



**Auditor of State
Betty Montgomery**

**ANTRIM EDEN NEVADA JOINT CEMETERY
WYANDOT COUNTY**

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**Auditor of State
Betty Montgomery**

INDEPENDENT ACCOUNTANTS' REPORT

Antrim Eden Nevada Joint Cemetery
Wyandot County
102 W. South Street
Nevada, Ohio 44849

To the Board of Trustees:

We have audited the accompanying financial statements of the Antrim Eden Nevada Joint Cemetery, Wyandot County, Ohio, (the Cemetery) as of and for the years ended December 31, 2002, and December 31, 2001. 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 accounting principles generally accepted in the United States of America.

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, 2002, and December 31, 2001, and its combined cash receipts and disbursements for the years then ended on the basis of accounting described in Note 1.

As discussed in Note 5, effective in 2001, the Cemetery reclassified certain cash and investments from the Trust Fund classification to the General Fund.

In accordance with *Government Auditing Standards*, we have also issued our report dated March 24, 2003, 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.

Antrim Eden Nevada Joint Cemetery
Wyandot County
Independent Accountants' Report
Page 2

This report is intended solely for the information and use of management, the Board of Trustees, and other officials authorized to receive this report under Section 117.26, Ohio Revised Code, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink that reads "Betty Montgomery". The signature is written in a cursive, flowing style.

BETTY MONTGOMERY
Auditor of State

March 24, 2002

**ANTRIM EDEN NEVADA JOINT CEMETERY
WYANDOT COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES - GENERAL AND NONEXPENDABLE TRUST FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2002**

| | <u>General</u> | <u>Nonexpendable Trust</u> | <u>Totals (Memorandum Only)</u> |
|---|------------------------|--------------------------------|---|
| Cash Receipts: | | | |
| Intergovernmental | \$3,000 | \$0 | \$3,000 |
| Charges for Services | 8,442 | 0 | 8,442 |
| Sale of Lots | 2,825 | 0 | 2,825 |
| Interest | 2,987 | 538 | 3,525 |
| Miscellaneous | 233 | 0 | 233 |
| | <hr/> | <hr/> | <hr/> |
| Total Cash Receipts | 17,487 | 538 | 18,025 |
| Cash Disbursements: | | | |
| Current: | | | |
| Salaries | 8,544 | 0 | 8,544 |
| Equipment | 1,040 | 0 | 1,040 |
| Contracts - Repair | 5,305 | 0 | 5,305 |
| Contracts - Services | 1,500 | 0 | 1,500 |
| Public Employees' Retirement | 1,163 | 0 | 1,163 |
| Miscellaneous | 1,678 | 0 | 1,678 |
| | <hr/> | <hr/> | <hr/> |
| Total Cash Disbursements | 19,230 | 0 | 19,230 |
| Total Cash Receipts Over/(Under) Cash Disbursements | (1,743) | 538 | (1,205) |
| Fund Cash Balances, January 1, 2002 | 79,257 | 7,932 | 87,189 |
| | <hr/> | <hr/> | <hr/> |
| Fund Cash Balances, December 31, 2002 | <u>\$77,514</u> | <u>\$8,470</u> | <u>\$85,984</u> |

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

**ANTRIM EDEN NEVADA JOINT CEMETERY
WYANDOT COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES - GENERAL AND NONEXPENDABLE TRUST FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2001**

| | <u>General</u> | <u>Nonexpendable Trust</u> | <u>Totals (Memorandum Only)</u> |
|---|------------------------|--------------------------------|---|
| Cash Receipts: | | | |
| Intergovernmental | \$3,000 | \$0 | \$3,000 |
| Charges for Services | 8,894 | 0 | 8,894 |
| Sale of Lots | 2,250 | 0 | 2,250 |
| Interest | 3,831 | 659 | 4,490 |
| Miscellaneous | 363 | 0 | 363 |
| | <hr/> | <hr/> | <hr/> |
| Total Cash Receipts | 18,338 | 659 | 18,997 |
| Cash Disbursements: | | | |
| Current: | | | |
| Salaries | 8,342 | 0 | 8,342 |
| Equipment | 2,240 | 0 | 2,240 |
| Contracts - Repair | 1,300 | 0 | 1,300 |
| Contracts - Services | 2,200 | 0 | 2,200 |
| Public Employees' Retirement | 1,047 | 0 | 1,047 |
| Miscellaneous | 4,217 | 0 | 4,217 |
| | <hr/> | <hr/> | <hr/> |
| Total Cash Disbursements | 19,346 | 0 | 19,346 |
| Total Cash Receipts Over/(Under) Cash Disbursements | (1,008) | 659 | (349) |
| Fund Cash Balances, January 1, 2001 (restated - see note 5) | 80,265 | 7,273 | 87,538 |
| | <hr/> | <hr/> | <hr/> |
| Fund Cash Balances, December 31, 2001 | <u>\$79,257</u> | <u>\$7,932</u> | <u>\$87,189</u> |

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

**ANTRIM EDEN NEVADA JOINT CEMETERY
WYANDOT COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2002 AND 2001**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The Antrim Eden Nevada Joint Cemetery, Wyandot County, Ohio, (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 Antrim Township, Eden Township, and the Village of Nevada. These entities also provide funding to meet the Cemetery's operating costs under the agreement which established the Cemetery. The accompanying financial statements present this funding as Intergovernmental Receipts. 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 assets. 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 common stock 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.

