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### Dave Yost · Auditor of State

Village of Caledonia Marion County 110 East Marion Street Caledonia, Ohio 43314

To the Village Council:

As you are aware, the Auditor of State's Office (AOS) must modify the Independent Accountants' Report we provide on your financial statements due to an interpretation from the American Institute of Certified Public Accountants (AICPA). While AOS does not legally require your Village 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. Our Report includes an adverse opinion relating to GAAP presentation and measurement requirements, but does not imply the amounts the statements present are misstated under the non-GAAP basis you follow. The AOS report also includes an opinion on the financial statements you prepared using the cash basis and financial statement format the AOS permits.

**Dave Yost Auditor of State** 

June 28, 2011

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#### INDEPENDENT ACCOUNTANTS' REPORT

Village of Caledonia Marion County 110 East Marion Street Caledonia, Ohio 43314

To the Village Council:

We have audited the accompanying financial statements of the Village of Caledonia, Marion County, Ohio, (the Village) as of and for the year ended December 31, 2010. 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. The Village processes its financial transactions with the Auditor of State's Uniform Accounting Network (UAN). Government Auditing Standards considers this service to impair the independence of the Auditor of State to audit the Village because the Auditor of State designed, developed, implemented, and as requested, operates UAN. However, Government Auditing Standards permits the Auditor of State to audit and opine on this entity, because Ohio Revised Code § 117.101 requires the Auditor of State to provide UAN services, and Ohio Revised Code § 117.11(A) mandates the Auditor of State to audit Ohio governments. 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 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.

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Village of Caledonia Marion 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 year ended December 31, 2010 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, 2010, or its changes in financial position or cash flows, where applicable, for the year 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 Caledonia, Marion County, Ohio as of December 31, 2010, and its combined cash receipts and disbursements for the year 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 28, 2011, 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.

**Dave Yost** Auditor of State

June 28, 2011

# 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			_
	General	Special Revenue	Capital Projects	Totals (Memorandum Only)
Cash Receipts:				
Property and Local Taxes	\$ 56,693.12	\$ 2,960.50	\$ -	\$ 59,653.62
Intergovernmental	45,465.14	31,258.09	362.70	77,085.93
Charges for Services	3,175.00	-	-	3,175.00
Fines, Licenses and Permits	3,881.89	_	_	3,881.89
Earnings on Investments	519.15	14.08	_	533.23
Miscellaneous	25,000.00	14.00	_	25,000.00
Miscellarieous	23,000.00			23,000.00
Total Cash Receipts	134,734.30	34,232.67	362.70	169,329.67
Cash Disbursements:				
Current:				
Security of Persons and Property	26,209.42	-	-	26,209.42
Public Health Services	2,518.00	-	520.42	3,038.42
Leisure Time Activities	7,850.93	-	-	7,850.93
Community Environment	1,851.50	-	-	1,851.50
Transportation	4,820.36	31,595.67	-	36,416.03
General Government	43,618.53	-	-	43,618.53
Capital Outlay	12,500.00			12,500.00
Total Cash Disbursements	99,368.74	31,595.67	520.42	131,484.83
Total Receipts Over/(Under) Disbursements	35,365.56	2,637.00	(157.72)	37,844.84
OI 5: 1 D 1 ( //D: )				
Other Financing Receipts / (Disbursements): Transfers-Out	(437.42)	-	-	(437.42)
Total Other Financing Receipts / (Disbursements)	(437.42)			(437.42)
Excess of Cash Receipts and Other Financing Receipts Over Cash Disbursements				
and Other Financing Disbursements	34,928.14	2,637.00	(157.72)	37,407.42
Fund Cash Balances, January 1	137,509.37	22,454.45	17,208.20	177,172.02
Fund Cash Balances, December 31	\$ 172,437.51	\$ 25,091.45	\$ 17,050.48	\$ 214,579.44
Reserve for Encumbrances, December 31	\$ 4,559.49	\$ -	\$ -	\$ 4,559.49

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 PROPRIETARY FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2010

