note 11 - Jointly Governed Organization**

The Golf Manor Fire Department merged with and began sharing personnel, equipment and administration with the Little Miami Joint Fire & Rescue District at 12am on January 1, 2018. Fire and emergency medical services are now provided by the Little Miami Joint Fire and Rescue District. The District operates as a separate entity governed by a six-member Board of Trustees with two representatives from each member community serving on the Board; accordingly, the Village provides two Trustees.

**Note 12 – COVID-19**

The United States and the State of Ohio declared a state of emergency in March of 2020 due to the COVID-19 pandemic. The financial impact of COVID-19 and the continuing emergency measures will impact subsequent periods of the Village. In addition, the impact on the Village's future operating costs, revenues, and additional recovery from emergency funding, either federal or state, cannot be estimated.

**Note 13 – Fund Balance**

Included in fund balance are amounts the Village cannot spend, including the balance of unclaimed monies which cannot be spent for five years and the unexpendable corpus of the permanent funds. Encumbrances are commitments related to unperformed contracts for goods or services. Encumbrance accounting is utilized to the extent necessary to assure effective budgetary control and accountability and to facilitate effective cash planning and control. At year-end the balances of encumbrances were \$4,103 in the general fund and \$0 in the special revenue funds and \$0 for nonspendable in both general and special revenue funds.

**Village of Golf Manor, Ohio**  
*Hamilton County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2020*

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**Note 13 – Fund Balance (Continued)**

The fund balance of special revenue funds is either restricted or committed. The fund balance of debt service funds and capital projects fund are restricted, committed, or assigned. The fund balance of permanent funds that is not part of the nonspendable corpus is either restricted or committed. These restricted, committed, and assigned amounts in the special revenue, debt service, capital projects, and permanent funds would include the outstanding encumbrances. In the general fund, outstanding encumbrances are considered assigned.

**VILLAGE OF GOLF MANOR  
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, 2019**

	General	Special Revenue	Totals (Memorandum Only)
<b>Cash Receipts</b>			
Property and Other Local Taxes	\$ 648,793	\$ 574,379	\$ 1,223,172
Municipal Income Tax	784,385	-	784,385
Intergovernmental	129,150	205,403	334,553
Special Assessments	713	-	713
Charges for Services	275,732	1	275,733
Fines, Licenses and Permits	94,938	230,199	325,137
Earnings on Investments	4	355	359
Miscellaneous	83,640	7,451	91,091
	<i>Total Cash Receipts</i>	<i>2,017,355</i>	<i>3,035,143</i>
<b>Cash Disbursements</b>			
Current:			
Security of Persons and Property	1,041,760	266,395	1,308,155
Leisure Time Activities	1,808	2,761	4,569
Basic Utility Services	209,060	-	209,060
Transportation	-	221,095	221,095
General Government	551,370	7,980	559,350
Capital Outlay	5,000	85,000	90,000
Debt Service:			
Principal Retirement	18,423	72,801	91,224
Interest and Fiscal Charges	1,247	6,844	8,091
	<i>Total Cash Disbursements</i>	<i>662,876</i>	<i>2,491,544</i>
	<i>Excess of Receipts Over (Under) Disbursements</i>	<i>188,687</i>	<i>354,912</i>
	<i>188,687</i>	<i>354,912</i>	<i>543,599</i>
<b>Other Financing Receipts (Disbursements)</b>			
Other Debt Proceeds	-	85,000	85,000
Sale of Capital Assets	200	-	200
Transfers In	-	2,000	2,000
Transfers Out	(2,000)	-	(2,000)
Other Financing Sources	-	1,719	1,719
	<i>Total Other Financing Receipts (Disbursements)</i>	<i>88,719</i>	<i>86,919</i>
	<i>Net Change in Fund Cash Balances</i>	<i>186,887</i>	<i>443,631</i>
	<i>186,887</i>	<i>443,631</i>	<i>630,518</i>
	<i>Fund Cash Balances, January 1 (Restated, See Note 13)</i>	<i>412,871</i>	<i>967,170</i>
	<i>412,871</i>	<i>967,170</i>	<i>1,380,041</i>
<b>Fund Cash Balances, December 31</b>			
Restricted	-	1,410,801	1,410,801
Assigned	5,082	-	5,082
Unassigned	594,676	-	594,676
	<i>Fund Cash Balances, December 31</i>	<i>\$ 599,758</i>	<i>\$ 2,010,559</i>
	<i>\$ 599,758</i>	<i>\$ 1,410,801</i>	<i>\$ 2,010,559</i>

