



**Auditor of State  
Betty Montgomery**



**BRYN ZION CEMETERY  
MORROW COUNTY**

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**Auditor of State  
Betty Montgomery**

**INDEPENDENT ACCOUNTANTS' REPORT**

Bryn Zion Cemetery  
Morrow County  
124 West Main Street  
Fulton, Ohio 43321

To the Board of Trustees:

We have audited the accompanying financial statements of Bryn Zion Cemetery, Morrow County, Ohio, (the Cemetery) as of and for the years ended December 31, 2003, and December 31, 2002. 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 cash balances of the Cemetery as of December 31, 2003, and December 31, 2002, and its 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 April 2, 2004, 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.

This report is intended solely for the information and use of the audit committee, management, the 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.

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

**Betty Montgomery**  
Auditor of State

April 2, 2004

**BRYN ZION CEMETERY  
MORROW COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN CASH BALANCES**

**FOR THE YEARS ENDED DECEMBER 31, 2003 AND DECEMBER 31, 2002**

|                                   | <u>2003</u>                   | <u>2002</u>                   |
|-----------------------------------|-------------------------------|-------------------------------|
| <b>Cash Receipts:</b>             |                               |                               |
| Intergovernmental                 | \$4,850                       | \$4,850                       |
| Charges for Services              | 4,375                         | 4,625                         |
| Sale of Lots                      | 2,650                         | 7,325                         |
| Interest                          | 197                           | 344                           |
|                                   | <u>12,072</u>                 | <u>17,144</u>                 |
| <b>Total Cash Receipts</b>        |                               |                               |
| <b>Cash Disbursements:</b>        |                               |                               |
| Current:                          |                               |                               |
| Salaries                          | 1,269                         | 1,269                         |
| Supplies                          | 1,361                         | 1,330                         |
| Contracts - Repair                | 37                            | 27                            |
| Contracts - Services              | 6,514                         | 7,044                         |
| Public Employees' Retirement      | 394                           | 338                           |
| Workers' Compensation             | 49                            | 0                             |
|                                   | <u>9,624</u>                  | <u>10,008</u>                 |
| <b>Total Cash Disbursements</b>   |                               |                               |
| Total Receipts Over Disbursements | 2,448                         | 7,136                         |
| Cash Balances, January 1          | <u>24,405</u>                 | <u>17,269</u>                 |
| <b>Cash Balances, December 31</b> | <b><u><u>\$26,853</u></u></b> | <b><u><u>\$24,405</u></u></b> |

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

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**BRYN ZION CEMETERY  
MORROW COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2003 AND 2002**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Description of the Entity**

Bryn Zion Cemetery, Morrow 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. One Board member is appointed by the Trustees of each of Congress Township, Franklin Township, and Gilead Township. These entities also provide funding to meet the Cemetery's operating costs under the agreement which established the Cemetery. This accompanying financial statement presents 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 reported as 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 are valued at cost.

**D. 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 CASH AND INVESTMENTS**

The Cemetery maintains cash and investments. The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of cash and investments at December 31 follows:

|                         | <u>2003</u>     | <u>2002</u>     |
|-------------------------|-----------------|-----------------|
| Demand deposits         | \$13,853        | \$11,405        |
| Certificates of deposit | 13,000          | 13,000          |
| Total deposits          | <u>\$26,853</u> | <u>\$24,405</u> |

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

**BRYN ZION CEMETERY  
MORROW COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2003 AND 2002  
(Continued)**

**3. RETIREMENT SYSTEM**

The Cemetery's officials 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 2003 and 2002, PERS employee members contributed 8.5% of their gross salaries. The Cemetery contributed an amount equal to 13.55% of participants' gross salaries. The Cemetery has paid all contributions required through December 31, 2003.

**4. RISK MANAGEMENT**

The Bryn Zion Cemetery has obtained commercial insurance for comprehensive property and general liability.



## Auditor of State Betty Montgomery

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

Bryn Zion Cemetery  
Morrow County  
124 West Main Street  
Fulton, Ohio 43321

To the Board of Trustees:

We have audited the accompanying financial statements of Bryn Zion Cemetery, Morrow County, Ohio, (the Cemetery) as of and for the years ended December 31, 2003, and December 31, 2002, and have issued our report thereon dated April 2, 2004. 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 April 2, 2004.

#### Internal Control Over Financial Reporting

In planning and performing our audit, we considered 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 2003-001.

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.

35 N. Fourth St. / Second Floor / Columbus, OH 43215  
Telephone: (614) 466-3402 (800) 443-9275 Fax: (614) 728-7199  
[www.auditor.state.oh.us](http://www.auditor.state.oh.us)

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 April 2, 2004.

This report is intended solely for the information and use of audit committee, management and the 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

April 2, 2004

**BRYN ZION CEMETERY  
MORROW COUNTY**

**SCHEDULE OF FINDINGS  
DECEMBER 31, 2003 AND 2002**

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

**FINDING NUMBER 2003-001**

**Bank Reconciliations**

The Cemetery Clerk did not perform monthly bank reconciliations. Failure to reconcile to the bank balance resulted in errors in the accounting ledgers going undetected by management. The audit identified that adjustments were necessary for 2003 and 2002 to reflect un-posted receipts and correct footing errors. The Cemetery has posted these adjustments.

Reconciliations should be performed monthly. The cash journal should be compared to the bank statement with an explanation of reconciling items. The Board of Trustees should review monthly bank reconciliations and sign them to evidence their review to ensure accountability over all Cemetery assets.





**Auditor of State  
Betty Montgomery**

88 East Broad Street  
P.O. Box 1140  
Columbus, Ohio 43216-1140

Telephone 614-466-4514  
800-282-0370

Facsimile 614-466-4490

**BRYN ZION CEMETERY**

**MORROW 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 27, 2004**