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**CITY OF READING, OHIO**

Basic Financial Statements

Year ended December 31, 2010

With Independent Auditors' Report





# Dave Yost • Auditor of State

Members of Council  
City of Reading  
1000 Market Street  
Reading, Ohio 45215

We have reviewed the *Independent Auditors' Report* of the City of Reading, Hamilton County, prepared by Clark, Schaefer, Hackett & Co., for the audit period January 1, 2010 through December 31, 2010. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The City of Reading 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 31, 2012

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## INDEPENDENT AUDITORS' REPORT

To City Council  
City of Reading, Ohio:

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Reading, Ohio (the City), as of and for the year ended December 31, 2010, which collectively comprise the City's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the City's management. 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 of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to previously present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Reading, Ohio as of December 31, 2010, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated July 11, 2012, on our consideration of the City'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 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 internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

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Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 3 through 10 and 47 through 51, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

*Clark, Schaefer, Hackett & Co.*

Cincinnati, Ohio  
July 11, 2012

**City of Reading, Ohio**  
**Management's Discussion and Analysis**  
**For The Year Ended December 31, 2010**  
**(Unaudited)**

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The City of Reading's discussion and analysis of the annual financial reports provides a review of the financial performance for the fiscal year ending December 31, 2010. The intent of this discussion and analysis is to look at the City's financial performance as a whole; readers should also review the notes to the basic financial statements and financial statements to enhance their understanding of the City's performance.

**Financial Highlights**

- The City's total net assets decreased \$69,192. Net assets of governmental activities decreased \$62,110, net assets of business-type activities decreased by \$7,082.
- The General Fund reported a net change in fund balance of (\$424,225).
- Business-type operations reflected operating loss of (\$258).

**Overview of the Financial Statements**

This annual report consists of a series of financial statements. These statements are presented so that the reader can understand the City's financial situation as a whole and also give a detailed view of the City's fiscal condition.

The Statement of Net Assets and Statement of Activities provide information about the activities of the City as a whole and present a longer-term view of the City's finances. Major fund financial statements provide the next level of detail. For governmental funds, these statements tell how services were financed in the short-term as well as the amount of funds available for future spending. The fund financial statements also look at the City's most significant funds with all other nonmajor funds presented in total in one column.

**Government-wide Financial Statements**

The analysis of the City as a whole begins with the Government-wide Financial Statements. These reports provide information that will help the reader to determine if the City of Reading is financially better off or worse off as a result of the year's activities. These statements include all assets and liabilities using the accrual basis of accounting similar to the accounting used by private sector companies. All current year revenues and expenses are taken into account regardless of when cash is received or paid.

**City of Reading, Ohio**  
**Management's Discussion and Analysis**  
**For The Year Ended December 31, 2010**  
**(Unaudited)**

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These two statements report the City's net assets and changes to those assets. This change informs the reader whether the City's financial position, as a whole, has improved or diminished. In evaluating the overall financial health, the reader of these financial statements needs to take into account non-financial factors that also impact the City's financial well being. Some of these factors include the City's tax base and the condition of capital assets.

In the Government-wide Financial Statements, the City is divided into two kinds of activities.

- **Governmental Activities** - Most of the City's services are reported here including police, fire, street maintenance, parks and recreation, and general administration. Income taxes, property taxes, intergovernmental revenue, charges for services, and interest finance most of these activities.
- **Business-Type Activities** - These services include water. Service fees for these operations are charged based upon the amount of usage or a usage fee. The intent is that the fees charged recoup operational costs.

### **Fund Financial Statements**

Information about the City's major funds is presented in the Fund Financial Statements. Fund financial statements provide detailed information about the City's major funds - not the City as a whole. Some funds are required by State law and bond covenants. Other funds may be established by the City, with approval of council, to help control, manage and report money received for a particular purpose or to show that the City is meeting legal responsibilities for use of grants. The City's major funds are General, EPA Brownsfield Grant, Fire/EMS Capital Improvement, Capital Improvement and Water Funds.

**Governmental Funds** - Most of the City's services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the City's general government operations and the basic services it provides. Governmental fund information helps to determine whether there are more or less financial resources that can be spent in the near future on services provided to our residents. The relationship (or differences) between governmental activities (reported in the Statement of Net Assets and the Statement of Activities) and governmental funds is reconciled in the financial statements.

**Proprietary Funds** - When the City charges citizens for the services it provides, with the intent of recapturing operating costs, these services are generally reported in proprietary funds. Proprietary funds use the same basis of accounting as business-type activities; therefore, these statements will essentially match.

**City of Reading, Ohio**  
**Management's Discussion and Analysis**  
**For The Year Ended December 31, 2010**  
(Unaudited)

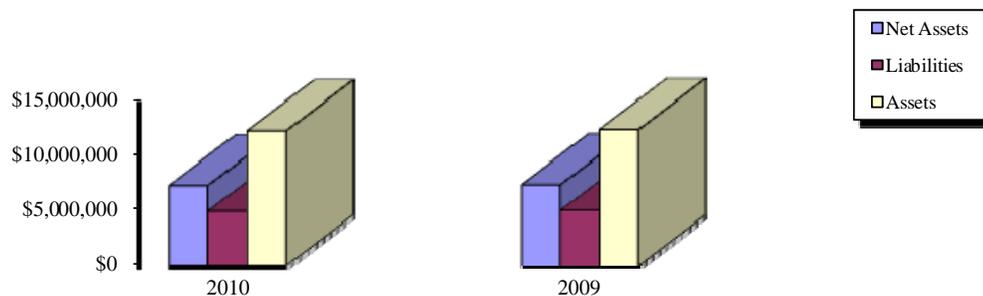
**Fiduciary Funds** - The City is the fiscal agent for three agency funds. All of the City's fiduciary activities are reported in separate Statements of Fiduciary Assets and Liabilities. We exclude these activities from the City's other financial statements because the City cannot use these assets to finance its operations. The City is responsible for ensuring that the assets reported in these funds are used for their intended purposes.

**The City as a Whole**

As stated previously, the Statement of Net Assets looks at the City as a whole. Table 1 provides a summary of the City's net assets for 2010 compared to 2009.

**Table 1**  
**Net Assets**

	Governmental Activities		Business-Type Activities		Total	
	2010	2009 Restated	2010	2009	2010	2009 Restated
<b>Assets:</b>						
Current and Other Assets	\$6,009,356	\$6,013,778	\$347,801	\$468,686	\$6,357,157	\$6,482,464
Capital Assets	5,220,983	5,193,931	748,985	783,088	5,969,968	5,977,019
<b>Total Assets</b>	<b>11,230,339</b>	<b>11,207,709</b>	<b>1,096,786</b>	<b>1,251,774</b>	<b>12,327,125</b>	<b>12,459,483</b>
<b>Liabilities:</b>						
Long-Term Liabilities	2,557,415	2,461,011	156,064	239,485	2,713,479	2,700,496
Other Liabilities	2,250,803	2,262,467	27,427	91,912	2,278,230	2,354,379
<b>Total Liabilities</b>	<b>4,808,218</b>	<b>4,723,478</b>	<b>183,491</b>	<b>331,397</b>	<b>4,991,709</b>	<b>5,054,875</b>
<b>Net Assets:</b>						
Invested in Capital Assets, Net of Related Debt	3,672,852	4,054,174	689,915	641,558	4,362,767	4,695,732
Restricted	2,839,706	2,487,391	0	0	2,839,706	2,487,391
Unrestricted	(90,437)	(57,334)	223,380	278,819	132,943	221,485
<b>Total Net Assets</b>	<b>\$6,422,121</b>	<b>\$6,484,231</b>	<b>\$913,295</b>	<b>\$920,377</b>	<b>\$7,335,416</b>	<b>\$7,404,608</b>



The City saw an increase in Capital Assets for Governmental Activities mainly due to an increase in capital asset additions. Long-Term Liabilities increased mainly due to the City issuing a \$284,662 OPWC loan in 2010 to finance various improvements to Waxwing Drive. Business-Type Activities Capital Assets decreased mainly due to current year depreciation expense exceeding current year additions. Business-Type Activities Long-Term Liabilities decreased mainly due to the City paying its scheduled debt payments.

**City of Reading, Ohio**  
**Management's Discussion and Analysis**  
**For The Year Ended December 31, 2010**  
(Unaudited)

Table 2 shows the changes in net assets at year end and revenue and expense comparisons of 2010 to 2009.

**Table 2**  
**Changes in Net Assets**

	Governmental Activities		Business-Type Activities		Total	
	2010	2009 Restated	2010	2009	2010	2009 Restated
<b>Program Revenues:</b>						
Charges for Services	\$1,357,545	\$1,439,903	\$1,333,909	\$1,433,709	\$2,691,454	\$2,873,612
Operating Grants, Contributions	976,156	1,605,213	0	0	976,156	1,605,213
Capital Grants and Contributions	0	56,500	0	0	0	56,500
<b>Total Program Revenues</b>	<b>2,333,701</b>	<b>3,101,616</b>	<b>1,333,909</b>	<b>1,433,709</b>	<b>3,667,610</b>	<b>4,535,325</b>
<b>General Revenues:</b>						
Income Taxes	6,010,240	5,786,374	0	0	6,010,240	5,786,374
Property Taxes	660,536	840,446	0	0	660,536	840,446
Grants and Entitlements	485,399	571,845	0	0	485,399	571,845
Investment Earnings	4,773	7,340	0	0	4,773	7,340
Other	29,669	138,778	0	0	29,669	138,778
<b>Total General Revenues</b>	<b>7,190,617</b>	<b>7,344,783</b>	<b>0</b>	<b>0</b>	<b>7,190,617</b>	<b>7,344,783</b>
<b>Total Revenues</b>	<b>9,524,318</b>	<b>10,446,399</b>	<b>1,333,909</b>	<b>1,433,709</b>	<b>10,858,227</b>	<b>11,880,108</b>
<b>Program Expenses:</b>						
General Government	2,014,109	2,095,411	0	0	2,014,109	2,095,411
Public Safety	5,461,354	5,741,299	0	0	5,461,354	5,741,299
Leisure Time Activities	461,934	531,092	0	0	461,934	531,092
Community Development	145,067	173,310	0	0	145,067	173,310
Basic Utility Service	438,421	565,550	0	0	438,421	565,550
Transportation and Street Repair	965,519	2,351,532	0	0	965,519	2,351,532
Public Health and Welfare	5,000	10,552	0	0	5,000	10,552
Interest and Fiscal Charges	95,024	103,521	0	0	95,024	103,521
Water Utility	0	0	1,340,991	1,385,236	1,340,991	1,385,236
<b>Total Program Expenses</b>	<b>9,586,428</b>	<b>11,572,267</b>	<b>1,340,991</b>	<b>1,385,236</b>	<b>10,927,419</b>	<b>12,957,503</b>
<b>Change in Net Assets</b>	<b>(62,110)</b>	<b>(1,125,868)</b>	<b>(7,082)</b>	<b>48,473</b>	<b>(69,192)</b>	<b>(1,077,395)</b>
<b>Net Assets Beginning of Year</b>	<b>6,484,231</b>	<b>7,610,099</b>	<b>920,377</b>	<b>871,904</b>	<b>7,404,608</b>	<b>8,482,003</b>
<b>Net Assets End of Year</b>	<b>\$6,422,121</b>	<b>\$6,484,231</b>	<b>\$913,295</b>	<b>\$920,377</b>	<b>\$7,335,416</b>	<b>\$7,404,608</b>

Operating Grants and Contributions decreased in 2010 as compared to 2009 due to an EPA Grant that was received in 2009. Transportation and Street Repair decreased due to the completion of various projects throughout the City to perform repairs and maintenance to streets in 2009. The Business-Type Activities saw a decrease in Charges for Services mainly due to a decrease in utility receipts in 2010 as compared to 2009, while expenses decreased mainly due to a decrease in personnel services expense.

