VILLAGE OF SARAHSVILLE NOBLE COUNTY Regular Audit December 31, 2008 and 2007

Perry & Associates Certified Public Accountants, A.C



Mary Taylor, CPA Auditor of State

Village Council Village of Sarahsville P. O. Box 77 Sarahsville, Ohio 43779

We have reviewed the *Independent Accountants' Report* of the Village of Sarahsville, Noble County, prepared by Perry & Associates, Certified Public Accountants, A.C., for the audit period January 1, 2007 through December 31, 2008. 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.

The financial statements in the attached report are presented in accordance with a regulatory basis of accounting prescribed or permitted by the Auditor of State. Due to a February 2, 2005 interpretation from the American Institute of Certified Public Accountants (AICPA), modifications were required to the *Independent Accountants' Report* on your financial statements. While the Auditor of State does not legally require your government to prepare financial statements pursuant to Generally Accepted Accounting Principles (GAAP), the AICPA interpretation requires auditors to formally acknowledge that you did not prepare your financial statements in accordance with GAAP. The attached report includes an opinion relating to GAAP presentation and measurement requirements, but does not imply the statements are misstated under the non-GAAP regulatory basis. The *Independent Accountants' Report* also includes an opinion on the financial statements using the regulatory format the Auditor of State permits.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The Village of Sarahsville is responsible for compliance with these laws and regulations.

Mary Jaylor

Mary Taylor, CPA Auditor of State

July 7, 2009

88 E. Broad St. / Fifth Floor / Columbus, OH 43215-3506 Telephone: (614) 466-4514 (800) 282-0370 Fax: (614) 466-4490 www.auditor.state.oh.us This Page is Intentionally Left Blank.

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Perry & Associates Certified Public Accountants, A.C.

PARKERSBURG 1035 Murdoch Avenue Parkersburg, WV 26101 (304) 422-2203 MARIETTA 428 Second Street Marietta, OH 45750 (740) 373-0056

INDEPENDENT ACCOUNTANTS' REPORT

June 24, 2009

Village of Sarahsville Noble County PO Box 77 Sarahsville, Ohio 43779

To the Village Council:

We have audited the accompanying financial statements of the **Village of Sarahsville**, **Noble County**, **Ohio**, (the Village) as of and for the years ended December 31, 2008 and 2007. These financial statements are the responsibility of the Village'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 the Comptroller General of the United States' *Government Auditing Standards*. Those standards require that we plan and perform the audit to reasonably assure 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 our audit provides a reasonable basis for our opinion.

As described more fully in Note 1, the Village has prepared these financial statements using accounting practices the Auditor of State prescribes or permits. These practices differ from accounting principles generally accepted in the United States of America (GAAP). Although we cannot reasonably determine the effects on the financial statements of the variances between these regulatory accounting practices and GAAP, we presume they are material.

Instead of the combined funds the accompanying financial statements present, GAAP require presenting entity wide statements and also presenting the Village's larger (i.e. major) funds separately. While the Village does not follow GAAP, generally accepted auditing standards requires us to include the following paragraph if the statements do not substantially conform to GAAP presentation requirements. The Auditor of the State permits, but does not require Villages to reformat their statements. The Village has elected not to follow GAAP statement formatting requirements. The following paragraph does not imply the amounts reported are materially misstated under the accounting basis the Auditor of State permits. Our opinion on the fair presentation of the amounts reported pursuant to its non-GAAP basis is in the second following paragraph.

Village of Sarahsville Noble County Independent Accountants Report Page 2

In our opinion, because of the effects of the matter discussed in the preceding two paragraphs, the financial statements referred to above for the years ended December 31, 2008 and 2007 do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Village as of December 31, 2008 and 2007 or their changes in financial position for the years then ended.

Also, in our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances and reserves for encumbrances of the Village of Sarahsville, Noble County, Ohio as of December 31, 2008 and 2007, and its combined cash receipts and disbursements for the years then ended on the accounting basis Note 1 describes.

The Village has not presented Management's Discussion and Analysis, which accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not required to be part of, the financial statements.

In accordance with *Government Auditing Standards*, we have also issued our report dated June 24, 2009, on our consideration of the Village's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. While we did not opine on the internal control over financial reporting or on compliance, that report describes the scope of our testing of internal control over financial reporting and compliance, and the results of that testing. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*. You should read it in conjunction with this report in assessing the results of our audit.