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

**VILLAGE OF GOLF MANOR  
HAMILTON COUNTY**

**COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS  
AND CHANGES IN FUND BALANCES (REGULATORY CASH BASIS)  
FIDUCIARY FUND TYPE  
FOR THE YEAR ENDED DECEMBER 31, 2019**

	Fiduciary Fund Type
	Agency
<b>Non-Operating Receipts (Disbursements)</b>	
Other Financing Sources	\$ 86,787
Other Financing Uses	(87,552)
<i>Total Non-Operating Receipts (Disbursements)</i>	<i>(765)</i>
<i>Net Change in Fund Cash Balances</i>	<i>(765)</i>
<i>Fund Cash Balances, January 1</i>	<i>8,777</i>
<i>Fund Cash Balances, December 31</i>	<i>\$ 8,012</i>

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

**Village of Golf Manor, Ohio**  
*Hamilton County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2019*

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**Note 1 – Reporting Entity**

The Village of Golf Manor (the Village), Hamilton County is a body politic and corporate established to exercise the right and privileges conveyed to it by the constitution and laws of the State of Ohio. A publicly-elected six-member Council directs the Village. The Village provides general government services, park operations and other leisure time activities and police services. The Village joined Little Miami Joint Fire & Rescue District to provide fire protection services.

***Jointly Governed Organization and Public Entity Risk Pool***

The Village participates in one jointly governed organization, the Little Miami Joint Fire and Rescue District. The Village also participates in a public entity risk pool, the Ohio Plan Risk Management, Inc. Notes 11 and 6 to the financial statements provides additional information for these entities. The Village's management believes these financial statements present all activities for which the Village is financially accountable.

**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 balance (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 Fund*** This fund accounts for and reports that portion of the State gasoline tax and motor vehicle license registration fees restricted for construction, maintenance, and repair of streets within the Village

***Police Levy Fund*** This fund accounts for and reports property tax money to assist in paying for the Village's police protection expenses.

***Street Levy Fund*** This fund accounts for and reports property tax money to assist in paying for the Village's street improvement and maintenance expenses.

***Federal Law Enforcement Trust Fund*** This fund accounts for and reports revenues generated through the participation of the Village's Police Department in the U.S. Department of Justice's Equitable Sharing Program. Resources generated through this program are used exclusively by the Police Department to supplement and enhance appropriated agency resources.

**Village of Golf Manor, Ohio**  
*Hamilton County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2019*

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**Note 2 – Summary of Significant Accounting Policies (Continued)**

***Fund Accounting (Continued)***

***Fiduciary Funds*** Fiduciary funds include private purpose trust funds and agency funds. Trust funds account for assets held under a trust agreement for individuals, private organizations, or other governments which are not available to support the Village's own programs.

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's agency fund accounts for the distribution and collection of Mayor's Court fines, fees, and bonds.

***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 Board recognizes receipts when received in cash rather than when earned and recognizes disbursements when paid rather than when a liability is incurred. Budgetary presentation 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, department, salary, and all other object levels 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.

***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 2019 budgetary activity appears in Note 3.

***Deposits and Investments***

The Village's accounting basis includes investments as assets. This basis does not record disbursements for investment purchases or receipts for investment sales. This basis records gains or losses at the time of sale as receipts and disbursements, respectively. The Village maintains all funds in local, interest-bearing checking accounts.

**Village of Golf Manor, Ohio**  
*Hamilton County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2019*

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**Note 2 – Summary of Significant Accounting Policies (Continued)**

***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 (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.

***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 Village Council or a Village official delegated that authority by resolution, or by State Statute.

***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.



**Village of Golf Manor, Ohio**  
*Hamilton County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2019*

**Note 3 - Budgetary Activity**

Budgetary activity for the years ending December 31, 2019 follows:

2019 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 1,950,554	\$ 2,017,555	\$ 67,001
Special Revenue	975,905	1,106,507	130,602
Total	\$ 2,926,459	\$ 3,124,062	197,603

2019 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 2,061,922	\$ 1,835,750	\$ 226,172
Special Revenue	903,704	663,482	240,222
Total	\$ 2,965,626	\$ 2,499,232	\$ 466,394

**Note 4 – Deposits**

The Village maintains a deposit pool all funds use. The Ohio Revised Code prescribes allowable deposits. The carrying amount of deposits at December 31 was as follows:

	2019
Demand deposits	\$ 2,018,571
Total deposits	\$ 2,018,571

**Deposits**

Deposits are insured by the Federal Depository Insurance Corporation; or collateralized through the Ohio Pooled Collateral System (OPCS), a collateral pool of eligible securities deposited with a qualified trustee and pledged to the Treasurer of State to secure repayment of all public monies deposited in the financial institution.