**City of Reading, Ohio  
Management’s Discussion and Analysis  
For The Year Ended December 31, 2010  
(Unaudited)**

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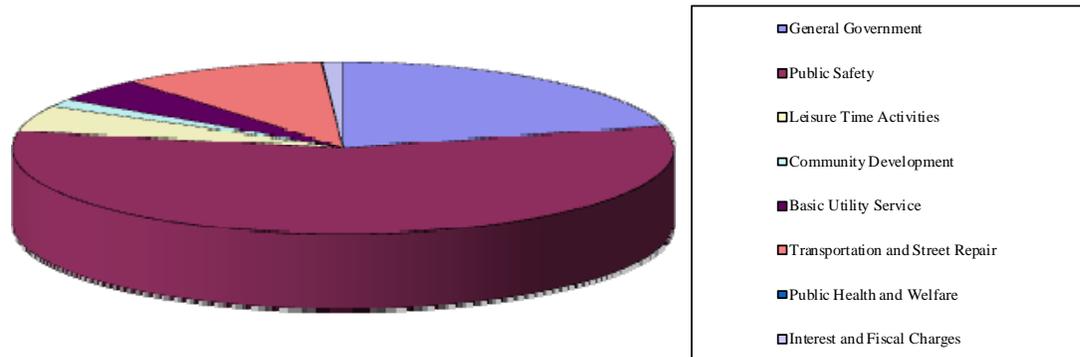
***Governmental Activities***

The 2.0% income tax is the largest source of revenue for the City. Revenues generated by the earnings tax represent approximately 84% of the City’s governmental activities general revenues.

Governmental Activities  
Program Expenses for 2010

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	<u>Percentage</u>
General Government	21.0%
Public Safety	57.0%
Leisure Time Activities	4.8%
Community Development	1.5%
Basic Utility Service	4.6%
Transportation and Street Repair	10.0%
Public Health and Welfare	0.1%
Interest and Fiscal Charges	1.0%
Total	<u>100.0%</u>



General Government includes legislative and executive as well as judicial expenses. Leaf and brush pickup, storm sewer projects, aggressive street resurfacing program, amenities in the parks, and police and fire services all culminate into a full service city.

***Business-Type Activities***

The City’s business-type activity includes water. This program had operating revenues of \$1,333,909 and operating expenses of \$1,334,167 for fiscal year 2010. Business activities receive no support from tax revenues. The business activities net assets at the end of the year was \$913,295, which decreased \$7,082 from 2009. The City had one business-type (enterprise) fund that was a major fund: the Water fund.

**City of Reading, Ohio**  
**Management's Discussion and Analysis**  
**For The Year Ended December 31, 2010**  
**(Unaudited)**

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**The City's Funds**

The City has four major governmental funds: the General Fund, EPA Brownsfield Grant Fund, Fire/EMS Capital Improvement Fund and Capital Improvement Fund. Assets of the General fund comprised \$2,270,366 (37%), the EPA Brownsfield Grant fund comprised \$1,247,290 (20%), the Fire/EMS Capital Improvement fund comprised \$741,149 (12%) and the Capital Improvement fund comprised \$913,845 (15%) of the total \$6,193,071 governmental funds assets.

**General Fund:** Fund deficit at December 31, 2010 was (\$86,692) a decrease in fund balance of \$424,225 from 2009. The general fund had a decrease in fund balance mainly due to a decrease in intergovernmental revenue.

**EPA Brownsfield Grant Fund:** Fund balance at December 31, 2010 was \$643,311 an increase in fund balance of \$447,572 from 2009. The EPA Brownsfield grant had an increase in fund balance mainly due to a decrease in transportation and street repair expenditures.

**Fire/EMS Capital Improvement Fund:** Fund balance at December 31, 2010 was \$741,149, an increase in fund balance of \$150,581. The Fire/EMS Capital Improvement fund had an increase in fund balance due to a decrease in capital outlay.

**Capital Improvement Fund:** Fund balance at December 31, 2010 was \$530,472 a decrease in fund balance of \$55,245. The capital improvement fund had a decrease in fund balance due to a decrease in taxes and intergovernmental revenue.

**General Fund Budgeting Highlights**

The City's General Fund budget is formally adopted at the object level. Financial reports, which compare actual performance with the budget, are prepared quarterly and presented to the Council so the Council is able to review the financial status and measure the effectiveness of the budgetary controls.

As the City completed the year, its General Fund balance reported an actual fund balance of \$38,033, on a Non-GAAP Budgetary Basis.

Variations from the final budget amounts to the actual amounts are primarily due to the following reasons: The City overestimated the taxes revenue amount and overestimated the general government and public safety expenditures for 2010.

**City of Reading, Ohio**  
**Management's Discussion and Analysis**  
**For The Year Ended December 31, 2010**  
(Unaudited)

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**Capital Assets and Debt Administration**

*Capital Assets*

At year end, the City had \$5,969,968 invested in land, buildings and improvements, equipment and infrastructure. Table 3 shows 2010 balances compared to 2009:

**Table 3**  
**Capital Assets, Net of Depreciation**

	Governmental Activities		Business-Type Activities		Total	
	2010	2009	2010	2009	2010	2009
Land	\$1,337,171	\$1,337,171	\$6,135	\$6,135	\$1,343,306	\$1,343,306
Buildings and Improvements	399,131	474,832	50,796	52,290	449,927	527,122
Equipment	608,390	728,448	85,786	99,547	694,176	827,995
Infrastructure	2,876,291	2,653,480	606,268	625,116	3,482,559	3,278,596
Total Net Capital Assets	<u>\$5,220,983</u>	<u>\$5,193,931</u>	<u>\$748,985</u>	<u>\$783,088</u>	<u>\$5,969,968</u>	<u>\$5,977,019</u>

The decreases in net capital assets was the result of current year depreciation expense being greater than current year additions.

See Note 6 in the notes to the basic financial statements for further details on the City's capital assets.

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**City of Reading, Ohio**  
**Management's Discussion and Analysis**  
**For The Year Ended December 31, 2010**  
(Unaudited)

**Debt**

At year-end the City had \$1,607,201 in general obligation bonds, notes, loans and capital leases.

**Table 4**  
**Outstanding Debt at Year End**

		2010	2009
<b>Governmental Activities</b>			
<u>Bonds and Notes Payable</u>			
2003 Various Purpose Bonds	1.40-5.00%	\$300,000	\$400,000
2003 Streetscape Bonds	4.59%	650,000	700,000
2009 Real Estate Acquisition Note	6.80%	300,000	325,000
Subtotal Bonds and Notes Payable		<u>1,250,000</u>	<u>1,425,000</u>
<u>OPWC Loan Payable</u>			
2010 Waxwing Improvements	0.00%	<u>284,662</u>	<u>0</u>
<u>Capital Leases Payable</u>			
2009 Dump Truck	2.90%	<u>13,469</u>	<u>39,757</u>
Total Government Activities		<u>1,548,131</u>	<u>1,464,757</u>
<b>Business Type Activities</b>			
<u>Bonds Payable</u>			
2001 Water System Improvements II	4.94%	<u>48,000</u>	<u>109,000</u>
Subtotal Bonds Payable		<u>48,000</u>	<u>109,000</u>
<u>Capital Lease Payable</u>			
2009 Dump Truck	7.31%	<u>11,070</u>	<u>32,530</u>
Total Business-Type Activities		<u>59,070</u>	<u>141,530</u>
Total Debt		<u>\$1,607,201</u>	<u>\$1,606,287</u>

See Notes 8 - 9 in the notes to the basic financial statements for further details on the City's long-term obligations.

**Economic Factors**

The City is not immune to economic conditions that have negatively affected many public and private entities. Management has been committed to providing its residents with full disclosure of the financial position of the City.

**Contacting the City's Financial Department**

This financial report is designed to provide our citizens, taxpayers, customers and investors, and creditors with a general overview of the City's finances and to show the City's accountability for the money it receives. If you have any questions about this report or need additional financial information, contact the City Auditor, City of Reading, 1000 Market Street, Reading, Ohio 45215.

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City of Reading, Ohio  
Statement of Net Assets  
December 31, 2010

	Governmental Activities	Business-Type Activities	Total
<b>Assets:</b>			
Equity in Pooled Cash	\$1,998,348	\$163,223	\$2,161,571
<b>Receivables:</b>			
Taxes	2,107,752	0	2,107,752
Accounts	583,648	114,823	698,471
Intergovernmental	466,618	0	466,618
Internal Balances	(69,755)	69,755	0
Land Held for Resale	922,745	0	922,745
Nondepreciable Capital Assets	1,337,171	6,135	1,343,306
Depreciable Capital Assets, Net	3,883,812	742,850	4,626,662
<b>Total Assets</b>	<b>11,230,339</b>	<b>1,096,786</b>	<b>12,327,125</b>
<b>Liabilities:</b>			
Accounts Payable	320,339	9,023	329,362
Accrued Wages and Benefits	697,438	17,681	715,119
Accrued Interest Payable	30,192	723	30,915
Unearned Revenue	602,834	0	602,834
General Obligation Notes Payable	600,000	0	600,000
<b>Long-Term Liabilities:</b>			
Due Within One Year	507,329	78,427	585,756
Due In More Than One Year	2,050,086	77,637	2,127,723
<b>Total Liabilities</b>	<b>4,808,218</b>	<b>183,491</b>	<b>4,991,709</b>
<b>Net Assets:</b>			
Invested in Capital Assets, Net of Related Debt	3,672,852	689,915	4,362,767
<b>Restricted for:</b>			
Debt Service	3,735	0	3,735
Capital Projects	1,446,640	0	1,446,640
Street Maintenance and Repair	143,845	0	143,845
EPA Brownsfield Grant	643,311	0	643,311
Streets and Curbs	199,748	0	199,748
Motor Vehicle Permissive	172,724	0	172,724
Other Purposes	229,703	0	229,703
Unrestricted	(90,437)	223,380	132,943
<b>Total Net Assets</b>	<b>\$6,422,121</b>	<b>\$913,295</b>	<b>\$7,335,416</b>

See accompanying notes to the basic financial statements.

City of Reading, Ohio  
Statement of Activities  
For the Fiscal Year Ended December 31, 2010

	Expenses	Program Revenues	
		Charges for Services and Sales	Operating Grants and Contributions
Governmental Activities:			
General Government	\$2,014,109	\$366,684	\$0
Public Safety	5,461,354	537,913	0
Leisure Time Activities	461,934	81,026	0
Community Development	145,067	23,112	0
Basic Utility Service	438,421	348,810	0
Transportation and Street Repair	965,519	0	976,156
Public Health and Welfare	5,000	0	0
Interest and Fiscal Charges	95,024	0	0
Total Governmental Activities	9,586,428	1,357,545	976,156
Business-Type Activities:			
Water Utility	1,340,991	1,333,909	0
Total Business-Type Activities	1,340,991	1,333,909	0
Totals	\$10,927,419	\$2,691,454	\$976,156

General Revenues:  
Income Taxes  
  Property Taxes Levied for:  
    General Purposes  
    Capital Projects Purposes  
  Grants and Entitlements not Restricted to Specific Programs  
  Investments Earnings  
  Other Revenues

Total General Revenues

Change in Net Assets

Net Assets Beginning of Year, Restated

Net Assets End of Year

See accompanying notes to the basic financial statements.

