ASHLAND COUNTY DISTRICT BOARD OF HEALTH

ASHLAND COUNTY, OHIO

AUDIT REPORT

For the Years Ended December 31, 2010 & 2009

Charles E. Harris and Associates, Inc. Certified Public Accountants and Governmental Consultants



Dave Yost • Auditor of State

Board of Trustees Ashland County Board of Health 1763 State Route 60 Ashland, Ohio 44805

We have reviewed the *Report of Independent Accountants* of the Ashland County Board of Health prepared by Charles E. Harris & Associates, Inc., for the audit period January 1, 2009 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 Ashland County Board of Health is responsible for compliance with these laws and regulations.

Dave Yost Auditor of State

May 26, 2011

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ASHLAND COUNTY DISTRICT BOARD OF HEALTH ASHLAND COUNTY, OHIO Audit Report For the years ended December 31, 2010 & 2009

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REPORT OF INDEPENDENT ACCOUNTANTS

Ashland County District Board of Health Ashland County 1763 State Route 60 Ashland, Ohio 44805

To the Board of Health:

We have audited the accompanying financial statements of the Ashland County District Board of Health (District), Ashland County, Ohio, as and for the years ended December 31, 2010 and 2009. These financial statements are the responsibility of the District'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 that our audit provides a reasonable basis for our opinion.

As described more fully in Note 1, the District 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.

Revisions to GAAP would require the District to reformat its financial statement presentation and make other changes effective for the years ended December 31, 2010 and 2009. Instead of the combined funds the accompanying financial statements present for 2010 and 2009, the revisions require presenting entity wide statements and also to present its larger (i.e. major) funds separately for both years. While the District does not follow GAAP, generally accepted auditing standards requires us to include the following paragraph if the statements do not substantially conform to the new GAAP presentation requirements. The Auditor of State permits, but does not require governments to reformat their statements. The District has elected not to reformat its statements. Since the District does not use GAAP to measure financial statement amounts, 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.

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, 2010 and 2009, do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the District as of December 31, 2010 and 2009, or its 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 Ashland County District Board of Health, as of December 31, 2010 and 2009, and its combined cash receipts and disbursements for the years then ended on the accounting basis Note 1 describes.

The aforementioned revision to generally accepted accounting principles also requires the District to include Management's Discussion and Analysis for the years ended December 31, 2010 and 2009. The District 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 May 6, 2011, on our consideration of the District'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 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.

Charlens Hawind Association

Charles E. Harris & Associates, Inc. May 6, 2011

ASHLAND COUNTY DISTRICT BOARD OF HEALTH ASHLAND COUNTY, OHIO COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES - ALL GOVERNMENTAL FUND TYPES For the Year Ended December 31, 2010

		Governmental Fund Types			(Memorandum		
		Special		Only)			
		General		Revenue	_	Total	
Cash Receipts:							
Local Taxes	\$	188,544		-	\$	188,544	
Subdivision- Levy		22,000		-		22,000	
State Subsidy		11,652		-		11,652	
Federal Awards		-	\$	270,294		270,294	
Permits		28,307		-		28,307	
Other Fees		152,383		30,483		182,866	
Licenses		26,499		100,759		127,258	
Other		6,857		10,963	_	17,820	
Total Cash Receipts		436,242		412,499		848,741	
Cash Disbursements:							
Salaries		226,086		78,091		304,177	
Remittance to State		20,406		9,526		29,932	
Supplies		45,743		-		45,743	
Grant Expenses		-		334,365		334,365	
Equipment		498		-		498	
Contracts- Services		13,503		1,372		14,875	
Travel		8,698		4,757		13,455	
Public Employees Retirement		31,268		10,933		42,201	
Worker's Compensation		4,528		1,361		5,889	
Other		65,242		32,169	-	97,411	
Total Cash Disbursements		415,972		472,574	_	888,546	
Cash Receipts Over/(Under) Cash Disbursements		20,270		(60,075)		(39,805)	
Other Financing Sources/(Uses):							
Advances-In		3,500		3,500		7,000	
Advances-Out		(3,500)	_	(3,500)	_	(7,000)	
Total Other Financing Sources/(Uses)	_	-		-	_	<u> </u>	
Excess of Cash Receipts and Other Financing Sources Over/(Under) Cash Disbursements and							
Other Financing Uses		20,270		(60,075)		(39,805)	
Fund Balance, January 1, 2010	_	120,620		101,428	_	222,048	
Fund Balance, December 31, 2010	\$	140,890	\$	41,353	\$_	182,243	
Reserve for Encumbrances, December 31, 2010	\$	3,155	\$	1,651	\$_	4,806	

See accompanying Notes to the Financial Statements.