Respectfully Submitted,

Kerry & associates CAN'S A.C.

Perry and Associates Certified Public Accountants, A.C.

COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2008

	Governmental Fund Types					
	General		Special Revenue		(Mer	Totals norandum Only)
Cash Receipts:						
Property and other Local Taxes	\$	1,753	\$	-	\$	1,753
Intergovernmental		24,398		8,975		33,373
Earnings on Investments		28		20		48
Other Revenue		112				112
Total Cash Receipts		26,291		8,995		35,286
Cash Disbursements:						
Current:						
General Government		9,286		-		9,286
Leisure Time Activities		651		-		651
Transportation		-		9,296		9,296
Security of Persons and Property		3,996		-		3,996
Debt Service:						
Redemption of Principal		-		1,991		1,991
Principal and Interest Charges				184		184
Total Cash Disbursements		13,933		11,471		25,404
Total Receipts Over/(Under) Cash Disbursements		12,358		(2,476)		9,882
Fund Cash Balances, January 1		6,982		9,209		16,191
Fund Cash Balances, December 31	\$	19,340	\$	6,733	\$	26,073
Reserve for Encumbrances, December 31	\$	1,085	\$	235	\$	1,320

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

COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2007

Totals GeneralTotals (Memorandum Only)Cash Receipts: Property and other Local Taxes Earnings on Investments\$ 1,737 13,161\$ -\$ 1,737 9,464\$ 22,625 22,615Cash Receipts\$ 1,6131,163Total Cash Receipts\$ 16,103 $9,512$ 25,615Cash Disbursements: Current: General Government12,248-12,248Leisure Time Activities100-100Transportation Service: Redemption of Principal Other Service:-483483Principal and Interest Charges-6161Capital Outlay-6,5846,5846,584Total Cash Disbursements:(228)(5,330)(5,558)Other Financing Receipts/(Disbursements): Note Proceeds-5,1055,105Total Other Financing Receipts and Other Financing Receipts Over/(Under) Cash Disbursements(228)(225)(453)Fund Cash Balances, January 17,2109,43416,644Fund Cash Balances, December 31\$ 1,220\$ 1,674\$ 2,894		Governmental Fund Types					
Property and other Local Taxes\$ 1,737\$ -\$ 1,737Intergovernmental13,1619,46422,625Earnings on Investments424890Other Revenue1,163-1,163Total Cash Receipts\$16,1039,51225,615Cash Disbursements:S16,1039,51225,615Current:General Government12,248-12,248Leisure Time Activities100-100Transportation-7,7147,714Security of Persons and Property3,983-3,983Debt Service:-6161Redemption of Principal-483483Principal and Interest Charges-61,8446,584Total Cash Disbursements(228)(5,330)(5,558)Other Financing Receipts/(Disbursements):-5,1055,105Note Proceeds-5,1055,105Total Other Financing Receipts:-5,1055,105Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements(228)(225)(453)Fund Cash Balances, January 17,2109,43416,644Fund Cash Balances, December 31\$ 6,982\$ 9,209\$ 16,191		General				(Men	norandum
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Earnings on Investments 42 48 90 Other Revenue 1,163 - 1,163 Total Cash Receipts \$16,103 9,512 25,615 Cash Disbursements: Current: 900 - 12,248 - 12,248 Current: General Government 12,248 - 12,248 - 12,248 Leisure Time Activities 100 - 100 - 100 Transportation - 7,714 7,714 7,714 Security of Persons and Property 3,983 - 3,983 Debt Service: - 61 61 Redemption of Principal - 483 483 Principal and Interest Charges - 61 61 Capital Outlay - 6,584 6,584 Total Cash Disbursements (228) (5,330) (5,558) Other Financing Receipts/(Disbursements): - 5,105 5,105 Note Proceeds - 5,105 5,105 5,105 Total Other Financing Receipts - 5,105 5,105<			,		9,464	·	22,625