	Proprietary Fund Types
	Enterprise
Operating Cash Receipts:	
Charges for Services	\$ 124,662.83
Fines, Licenses and Permits	40.00
Total Operating Cash Receipts	124,702.83
Operating Cash Disbursements:	
Personal Services	4,050.00
Employee Fringe Benefits	582.87
Contractual Services	61,969.43
Supplies and Materials	6,687.31
Total Operating Cash Disbursements	73,289.61
Operating Income/(Loss)	51,413.22
Non-Operating Cash Receipts:	
Special Assessments	38,871.57
Earnings on Investments	44.64
Total Non-Operating Cash Receipts	38,916.21
Non-Operating Cash Disbursements:	
Redemption of Principal	54,189.43
Interest and Other Fiscal Charges	46,438.33
Total Non-Operating Cash Disbursements	100,627.76
Excess of Receipts Over/(Under) Disbursements	
Before Interfund Transfers and Advances	(10,298.33)
Transfers-In	50,358.22
Transfers-Out	(49,920.80)
Net Receipts Over/(Under) Disbursements	(9,860.91)
Fund Cash Balances, January 1	480,684.74
Fund Cash Balances, December 31	\$ 470,823.83
Reserve for Encumbrances, December 31	\$ 52,530.00

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

### NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2010

#### 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 Caledonia, Marion County, Ohio, (the Village) as a body corporate and politic. A publicly-elected six-member Council directs the Village. The Village provides general government services, sewer utilities, maintenance of Village roads and bridges, and park operations (leisure time activities). The Village contracts with the Marion County Sheriff's department to provide security of persons and property.

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

#### **B.** Accounting Basis

These financial statements follow the accounting basis the Auditor of State prescribes or permits. This basis is similar to the cash receipts and disbursements accounting basis. The Village recognizes receipts when received in cash rather than when earned, and recognizes disbursements 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, as the Auditor of State prescribes or permits.

#### C. Deposits and Investments

The Village's accounting basis includes investments as assets. This basis does not record disbursements for investment purchases or receipts for investment sales. This basis records gains or losses at the time of sale as receipts or disbursements, respectively.

Money market mutual funds (including STAR Ohio) are recorded at share values the mutual funds report.

#### D. Fund Accounting

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

#### 1. General Fund

The General Fund reports all financial resources except those required to be accounted for in another fund.

#### 2. Special Revenue Funds

These funds account for proceeds from specific sources (other than from for capital projects) that are restricted to expenditure for specific purposes. The Village had the following significant Special Revenue Fund:

## NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2010 (Continued)

#### 1. Summary of Significant Accounting Policies (Continued)

#### D. Fund Accounting (Continued)

#### 2. Special Revenue Funds (Continued)

<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.

#### 3. Capital Project Fund

This fund accounts for receipts restricted to acquiring or constructing major capital projects (except those financed through enterprise funds). The Village had the following significant capital project fund:

Other Capital Projects Fund – This fund receives proceeds of a permanent improvement tax levy which are used for maintenance of the Village Hall.

#### 4. Enterprise Funds

These funds account for operations that are similar to private business enterprises, where management intends to recover the significant costs of providing certain goods or services through user charges. The Village had the following significant Enterprise Fund:

<u>Sewer Operating Fund</u> - This fund receives charges for services from residents to cover sewer service costs.

#### 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 or object level of control, and appropriations may not exceed estimated resources. The 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 year end.

#### 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.

## NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2010 (Continued)

#### 1. Summary of Significant Accounting Policies (Continued)

#### E. Budgetary Process (Continued)

#### 3. Encumbrances

The Ohio Revised Code requires the Village to reserve (encumber) appropriations when individual commitments are made. Encumbrances outstanding at year end are carried over, and need not be reappropriated.

A summary of 2010 budgetary activity appears in Note 3.

#### F. Property, Plant, and Equipment

The Village records disbursements for acquisitions of property, plant, and equipment when paid. The accompanying financial statements do not report these items as assets.

#### 2. Equity in Pooled Deposits and Investments

The Village maintains a deposit and investments pool all funds use. The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of deposits and investments at December 31 was as follows:

2010
\$464,745
220,658
\$685,403

**Deposits:** Deposits are insured by the Federal Depository Insurance Corporation or collateralized by the financial institution's public entity deposit pool.

**Investments:** Investments in STAR Ohio are not evidenced by securities that exist in physical or book-entry form.

#### 3. Budgetary Activity

Budgetary activity for the year ending December 31, 2010 follows:

2010 Budgeted vs. Actual Receipts Budgeted Actual Receipts Fund Type Receipts Variance General \$86,918 \$134,734 \$47,816 Special Revenue 31,588 34,233 2,645 Capital Projects 555 363 (192)319,275 Enterprise 213,977 (105,298)Total \$438,336 \$383,307 (\$55,029)

## NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2010 (Continued)

#### 3. Budgetary Activity (Continued)

2010 Budgeted vs. Actual Budgetary Basis Expenditures

	<u> </u>		
	Appropriation	Budgetary	
Fund Type	Authority	Expenditures	Variance
General	\$199,045	\$104,366	\$94,679
Special Revenue	51,000	31,596	19,404
Capital Projects	17,000	520	16,480
Enterprise	332,828	276,368	56,460
Total	\$599,873	\$412,850	\$187,023

#### 4. Property Tax

Real property taxes become a lien on January 1 preceding the October 1 date for which the Council adopted tax rates. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. The financial statements include homestead and rollback amounts the State pays as Intergovernmental Receipts. Payments are due to the County by December 31. If the property owner elects to pay semiannually, the first half is due December 31. The second half payment is due the following June 20.