**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.

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

**Village of Golf Manor, Ohio**  
*Hamilton County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2019*

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**Note 5 – Taxes (Continued)**

***Income Taxes***

The Village levies a municipal income tax of 1.7 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 (as of July 1, 2018, these were to be submitted to RITA). Corporations and other individual taxpayers pay estimated taxes quarterly and file declaration annually. As of July 1, 2018, the Village entered into an agreement with RITA (Regional Income Tax Agency) to collect municipal income tax for the Village. RITA will be responsible for the administration and collection of all income taxes and will serve as an agent of the Village in this capacity.

**Note 6 - Risk Management**

Workers' Compensation coverage is provided by the State of Ohio. The Village pays the State Workers' Compensation System a premium based on a rate of \$100 of salaries. This rate is calculated based on accident history and administrative costs.

***Risk Pool Membership***

The Village belongs to the Ohio Plan Risk Management, Inc. (OPRM) (the "Plan"), a non-assessable, unincorporated non-profit association providing a formalized, jointly administered self-insurance risk management program and other administrative services to Ohio governments ("Members"). The Plan is legally separate from its member governments.

Pursuant to Section 2744.081 of the Ohio Revised Code, the plan provides property, liability, errors and omissions, law enforcement, automobile, excess liability, crime, surety and bond, inland marine and other coverages to its members sold through fourteen appointed independent agents in the State of Ohio.

OPRM coverage programs are developed specific to each member's risk management needs and the related premiums for coverage are determined through the application of uniform underwriting criteria addressing the member's exposure to loss. Effective November 1, 2017, the OPRM retained 47% of the premium and losses on the first \$250,000 casualty treaty and 30% of the first \$1,000,000 property treaty. The OPRM is also participated in a property primary excess of loss treaty. This treaty reimbursed the OPRM 30% for losses between \$200,000 and \$1,000,000. The reimbursement is based on the amount of loss between \$200,000 and \$1,000,000. Effective November 1, 2018, the OPRM the property retention remained unchanged, however, the Plan assumed 100% of the first \$250,000 casualty treaty. Members are only responsible for their self-retention (deductible) amounts, which vary from member to member. Effective November 1, 2019, the OPRM's property retention increased from 30% to 33%, while the casualty treaty remains unchanged and still assumes 100% of the first \$250,000 casualty treaty. OPRM had 776 members as of December 31, 2019.

The Pool's audited financial statements conform with generally accepted accounting principles, and reported the following assets, liabilities and equity at December 31, 2019.

Assets	\$ 15,920,504
Liabilities	( 11,329,011)
Members' Equity	<u>\$ 4,591,493</u>

**Village of Golf Manor, Ohio**  
*Hamilton County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2019*

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**Note 6 - Risk Management (Continued)**

***Risk Pool Membership (Continued)***

You can read the complete audited financial statements for OPRM at the Plan's website, [www.ohioplan.org](http://www.ohioplan.org).

**Note 7 – Defined Benefit Pension Plans**

***Ohio Public Employees Retirement System***

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

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, 2019.

***Ohio Police and Fire Retirement System***

The Village's certified full-time Police Officers belong to the Police and Fire Pension Fund (OP&F). OP&F 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.

The Ohio Revised Code also prescribes contribution rates. OP&F participants contributed 12.25% of their wages. The Village contributed to OP&F an amount equal to 19.5% of full-time police members' wages. However, the Village contributes 8.5% of the members' share of gross salaries, leaving police officers to contribute 8% of their gross salary. The Village has paid all contributions required through December 31, 2019.

**Note 8 – Postemployment Benefits**

Both OPERS and OP&F offer cost-sharing, multi-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. The portion of employer contributions allocated to health care for OPERS members in the Traditional Pension Plan and Combined Plan was 0 percent during the calendar year 2019. The portion of employer contributions allocated to health care for OPERS members in the Member Directed Plan was 4 percent during calendar year 2019. OP&F contributes 0.5 percent to fund these benefits.

Beginning January 1, 2019, OP&F changed its retiree health care model to a stipend-based health care model. A stipend funded by OP&F was placed in individual Health Reimbursement Accounts that retirees use to be reimbursed for health care expenses.