Total Cash Receipts $\$16,103$ $9,512$ $25,615$ Cash Disbursements: Current: General Government $12,248$ - $12,248$ Leisure Time Activities 100 - 100 Transportation - $7,714$ $7,714$ $7,714$ Security of Persons and Property $3,983$ - $3,983$ - $3,983$ Debt Service: Redemption of Principal - 483 483 Principal and Interest Charges - 61 61 Capital Outlay - 6,584 6,584 Total Cash Disbursements 16,331 14,842 31,173 Total Cash Disbursements (228) (5,330) (5,558) Other Financing Receipts/(Disbursements): - 5,105 5,105 Note Proceeds - 5,105 5,105 5,105 Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements (228) (225) (453) Fund Cash Balances, January 1 7,210 9,434 16,644 Fund Cash Balances, December 31 \$ 6,982 9,209 \$ 16,191 <td></td> <td></td> <td></td> <td></td> <td>48</td> <td></td> <td></td>					48		
Cash Disbursements: Current: General Government Leisure Time Activities12,248 100 - 100 - 100 - 	Other Revenue		1,163		-		1,163
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Capital Outlay - 6,584 6,584 Total Cash Disbursements 16,331 14,842 31,173 Total Cash Disbursements (228) (5,330) (5,558) Other Financing Receipts/(Disbursements): . 5,105 5,105 Note Proceeds - 5,105 5,105 Total Other Financing Receipts: - 5,105 5,105 Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements (228) (225) (453) Fund Cash Balances, January 1 7,210 9,434 16,644 Fund Cash Balances, December 31 \$ 6,982 \$ 9,209 \$ 16,191			-				
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Other Financing Receipts/(Disbursements): Note Proceeds-5,1055,105Total Other Financing Receipts:-5,1055,105Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements(228)(225)(453)Fund Cash Balances, January 17,2109,43416,644Fund Cash Balances, December 31\$6,982\$9,209\$16,191	Total Cash Disbursements		16,331		14,842		31,173
Note Proceeds-5,1055,105Total Other Financing Receipts:-5,1055,105Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements(228)(225)(453)Fund Cash Balances, January 17,2109,43416,644Fund Cash Balances, December 31\$ 6,982\$ 9,209\$ 16,191	Total Receipts Over/(Under) Cash Disbursements		(228)		(5,330)		(5,558)
Note Proceeds-5,1055,105Total Other Financing Receipts:-5,1055,105Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements(228)(225)(453)Fund Cash Balances, January 17,2109,43416,644Fund Cash Balances, December 31\$ 6,982\$ 9,209\$ 16,191	Other Financing Receints/(Dishursements).						
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Receipts Over/(Under) Cash Disbursements (228) (225) (453) Fund Cash Balances, January 1 7,210 9,434 16,644 Fund Cash Balances, December 31 \$ 6,982 \$ 9,209 \$ 16,191	Total Other Financing Receipts:		-		5,105		5,105
Receipts Over/(Under) Cash Disbursements (228) (225) (453) Fund Cash Balances, January 1 7,210 9,434 16,644 Fund Cash Balances, December 31 \$ 6,982 \$ 9,209 \$ 16,191	Excess of Cash Receipts and Other Financing						
Fund Cash Balances, January 1 7,210 9,434 16,644 Fund Cash Balances, December 31 \$ 6,982 \$ 9,209 \$ 16,191	· · ·		(228)		(225)		(453)
Fund Cash Balances, December 31 \$ 6,982 \$ 9,209 \$ 16,191	Receipts Over/(Onder) Cash Disbursements		(220)		(223)		(455)
	Fund Cash Balances, January 1		7,210		9,434		16,644
Reserve for Encumbrances, December 31 \$ 1,220 \$ 1,674 \$ 2,894	Fund Cash Balances, December 31	\$	6,982	\$	9,209	\$	16,191
	Reserve for Encumbrances, December 31	\$	1,220	\$	1,674	\$	2,894

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

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2008 AND 2007

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The constitution and laws of the State of Ohio establish the rights and privileges of the Village of Sarahsville, Noble County, Ohio (the Village) as a body corporate and politic. A publiclyelected six-member Council governs the Village. The Village provides park operations and street maintenance.

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

B. Basis of Accounting

These financial statements follow the accounting basis the Auditor of State prescribes or permits. Receipts are recognized when received in cash rather than when earned, and disbursements are recognized when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters the Auditor of State prescribes.