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.

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

#### 5. Debt

Debt outstanding at December 31, 2010 was as follows:

	Principal	Interest Rate
Ohio Water Development Authority Loan	\$204,004	4.04%
Ohio Public Works Commission Loan (Sewer)	55,000	0%
Ohio Public Works Commission Loan (Drains)	16,147	0%
Sanitary Sewer Mortgage Revenue Bonds	733,000	5%
Total	\$1,008,151	

The Ohio Water Development Authority (OWDA) loan relates to a sewer plant expansion project the Ohio Environmental Protection Agency mandated. The OWDA approved up to \$526,500 in loans to the Village for this project. The Village will repay the loans in semiannual installments of \$19,314 including interest, over 20 years. Sewer receipts collateralize the loan. The Village has agreed to set utility rates sufficient to cover OWDA debt service requirements.

The Ohio Public Works Commission (OPWC) sewer loan relates to the sewer plant construction project. The loan is being repaid in semiannual installments of \$5,000, interest free, over 20 years. The Village's storm sewer project exceeded the OPWC grant amount and thus a loan amount of \$33,390 became effective in 2000. The OPWC loan relating to the storm drain construction will be repaid in semiannual installments of \$850, interest free, over 20 years.

## NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2010 (Continued)

#### 5. Debt (Continued)

The Sanitary Sewer Mortgage Revenue Bonds relate to the sewer plant construction. The bonds were issued on behalf of the Village by the United States Department of Agriculture Rural Community Development Services as a loan reimbursement at the completion of the construction project. The bonds will be repaid in annual installments ranging from \$40,223 to \$50,900, including interest, over 40 years.

Amortization of the above debt, including interest, is scheduled as follows:

				Sanitary Sewer
				Mortgage
		<b>OPWC Sewer</b>	<b>OPWC</b> Drain	Revenue
Year ending December 31:	OWDA Loan	Loan	Loan	Bonds
2011	\$38,628	\$10,000	\$1,700	\$49,650
2012	38,628	10,000	1,700	50,000
2013	38,628	10,000	1,700	50,300
2014	38,628	10,000	1,700	49,550
2015	38,628	10,000	1,700	50,800
2016-2020	38,628	5,000	7,648	249,750
2021-2025				250,700
2026-2030				250,350
2031-2035				250,750
2036-2037				100,050
Total	\$231,769	\$55,000	\$16,147	\$1,351,900

#### 6. Retirement Systems

Village officials have an option to choose Social Security of the Ohio Public Employees Retirement System (OPERS). As of December 31, 2010, certain Village officials have elected Social Security. The Village's liability is 6.2% of wages paid. Other Village employees and officials belong to OPERS. OPERS is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes the plans' retirement benefits, including post retirement healthcare and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. For 2010, members contributed 10% of their gross salaries and the Village contributed an amount equaling 14% of participants' gross salaries. The Village has paid all contributions required through December 31, 2010.

#### 7. Risk Management

Through December 31, 2008, the Village belonged to the Ohio Government Risk Management Plan (the "Plan"), a non-assessable, unincorporated non-profit association providing a formalized, jointly administered self-insurance risk management program and other administrative services to Ohio governments ("Members"). The Plan was legally separate from its member governments.

## NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2010 (Continued)

#### 7. Risk Management (Continued)

On January 1, 2009, through an internal reorganization, the Plan created three separate non-profit corporations including:

- Ohio Plan Risk Management, Inc. (OPRM) formerly known as the Ohio Risk Management Plan;
- Ohio Plan Healthcare Consortium, Inc. (OPHC) formerly known as the Ohio Healthcare Consortium; and
- Ohio Plan, Inc. mirrors the oversight function previously performed by the Board of Directors. The Board of Trustees consists of eleven (11) members that include appointed and elected officials from member organizations.