Net (Expense) Revenue and Changes in Net Assets		
Governmental Activities	Business-Type Activities	Total
(\$1,647,425)	\$0	(\$1,647,425)
(4,923,441)	0	(4,923,441)
(380,908)	0	(380,908)
(121,955)	0	(121,955)
(89,611)	0	(89,611)
10,637	0	10,637
(5,000)	0	(5,000)
(95,024)	0	(95,024)
<u>(7,252,727)</u>	<u>0</u>	<u>(7,252,727)</u>
<u>0</u>	<u>(7,082)</u>	<u>(7,082)</u>
<u>0</u>	<u>(7,082)</u>	<u>(7,082)</u>
<u>(7,252,727)</u>	<u>(7,082)</u>	<u>(7,259,809)</u>
6,010,240	0	6,010,240
353,004	0	353,004
307,532	0	307,532
485,399	0	485,399
4,773	0	4,773
29,669	0	29,669
<u>7,190,617</u>	<u>0</u>	<u>7,190,617</u>
(62,110)	(7,082)	(69,192)
<u>6,484,231</u>	<u>920,377</u>	<u>7,404,608</u>
<u>\$6,422,121</u>	<u>\$913,295</u>	<u>\$7,335,416</u>

City of Reading, Ohio  
Balance Sheet  
Governmental Funds  
December 31, 2010

	General	EPA Brownsfield Grant	Fire/EMS Capital Improvement	Capital Improvement
<b>Assets:</b>				
Equity in Pooled Cash	\$201,097	\$324,545	\$722,010	\$960
<b>Receivables:</b>				
Taxes	1,777,577	0	0	330,175
Accounts	95,679	0	19,139	468,750
Intergovernmental	196,013	0	0	0
Interfund	0	0	0	113,960
Land Held for Resale	0	922,745	0	0
<b>Total Assets</b>	<b>2,270,366</b>	<b>1,247,290</b>	<b>741,149</b>	<b>913,845</b>
<b>Liabilities and Fund Balances:</b>				
<b>Liabilities:</b>				
Accounts Payable	258,963	0	0	0
Accrued Wages and Benefits	676,832	0	0	0
Accrued Interest Payable	0	3,979	0	6,322
Interfund Payable	118,765	0	0	0
Deferred Revenue	1,302,498	0	0	377,051
General Obligation Notes Payable	0	600,000	0	0
<b>Total Liabilities</b>	<b>2,357,058</b>	<b>603,979</b>	<b>0</b>	<b>383,373</b>
<b>Fund Balances:</b>				
Reserved for Land Held for Resale	0	922,745	0	0
Reserved for Long-Term Receivable	0	0	0	468,750
<b>Unreserved, Undesignated, Reported in:</b>				
General Fund	(86,692)	0	0	0
Special Revenue Funds	0	(279,434)	0	0
Debt Service Funds	0	0	0	0
Capital Projects Funds	0	0	741,149	61,722
<b>Total Fund Balances</b>	<b>(86,692)</b>	<b>643,311</b>	<b>741,149</b>	<b>530,472</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$2,270,366</b>	<b>1,247,290</b>	<b>\$741,149</b>	<b>\$913,845</b>

See accompanying notes to the basic financial statements.

Other Governmental Funds	Total Governmental Funds
\$749,736	\$1,998,348
0	2,107,752
80	583,648
270,605	466,618
0	113,960
0	922,745
<u>1,020,421</u>	<u>6,193,071</u>
61,376	320,339
20,606	697,438
0	10,301
64,950	183,715
222,319	1,901,868
0	600,000
<u>369,251</u>	<u>3,713,661</u>
0	922,745
0	468,750
0	(86,692)
639,930	360,496
(56,111)	(56,111)
67,351	870,222
<u>651,170</u>	<u>2,479,410</u>
<u>\$1,020,421</u>	<u>\$6,193,071</u>

City of Reading, Ohio  
 Reconciliation of Total Governmental Fund Balance to  
 Net Assets of Governmental Activities  
 December 31, 2010

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Total Governmental Fund Balance \$2,479,410

Amounts reported for governmental activities in the  
 statement of net assets are different because:

Capital assets used in governmental activities are not financial  
 resources and therefore are not reported in the funds. 5,220,983

Other long-term assets are not available to pay for current-  
 period expenditures and therefore are deferred in the funds.

Income Taxes	810,347	
Delinquent Property Taxes	57,516	
Intergovernmental	384,295	
Other	46,876	
		1,299,034

In the statement of net assets interest payable is accrued when  
 incurred, whereas in the governmental funds interest is  
 reported as a liability only when it will require the use of  
 current financial resources. (19,891)

Some liabilities reported in the statement of net assets do not  
 require the use of current financial resources and therefore  
 are not reported as liabilities in governmental funds.

Compensated Absences (1,009,284)

Long-term liabilities, are not due and payable in the current  
 period and therefore are not reported in the funds. (1,548,131)

Net Assets of Governmental Activities \$6,422,121

See accompanying notes to the basic financial statements.

City of Reading, Ohio  
Statement of Revenues, Expenditures  
and Changes in Fund Balance  
Governmental Funds  
For the Fiscal Year Ended December 31, 2010

	General	EPA Brownsfield Grant	Fire/EMS Capital Improvement	Capital Improvement
<b>Revenues:</b>				
Taxes	\$6,224,471	\$0	\$0	\$305,595
Fines, Licenses & Permits	240,240	0	0	0
Charges for Services	763,622	0	259,641	0
Investment Earnings	4,582	0	0	0
Intergovernmental	472,664	342,589	0	46,752
Special Assessments	0	0	0	0
Other Revenues	26,436	0	0	2,500
<b>Total Revenues</b>	<b>7,732,015</b>	<b>342,589</b>	<b>259,641</b>	<b>354,847</b>
<b>Expenditures:</b>				
<b>Current:</b>				
General Government	1,857,822	0	0	0
Public Safety	5,184,835	0	0	0
Leisure Time Activities	407,244	0	0	0
Community Development	143,771	0	0	0
Basic Utility Service	438,421	0	0	0
Transportation and Street Repair	198	18,188	0	0
Public Health and Welfare	5,000	0	0	0
Capital Outlay	0	0	109,060	78,865
<b>Debt Service:</b>				
Principal Retirement	25,000	0	0	176,288
Interest and Fiscal Charges	22,284	23,220	0	49,772
<b>Total Expenditures</b>	<b>8,084,575</b>	<b>41,408</b>	<b>109,060</b>	<b>304,925</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>(352,560)</b>	<b>301,181</b>	<b>150,581</b>	<b>49,922</b>
<b>Other Financing Sources (Uses):</b>				
Issuance of Long-Term Capital-Related Debt	0	0	0	0
Transfers In	25,000	146,391	0	20,000
Transfers (Out)	(96,665)	0	0	(125,167)
<b>Total Other Financing Sources (Uses)</b>	<b>(71,665)</b>	<b>146,391</b>	<b>0</b>	<b>(105,167)</b>
<b>Net Change in Fund Balance</b>	<b>(424,225)</b>	<b>447,572</b>	<b>150,581</b>	<b>(55,245)</b>
<b>Fund Balance Beginning of Year, Restated</b>	<b>337,533</b>	<b>195,739</b>	<b>590,568</b>	<b>585,717</b>
<b>Fund Balance End of Year</b>	<b>(\$86,692)</b>	<b>\$643,311</b>	<b>\$741,149</b>	<b>\$530,472</b>

See accompanying notes to the basic financial statements.

Other Governmental Funds	Total Governmental Funds
\$0	\$6,530,066
53,041	293,281
21,412	1,044,675
191	4,773
733,701	1,595,706
1,200	1,200
3,233	32,169
<u>812,778</u>	<u>9,501,870</u>
0	1,857,822
42,289	5,227,124
0	407,244
560	144,331
0	438,421
930,386	948,772
0	5,000
288,787	476,712
0	201,288
0	95,276
<u>1,262,022</u>	<u>9,801,990</u>
<u>(449,244)</u>	<u>(300,120)</u>
284,662	284,662
37,465	228,856
(7,024)	(228,856)
<u>315,103</u>	<u>284,662</u>
(134,141)	(15,458)
<u>785,311</u>	<u>2,494,868</u>
<u>\$651,170</u>	<u>\$2,479,410</u>

City of Reading, Ohio  
 Reconciliation of the Statement of Revenues, Expenditures, and Changes  
 in Fund Balance of Governmental Funds to the Statement of Activities  
 For the Fiscal Year Ended December 31, 2010

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Net Change in Fund Balance - Total Governmental Funds (\$15,458)

Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital asset additions as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount of the difference between capital asset additions and depreciation in the current period.

Capital assets used in governmental activities	\$512,717	
Depreciation Expense	<u>(470,831)</u>	41,886

Governmental funds only report the disposal of assets to the extent proceeds are received from the sale. In the statement of activities, a gain or loss is reported for each disposal. The amount of the proceeds must be removed and the gain or loss on the disposal of capital assets must be recognized. This is the amount of the difference between the proceeds and the gain or loss. (14,834)

Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds.

Income Taxes	\$138,257	
Delinquent Property Taxes	2,502	
Intergovernmental	(115,811)	
Other	<u>(2,500)</u>	22,448

Repayment of bond, loan and capital lease principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net assets. 201,288

In the statement of activities interest expense is accrued when incurred, whereas in governmental funds an interest expenditure is reported when due. 252

Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.

Compensated Absences		(13,030)
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Proceeds from debt issues are an other financing source in the funds, but a debt issue increases long-term liabilities in the statement of net assets. (284,662)

Change in Net Assets of Governmental Activities (\$62,110)

See accompanying notes to the basic financial statements.

City of Reading, Ohio  
Statement of Net Assets  
Proprietary Fund  
December 31, 2010

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	<u>Water</u>
Assets:	
Equity in Pooled Cash	\$163,223
Receivables:	
Accounts	114,823
Interfund	<u>69,755</u>
Total Current Assets	<u>347,801</u>
Nondepreciable Capital Assets	6,135
Depreciable Capital Assets, Net	<u>742,850</u>
Total Assets	<u>1,096,786</u>
Liabilities:	
Current Liabilities:	
Accounts Payable	9,023
Accrued Wages and Benefits	17,681
Compensated Absences	19,357
Accrued Interest Payable	723
Long-Term Liabilities Due Within One Year	<u>59,070</u>
Total Current Liabilities	<u>105,854</u>
Long-Term Liabilities:	
Compensated Absences	<u>77,637</u>
Total Long-Term Liabilities	<u>77,637</u>
Total Liabilities	<u>183,491</u>
Net Assets:	
Invested in Capital Assets, Net of Related Debt	689,915
Unrestricted	<u>223,380</u>
Total Net Assets	<u><u>\$913,295</u></u>

See accompanying notes to the basic financial statements.

City of Reading, Ohio  
Statement of Revenues, Expenses  
and Changes in Fund Net Assets  
Proprietary Fund  
For the Fiscal Year Ended December 31, 2010

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	<u>Water</u>
Operating Revenues:	
Charges for Services	<u>\$1,333,909</u>
Total Operating Revenues	<u>1,333,909</u>
Operating Expenses:	
Personal Services	334,243
Materials and Supplies	962,481
Depreciation	<u>37,443</u>
Total Operating Expenses	<u>1,334,167</u>
Operating (Loss)	<u>(258)</u>
Non-Operating Revenues (Expenses):	
Interest (Expense)	<u>(6,824)</u>
Total Non-Operating Revenues (Expenses)	<u>(6,824)</u>
Change in Net Assets	(7,082)
Net Assets Beginning of Year	<u>920,377</u>
Net Assets End of Year	<u><u>\$913,295</u></u>

See accompanying notes to the basic financial statements.