C. Deposits

The Village maintains its cash in a checking account.

D. Fund Accounting

The Village uses fund accounting to segregate cash that are restricted as to use. The Village 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. Special Revenue Funds

These funds are used to account for proceeds from specific sources that are restricted to expenditure for specific purposes. The Village has the following significant Special Revenue Funds:

<u>Street Construction, Maintenance and Repair Fund</u> – This fund receives gasoline tax and motor vehicle tax money for constructing, maintaining, and repairing Village streets.

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2008 AND 2007 (Continued)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. Budgetary Process

The Ohio Revised Code requires that each fund be budgeted annually.

1. Appropriations

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function, and object level of control and appropriations may not exceed estimated resources. Village Council must annually approve appropriation measures and subsequent amendments. The County Budget Commission must also approve the annual appropriation measure. Unencumbered appropriations lapse at yearend.

2. Estimated Resources

Estimated resources include estimates of cash to be received (budgeted receipts) plus unencumbered cash as of January 1. The County Budget Commission must also approve estimated resources.

3. Encumbrances

The Ohio Revised Code requires the Village to reserve (encumber) appropriations when commitments are made. Encumbrances outstanding at year-end are carried over, and need not be reappropriated in the subsequent year. The Village did not encumber all commitments required by Ohio law.

A summary of 2008 and 2007 budgetary activity appears in Note 3.

F. Property, Plant and Equipment

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

2. EQUITY IN POOLED CASH

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

	2008	2007
Demand deposits	\$26,073	\$16,191

Deposits are insured by the Federal Deposit Insurance Corporation.

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2008 AND 2007 (Continued)

3. BUDGETARY ACTIVITY

Budgetary activity for the years ended December 31, 2008 and 2007 follows:

2008 Budgeted vs. Actual Receipts								
	Budgeted Actual							
Fund Type	R	eceipts	R	eceipts	V	ariance		
General	\$	14,220	\$	26,291	\$	12,071		
Special Revenue		6,800		8,995		2,195		
Total	\$	21,020	\$	35,286	\$	14,266		

2008 Budgeted vs. Actual Budgetary Basis Expenditures							
Appropriation Budgetary							
Fund Type	A	uthority	Exp	enditures	Va	ariance	
General	\$	19,855	\$	15,018	\$	4,837	
Special Revenue		14,463		11,706		2,757	
Total	\$	34,318	\$	26,724	\$	7,594	

2007 Budgeted vs. Actual Receipts								
	B	udgeted	1	Actual				
Fund Type	R	eceipts	R	eceipts	Va	ariance		
General	\$	14,685	\$	16,103	\$	1,418		
Special Revenue		7,200		14,617		7,417		
Total	\$	21,885	\$	30,720	\$	8,835		

2007 Budgeted vs. Actual Budgetary Basis Expenditures								
	Appropriation Budgetary							
Fund Type	A	uthority	Exp	enditures	Va	ariance		
General	\$	20,774	\$	17,551	\$	3,223		
Special Revenue		16,600		16,516		84		
Total	\$	37,374	\$	34,067	\$	3,307		

Contrary to Ohio Revised Code § 5705.41(D)(1), the Village did not properly certify the availability of funds prior to purchase commitment for 32% of the expenditures tested during 2007.

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2008 AND 2007 (Continued)

4. **PROPERTY TAX**

Real property taxes become a lien on January 1 preceding the October 1 date for which Village Council adopts rates. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. Homestead and rollback amounts are then paid by the State, and are reflected in the accompanying financial statements as Intergovernmental Receipts. Payments are due to the County by December 31. If the property owner elects to make semiannual payment, the first half is due December 31. The second half payment is due the following June 20.

Public utilities are also taxed on personal and real property located within the Village.

The property owners, who must file a list of such property to the County by each April 30, assess tangible personal property tax. The County is responsible for assessing property, and for billing, collecting, and distributing all property taxes on behalf of the Village.

5. RETIREMENT SYSTEMS

The Village's Mayor, Clerk-Treasurer, and employees belong to the Public Employees Retirement System (PERS) of Ohio. PERS is a cost-sharing, multi-employer plan. This plan provides retirement benefits, including post retirement 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 2008 and 2007, members of PERS contributed 10% (2008) and 9.5% (2007) of their gross salaries. The Village contributed an amount equal to 14% (2008) and 13.85% (2007) of participants' gross salaries. The Village has paid all contributions required through December 31, 2008.