ASHLAND COUNTY DISTRICT BOARD OF HEALTH ASHLAND COUNTY, OHIO COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES - ALL GOVERNMENTAL FUND TYPES For the Year Ended December 31, 2009

		Governmental Fund Types			(Memorandum		
	_	Special		Only)			
		General	_	Revenue	-	Total	
Cash Receipts:							
Local Taxes	\$	187,665		-	\$	187,665	
Subdivision- Levy		22,000		-		22,000	
State Subsidy		10,482		-		10,482	
Federal Awards		-	\$	203,354		203,354	
Permits		22,880		-		22,880	
Other Fees		165,737		67,443		233,180	
Licenses		28,141		100,343		128,484	
Other	_	23,845	_	612	-	24,457	
Total Cash Receipts		460,750		371,752		832,502	
Cash Disbursements:							
Salaries		250,102		110,140		360,242	
Remittance to State		17,692		9,730		27,422	
Supplies		84,978		-		84,978	
Grant Expenses		-		155,575		155,575	
Equipment		224		-		224	
Contracts- Services		14,515		1,522		16,037	
Travel		8,785		4,911		13,696	
Public Employees Retirement		34,009		15,419		49,428	
Worker's Compensation		4,986		1,956		6,942	
Other	_	73,291	_	28,813	-	102,104	
Total Cash Disbursements	_	488,582	_	328,066	-	816,648	
Cash Receipts Over/(Under) Cash Disbursements		(27,832)		43,686		15,854	
Other Financing Sources/(Uses):							
Transfers-In		17,592		-		17,592	
Transfers-Out	_	-	_	(17,592)	-	(17,592)	
Total Other Financing Sources/(Uses)	_	17,592	_	(17,592)	-	-	
Excess of Cash Receipts and Other Financing							
Sources Over/(Under) Cash Disbursements and Other Financing Uses		(10,240)		26,094		15,854	
Fund Balance, January 1, 2009	_	130,860	_	75,334	-	206,194	
Fund Balance, December 31, 2009	\$	120,620	\$_	101,428	\$	222,048	
Reserve for Encumbrances, December 31, 2009	\$_	-	\$_	8,178	\$_	8,178	

See accompanying Notes to the Financial Statements.

Notes To The Financial Statements For the Years Ended December 31, 2010 & 2009

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. <u>DESCRIPTION OF THE ENTITY</u>

The Ashland County District Board of Health, Ashland County, Ohio, (the District) is a body politic and corporate established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The District is directed by a sixmember Board of Trustees. An appointed Health Commissioner is responsible for administering the laws relating to health and sanitation in the County. Services provided by the Health Department include recording of vital statistics; inspecting food service facilities, water wells, sewers; public health nursing services; and acting upon various complaints made to the department concerning the health and welfare of the County.

The District's management believes these financial statements present all activities for which the District 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 they are earned. Disbursements are recognized when they are 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. <u>CASH</u>

As required by Ohio Revised Code, the County Treasurer is the custodian for the District's cash. The District's assets are held in the County's cash and investment pool, and are valued at the County Treasurer's reported carrying amount.

D. FUND ACCOUNTING

The District uses fund accounting to segregate cash that is restricted as to use. The District classifies its funds into the following types:

1. <u>General Fund</u>

The General Fund is the general operating fund. It is used to account for all financial resources except those restricted by law or contract.

Notes To The Financial Statements For the Years Ended December 31, 2010 & 2009

1. <u>SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES</u> - (continued)

D. <u>FUND ACCOUNTING</u> - (continued)

2. <u>Special Revenue Funds</u>

These funds are used to account for proceeds from specific sources (other than from trusts or for capital projects) that are restricted to expenditure for specific purposes. This District has the following significant Special Revenue Fund:

Public Health Infrastructure Fund – This is a federal grant fund used to address bioterriorism, other outbreaks of infectious disease and other public health threats and emergencies at the county and regional level.

E. <u>BUDGETARY PROCESS</u>

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

1. <u>Appropriations</u>

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

2. <u>Estimated Resources</u>

Estimated resources include estimates of cash to be received (budgeted receipts) plus unencumbered cash as of January 1. Estimated resources are required to be certified to the Ashland County Auditor and by him submitted to the Ashland County Budget Commission for approval.

3. Encumbrances

The District reserves (encumbers) appropriations when commitments are made. Encumbrances outstanding at year-end are carried over and need not be re-appropriated.

Encumbrances are purchase orders, contracts and other commitments for the expenditure of monies that are recorded as the equivalent of expenditures on the budgetary basis in order to reserve that portion of the applicable appropriation and to determine and maintain with Board policy.

A summary of 2010 and 2009 budgetary activities appears in Note 2.