City of Reading, Ohio  
Statement of Cash Flows  
Proprietary Fund  
For the Fiscal Year Ended December 31, 2010

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	<u>Water</u>
Cash Flows from Operating Activities:	
Cash Received from Customers	\$1,504,788
Cash Payments to Employees	(335,751)
Cash Payments to Suppliers	<u>(1,025,710)</u>
Net Cash Provided by Operating Activities	<u>143,327</u>
Cash Flows from Capital and Related Financing Activities:	
Payments for Capital Acquisitions	(3,340)
Debt Principal Payments	(82,460)
Debt Interest Payments	<u>(7,533)</u>
Net Cash (Used) by Capital and Related Financing Activities	<u>(93,333)</u>
Net Increase in Cash and Cash Equivalents	49,994
Cash and Cash Equivalents Beginning of Year	<u>113,229</u>
Cash and Cash Equivalents End of Year	<u><u>163,223</u></u>
Reconciliation of Operating (Loss) to Net Cash Provided by Operating Activities	
Operating (Loss)	(258)
Adjustments:	
Depreciation	37,443
Changes in Assets & Liabilities:	
(Increase) Decrease in Receivables	170,879
Increase (Decrease) in Payables	(63,229)
Increase (Decrease) in Accrued Liabilities	<u>(1,508)</u>
Net Cash Provided by Operating Activities	<u><u>\$143,327</u></u>

See accompanying notes to the basic financial statements.

City of Reading, Ohio  
Statement of Fiduciary Assets and Liabilities  
Fiduciary Fund  
December 31, 2010

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	<u>Agency</u>
Assets:	
Equity in Pooled Cash	\$825,365
Receivables:	
Accounts	<u>217,041</u>
Total Assets	<u>1,042,406</u>
Liabilities:	
Other Liabilities	<u>1,042,406</u>
Total Liabilities	<u>\$1,042,406</u>

See accompanying notes to the basic financial statements.

**City of Reading, Ohio**  
**Notes to the Basic Financial Statements**  
**For The Year Ended December 31, 2010**

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**Note 1 – Description of the City and Reporting Entity**

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The City of Reading, Ohio (the “City”) operates under a seven-member council. An elected City Auditor is responsible for fiscal control of the City’s resources. Services provided by the City include public service, public safety, recreation and development.

**Reporting Entity**

A reporting entity is comprised of the primary government, component units and other organizations that are included to ensure that financial statements are not misleading. The primary government of the City consists of all funds, departments, boards and agencies that are not legally separate from the City. The City operates under a seven-member council. An elected City Auditor is responsible for fiscal control of the resources of the City. Services provided by the City include public services, public safety, recreation, and development.

Component units are legally separate organizations for which the City is financially accountable. The City is financially accountable for an organization if the City appoints a voting majority of the organization’s governing board; and (1) the City is able to significantly influence the programs or services performed or provided by the organization; or (2) the City is legally entitled to or can otherwise access the organization’s resources; the City is legally obligated or has otherwise assumed the responsibility to finance the deficits of, or provide financial support to, the organization; or the City is obligated for the debt of the organizations. Component units may also include organizations for which the City authorizes the issuance of debt or the levying of taxes, or determines the budget. There are no component units included as part of this report.

**Note 2 – Summary of Significant Accounting Policies**

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The financial statements of the City have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to local governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial principles. The City also applies Financial Accounting Standards Board (FASB) guidance issued on or before November 30, 1989, to its governmental and business-type activities and to its enterprise funds provided they do not conflict with or contradict GASB pronouncements. For proprietary funds the City has elected not to follow subsequent private-sector guidance. The most significant of the City’s accounting policies are described below.

**City of Reading, Ohio**  
**Notes to the Basic Financial Statements**  
**For The Year Ended December 31, 2010**

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**Measurement Focus**

Government-Wide Financial Statements

The government-wide financial statements are prepared using the economic resources measurement focus. All assets and all liabilities associated with the operation of the City are included on the Statement of Net Assets.

Fund Financial Statements

All governmental funds are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. The statement of revenues, expenditures and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements therefore include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds.

Like the government-wide statements, all proprietary funds are accounted for on a flow of economic resources measurement focus. All assets and all liabilities associated with the operation of these funds are included on the statement of net assets. The statement of revenues, expenses, and changes in fund net assets presents increases (i.e., revenues) and decreases (i.e., expenses) in total net assets. The statement of cash flows provides information about how the City finances and meets the cash flow needs of its proprietary activities.

**Basis of Presentation**

The City's basic financial statements consist of government-wide statements, including a statement of net assets and a statement of activities, and fund financial statements which provide a more detailed level of financial information.

Government-Wide Financial Statements

The statement of net assets and the statement of activities display information about the City as a whole. These statements include the financial activities of the primary government, except for fiduciary funds. The statements distinguish between those activities of the City that are governmental and those that are considered business-type activities.

The statement of net assets presents the financial condition of the governmental and business-type activities of the City at year-end. The statement of activities presents a comparison between direct expenses and program revenues for each program or function of the City's governmental activities and for the business-type activities of the City. Direct expenses are those that are specifically associated with a service, program or department and therefore clearly identifiable to a particular function. Program revenues include charges paid by the recipient of the goods or services offered by the program, grants and contributions that are restricted to meeting the operational or capital requirements of a particular program and

**City of Reading, Ohio**  
**Notes to the Basic Financial Statements**  
**For The Year Ended December 31, 2010**

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interest earned on grants that is required to be used to support a particular program.

Revenues which are not classified as program revenues are presented as general revenues of the City, with certain limited exceptions. The comparison of direct expenses with program revenues identifies the extent to which each business segment or governmental function is self-financing or draws from the general revenues of the City.

Fund Financial Statements

During the year, the City segregates transactions related to certain City functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. Fund financial statements are designed to present financial information of the City at this more detailed level. The focus of governmental and enterprise fund financial statements is on major funds. Each major fund is presented in a separate column. Non-major funds are aggregated and presented in a single column. Fiduciary funds are reported by type.

**Fund Accounting**

The City 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. There are three categories of funds: governmental, proprietary and fiduciary.

Governmental Funds

Governmental funds are those through which most governmental functions typically are financed. Governmental fund reporting focuses on the sources, uses and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used. Current liabilities are assigned to the fund from which they will be paid. The difference between governmental fund assets and liabilities is reported as fund balance. The following are the City's major governmental funds:

General Fund - The general fund accounts for all financial resources except those required to be accounted for in another fund. The general fund balance is available to the City for any purpose provided it is expended or transferred according to the charter of the City and/or the general laws of Ohio.

EPA Brownsfield Grant Fund – This special revenue fund accounts for financial resources used for the EPA Brownsfield Grant for the City.

Fire/EMS Capital Improvement Fund – This capital projects fund accounts for financial resources for various capital improvements for the Fire/EMS department of the City.

Capital Improvement Fund – This capital projects fund accounts for financial resources used for various capital improvements for the City.

The other governmental funds of the City account for grants and other resources that are generally restricted to use for a particular purpose.

**City of Reading, Ohio**  
**Notes to the Basic Financial Statements**  
**For The Year Ended December 31, 2010**

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Proprietary Funds

Proprietary fund reporting focuses on changes in net assets, financial position and cash flows. Proprietary funds are classified as either enterprise or internal service. The City does not have an internal service fund.

Enterprise Funds - Enterprise funds may be used to account for any activity for which a fee is charged to external users for goods or services. The following is the City's major enterprise fund:

Water Fund - This fund accounts for provision of water treatment and distribution to the residents and commercial users of the water system.

Fiduciary Funds

Fiduciary fund reporting focuses on net assets and changes in net assets. The fiduciary fund category is split into four classifications: agency funds, pension trust funds, investment trust funds and private-purpose trust funds. The City has three Agency funds. The Sewer Disposal Trust Fund (Agency Fund) accounts for money collected for sewer services to be paid to the Metropolitan Sewer District for services provided. The City also has a Warranty Bonds Fund (Agency Fund) to account for warranty bonds collected. The City also has a Mayor's Court Cash Fund (Agency Fund) to account for amounts held on behalf of other governments and bonds deposited with the court pending final disposition of various causes. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. Trust funds are used to account for assets held under a trust agreement for individuals, private organizations, or other governments and are therefore not available to support the City's own programs. The City currently has no trust funds.

**Basis of Accounting**

Basis of accounting determines when transactions are recorded in the financial records and reported on the financial statements. Government-wide financial statements are prepared using the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting. Proprietary and fiduciary funds also use the accrual basis of accounting. Differences in the accrual and modified accrual basis of accounting arise in the recognition of revenue, the recording of deferred revenue and in the presentation of expenses versus expenditures.

Revenues - Exchange and Non-exchange Transactions

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. Available means that the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For the City, available means expected to be received within thirty days of year-end.

**City of Reading, Ohio**  
**Notes to the Basic Financial Statements**  
**For The Year Ended December 31, 2010**

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Nonexchange transactions, in which the City receives value without directly giving equal value in return, include income taxes, property taxes, grants, entitlements and donations. On an accrual basis, revenue from income taxes is recognized in the period in which the income is earned. Revenue from property taxes is recognized in the year for which the taxes are levied. Revenue from grants, entitlements and donations is recognized in the year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the year when use is first permitted; matching requirements, in which the City must provide local resources to be used for a specified purpose; and expenditure requirements, in which the resources are provided to the City on a reimbursement basis. On a modified accrual basis, revenue from nonexchange transactions must also be available before it can be recognized.

Under the modified accrual basis, the following revenue sources are considered to be both measurable and available at year-end: income tax, state-levied locally shared taxes (including gasoline tax), fines and forfeitures, interest, grants and fees.

Deferred Revenue

Deferred revenue arises when assets are recognized before revenue recognition criteria have been satisfied.

Property taxes for which there is an enforceable legal claim as of the current year-end, but which were levied to finance future operations, have been recorded as deferred revenue. Special assessments not received within the available period and grants and entitlements received before the eligibility requirements are met are also recorded as deferred revenue.

On governmental fund financial statements, receivables that will not be collected within the available period have also been reported as deferred revenue.

Unearned Revenue

Unearned revenue represents amounts under the accrual basis of accounting for which asset recognition criteria have been met, but for which revenue recognition criteria have not been met because such amounts have not yet been earned.

Expenses/Expenditures

On the accrual basis of accounting, expenses are recognized at the time they are incurred.

The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Expenditures are generally recognized in the accounting period in which the related fund liability is incurred, if measurable. Allocations of cost, such as depreciation and amortization, are not recognized in governmental funds.

**City of Reading, Ohio**  
**Notes to the Basic Financial Statements**  
**For The Year Ended December 31, 2010**

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**Equity in Pooled Cash**

To improve cash management the City's cash and investments are pooled. Monies for all funds, except cash and investments held in segregated accounts, are maintained in this pool. Individual fund integrity is maintained through City records. Each fund's interest in the pool is presented as "Equity in Pooled Cash" on the balance sheet.

Investments are reported at fair value which is based on quoted market prices, with the exception of nonparticipating repurchase agreements, which are reported at cost. For investments in open-end mutual funds, fair value is determined by the fund's share price.

For purposes of the statement of cash flows and for presentation on the statement of net assets/balance sheet, investments with an original maturity of three months or less and investments of the cash management pool are considered to be cash equivalents.