6. RISK MANAGEMENT

Commercial Insurance

The Village has obtained commercial insurance for the following risks:

Comprehensive property and general liability coverage; Vehicles; and Errors and omissions

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2008 AND 2007 (Continued)

7. DEBT

Debt outstanding at December 31, 2008 was as follows:

		Interest
	Principal	Rate
Truck Note	<u>\$ 2,631</u>	4.860%

The Truck Note was for the purchase of a Chevy Truck in September of 2007 for \$5,105. The Village has agreed to make monthly installments of \$181, including interest, over 30 months. The last payment is scheduled March 24, 2010.

Year	Payments Due
2009	\$ 2,175
2010	\$ 544

Perry & Associates Certified Public Accountants, A.C.

PARKERSBURG 1035 Murdoch Avenue Parkersburg, WV 26101 (304) 422-2203 MARIETTA 428 Second Street Marietta, OH 45750 (740) 373-0056

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

June 24, 2009

Village of Sarahsville Noble County PO Box 77 Sarahsville, Ohio 43779

To the Village Council:

We have audited the financial statements of the **Village of Sarahsville**, **Noble County**, **Ohio** (the Village) as of and for the years ended December 31, 2008 and 2007, and have issued our report thereon dated June 24, 2009, wherein we noted the Village followed accounting practices the Auditor of State prescribes rather than accounting principles generally accepted in the United States of America. 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 the Comptroller General of the United States' *Government Auditing Standards*.

Internal Control over Financial Reporting

In planning and performing our audit, we considered the Village's internal control over financial reporting as a basis for designing our audit procedures for expressing our opinions on the financial statements, but not to opine on the effectiveness of the Village's internal control over financial reporting. Accordingly, we have not opined on the effectiveness of the Village's internal control over financial reporting.

Our consideration of the internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control over financial reporting that might be considered significant deficiencies or material weaknesses. However, as discussed below, we identified certain deficiencies in internal control over financial reporting that we consider to be significant deficiencies.

A control deficiency exists when the design or operation of a control does not allow management or employees, in performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Village's ability to initiate, authorize, record, process, or report financial data reliably in accordance with its applicable accounting basis, such that there is more than a remote likelihood that the Village's internal control will not prevent or detect a more-than-inconsequential financial statement misstatement.

Village of Sarahsville Noble County Independent Accountants' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by *Government Auditing* Page 2

Internal Control over Financial Reporting (Continued)

We consider the following deficiencies described in the accompanying schedule of findings to be significant deficiencies in internal control over financial reporting: 2008-001 and 2008-002.

A material weakness is a significant deficiency, or combination of significant deficiencies resulting in more than a remote likelihood that the Village's internal control will not prevent or detect a material financial statement misstatement.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in the internal control that might be significant deficiencies and accordingly, would not necessarily disclose all significant deficiencies that are also material weaknesses. We believe none of the significant deficiencies described above are material weaknesses.

Compliance and Other Matters

As part of reasonably assuring whether the Village's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect the 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 an opinion. The results of our tests disclosed an instance of noncompliance or other matter that we must report under *Government Auditing Standard*, which is described in the accompanying schedule of findings as item 2008-001.

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

Respectfully Submitted,

Kerry & associates CAN'S A. C.

Perry and Associates Certified Public Accountants, A.C.

SCHEDULE OF FINDINGS DECEMBER 31, 2008 AND 2007

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

FINDING NUMBER 2008-001

Noncompliance Citation/Significant Deficiency

Ohio Revised Code Section 5705.41(D)(1) prohibits a subdivision or taxing entity from making any contract or ordering any expenditure of money unless a certificate signed by the fiscal officer is attached thereto. The fiscal officer must certify that the amount required to meet any such contract or expenditure has been lawfully appropriated and is in the treasury, or is in the process of collection to the credit of an appropriate fund free from any previous encumbrance.