**Village of Golf Manor, Ohio**  
*Hamilton County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2019*

**Note 9 - Debt**

Debt outstanding at December 31, 2019 was as follows:

	<u>Principal</u>	<u>Interest</u>
Building Improvement Bonds - Roof Repair	\$ 25,486	3.50%
K9 Police Vehicle Lease-Purchase	18,662	2.88%
Police Vehicle Lease-Purchase	52,439	4.65%
Dump Truck Lease-Purchase	36,033	4.65%
OPWC #CB14W	85,000	0%
	<u>\$ 217,620</u>	

The General Obligation Bonds issued in 2016 were for the Administrative Building roof repair. The original bond amount was for \$90,000 at a 3.5% interest rate. The bonds mature in April 2021.

On July 1, 2019, the Village agreed to financial assistance from Ohio Public Works Commission (OPWC) in order to complete a road project in the Village. Part of the financial assistance package accepted by the Village included a loan in the amount of \$484,565 with an interest rate of 0%. This loan has an amortization period of 20 years commencing on the date of the first payment, which will occur on the last business day in January or the first day in July following the completion of the project, whichever date first occurs. An amortization schedule is not yet available for this loan.

**Leases**

The Village leases vehicles under non-cancelable leases. The Village disbursed \$79,603 to pay lease costs for the year ended December 31, 2019.

During 2017, the Village entered into a capital lease agreement for a K9 police vehicle in the amount of \$54,122 at an interest rate of 2.88% for 36 months of payments.

During 2018, the Village entered into a capital lease agreement for two police vehicles and a dump truck in the amounts of \$100,000 and \$70,000, respectively, at an interest rate of 4.65% for 36 months of payments. The previous audit report misstated the balance of the two police vehicles lease as \$46,654 instead of \$84,296, omitting the balance due on one of the vehicles.

**Amortization**

Amortization of the above debt, including interest, is scheduled as follows:

<u>Year ending</u> <u>December 31:</u>	<u>Bonds</u>	<u>K9 Vehicle</u> <u>Lease</u>	<u>Police Vehicle</u> <u>Lease</u>	<u>Dump Truck</u> <u>Lease</u>
2020	\$ 19,670	\$ 20,432	\$ 38,735	\$ 29,246
2021	6,439	-	17,946	10,427
Total	<u>\$ 26,109</u>	<u>\$ 20,432</u>	<u>\$ 56,681</u>	<u>\$ 39,673</u>

**Village of Golf Manor, Ohio**  
*Hamilton County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2019*

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**Note 10 - Contingent Liabilities**

Amounts grantor agencies pay to the Village are subject to audit and adjustment by the grantor. The grantor may require refunding any disallowed costs. Management cannot presently determine amounts grantors may disallow. However, based on prior experience, management believes any refunds would be immaterial.

The Village is defendant in pending lawsuits. Although management cannot presently determine the outcome of these suits, management believes that the resolution of these matters will not materially adversely affect the Village's financial condition.

**Note 11 - Jointly Governed Organization**

The Golf Manor Fire Department merged with and began sharing personnel, equipment and administration with the Little Miami Joint Fire & Rescue District at 12am on January 1, 2018. Fire and emergency medical services are now provided by the Little Miami Joint Fire and Rescue District. The District operates as a separate entity governed by a six-member Board of Trustees with two representatives from each member community serving on the Board; accordingly, the Village provides two Trustees.

**Note 12 – COVID-19**

The United States and the State of Ohio declared a state of emergency in March of 2020 due to the COVID-19 pandemic. The financial impact of COVID-19 and the continuing emergency measures will impact subsequent periods of the Village. In addition, the impact on the Village's future operating costs, revenues, and additional recovery from emergency funding, either federal or state, cannot be estimated.

**Note 13 – Beginning Fund Balance Restatement**

The prior audit incorrectly included an adjustment of the balance of unclaimed monies from the General Fund to an Agency Fund and the Village then reflected this adjustment as a transfer from the General Fund to an Agency Fund in 2019 its accounting system. We have restated the beginning fund balances in the General Fund and Agency Fund to reflect these monies within the General Fund and have adjusted the 2018 financial statements to reverse the transfer.