Following the Ohio Revised Code, the City has, by resolution, specified the funds to receive an allocation of interest earnings. Interest revenues during 2010 amounted to \$4,582 in the General Fund and \$191 in Other Governmental Funds.

**Capital Assets**

General capital assets are those assets not specifically related to activities reported in the proprietary funds. These assets generally result from expenditures in the governmental funds. These assets are reported in the governmental activities column of the government-wide statement of net assets but are not reported in the fund financial statements. Capital assets utilized by the proprietary funds are reported both in the business-type activities column of the government-wide statement of net assets and in the respective proprietary funds.

All capital assets are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the year. Donated capital assets are recorded at their fair market values as of the date received. The City's infrastructure consists of bridges, culverts, curbs, sidewalks, storm sewers, streets, and water and sewer lines. Improvements are capitalized; the costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not. The City uses a \$100 capitalization threshold.

All reported capital assets are depreciated except for land and construction in progress. Improvements are depreciated over the remaining useful lives of the related capital assets. Useful lives for infrastructure were estimated based on the City's historical records of necessary improvements and replacement. Depreciation is computed using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Buildings and Improvements	15-40 years
Equipment	5-20 years
Infrastructure	50 years

**City of Reading, Ohio**  
**Notes to the Basic Financial Statements**  
**For The Year Ended December 31, 2010**

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**Compensated Absences**

The City reports compensated absences in accordance with the provisions of GASB No. 16, "Accounting for Compensated Absences." Vacation benefits are accrued as a liability as the benefits are earned if the employees' rights to receive compensation are attributable to services already rendered and it is probable that the employer will compensate the employees for the benefits through paid time off or some other means.

Sick leave benefits are accrued as a liability using the vesting method. The entire compensated absence liability is reported on the government-wide financial statements.

For governmental funds, the current portion of unpaid compensated absences is the amount that is normally expected to be paid using expendable available financial resources. These amounts are recorded in the account "compensated absences payable" in the fund from which the employees who have accumulated leave are paid. Compensated absences are reported in governmental funds only if they have matured. The noncurrent portion of the liability is not reported. In proprietary funds, the entire amount of compensated absences is reported as a fund liability.

**Accrued Liabilities and Long-Term Obligations**

All payables, accrued liabilities and long-term obligations are reported in the government-wide financial statements, and all payables, accrued liabilities and long-term obligations payable from proprietary funds are reported on the proprietary fund financial statements.

In general, governmental fund payables and accrued liabilities that, once incurred, are paid in a timely manner and in full from current financial resources, are reported as obligations of the funds. However, claims and judgments and compensated absences that will be paid from governmental funds are reported as a liability in the fund financial statements only to the extent that they are due for payment during the current year. Bonds, capital leases and long-term loans are recognized as a liability on the fund financial statements when due.

**Fund Balance Reserves**

The City reserves those portions of fund balance which are legally segregated for a specific future use or which do not represent expendable resources and therefore are not available for appropriation or expenditure. As a result, land held for resale and long-term receivable are recorded as a reservation of fund balance.

**Net Assets**

Net assets represent the difference between assets and liabilities. Net assets invested in capital assets, net of related debt consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvement of those assets. Net assets are reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the City or through external restrictions imposed by creditors, grantors or laws or regulations of other governments.

**City of Reading, Ohio**  
**Notes to the Basic Financial Statements**  
**For The Year Ended December 31, 2010**

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The City applies restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net assets are available. Of the City's \$2,839,706 in restricted net assets, none were restricted by enabling legislation.

**Operating Revenues and Expenses**

The City, in its proprietary fund, distinguishes operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the City's enterprise fund are charges to customers for sales and services. Operating expenses for the enterprise fund includes the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

**Contributions of Capital**

Contributions of capital in proprietary fund financial statements arise from outside contributions of capital assets, tap-in fees to the extent they exceed the cost of the connection to the system, or from grants or outside contributions of resources restricted to capital acquisition and construction.

**Interfund Activity**

Transfers between governmental and business-type activities on the government-wide statements are reported in the same manner as general revenues.

Exchange transactions between funds are reported as revenues in the seller funds and as expenditures/expenses in the purchaser funds. Flows of cash or goods from one fund to another without a requirement for repayment are reported as interfund transfers. Interfund transfers are reported as other financing sources/uses in governmental funds and after nonoperating revenues/expenses in proprietary funds. Repayments from funds responsible for particular expenditures/expenses to the funds that initially paid for them are not presented on the financial statements.

As a general rule, the effect of interfund (internal) activity has been eliminated from the government-wide statement of activities. The interfund services provided and used are not eliminated through the process of consolidation.

**Estimates**

The preparation of the financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

**City of Reading, Ohio**  
**Notes to the Basic Financial Statements**  
**For The Year Ended December 31, 2010**

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**Note 3 – Equity in Pooled Cash**

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Cash resources of several individual funds are combined to form a pool of cash and investments. Each fund type's portion of this pool is displayed on the combined balance sheet as "Equity in Pooled Cash."

State statute requires the classification of monies held by the City into three categories:

Active Monies - Those monies required to be kept in a "cash" or "near cash" status for immediate use by the City. Such monies must by law be maintained either as cash in the City treasury, in depository accounts payable or withdrawable on demand.

Inactive Monies – Those monies not required for use within the current two year period of designated depositories. Ohio law permits inactive monies to be deposited or invested as certificates of deposit maturing not later than the end of the current period of designated depositories, or as savings or deposit accounts, including, but not limited to passbook accounts.

Interim Monies – Those monies which are not needed for immediate use but which will be needed before the end of the current period of designation of depositories. Ohio law permits interim monies to be invested or deposited in the following securities:

- (1) Bonds, notes, or other obligations of or guaranteed by the United States, or those for which the faith of the United States is pledged for the payment of principal and interest.
- (2) Bonds, notes, debentures, or other obligations or securities issued by any federal governmental agency.
- (3) No-load money market mutual funds consisting exclusively of obligations described in (1) or (2) above and repurchase agreements secured by such obligations, provided that investments in securities described in this division are made only through eligible institutions.
- (4) Interim deposits in the eligible institutions applying for interim monies to be evidenced by time certificates of deposit maturing not more than one year from date of deposit, or by savings or deposit accounts, including, but limited to, passbook accounts.
- (5) Bonds and other obligations of the State of Ohio.
- (6) The Ohio State Treasurer's investment pool (STAR Ohio).
- (7) Commercial paper and banker's acceptances which meet the requirements established by Ohio Revised Code, Sec. 135.142.
- (8) Under limited circumstances, corporate debt interests in either of the two highest rating classifications by at least two nationally recognized rating agencies.

**City of Reading, Ohio**  
**Notes to the Basic Financial Statements**  
**For The Year Ended December 31, 2010**

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Protection of the City's deposits is provided by the Federal Deposit Insurance Corporation, by eligible securities pledged by the financial institution as security for repayment, by surety company bonds deposited with the treasurer by the financial institution or by a single collateral pool established by the financial institution to secure the repayment of all public moneys deposited with the institution.

Investments in stripped principal or interest obligations, reverse repurchase agreements and derivatives are prohibited. The issuance of taxable notes for the purpose of arbitrage, the use of leverage and short selling are also prohibited. An investment must mature within five years from the date of purchase unless matched to a specific obligation or debt of the City, and must be purchased with the expectation that it will be held to maturity. Investments may only be made through specified dealers and institutions. Payment for investments may be made only upon delivery of the securities representing the investments to the treasurer or, if the securities are not represented by a certificate, upon receipt of confirmation of transfer from the custodian.

**Deposits**

Custodial credit risk is the risk that in the event of a bank failure, the City's deposits may not be returned to it. The City's policy for deposits is any balance not covered by depository insurance will be collateralized by the financial institutions with pledged securities. As of December 31, 2010, \$2,199,619 of the City's bank balance of \$3,069,494 was exposed to custodial risk because it was uninsured and collateralized with securities held by the pledging financial institution's trust department or agent, but not in the City's name.

Ohio Revised Code Chapter 135, Uniform Depository Act, authorizes pledging of pooled securities in lieu of specific securities. Specifically, a designated public depository may pledge a single pool of eligible securities to secure repayment of all public monies deposited in the financial institution, provided that all times the total value of the securities so pledged is at least equal to 105% of the total amount of all public deposits secured by the pool, including the portion of such deposits covered by any federal deposit insurance.

**Investments**

At year end the City held no investments.

**Note 4 – Receivables**

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Receivables at year end, consisted primarily of taxes (income taxes, property and other taxes), accounts and intergovernmental arising from grants and entitlements.

No allowances for doubtful accounts have been recorded because uncollectible amounts are expected to be insignificant.

**City of Reading, Ohio**  
**Notes to the Basic Financial Statements**  
**For The Year Ended December 31, 2010**

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**Property Taxes**

Property taxes include amounts levied against all real, public utility, and tangible personal property located in the City. Property tax revenue received during 2010 for real and public utility property taxes represents collections of the 2009 taxes. Property tax payments received during 2010 for tangible personal property (other than public utility property) is for 2010 taxes.

2010 real property taxes are levied after October 1, 2010, on the assessed value as of January 1, 2010, the lien date. Assessed values are established by State law at 35 percent of appraised market value. 2010 real property taxes are collected in and intended to finance 2011 operations.

Public utility tangible personal property currently is assessed at varying percentages of true value; public utility real property is assessed at 35 percent of true value. 2010 public utility property taxes became a lien December 31, 2009, are levied after October 1, 2010, and are collected in 2011 with real property taxes.

2010 tangible personal property taxes are levied after October 1, 2009, on the value as of December 31, 2009. Collections are made in 2010. Tangible personal property assessments are 25 percent of true value.

Tangible personal property tax revenue received during calendar year 2010 (other than public utility property tax) represents the collection of 2010 taxes levied against local and interexchange telephone companies. Tangible personal property taxes received from telephone companies in calendar year 2010 were levied after April 1, 2009, on the value as of December 31, 2009. Payments by multi-county taxpayers are due September 20. Single county taxpayers may pay annually or semi-annually. If paid annually, payment is due April 30; if paid semi-annually, the first payment is due April 30, with the remainder payable by September 20. Tangible personal property taxes paid by April 30 are usually received by the City prior to June 30.

The assessed values of real and tangible personal property upon which current year property tax receipts were based are as follows:

	<u>Amount</u>
Real Property	\$194,457,880
Public Utility	6,994,820
Tangible Personal Property	<u>267,330</u>
Total	<u><u>\$201,720,030</u></u>

Real property taxes are payable annually or semi-annually. The first payment is due January 20 with the remainder payable by June 20.

**City of Reading, Ohio**  
**Notes to the Basic Financial Statements**  
**For The Year Ended December 31, 2010**

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Tangible personal property taxes paid by multi-county taxpayers are due September 20. Single county taxpayers may pay annually or semi-annually. If paid annually, payment is due April 30; if paid semi-annually, the first payment is due April 30; with the remainder payable by September 20.

The County Treasurer collects property taxes on behalf of all taxing districts in the county, including the City. The County Auditor periodically remits to the City its portion of the taxes collected. Accrued property taxes receivable represents real and tangible personal property taxes, public utility taxes and outstanding delinquencies which are measurable as of year end for which there is an enforceable legal claim. Although total property tax collections for the next year are measurable, amounts to be received during the available period are not subject to reasonable estimation at year end, nor were they levied to finance current year operations. The receivable is therefore offset by deferred revenue.

**Income Taxes**

The City levies a two percent income tax on wages, salaries, commissions and other compensation in addition to net profits of business activity. The tax applies to all income earned within the City plus income earned by residents who earned income outside the City. A credit up to two percent is allowed if an individual pays income taxes to another municipality.