There are several exceptions to the standard requirement stated above that a fiscal officer's certificate must be obtained prior to a subdivision or taxing authority entering into a contract or order involving the expenditure of money. The main exceptions are: "then and now" certificates, blanket certificates, and super blanket certificates, which are provided for in sections 5705.41(D)(1) and 5705.41(D)(3), respectively, of the Ohio Revised Code.

- 1. "Then and Now" certificate If the fiscal officer (Clerk) can certify that both at the time that the contract or order was made ("then"), and at the time that the fiscal officer is completing the certification ("now"), that sufficient funds were available or in the process of collection, to the credit of a proper fund, properly appropriated and free from any previous encumbrance, the taxing authority (the Council) can authorize the drawing of a warrant for the payment of the amount due. The taxing authority has thirty days from the receipt of the "then and now" certificate to approve payment by ordinance or resolution. Amounts of less than \$3,000 may be paid by the fiscal officer without a resolution or ordinance upon completion of the "then and now" certificate, provided that the expenditure is otherwise lawful. This does not eliminate any otherwise applicable requirement for approval of expenditures by the Village.
- 2. Blanket Certificate Fiscal officers may prepare "blanket" certificates not exceeding \$5,000 against any specific line item account over a period not exceeding three months or running beyond the current year. The blanket certificates may, but need not, be limited to a specific vendor. Only one blanket certificate may be outstanding at one particular time for any one particular line item appropriation. Blanket Certificates may not exceed an amount established by resolution or ordinance of the legislative authority, and cannot extend beyond the end of the fiscal year. Blanket certificates cannot be issued unless there has been an amount approved by the legislative authority for the blanket.
- **3.** Super Blanket Certificate The Village may also make expenditures and contracts for any amount from a specific line-item appropriation account in a specified fund upon certification of the fiscal officer for most professional services, fuel, oil, food items, and any other specific recurring and reasonably predictable operating expense. This certification is not to extend beyond the current year. Only one super blanket certificate may be outstanding at a particular time for any line-item appropriation.

The Village did not properly certify the availability of funds prior to purchase commitment for 32% of the expenditures tested during 2007 and there was no evidence that the Village followed the aforementioned exceptions.

SCHEDULE OF FINDINGS DECEMBER 31, 2008 AND 2007

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

FINDING NUMBER 2008-001 (Continued)

Ohio Revised Code § 5705.41(D) (Continued)

Unless the exceptions noted above are used, prior certification is not only required by statute but is a key control in the disbursement process to assure that purchase commitments receive prior approval. To improve controls over disbursements and to help reduce the possibility of the Village's funds exceeding budgetary spending limitations, we recommend that the Clerk certify that the funds are or will be available prior to an obligation being incurred by the Village. When prior certification is not possible, "then and now" certification should be used.

Management's Response – We did not receive a response from officials to this finding.

FINDING NUMBER 2008-002

Significant Deficiency

Posting of Receipts and Expenditures

During 2008 and 2007, several receipts and expenditures were not posted into accurate classifications based on the source of the receipt and expenditure. The following mis-postings were noted during the audit:

- Note Proceeds and subsequent capital outlay for the purchase of truck were not posted.
- Expenditures for debt payments were posted to transportation rather than broken down between principal and interest.

These mispostings resulted in several audit reclassifications.

We recommend the Clerk refer to the Village Handbook for guidance to determine the proper establishment of revenue and expenditure accounts and posting of receipts and expenditures.

Management's Response – We did not receive a response from officials to this finding.

SCHEDULE OF PRIOR AUDIT FINDINGS DECEMBER 31, 2008 AND 2007

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <i>Explain</i>
2006-001	ORC Section 117.38 – Filing Annual Financial Reports.	Yes	N/A
2006-002	ORC Section 5705.10 – Negative Fund Balance.	Yes	N/A
2006-003	ORC Section 5705.39 – Appropriations exceeded Estimate Resources.	Yes	N/A
2006-004	ORC Section 5705.41(B) – Disbursements exceed appropriations.	Yes	N/A
2006-005	ORC Section 5705.41(D) – Expenditures were made without the fiscal officer's prior certification.	No	Not Corrected, Repeated as finding 2008-001.
2006-006	Financial Condition	Yes	N/A





VILLAGE OF SARAHSVILLE

NOBLE 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 Babbett

CLERK OF THE BUREAU

CERTIFIED JULY 21, 2009

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