Notes To The Financial Statements For the Years Ended December 31, 2010 & 2009

1. <u>SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES</u> - (continued)

F. <u>PROPERTY, PLANT AND EQUIPMENT</u>

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.

G. ACCUMULATED LEAVE

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. Unpaid leave is not reflected as a liability under the District's basis of accounting.

2. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 2010 and 2009 is as follows:

2010 Estimated vs. Actual Receipts						
Estimated Actual						
Fund Type		Receipts		Receipts		Variance
General	\$	454,218	\$	439,742	\$	(14,476)
Special Revenue	_	516,571		415,999		(100,572)
					_	
Total	\$	970,789	\$	855,741	\$	(115,048)

2010 Appropriations vs. Actual Expenditures and Encumbrances						
	Budgeted Expe		Expenditures			
Fund Type		Appropriations	_	& Encumbrances		Variance
General	\$	459,800	\$	422,627	\$	37,173
Special Revenue	_	577,768	-	477,725		100,043
Total	\$	1,037,568	\$	900,352	\$	137,216

Notes To The Financial Statements For the Years Ended December 31, 2010 & 2009

2. <u>BUDGETARY ACTIVITY</u> - (continued)

2009 Estimated vs. Actual Receipts						
		Estimated		Actual		
Fund Type		Receipts		Receipts		Variance
General	\$	483,808	\$	478,342	\$	(5,466)
Special Revenue		490,993		371,752		(119,241)
	-					
Total	\$	974,801	\$	850,094	\$	(124,707)
2009 Appr	opriatic	ons vs. Actual Expe	ndi	tures and Encumb	ran	ces
	Expenditures					
Fund Type		Appropriations		& Encumbrances		Variance
General	\$	499,495	\$	488,582	\$	10,913
Special Revenue	_	487,396		353,836		133,560
	-				•	
Total	\$	986,891	Ś	842,418	Ś	144,473

3. EQUITY IN POOLED CASH AND INVESTMENTS

The Ashland County Auditor acts as fiscal agent for the District, and the Ashland County Treasurer maintains a cash pool used by all County funds. The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of cash on deposit with the fiscal agent at December 31 follows:

	<u>2010</u>	<u>2009</u>		
Demand Deposits	<u>\$182,243</u>	<u>\$222,048</u>		

4. PROPERTY TAXES

Real property taxes become a lien on January 1 preceding the October 1 date for which the rates are adopted by the Board of Health. 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 financial statements as Intergovernmental receipts. Payments are due to the County by December 31. If the property owner elects to make semiannual payments, 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 within the District. Tangible personal property tax is assessed by the property owners, who must file a list of such property to the County by each April 30. Tangible personal property taxes were phased out through 2009.

The County is responsible for assessing properly, and for billing, collecting, and distributing all property taxes on behalf of the District.

Notes To The Financial Statements For the Years Ended December 31, 2010 & 2009

5. <u>RETIREMENT SYSTEM</u>

The District's full-time employees belong to the Ohio Public Employees Retirement System (OPERS). OPERS is a cost-sharing, multiple-employer plan. This 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 2009 and 2010, OPERS members contributed 10% of their wages. The District contributed an amount equal to 14% of participants' gross salaries in the year. The District has paid all contributions required through December 31, 2010.

6. RISK MANAGEMENT

The District belongs to the Public Entities Pool of Ohio ("PEP"), a risk-sharing pool available to Ohio local governments. PEP provides property and casualty insurance for its members. PEP is a member of the American Public Entity Excess Pool (APEEP). Member governments pay annual contributions to fund PEP. PEP pays judgments, settlements and other expenses resulting from covered claims that exceed the members' deductibles.

Casualty Insurance

PEP retains casualty risk up to \$350,000 per claim, including automobile loss adjustment expenses. PEP pays a percentage of its contributions to APEEP. APEEP reinsures claims exceeding \$350,000, up to \$2,650,000 per claim and \$10,000,000 in aggregate per year. Governments can elect additional coverage, from \$3,000,000 to \$13,000,000, from General Reinsurance Corporation.

If losses exhaust PEP's retained earnings, APEEP covers PEP losses up to \$5,000,000 per year, subject to an annual aggregate of \$10,000,000.

Property Insurance

Beginning in 2005, Travelers reinsures specific losses exceeding \$500,000 up to \$600,000,000 per occurrence. APEEP reinsures members for a specific loss exceeding \$150,000 up to \$500,000 per occurrence, subject to an annual aggregate loss payment. Travelers provides aggregate stop-loss coverage based upon the combined members' total insurable value. If the stop loss is reached by payment of losses between \$100,000 and \$250,000, Travelers will reinsure specific losses exceeding \$100,000 up to their \$600,000,000 per occurrence limit.