Additional increases in the income tax rate require voter approval.

Employers within the City withhold income tax on employee compensation and remit at least quarterly. Corporations and other individual taxpayers pay estimated taxes quarterly based on an annual declaration and file an annual tax return.

**Note 5 – Risk Management**

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The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The City carries commercial general liability insurance against these risks and all other risks of loss, including workers' compensation and employee health and accident insurance.

There have been no significant reductions in insurance coverage from that of prior years and settlements have not exceeded insurance coverage for any of the past three fiscal years.

**City of Reading, Ohio**  
**Notes to the Basic Financial Statements**  
**For The Year Ended December 31, 2010**

**Note 6 – Capital Assets**

Capital asset activity for the current year end was as follows:

	Beginning Balance	Additions	Deletions	Ending Balance
<b>Governmental Activities</b>				
<i>Capital Assets, not being depreciated:</i>				
Land	\$1,337,171	\$0	\$0	\$1,337,171
Total Capital Assets, not being depreciated	<u>1,337,171</u>	<u>0</u>	<u>0</u>	<u>1,337,171</u>
<i>Capital Assets, being depreciated:</i>				
Buildings and Improvements	1,662,487	0	0	1,662,487
Equipment	3,554,871	228,055	98,500	3,684,426
Infrastructure	2,807,872	284,662	0	3,092,534
Total Capital Assets, being depreciated	<u>8,025,230</u>	<u>512,717</u>	<u>98,500</u>	<u>8,439,447</u>
Totals at Historical Cost	<u>9,362,401</u>	<u>512,717</u>	<u>98,500</u>	<u>9,776,618</u>
Less Accumulated Depreciation:				
Buildings and Improvements	1,187,655	75,701	0	1,263,356
Equipment	2,826,423	333,279	83,666	3,076,036
Infrastructure	154,392	61,851	0	216,243
Total Accumulated Depreciation	<u>4,168,470</u>	<u>470,831</u>	<u>83,666</u>	<u>4,555,635</u>
Governmental Activities Capital Assets, Net	<u>\$5,193,931</u>	<u>\$41,886</u>	<u>\$14,834</u>	<u>\$5,220,983</u>
<b>Business-Type Activities</b>				
<i>Capital Assets, not being depreciated:</i>				
Land	\$6,135	\$0	\$0	\$6,135
<i>Capital Assets, being depreciated:</i>				
Building and Improvements	106,609	0	0	106,609
Equipment	229,983	3,340	0	233,323
Infrastructure	1,489,820	0	0	1,489,820
Total Capital Assets, being depreciated	<u>1,826,412</u>	<u>3,340</u>	<u>0</u>	<u>1,829,752</u>
Totals at Historical Cost	<u>1,832,547</u>	<u>3,340</u>	<u>0</u>	<u>1,835,887</u>
Less Accumulated Depreciation:				
Building and Improvements	54,319	1,494	0	55,813
Equipment	130,436	17,101	0	147,537
Infrastructure	864,704	18,848	0	883,552
Total Accumulated Depreciation	<u>1,049,459</u>	<u>37,443</u>	<u>0</u>	<u>1,086,902</u>
Business-Type Activities Capital Assets, Net	<u>\$783,088</u>	<u>(\$34,103)</u>	<u>\$0</u>	<u>\$748,985</u>

**City of Reading, Ohio**  
**Notes to the Basic Financial Statements**  
**For The Year Ended December 31, 2010**

Depreciation expense was charged to governmental functions as follows:

General Government	\$58,954
Public Safety	269,343
Leisure Time Activities	45,857
Community Development	736
Transportation and Street Repair	95,941
Total Depreciation Expense	<u>\$470,831</u>

**Note 7 – Notes Payable**

A summary of the note transactions for the current year end are as follows:

<u>Governmental Activities:</u>	<u>Beginning Balance</u>	<u>Issued</u>	<u>Retired</u>	<u>Ending Balance</u>
EPA Brownsfield Grant Fund:				
3.27% Real Estate Acquisition Note	\$250,000	\$200,000	(\$250,000)	\$200,000
3.27% Public Improvement	450,000	400,000	(450,000)	400,000
Total	<u>\$700,000</u>	<u>\$600,000</u>	<u>(\$700,000)</u>	<u>\$600,000</u>

**Note 8 – Long-Term Debt**

A schedule of changes in bonds, notes and other long-term obligations of the City during the current year follows:

		<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
<b>Governmental Activities</b>						
<u>General Obligation Bonds and Notes</u>						
2003 Various Purpose Bonds	1.40-5.00%	\$400,000	\$0	(\$100,000)	\$300,000	\$100,000
2003 Streetscape Bonds	4.59%	700,000	0	(50,000)	650,000	50,000
2009 Real Estate Acquisition Note	6.80%	325,000	0	(25,000)	300,000	50,000
Total General Obligation Bonds and Notes		<u>1,425,000</u>	<u>0</u>	<u>(175,000)</u>	<u>1,250,000</u>	<u>200,000</u>
2010 OPWC Loan:						
Waxwing Drive Improvement	0.00%	0	284,662	0	284,662	14,233
Capital Lease		39,757	0	(26,288)	13,469	13,469
Total Long-Term Liabilities Bonds, Notes, Loans and Leases		1,464,757	284,662	(201,288)	1,548,131	227,702
Compensated Absences		996,254	291,863	(278,833)	1,009,284	279,627
Total Governmental Activities		<u>\$2,461,011</u>	<u>\$576,525</u>	<u>(\$480,121)</u>	<u>\$2,557,415</u>	<u>\$507,329</u>

**City of Reading, Ohio**  
**Notes to the Basic Financial Statements**  
**For The Year Ended December 31, 2010**

		Beginning Balance	Additions	Deletions	Ending Balance	Due Within One Year
<b>Business-Type Activities</b>						
<u>Bonds</u>						
2001 Water System Improvements II	4.94%	\$109,000	\$0	(\$61,000)	\$48,000	\$48,000
Total Bonds		109,000	0	(61,000)	48,000	48,000
Capital Lease		32,530	0	(21,460)	11,070	11,070
Total Long-Term Liabilities Bonds and Leases		141,530	0	(82,460)	59,070	59,070
Compensated Absences		97,955	17,572	(18,533)	96,994	19,357
Total Business-Type Activities		\$239,485	\$17,572	(\$100,993)	\$156,064	\$78,427

In 2010, the City issued a \$284,662 Ohio Public Works Commission (OPWC) Loan to finance the various improvements to Waxwing Drive. This loan is interest free and will be paid off in 2030.

The City's bonds and capital leases will be paid from the Capital Improvement Fund and Water Fund. The Real Estate Acquisition Note is paid from the General Fund. The OPWC loan will be paid out of the Streets and Curbs fund. Compensated Absences will be paid from the fund from which the person is paid. Historically, this is the General Fund or a Special Revenue Fund.

The annual requirements to pay principal and interest on long-term debt at December 31, 2010 are as follows:

<b>Year Ending December 31</b>	<b>General Obligation Bonds</b>		<b>OPWC Loan</b>
	Principal	Interest	Principal
2011	\$248,000	\$66,569	\$14,233
2012	300,000	54,540	14,233
2013	100,000	38,845	14,233
2014	100,000	33,150	14,233
2015	100,000	27,455	14,233
2016-2020	300,000	72,250	71,165
2021-2025	150,000	13,770	71,165
2026-2030	0	0	71,167
Total	\$1,298,000	\$306,579	\$284,662

**Note 9 – Leases**

**Lessee**

The City has entered into capital leases for vehicles.

The lease for the vehicles meet the criteria of capital lease as defined by FASB guidance, which defines a capital lease generally as one that transfers benefits and risks of ownership to the lessee. Capital lease payments for the vehicles will be made from the Capital Improvement Fund and Water Fund.

**City of Reading, Ohio**  
**Notes to the Basic Financial Statements**  
**For The Year Ended December 31, 2010**

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The following is a schedule of the future minimum lease payments required under the capital lease and the present value of the minimum lease payments as of fiscal year end.

Fiscal Year Ending December 31,	Long-Term Debt
2011	\$25,056
Total Minimum Lease Payments	25,056
Less: Amount Representing Interest	(517)
Present Value of Minimum Lease Payments	<u>\$24,539</u>

Capital assets acquired under capital leases in accordance with FASB guidance are as follows:

Vehicles	\$140,205
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**Lessor**

The City leased certain land to R.J. Viox, LLC.

The lease meets the criteria of a capital lease as defined by FASB guidance and therefore has been recorded as a sale since all the benefits and risks of ownership have been transferred to the lessee.

The City's net investment in the lease consists of the \$450,000 cost of the land. Of the original amount of unearned revenue of \$25,000, \$2,500 was recognized as revenue for the current year. The land being leased is located in Reading, Ohio and the lessee can purchase the land for \$1 at the end of the lease. This is a no interest 20 year lease with payments of \$2,083 per month. The lessee has built its own building on the land and therefore the lease has been treated as a capital lease.

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**City of Reading, Ohio**  
**Notes to the Basic Financial Statements**  
**For The Year Ended December 31, 2010**

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The following is a schedule of the future minimum lease payments required under the capital lease and the future minimum lease payments as of fiscal year end.

Fiscal Year Ending December 31,	Payments Receivable
2011	\$25,000
2012	25,000
2013	25,000
2014	25,000
2015	25,000
2016-2020	125,000
2021-2025	125,000
2026-2029	93,750
Total	468,750
Less: Amount Representing Interest*	0
Total Minimum Lease Payments Receivable	<u>\$468,750</u>

\* – no interest lease

**Note 10 – Pension Plans**

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**Ohio Public Employees Retirement System**

Ohio Public Employees Retirement System (OPERS) administers three separate pension plans, a Traditional Pension Plan (TP), a Member-Directed Plan (MD) and a Combined Plan (CO). The TP Plan is a cost-sharing multiple-employer defined benefit pension plan. The MD Plan is a defined contribution plan in which the member invests both member and employer contributions (employer contributions vest over five years at 20% per year). Under the MD Plan members accumulate retirement assets equal to the value of member and (vested) employer contributions plus any investment earnings. The CO Plan is a cost sharing, multiple-employer defined benefit pension plan. Under the CO Plan, OPERS invests employer contributions to provide a formula retirement benefit similar in nature to the TP Plan benefit. Member contributions, the investment of which is self-directed by the members, accumulate retirement assets in a manner similar to the MD Plan.

OPERS provides retirement, disability, survivor and death benefits and annual cost of living adjustments to members of the TP and CO Plans. Members of the MD Plan do not qualify for the ancillary benefits. Authority to establish and amend benefits is provided in Chapter 145 of the Ohio Revised Code. OPERS issues a stand-alone financial report. Interested parties may obtain a copy by writing to the OPERS, 277 East Town Street, Columbus, Ohio 43215-4642 or by calling 614-222-5601 or 800-222-7377, or by visiting the OPERS website at [www.opers.org](http://www.opers.org).

**City of Reading, Ohio**  
**Notes to the Basic Financial Statements**  
**For The Year Ended December 31, 2010**

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The Ohio Revised Code provides statutory authority for member and employer contributions. Plan members and employer contributions rates were consistent across all three plans. Plan members are required to contribute 10% of their annual covered salary to fund pension obligations. The employer pension contribution rate for the City is 14% of covered payroll. The contribution rates are determined actuarially. The City's required contributions to OPERS for the years ended December 31, 2010, 2009 and 2008 were \$293,447, \$298,438 and \$296,891, respectively. The full amount has been contributed for 2008 and 2009 and 92% has been contributed for 2010.