	General	Agency
Audited Fund Balance, December 31, 2018	\$ 412,797	\$ 8,778
Unclaimed Monies Returned to General Fund	73	(73)
Rounding Error	1	-
Restated Fund Balance, January 1, 2019	\$ 412,871	\$ 8,705



313 Second St.  
Marietta, OH 45750  
740.373.0056

1907 Grand Central Ave.  
Vienna, WV 26105  
304.422.2203

150 West Main St.  
St. Clairsville, OH 43950  
740.695.1569

1310 Market Street, Suite 300  
Wheeling, WV 26003  
304.232.1358

749 Wheeling Ave., Suite 300  
Cambridge, OH 43725  
740.435.3417

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
REQUIRED BY GOVERNMENT AUDITING STANDARDS**

September 15, 2021

Village of Golf Manor  
Hamilton County  
6450 Wiehe Rd.  
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 for each governmental fund type and the fiduciary fund type combined total as of and for the year ended December 31, 2020 and for each governmental and fiduciary fund type as of and for the year ended December 31, 2019, and related notes of the **Village of Golf Manor**, Hamilton County, (the Village) and have issued our report thereon dated September 15, 2021 wherein we noted the Village followed financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit. We also noted the financial impact of COVID-19 and the continuing emergency measures which may impact subsequent periods of the Village and several changes to its reporting model.

***Internal Control Over Financial Reporting***

As part of our financial statement audit, we considered the Village's internal control over financial reporting (internal control) as a basis for designing audit procedures appropriate in the circumstances to the extent necessary to support our opinions on the financial statements, but not to the extent necessary to opine on the effectiveness of the Village's internal control. Accordingly, we have not opined on it.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements. A *material weakness* is a deficiency, or combination of internal control deficiencies resulting in a reasonable possibility that internal control will not prevent or detect and timely correct a material misstatement of the Village's financial statements. 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.

Tax - Accounting - Audit - Review - Compilation - Agreed Upon Procedure - Consultation - Bookkeeping - Payroll - Litigation Support - Financial Investigations  
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***Internal Control Over Financial Reporting (Continued)***

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 internal control deficiencies that might be material weaknesses or significant deficiencies. Therefore, unidentified material weaknesses or significant deficiencies may exist. We did identify certain deficiencies in internal control, described in the accompanying schedule of audit findings that we consider material weaknesses. We consider findings 2020-001 and 2020-002 to be material weaknesses.

***Compliance and Other Matters***

As part of reasonably assuring whether the Village's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect the financial statements. However, opining on compliance with those provisions was not an objective of our audit and accordingly, we do not express an opinion. The results of our tests disclosed an instance of noncompliance or other matters we must report under *Government Auditing Standards* which is described in the accompanying schedule of audit findings as item 2020-002.

***Village's Response to Findings***

The Village's responses to the findings identified in our audit are described in the accompanying schedule of audit findings. We did not subject the Village's responses to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

***Purpose of this Report***

This report only describes the scope of our internal control and compliance testing and our testing results and does not opine on the effectiveness of the Village's internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the Village's internal control and compliance. Accordingly, this report is not suitable for any other purpose.



**Perry and Associates**  
Certified Public Accountants, A.C.  
Marietta, Ohio

VILLAGE OF GOLF MANOR  
HAMILTON COUNTY

SCHEDULE OF AUDIT FINDINGS  
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019

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

FINDING NUMBER 2020-001

**Material Weakness**

**Financial Reporting**

Accurate financial reporting is the responsibility of the Village Administration and is essential to ensure information provided to the readers of the financial statements is accurate. The following errors with the Village's annual financial report were noted:

- The Village improperly classified some activity of the Recycling Fund as a capital projects fund instead of within the Recycling Special Revenue Fund in 2019 and 2020.
- New capital leases for two vehicles were not reflected on the financial statements in 2020.
- Mayor's Court activity was not recorded in a separate agency fund in 2019 and was only partially recorded in a separate custodial fund in 2020.
- Lease payments were not always recorded properly as Principal Retirement and Interest and Other Fiscal Charges in 2019 and 2020.
- OPWC loan proceeds and corresponding capital outlay were not reflected on the financial statements in 2019 and 2020.
- Certain disbursements were recorded as Leisure Time Activities instead of Security of Persons and Property in 2020.

Not posting receipts and disbursements accurately resulted in the financial statements requiring several reclassifications and adjustments. The financial statements reflect all reclassifications and adjustments, and the Village has posted all adjustments to its accounting system.

To help ensure accuracy and reliability in the financial reporting process, we recommend that management perform a detailed review of its draft financial statements. Such review should include procedures to ensure that all sources of revenues and expenses are properly identified and classified on the financial statements.

We also recommend the Village Administration refer to the Ohio Village Handbook and other Auditor of State resources for guidance to determine the proper establishment of receipt and disbursement accounts and posting of receipts and disbursements.

