



**GREENVILLE UNION CEMETERY
DARKE COUNTY**

REGULAR AUDIT

FOR THE YEARS ENDED DECEMBER 31, 2001 - 2000



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

**GREENVILLE UNION CEMETERY
DARKE COUNTY**

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REPORT OF INDEPENDENT ACCOUNTANTS

Greenville Union Cemetery
Darke County
205 West Street
Greenville, Ohio 45331

To the Board of Trustees:

We have audited the accompanying financial statements of Greenville Union Cemetery (the Cemetery) as of and for the years ended December 31, 2001 and 2000. These financial statements are the responsibility of the Cemetery's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our 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 significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

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

In our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of the Cemetery as of December 31, 2001 and 2000, and its combined cash receipts and disbursements for the years then ended on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated March 26, 2002, on our consideration of the Cemetery's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

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

Jim Petro
Auditor of State

March 26, 2002

**GREENVILLE UNION CEMETERY
DARKE COUNTY**

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

	General	Non-Expendable Trust Fund	Totals (Memorandum Only)
Operating Cash Receipts:			
Sale of Lots, Lot Markers	\$34,156		\$34,156
Internment Fees	34,586		34,586
Charges for Services	2,511		2,511
Miscellaneous	1,896		1,896
Total Operating Cash Receipts	73,149		73,149
Operating Cash Disbursements:			
Salaries and Benefits	44,970		44,970
Maintenance and Repairs	9,375		9,375
Supplies and Materials	2,321		2,321
Legal and Accounting Fees	3,655		3,655
Utilities	2,315		2,315
Capital Outlay	7,740		7,740
Other Operating Cash Disbursements	12,070	\$1,053	13,123
Total Operating Cash Disbursements	82,446	1,053	83,499
Operating Loss	(9,297)	(1,053)	(10,350)
Non-Operating Cash Receipts:			
Interest Income	11,935	5,949	17,884
Dividends		9,085	9,085
Total Non-Operating Cash Receipts	11,935	15,034	26,969
Net Receipts Over Disbursements	2,638	13,981	16,619
Fund Cash Balances, January 1	251,093	200,986	452,079
Fund Cash Balances, December 31	\$253,731	\$214,967	\$468,698

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

**GREENVILLE UNION CEMETERY
DARKE COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL GOVERNMENTAL AND FIDUCIARY FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2000**

	General	Non-Expendable Trust Fund	Totals (Memorandum Only)
Operating Cash Receipts:			
Sale of Lots, Lot Markers	\$39,994		\$39,994
Internment Fees	34,376		34,376
Charges for Services	3,034		3,034
Miscellaneous	462		462
	77,866		77,866
Operating Cash Disbursements:			
Salaries and Benefits	38,958		38,958
Maintenance and Repairs	21,612		21,612
Supplies and Materials	1,946		1,946
Legal and Accounting Fees	5,839		5,839
Utilities	1,741		1,741
Capital Outlay	2,900		2,900
Other Operating Cash Disbursements	10,340	\$1,022	11,362
	83,336	1,022	84,358
Operating Loss	(5,470)	(1,022)	(6,492)
Non-Operating Cash Receipts:			
Sale of Fixed Assets	500		500
Interest Income	10,833	5,877	16,710
Dividends		8,622	8,622
	11,333	14,499	25,832
Net Receipts Over Disbursements	5,863	13,477	19,340
Fund Cash Balances, January 1	245,230	187,509	432,739
Fund Cash Balances, December 31	\$251,093	\$200,986	\$452,079

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

**GREENVILLE UNION CEMETERY
DARKE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001 AND 2000**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

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

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

B. Basis of Accounting

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

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

C. Cash and Investments

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

Certificates of deposit and the donated bank stock through Park National Corporation are valued at cost.

D. Fund Accounting

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

1. General Fund

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

**GREENVILLE UNION CEMETERY
DARKE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001 AND 2000
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Cemetery Fund (Regular Account) - This fund receives money from sale of plots, graves, and other fees of the cost of maintaining the general cemetery.

Pet Cemetery Fund (Pet Account) - This fund receives money from the sale of plots, graves, and other fees for the burial of animals and the cost of maintaining this portion of the cemetery.

2. Fiduciary Fund (Trust Fund)

These funds are used to account for resources restricted by legally binding trust agreements. The Cemetery had the following significant Fiduciary Fund:

Cemetery Endowment Fund - This fund is used to account for proceeds received from endowments for their designated purposes.

E. Property, Plant and Equipment

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

2. EQUITY IN POOLED CASH AND INVESTMENTS

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

	2001	2000
Demand deposits	\$103,279	\$127,503
Certificates of deposit	311,779	270,936
Total deposits	<u>415,058</u>	<u>398,439</u>
PNC stock	53,640	53,640
Total deposits and investments	<u>\$468,698</u>	<u>\$452,079</u>

Deposits: Deposits are either (1) insured by the Federal Depository Insurance Corporation, or (2) collateralized by the financial institution's public entity deposit pool.

Investments: The Cemetery's 3,199 shares of PNC stock is not publicly traded and the market value is based upon the amount the bank is willing to pay to purchase the stock from its shareholders. At December 31, 2001, market value of each share was at \$92.75. The market value of the PNC stock was \$296,707 and \$286,918 at December 31, 2001 and 2000, respectively.

**GREENVILLE UNION CEMETERY
DARKE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001 AND 2000
(Continued)**

3. RETIREMENT SYSTEM

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

Contribution rates are also prescribed by the Ohio Revised Code. For 2001 and 2000, PERS members contributed 8.5% of their gross salaries. The Cemetery contributed an amount equal to 13.55% of participants' gross salaries for 2001 and from January 1, 2000 through June 30, 2000. PERS temporarily reduced the employer contribution rate to 8.13% effective July 1, 2000 through December 31, 2000. The Cemetery has paid all contributions required through December 31, 2001.

4. RISK MANAGEMENT

Commercial Insurance

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

- Comprehensive property and general liability;
- Professional liability and electronic data processing.

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

Greenville Union Cemetery
Darke County
205 West Street
Greenville, Ohio 45331

To the Board of Trustees:

We have audited the accompanying financial statements of Greenville Union Cemetery (the Cemetery) as of and for the years ended December 31, 2001 and 2000, and have issued our report thereon dated March 26, 2002. 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.

Compliance

As part of obtaining reasonable assurance about whether the Cemetery's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*. However, we noted certain immaterial instances of noncompliance that we have reported to management of the Cemetery in a separate letter dated March 26, 2002.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Cemetery's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted other matters involving the internal control over financial reporting that do not require inclusion in this report, that we have reported to management of the Cemetery in a separate letter dated March 26, 2002.

Greenville Union Cemetery
Darke County
Report of Independent Accountants on Compliance and on
Internal Control Required by *Government Auditing Standards*
Page 2

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

Jim Petro
Auditor of State

March 26, 2002



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GREENVILLE UNION CEMETERY

DARKE 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
APRIL 16, 2002**