**Ohio Police and Fire Pension Fund**

The City contributes to the Ohio Police and Fire Pension Fund (OP&F), a cost-sharing multiple employer defined benefit pension plan. OP&F provides retirement and disability pension benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefit provisions are established by the Ohio State Legislature and are codified in Chapter 742 of the Ohio Revised Code. OP&F issues a publicly available financial report that includes financial information and required supplementary information. That report may be obtained by writing to OP&F, 140 East Town Street, Columbus, Ohio 43215-5164, or by visiting the OP&F website at [www.op-f.org](http://www.op-f.org).

Plan members are required to contribute 10.0% of their annual covered salary, while employers (the City) are required to contribute 19.5% for police officers and 24.0% for firefighters. The City's contributions to OP&F for the years ending December 31, 2010, 2009 and 2008 were \$575,030, \$594,373, and \$679,658, respectively. The full amount has been contributed for 2008 and 2009 and 49% has been contributed for 2010.

**Note 11 – Post Employment Benefits**

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**Ohio Public Employees Retirement System**

Plan Description

Ohio Public Employees Retirement System (OPERS) administers three separate pension plans: The Traditional Pension Plan – a cost sharing, multiple-employer defined benefit pension plan; the Member-Directed Plan – a defined contribution plan; and the Combined Plan – a cost sharing, multiple-employer defined benefit pension plan that has elements of both a defined benefit and defined contribution plan.

OPERS maintains a cost-sharing multiple employer defined benefit post-employment healthcare plan, which includes a medical plan, prescription drug program and Medicare Part B premium reimbursement, to qualifying members of both the Traditional Pension and the Combined Plans. Members of the Member-Directed Plan do not qualify for ancillary benefits, including post-employment health care coverage.

**City of Reading, Ohio**  
**Notes to the Basic Financial Statements**  
**For The Year Ended December 31, 2010**

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In order to qualify for post-employment health card coverage, age-and-service retirees under the Traditional Pension and Combined Plans must have 10 or more years of qualifying Ohio service credit. Health care coverage for disability benefit recipients and qualified survivor benefit recipients is available. The health care coverage provided by OPERS meets the definition of an Other Post Employment Benefit (OPEB) as described in GASB Statement 45.

The Ohio Revised Code permits, but does not mandate, OPERS to provide OPEB benefits to its eligible members and beneficiaries. Authority to establish and amend benefits is provided in Chapter 145 of the Ohio Revised Code.

OPERS issues a stand-alone financial report. Interested parties may obtain a copy by writing OPERS, 277 East Town Street, Columbus, OH 43215-4642, or by calling 614-222-5601 or 800-222-7377, or by visiting the OPERS website at [www.opers.org](http://www.opers.org).

Funding Policy

The Ohio Revised Code provides the statutory authority requiring public employers to fund post retirement health care through their contributions to OPERS. A portion of each employer's contribution to OPERS is set aside for the funding of post retirement health care benefits.

Employer contribution rates are expressed as a percentage of the covered payroll of active members. In 2010, the City contributed at 14% of covered payroll. The Ohio Revised Code currently limits the employer contribution to a rate not to exceed 14% of covered payroll. Active members do not make contributions to the OPEB Plan.

OPERS' Post Employment Health Care Plan was established under, and is administered in accordance with, Internal Revenue Code 401(h). Each year, the OPERS Retirement Board determined the portion of the employer contribution rate that will be set aside for funding of post employment health care benefits. The portion of employer contributions allocated to the health care for members in the Traditional Plan was 5.5% from January 1 through February 28, 2010 and 5.0% from March 1 through December 31, 2010. The portion of employer contributions allocated to health care for members in the Combined Plan was 4.73% from January 1 through February 28, 2010, and 4.23% from March 1 through December 31, 2010. The OPERS Retirement Board is also authorized to establish rules for the payment of a portion of the health care coverage by the retiree or their surviving beneficiaries. Payment amounts vary depending on the number of covered dependents and the coverage selected.

Information from City's Records

The City's required contributions for the current year, which were used to fund postemployment benefits, were \$21,320 for the period January 1 through February 28, 2010, and \$85,413 for the period March 1 through December 31, 2010, \$36,858 for the period of January 1 through March 31, 2009 and \$88,294 for the period of April 1 through December 31, 2009, \$148,435 for 2008. The full amount (actual) has been contributed for 2008 and 2009 and 92% has been contributed for 2010.

**City of Reading, Ohio**  
**Notes to the Basic Financial Statements**  
**For The Year Ended December 31, 2010**

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OPERS Retirement Board Implements its Health Care Preservation Plan

The Health Care Preservation Plan (HCPP) adopted by the OPERS Board of Trustees on September 9, 2004, was effective January 1, 2007. Member and employer contribution rates increased on January 1 of each year 2006 to 2008, which allowed additional funds to be allocated to the health care plan.

**Ohio Police and Fire Pension Fund**

Plan Description

The City contributes to the Ohio Police and Fire Pension Fund (OP&F) sponsored healthcare program, a cost-sharing, multiple-employer defined post-employment healthcare plan administered by OP&F. OP&F provides healthcare benefits including coverage for medical, prescription drugs, dental, vision, Medicare Part B Premium and long term care to retirees, qualifying benefit recipients and their eligible dependents.

OP&F provides access to post-retirement healthcare coverage for any person who receives or is eligible to receive a monthly service, disability, or survivor benefit check or is a spouse or eligible dependent child of such person. The healthcare coverage provided by OP&F meets the definition of an Other Post Employment Benefit (OPEB) as described in GASB Statement 45.

The Ohio Revised Code allows, but does not mandate, OP&F to provide OPEB benefits. Authority for the OP&F Board of Trustees to provide healthcare coverage to eligible participants and to establish and amend benefits are codified in Chapter 742 of the Ohio Revised Code.

OP&F issues a publicly available financial report that includes financial information and required supplementary information for the Plan. That report may be obtained by writing to OP&F, 140 East Town Street, Columbus, Ohio 43215-5164, or by visiting the OP&F website at [www.op-f.org](http://www.op-f.org).

Funding Policy

The Ohio Revised Code provides for contribution requirements of the participating employers and of plan members to the OP&F (defined benefit pension plan). Participating employers are required to contribute to the pension plan at rates expressed as percentages of the payroll of active pension plan members, currently, 19.5% and 24.0% of covered payroll for police and fire employers, respectively. The Ohio Revised Code states that the employer contribution may not exceed 19.5% of the covered payroll for police employer units and 24.0% of covered payroll for fire employer units. Active members do not make contributions to the OPEB Plan.

OP&F maintains funds for health care in two separate accounts. One for health care benefits under IRS Code Section 115 trust and one for Medicare Part B reimbursements administrated as an Internal Revenue Code 401(h) account, both of which are within the defined benefit pension plan, under the authority granted by the Ohio Revised Code to the OP&F Board of Trustees.

**City of Reading, Ohio**  
**Notes to the Basic Financial Statements**  
**For The Year Ended December 31, 2010**

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The Board of Trustees is authorized to allocate a portion of the total employer contributions made into the pension plan to the Section 115 trust and Section 401(h) account as the employer contribution for retiree healthcare benefits. For the year ended December 31, 2010, the employer contribution allocated to the health care plan was 6.75% of covered payroll. The amount of employer contributions allocated to the healthcare plan each year is subject to the Trustees' primary responsibility to ensure that pension benefits are adequately funded and is limited by the provisions of Sections 115 and 401(h).

The OP&F Board of Trustees also is authorized to establish requirements for contributions to the healthcare plan by retirees and their eligible dependents, or their surviving beneficiaries. Payment amounts vary depending on the number of covered dependents and the coverage selected.

Information from City's Records

The City's required contributions to OP&F were \$102,399 for police and \$78,421 for fire for the year ending December 31, 2010; \$106,372 for police and \$80,630 for fire for the year ending December 31, 2009; and \$138,045 for police and \$78,992 for fire for the year ending December 31, 2008, respectively, was allocated to the healthcare plan. The actual contributions for 2008 and 2009 were 100% and 49% has been contributed for 2010.

**Note 12 – Contingencies**

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The City is a party to various legal proceedings, which seek damages or injunctive relief generally incidental to its operations and pending projects. The City's management is of the opinion that the ultimate disposition of various claims and legal proceedings will not have a material effect on the financial condition of the City.

**Note 13 – Interfund Transactions**

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Interfund transactions at year end, consisted of the following interfund receivables and payables, transfers in and transfers out:

	Interfund		Transfers	
	Receivable	Payable	In	Out
General Fund	\$0	\$118,765	\$25,000	\$96,665
Capital Improvement Fund	113,960	0	20,000	125,167
EPA Brownsfield Grant Fund	0	0	146,391	0
Other Governmental Funds	0	64,950	37,465	7,024
Water Fund	69,755	0	0	0
Total All Funds	<u>\$183,715</u>	<u>\$183,715</u>	<u>\$228,856</u>	<u>\$228,856</u>

Interfund balance/transfers are used to move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them and unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations; to segregate and to return money to the

**City of Reading, Ohio**  
**Notes to the Basic Financial Statements**  
**For The Year Ended December 31, 2010**

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fund from which it was originally provided once a project is completed.

**Note 14 – Accountability**

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As of year end the following funds had deficit fund balances:

General Fund	\$86,692
<u>Other Governmental Funds:</u>	
General Sinking	59,846
Reading Road Development	35,775

The deficits in fund balances were primarily due to accrual in GAAP. The general fund is liable for any deficit in these funds and will provide operating transfers when cash is required not when accruals occur.

**Note 15 – Prior Period Adjustment**

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A prior period adjustment was made to record the previous year outstanding liability for the Streetscape Project. The restatement had the following effect on the fund balance and beginning net assets:

	Fire/EMS Capital Improvement Fund	Other Governmental Funds
	<u>                    </u>	<u>                    </u>
Ending Fund Balance, December 31, 2009	\$0	\$1,502,718
Fund not reported as a Major fund in previous year	590,568	(590,568)
Streetscape Liability Restatement	0	(126,839)
Beginning Fund Balance, January 1, 2010 - Restated	<u>\$590,568</u>	<u>\$785,311</u>

	Governmental Activities
	<u>                    </u>
Ending Net Assets, December 31, 2009	\$6,611,070
Streetscape Liability Restatement	(126,839)
Beginning Net Assets, January 1, 2010 - Restated	<u>\$6,484,231</u>

**Note 16 – Subsequent Event**

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In 2011, the District issued an interest free \$682,000 Ohio Public Works Commission (OPWC) Loan to finance various improvements to Jefferson Avenue. This loan will be paid off in 2031. These improvements were completed in 2011.