The aforementioned casualty and property reinsurance agreements do not discharge PEP's primary liability for claims payments on covered losses. Claims exceeding coverage limits are the obligation of the respective government.

Financial Position

PEP's financial statements (audited by other accountants) conform with generally accepted accounting principles, and reported the following assets, liabilities and retained earnings at December 31, 2009 and 2008 (the latest information available):

	<u>2009</u>	<u>2008</u>
Assets	\$36,374,898	\$35,769,535
Liabilities	<u>(15,256,862)</u>	<u>(15,310,206)</u>
Retained Earnings	\$21,118,036	\$20,459,329

Notes To The Financial Statements For the Years Ended December 31, 2010 & 2009

6. RISK POOL MEMBERSHIP - (continued)

Based on discussion with PEP, the expected rates PEP charges to compute member contributions, which are used to pay claims as they become due, are not expected to change significantly from those used to determine the historical contributions detailed below. By contract, the annual liability of each member is limited to the amount of financial contributions required to be made to PEP each year of the membership. Contributions to PEP were \$3,655 and \$3,800 in 2009 and 2010, respectively.

Members may withdraw in each anniversary of the date they joined PEP. They must provide written notice to PEP 60 days in advance of their anniversary date. Upon withdrawal, members are eligible got a full or partial refund of their capital contribution, minus subsequent year's premium. Also, upon withdrawal, payments of all property and casualty claims and claims expenses become the sole responsibility of the withdrawing member, regardless of whether a claim was incurred or reported prior to the withdrawal.

Settled claims have not exceeded this commercial coverage in any of the last three years. There have been no significant reductions in insurance coverage from last year. The District also provides health insurance, dental, and vision coverage to full-time employees through a private carrier.

7. <u>CONTINGENT LIABILITIES</u>

Amounts received from grantor agencies are subject to audit and adjustment by the grantor, principally the federal government. Any disallowed costs may require refunding to the grantor. Amounts which may be disallowed, if any, are not presently determinable. However, based on prior experience, management believes such refunds, if any, would not be material.

8. <u>SUBDIVISION RECEIPTS</u>

The County apportions the excess of the District's appropriations over other estimated receipts among the townships and municipalities composing the District, based on their taxable property valuations. The County withholds the apportioned excess from property tax settlements and distributes it to the District. These amounts are reported as subdivision receipts in the financial statements. Clear Creek, Green, Hanover, Jackson, Lake, Mifflin, Milton, Mohican, Montgomery, Orange, Perry, Ruggles, Sullivan, Troy and Vermillion Townships, and the Villages of Bailey Lakes, Hayesville, Jeromesville, Loudonville, Mifflin, Perrysville, Polk and Savannah comprise the District.

9. TRANSFERS

In September 2009, the City Nurse Fund was closed and the remaining fund balance of \$17,952 was transferred to the General Fund. Although, the District is not subject to requirement in accordance with Ohio Revised Code 5705.14-16, the District approved all transfers by resolution.

10. ADVANCES

In 2010, the General Fund advanced \$3,500 to the Special Revenue - Public Health Infrastructure Fund. The funds have been repaid.

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

Ashland County District Board of Health Ashland County 1763 State Route 60 Ashland, Ohio 44805

To the Board of Health:

We have audited the financial statements of the Ashland County District Board of Health, Ashland County, Ohio, (the District) as of and for the years ended December 31, 2010 and 2009, and have issued our report thereon dated May 6, 2011, wherein we noted the District 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 Controls Over Financial Reporting

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

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements. A *material weakness* is a deficiency, or combination of internal control deficiencies resulting in more than a reasonable possibility that a material misstatement of the District's financial statements will not be prevented or detected and timely corrected.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider material weaknesses, as defined above.

Compliance and Other Matters

As part of reasonably assuring whether the District'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 such an opinion. The results of our tests disclosed no instances of noncompliance or other matters we must report under *Government Auditing Standards*.

However, we noted certain matters that we have reported to management of the District in a separate letter dated May 6, 2011.

We intend this report solely for the information and use of the Board, management, the audit committee and others within the District. We intend it for no one other than these specified parties.

Charlens Having Association

Charles E. Harris and Associates, Inc. May 6, 2011

SCHEDULE OF PRIOR AUDIT FINDINGS December 31, 2010 and 2009

FINDING NUMBER	FUNDING SUMMARY	FULLY CORRECTED?	Not Corrected. Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; Explain
2008-001	ORC 5705.41(D) –	No	Partially corrected.
	Certifying		Included in the
	expenditures		management letter.

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Dave Yost • Auditor of State

ASHLAND COUNTY BOARD OF HEALTH

ASHLAND 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 JUNE 9, 2011

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