2. Nonexpendable Trust Funds

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

Hughes Land Fund – This fund receives interest from investments.

**ANTRIM EDEN NEVADA JOINT CEMETERY
WYANDOT COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2002 AND 2001
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

| | <u>2002</u> | <u>2001</u> |
|--------------------------------|-----------------|-----------------|
| Deposits | \$9,176 | \$11,182 |
| Certificates of deposit | 76,408 | 75,607 |
| Total deposits | <u>85,584</u> | <u>86,789</u> |
| Stock | 400 | 400 |
| Total deposits and investments | <u>\$85,984</u> | <u>\$87,189</u> |

Deposits: Deposits are insured by the Federal Depository Insurance Corporation.

3. RETIREMENT SYSTEMS

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 2002 and 2001, PERS employee members contributed 8.5% of their gross salaries. The Cemetery contributed an amount equal to 13.55% of participants' gross salaries for 2002 and 2001. The Cemetery has paid all contributions required through December 31, 2002.

4. RISK MANAGEMENT

Commercial Insurance

The Cemetery has obtained commercial insurance for the following risks:

- Comprehensive property and general liability

**ANTRIM EDEN NEVADA JOINT CEMETERY
WYANDOT COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2002 AND 2001
(Continued)**

5. FUND RECLASSIFICATION

The Cemetery reclassified its Mausoleum Trust Fund to properly reflect its intended purpose. The effect of this fund reclassification on the beginning fund cash balances reported as of January 1, 2001, is as follows:

| | <u>General</u> | <u>Nonexpendable Trust</u> |
|---|------------------|--------------------------------|
| Cash fund balance as previously reported | \$ 76,025 | \$ 11,513 |
| Fund reclassification | 4,240 | (4,240) |
| Restated cash fund balance, January 1, 2001 | <u>\$ 80,265</u> | <u>\$ 7,273</u> |

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**Auditor of State
Betty Montgomery**

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

Antrim Eden Nevada Joint Cemetery
Wyandot County
102 W. South Street
Nevada, Ohio 44849

To the Board of Trustees:

We have audited the accompanying financial statements of the Antrim Eden Nevada Joint Cemetery, Wyandot County, Ohio, (the Cemetery), as of and for the years ended December 31, 2002, and December 31, 2001, and have issued our report thereon dated March 24, 2003, wherein we noted that the Cemetery reclassified certain assets to the General Fund. 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 *Governmental 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 24, 2003.

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. However, we noted a certain matter involving the internal control over financial reporting and its operation that we consider to be a reportable condition. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the Cemetery's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. The reportable condition is described in the accompanying schedule of findings as item 2002-30288-001.

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. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we do not believe the reportable condition described above is a material weakness. We also 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 24, 2003.

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

A handwritten signature in black ink that reads "Betty Montgomery". The signature is written in a cursive, flowing style.

BETTY MONTGOMERY
Auditor of State

March 24, 2003

**ANTRIM EDEN NEVADA JOINT CEMETERY
WYANDOT COUNTY**

**SCHEDULE OF FINDINGS
DECEMBER 31, 2002 AND 2001**

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

| |
|-----------------------|
| Finding Number |
|-----------------------|

| |
|-----------------------|
| 2002-30288-001 |
|-----------------------|

Accounting Records

To properly record the Cemetery's financial activity using fund accounting, the Cemetery should utilize a cash journal, receipts ledger, and expenditure ledger. The cash journal should reflect all of the receipts and expenditures of the Cemetery for all funds. The total of all fund balances must reconcile with the cash balance; the total of all fund receipts must reconcile with the total cash receipts; and total of all fund expenditures must reconcile with the cash expenditures. The receipts ledger should be maintained by revenue source and reflect all of the Cemetery's receipts. The expenditures ledger should be maintained by expenditure type and reflect all of the Cemetery's expenditures. The monthly bank reconciliation should be performed in total for all funds and all bank accounts.

Currently, the Cemetery maintains a separate cash ledger for each bank account and records bank activity rather than fund activity. In addition, the ledgers are not completely and accurately maintained. As a result, \$1,076.82 and \$800.90 of interest earned was not recorded in the ledger in 2001 and 2002, respectively.

We recommend the Clerk of the Cemetery maintain the ledgers to reflect proper fund accounting. All transactions should be recorded timely and monthly reconciliations should be performed to include all bank accounts and certificates of deposit. If necessary, the Clerk should obtain training on fund accounting.

**ANTRIM EDEN NEVADA JOINT CEMETERY
WYANDOT COUNTY**

**SCHEDULE OF PRIOR AUDIT FINDINGS
DECEMBER 31, 2002 AND DECEMBER 31, 2001**

| Finding Number | Finding Summary | Fully Corrected? | Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <i>Explain:</i> |
|----------------|--|------------------|--|
| 2000-30288-001 | Proper use of ledgers and fund accounting. | No | This comment is being repeated in the current audit period as finding number 2002-30288-001. |



**Auditor of State
Betty Montgomery**

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800-282-0370
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ANTRIM EDEN NEVADA JOINT CEMETERY

WYANDOT 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
MAY 20, 2003**