**Management's Response:**

*The Village of Golf Manor, specifically the Village Administration and Clerk's Office recognize the errors outlined in this finding. Some of the components of this finding were recognized and addressed during the audit period of FY19/20. Specifically, the improper classification of recycling activities and Mayor's Court activities. In both circumstances Village Administration created individual dedicated funds in FY20 to properly record activities in compliance with Ohio Auditor of State Guidance.*

*The audit team at Perry and Associates also identified two minor discrepancies in the annual financial statements in 2020 relating to new capital vehicle leases and OPWC loan proceeds. The Village Fiscal Officer has received guidance from a representative from Perry and Associates relating to these two items and will ensure that all future annual financial statements properly reflect capital outlays incurred during a fiscal year.*



VILLAGE OF GOLF MANOR  
HAMILTON COUNTY

SCHEDULE OF AUDIT FINDINGS  
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019

FINDINGS RELATED TO THE FINANCIAL STATEMENTS  
REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS (Continued)

FINDING NUMBER 2020-001 (Continued)

*A third item identified by the audit team pertains to the proper recording of principal retirement and interest in 2019 and 2020. This item relates to vehicle payments made by the Village. This is a challenge faced by municipalities across the State as principal and interest figures provided by lending institutions to municipalities in the form of amortization schedules may not always reflect actual invoiced monthly payment requests. To remedy this item, staff from the Village Clerk's Office will be required to annually review and update amortization schedules for vehicle payments to ensure that Village financials accurately match bank amortization.*

*Finally, the audit team identified that certain disbursements were improperly recorded as Leisure Time Activities instead of the proper activity of Security of Persons and Property in 2020. The Village of Golf Manor received a reimbursable grant from Hamilton County as part of the County's response to COVID-19 to municipalities. It was the Village's responsibility to implement the correct accounting measures for the grant. However, guidance on how to achieve this requirement wasn't clear from the Village's perspective at the time and led to the improper recording of the grant funding. This item has been corrected.*

FINDING NUMBER 2020-002

**Material Weakness/Noncompliance**

**Ohio Revised Code Section 5705.09** states that each subdivision must establish; "special fund for each class of revenues derived from a source other than the general property tax, which the law requires to be used for a particular purpose.

The Village receives Permissive Motor Vehicle License Tax funds; however, the Village has not established a Permissive Motor Vehicle License Tax Fund for tracking the receipts and disbursements of this special revenue source. These receipts were posted to the Street Construction, Maintenance, and Repair Fund.

We recommend the Village establish a Permissive Motor Vehicle License Tax Fund in the Village's accounting system and begin tracking receipts and disbursements within that fund.

**Management's Response:**

*The audit team at Perry and Associates has identified a finding in the Village's financials relating to noncompliance of Ohio Revised Code Section 5705.09 that states that each subdivision must establish; "special fund for each class of revenues derived from a source other than the general property tax, which the law requires to be used for a particular purpose." Specifically, Perry and Associates noted that the Village has not established a separate fund for Permissive Motor Vehicle License Taxes. Instead, this revenue source is accounted for as receipts and disbursements within a dedicated line item in the 2011 SCMR Fund.*

*To remedy this and gain compliance with Ohio Revised Code Section 5705.09, the Village will create a new dedicated purpose fund to record receipts and disbursements solely for Permissive Motor Vehicle License Taxes (Fund 2101).*

**VILLAGE OF GOLF MANOR  
HAMILTON COUNTY**

**SCHEDULE OF PRIOR AUDIT FINDINGS  
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019**

Finding Number	Finding Summary	Status	Additional Information
2018-001	Financial Reporting	Not Corrected	Repeated as Finding 2020-001
2018-002	Income Tax	Fully Corrected	N/A
2018-003	Ohio Revised Code Section 149.351 – Destruction of Records	Fully Corrected	N/A
2018-004	Mayor's Court Activity	Fully Corrected	N/A
2018-005	Ohio Revised Code Section 5705.09 – Establishment of a Permissive Motor Vehicle License Tax Fund	Not Corrected	Repeated as Finding 2020-002

# OHIO AUDITOR OF STATE KEITH FABER



**VILLAGE OF GOLF MANOR**

**HAMILTON COUNTY**

**AUDITOR OF STATE OF OHIO CERTIFICATION**

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



**Certified for Release 12/2/2021**

88 East Broad Street, Columbus, Ohio 43215  
Phone: 614-466-4514 or 800-282-0370

This report is a matter of public record and is available online at  
[www.ohioauditor.gov](http://www.ohioauditor.gov)