Pursuant to Section 2744.081 of the Ohio Revised Code, the plan provides property, liability, errors and omissions, law enforcement, automobile, excess liability, crime, surety and bond, inland marine and other coverages to its members sold through fourteen appointed independent agents in the State of Ohio. These coverage programs, referred to as Ohio Plan Risk management ("OPRM"), are developed specific to each member's risk management needs and the related premiums for coverage are determined through the application of uniform underwriting criteria addressing the member's exposure to loss, except OPRM retain 17.5% (15% through October 31, 2009) of the premium and losses on the first \$250,000 casualty treaty and 10% of the first \$1,000,000 property treaty. Members are only responsible for their self-retention (deductible) amounts, which vary from member to member. OPRM had 725 members as of December 31, 2009. The Village participates in this coverage.

The Plan formed the Ohio Plan Healthcare Consortium ("OPHC"), as authorized by Section 9.833 of the Ohio Revised Code. The OPHC was established to provide cost effective employee benefit programs for Ohio political sub-divisions and is a self-funded, group purchasing consortium that offers medical, dental, vision and prescription drug coverage as well as life insurance for its members. The OPHC is sold through seventeen appointed independent agents in the State of Ohio. Coverage programs are developed specific to each member's healthcare needs and the related premiums for coverage are determined through the application of uniform underwriting criteria. Variable plan options are available to members. These plans vary primarily by deductibles, coinsurance levels, office visit co-pays and out-of pocket maximums. OPHC had 60 members as of December 31, 2009. The Village does not participate in this coverage.

Plan members are responsible to notify the Plan of their intent to renew coverage by their renewal date. If a member chooses not to renew with the Plan, they have no other financial obligation to the Plan, but still need to promptly notify the Plan of any potential claims occurring during their membership period. The former member's covered claims, which occurred during their membership period, remain the responsibility of the Plan.

Settlement amounts did not exceed insurance coverage for the past three fiscal years.

The Pool's audited financial statements 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), and include amounts for both OPRRM and OPHC:

	2009 OPRM	2009 OPHC	2009
Assets	\$11,176,186	\$1,358,802	\$12,534,988
Liabilities	(4,852,485)	(1,253,617)	(6,106,102)
Members' Equity	\$6,323,701	\$105,185	\$6,428,886

<u>2008</u>
\$10,471,114
(5,286,781)
\$5,184,333

## NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2010 (Continued)

#### 7. Risk Management (Continued)

You can read the complete audited financial statements for OPRM and OPHC at the Plan's website, www.ohioplan.org.

#### 8. Subsequent Events

The Village issued one new debt agreement with the Ohio Public Works Commission (OPWC) in the amount of \$50,800 for the South Street Storm Drain Project. The Village did not receive this money until 2011. The Village is scheduled to start making payment on July 1, 2011.

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

Village of Caledonia Marion County 110 East Marion Street Caledonia, Ohio 43314

To the Village Council:

We have audited the financial statements of the Village of Caledonia, Marion County, Ohio (the Village) as of and for the year ended December 31, 2010, and have issued our report thereon dated June 28, 2011, wherein we noted the Village followed accounting practices the Auditor of State prescribes or permits rather than accounting principles generally accepted in the United States of America. We also noted the Village processes its financial transactions with the Auditor of State's Uniform Accounting Network (UAN). Government Auditing Standards considers this service to impair the independence of the Auditor of State to audit the Village because the Auditor of State designed, developed, implemented, and as requested, operates UAN. However, Government Auditing Standards permits the Auditor of State to audit and opine on this entity, because Ohio Revised Code § 117.101 requires the Auditor of State to provide UAN services, and Ohio Revised Code § 117.11(A) mandates the Auditor of State to audit Ohio governments. 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 the purpose of expressing our opinion on the financial statements, but not for the purpose of opining 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.

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 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 Village'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 or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider material weaknesses, as defined above.

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Village of Caledonia
Marion County
Independent Accountants' Report on Internal Control Over
Financial Reporting and on Compliance and Other Matters
Required by Government Auditing Standards
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#### **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 no instances of noncompliance or other matters we must report under *Government Auditing Standards*.

We noted certain matters not requiring inclusion in this report that we reported to the Village's management in a separate letter dated June 28, 2011.

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

**Dave Yost** Auditor of State

June 28, 2011

### SCHEDULE OF PRIOR AUDIT FINDINGS DECEMBER 31, 2010

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid;
2009-001	Revenue Posting	No	Reissued in Management Letter





#### **VILLAGE OF CALEDONIA**

#### **MARION 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.

**CLERK OF THE BUREAU** 

Susan Babbitt

CERTIFIED AUGUST 23, 2011