# **REQUIRED SUPPLEMENTARY INFORMATION**

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City of Reading, Ohio  
Schedule of Revenues, Expenditures and Changes in Fund Balance  
Budget and Actual (Non-GAAP Budgetary Basis)  
For the Fiscal Year Ended December 31, 2010

	General Fund			
	Original Budget	Final Budget	Actual	Variance from Final Budget
<b>Revenues:</b>				
Taxes	\$403,461	\$403,461	\$364,712	(\$38,749)
Fines, Licenses & Permits	283,232	283,232	256,030	(27,202)
Intergovernmental	608,715	608,715	550,252	(58,463)
Charges for Services	899,578	899,578	813,180	(86,398)
Investment Earnings	5,069	5,069	4,582	(487)
Other Revenues	28,121	28,121	25,420	(2,701)
<b>Total Revenues</b>	<b>2,228,176</b>	<b>2,228,176</b>	<b>2,014,176</b>	<b>(214,000)</b>
<b>Expenditures:</b>				
<b>Current:</b>				
<u>General Government</u>				
Personal Services	1,226,431	1,228,216	1,142,323	85,893
Materials and Supplies	483,665	484,368	450,495	33,873
<b>Total General Government</b>	<b>1,710,096</b>	<b>1,712,584</b>	<b>1,592,818</b>	<b>119,766</b>
<u>Public Safety</u>				
Personal Services	5,104,295	5,111,721	4,754,243	357,478
Materials and Supplies	336,311	336,800	313,247	23,553
<b>Total Public Safety</b>	<b>5,440,606</b>	<b>5,448,521</b>	<b>5,067,490</b>	<b>381,031</b>
<u>Leisure Time Activities</u>				
Personal Services	285,673	286,089	266,082	20,007
Materials and Supplies	157,352	157,581	146,561	11,020
<b>Total Leisure Time Activities</b>	<b>443,025</b>	<b>443,670</b>	<b>412,643</b>	<b>31,027</b>
<u>Community Development</u>				
Personal Services	8,582	8,594	7,993	601
Materials and Supplies	152,320	152,542	141,874	10,668
<b>Total Community Development</b>	<b>160,902</b>	<b>161,136</b>	<b>149,867</b>	<b>11,269</b>
<u>Basic Utility Service</u>				
Contractual Services	322,444	322,913	300,331	22,582
<b>Total Basic Utility Service</b>	<b>322,444</b>	<b>322,913</b>	<b>300,331</b>	<b>22,582</b>
<u>Transportation &amp; Street Repair</u>				
Materials and Supplies	213	213	198	15
<b>Total Transportation &amp; Street Repair</b>	<b>213</b>	<b>213</b>	<b>198</b>	<b>15</b>
<u>Public Health and Welfare</u>				
Materials and Supplies	5,368	5,376	5,000	376
<b>Total Public Health and Welfare</b>	<b>5,368</b>	<b>5,376</b>	<b>5,000</b>	<b>376</b>

Continued

City of Reading, Ohio  
Schedule of Revenues, Expenditures and Changes in Fund Balance  
Budget and Actual (Non-GAAP Budgetary Basis)  
For the Fiscal Year Ended December 31, 2010

	General Fund			
	Original Budget	Final Budget	Actual	Variance from Final Budget
Debt Service:				
Principal Retirement	26,841	26,880	25,000	1,880
Interest and Fiscal Charges	23,925	23,960	22,284	1,676
Total Expenditures	<u>8,133,420</u>	<u>8,145,253</u>	<u>7,575,631</u>	<u>569,622</u>
Excess of Revenues Over (Under) Expenditures	<u>(5,905,244)</u>	<u>(5,917,077)</u>	<u>(5,561,455)</u>	<u>355,622</u>
Other financing sources (uses):				
Transfers In	6,234,005	6,234,005	5,635,275	(598,730)
Transfers (Out)	(113,805)	(113,970)	(106,000)	7,970
Total Other Financing Sources (Uses)	<u>6,120,200</u>	<u>6,120,035</u>	<u>5,529,275</u>	<u>(590,760)</u>
Net Change in Fund Balance	214,956	202,958	(32,180)	(235,138)
Fund Balance Beginning of Year, Restated (includes prior year encumbrances appropriated) (1)	<u>70,213</u>	<u>70,213</u>	<u>70,213</u>	<u>0</u>
Fund Balance End of Year	<u><u>\$285,169</u></u>	<u><u>\$273,171</u></u>	<u><u>\$38,033</u></u>	<u><u>(\$235,138)</u></u>

(1) - GAAP basis statements include the City Earnings Tax Fund, the Economic Development Agency Fund, the Sewer Service Fee Fund and the Accrued Sick and Vacation Pay Fund.

See accompanying notes to the required supplementary information.

City of Reading, Ohio  
 Schedule of Revenues, Expenditures and Changes in Fund Balance  
 Budget and Actual (Non-GAAP Budgetary Basis)  
 For the Fiscal Year Ended December 31, 2010

	EPA Brownsfield Grant Fund			
	Original Budget	Final Budget	Actual	Variance from Final Budget
Revenues:				
Intergovernmental	\$500,000	\$500,000	\$342,589	(\$157,411)
Total Revenues	500,000	500,000	342,589	(157,411)
Expenditures:				
Current:				
Transportation & Street Repair	500,000	500,000	18,188	481,812
Total Expenditures	500,000	500,000	18,188	481,812
Net Change in Fund Balance	0	0	324,401	324,401
Fund Balance Beginning of Year (includes prior year encumbrances appropriated)	144	144	144	0
Fund Balance End of Year	\$144	\$144	\$324,545	\$324,401

See accompanying notes to the required supplementary information.

**City of Reading, Ohio**  
**Notes to the Required Supplementary Information**  
**For The Year Ended December 31, 2010**

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**Note 1 - Budgetary Process**

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All funds, except agency funds, are legally required to be budgeted and appropriated. The major documents prepared are the tax budget, the certificate of estimated resources, and the appropriations resolution, all of which are prepared on the budgetary basis of accounting. The tax budget demonstrates a need for existing or increased tax rates. The certificate of estimated resources establishes a limit on the amount Council may appropriate. The appropriations resolution is Council's authorization to spend resources and sets annual limits on expenditures plus encumbrances at the level of control selected by Council. The legal level of control has been established by Council at the object level.

The certificate of estimated resources may be amended during the year if projected increases or decreases in revenue are identified by the City. The amounts reported as the original budgeted amounts on the budgetary statements reflect the amounts on the certificate of estimated resources when the original appropriations were adopted. The amounts reported as the final budgeted amounts on the budgetary statements reflect the amounts on the final amended certificate of estimated resources issued during the year.

The appropriation resolution is subject to amendment throughout the year with the restriction that appropriations cannot exceed estimated resources. The amounts reported as the original budgeted amounts reflect the first appropriation resolution for that fund that covered the entire year, including amounts automatically carried forward from prior years. The amounts reported as the final budgeted amounts represent the final appropriation amounts passed by Council during the year.

While the City is reporting financial position, results of operations and changes in fund balance on the basis of generally accepted accounting principles (GAAP), the budgetary basis as provided by law is based upon accounting for certain transactions on a basis of cash receipts, disbursements and encumbrances. The Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual (Non-GAAP Basis) is presented on the budgetary basis to provide a meaningful comparison of actual results with the budget. The major differences between the budget basis and GAAP basis are as follows:

1. Revenues are recorded when received in cash (budget) as opposed to when susceptible to accrual (GAAP).
2. Expenditures are recorded when paid in cash (budget) as opposed to when the liability is incurred (GAAP).
3. Encumbrances are treated as expenditures (budget) rather than as a reservation of fund balance (GAAP).
4. Unreported cash represents amounts received but not included as revenue on the budget basis operating statements. These amounts are included as revenue on the GAAP basis operating statement.

**City of Reading, Ohio**  
**Notes to the Required Supplementary Information**  
**For The Year Ended December 31, 2010**

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5. Some funds are reported as part of the general fund (GAAP basis as opposed to the general fund being reported alone (budget basis)).

The following table summarizes the adjustments necessary to reconcile the GAAP basis statements to the budgetary basis statements for the General fund and the EPA Brownsfield Grant fund.

**Net Change in Fund Balance**

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	General	EPA Brownsfield Grant
GAAP Basis	(\$424,225)	\$447,572
Revenue Accruals	175,993	0
Expenditure Accruals	(2,420)	23,220
Transfers In	243,773	0
Transfer Out	(83,800)	(146,391)
Encumbrances	(4,693)	0
Funds Budgeted Elsewhere	63,192	0
Budget Basis	<u>(\$32,180)</u>	<u>\$324,401</u>

**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**

To City Council  
City of Reading, Ohio:

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Reading, Ohio (the City) as of and for the year ended December 31, 2010, which collectively comprise the City's basic financial statements and have issued our report thereon dated July 11, 2012. 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.

Internal Control Over Financial Reporting

Management of the City is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered the City's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified. However, as described in the accompanying schedule of findings and responses, we identified a deficiency in internal control over financial reporting that we consider to be a material weakness.

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 entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency described and labeled as item 2010-1 in the accompanying schedule of findings and responses to be a material weakness.

### Compliance And Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its 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 noted certain matters that we reported to management of the City in a separate letter dated July 11, 2012.

The City's response to the finding identified in our audit is described in the accompanying schedule of findings and responses. We did not audit the City's response and, accordingly, we express no opinion on it.

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

*Clark, Schaefer, Hackett & Co.*

Cincinnati, Ohio  
July 11, 2012.

**CITY OF READING, OHIO  
Schedule of Findings and Responses  
Year Ended December 31, 2010**

**Finding 2010-1 – Audit Adjustments**

During the course of our audit, we identified misstatements in the financial statements for the year under audit that were not initially identified by the City's internal control over financial reporting. Throughout the year, the City maintains its books and records on the cash-basis of accounting and converts its financial statements at year-end to generally accepted accounting principles. The audit adjustments were necessary to correct errors in the City's conversion process.

- **On Behalf Payment** – The Ohio Public Works Commission made payments to vendors on behalf of the City in the amount of \$125,248. The City did not record the corresponding intergovernmental revenue and expense.
- **Accounts Receivable** – The City overstated its reported accounts receivable for utilities in the Water Fund, Sewer Disposal Trust and General Fund in the amount of \$411,349 due to not taking into accounts its change from a quarterly billing to a monthly billing.
- **Net Assets** – The City overstated net assets invested in capital assets, net of related debt and understated its unrestricted net assets by \$300,000 due to not considering a note liability associated with the acquisition of capital assets in its reporting.
- **Accounts Payable** – The City did not record accounts payable totaling \$126,839 at year-end for its streetscape project within the Reading Road Development Fund.

**Management response:** *Management concurs with the finding and will implement controls to ensure that when the City converts its cash-basis financial statements to general accepted accounting principles, that revenues and expenditures are accurately reflected.*

**CITY OF READING, OHIO  
Schedule of Prior Year Findings  
Year Ended December 31, 2010**

**Finding 2009-1 – Audit Adjustment**

During the course of our audit, we identified misstatements in the financial statements for the year under audit that were not initially identified by the City's internal control over financial reporting. Throughout the year, the City maintains its books and records on the cash-basis of accounting and converts its financial statements at year-end to generally accepted accounting principles. The audit adjustments were necessary to correct errors in the City's conversion process.

- **On Behalf Payment** – Ohio Public Works Commission made a payment to vendors on behalf of the City in the amount of \$212,320. The City did not record the corresponding intergovernmental revenue and expense in the Other Governmental Funds accurately.
- **Accounts Payable** – An audit adjustment was necessary to correct the City's reporting of accounts payable in the Agency Fund in the amount of \$495,076.
- **Taxes Revenue** – The City incorrectly accounted for the taxes revenue as intergovernmental revenue in the Other Governmental Funds. A reclassification audit adjustment was necessary to correct the City's reporting of taxes revenue in the Other Governmental Funds in the amount of \$41,118.
- **Land Held for Sale** – The City incorrectly recorded Land Held for Sale in the Capital Improvements Fund instead of the EPA Brownsfield Fund. A reclassification audit adjustment was necessary to correct the City's reporting of Land Held for Sale in the Capital Improvements Fund and the EPA Brownsfield Fund in the amount of \$100,545.

**Current Status:** *The City had similar audit adjustments in 2010 as described in Finding 2010-1.*

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# Dave Yost • Auditor of State

**CITY OF READING**

**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 13, 2012**