



**MIAMI VALLEY EMERGENCY MANAGEMENT AUTHORITY
MONTGOMERY COUNTY**

REGULAR AUDIT

FOR THE YEARS ENDED DECEMBER 31, 2000 - 1999



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

**MIAMI VALLEY EMERGENCY MANAGEMENT AUTHORITY
MONTGOMERY COUNTY**

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REPORT OF INDEPENDENT ACCOUNTANTS

Miami Valley Emergency Management Authority
Montgomery County
4200 Lake Center Drive
Trotwood, Ohio 45426

To the MVEMA Board:

We have audited the accompanying financial statements of the Miami Valley Emergency Management Authority, Montgomery County, (the MVEMA) as of and for the years ended December 31, 2000 and 1999. These financial statements are the responsibility of MVEMA's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards 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 MVEMA 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 fund cash balance of the Miami Valley Emergency Management Authority, Montgomery County, as of December 31, 2000 and 1999, 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 May 11, 2001 on our consideration of the MVEMA'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 management, Board, and other officials authorized to receive this report under Section 117.26, Ohio Revised Code, and is not intended to be and should not be used by anyone other than these specified parties.

Jim Petro
Auditor of State

May 11, 2001

**MIAMI VALLEY EMERGENCY MANAGEMENT AUTHORITY
MONTGOMERY COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS,
AND CHANGES IN FUND CASH BALANCE - GOVERNMENTAL FUND TYPE
FOR THE YEAR ENDED DECEMBER 31, 2000**

	General
Cash Receipts:	
Allocations/Fees	\$105,101
Interest	10,353
Other	1,016
Total Local Receipts	116,470
HMEP Grant	5,063
COMG Grant	15,000
SERC-Title III	16,307
Local (Greene Co)	3,250
Total State/Local Grants	39,620
FEMA Reimbursements	69,852
Total Federal Receipts	69,852
Total all Receipts	225,942
Cash Disbursements:	
Personnel	179,736
Training/Dues/Fees	1,570
Equipment	2,509
Insurance/Legal Fees	5,574
Rent	10,350
Consolidated Monitoring & Oversight Grant (CMOG)	13,667
Supplies	2,563
Maintenance & Repairs	4,971
Travel	2,095
Miscellaneous	308
Total Cash Disbursements	223,343
Excess of cash receipts over cash disbursements	2,599
Fund cash balance, January 1, 2000	180,930
Fund cash balance, December 31, 2000	\$183,529

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

**MIAMI VALLEY EMERGENCY MANAGEMENT AUTHORITY
MONTGOMERY COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS,
AND CHANGES IN FUND CASH BALANCE - GOVERNMENTAL FUND TYPE
FOR THE YEAR ENDED DECEMBER 31, 1999**

	General
Cash Receipts:	
Allocations/Fees	\$105,417
Interest	7,695
Other	736
Total Local Receipts	113,848
HMEP Grant	1,636
COMG Grant	7,383
SERC-Title III	36,595
Ohio Dept of Public Safety	9,778
Local (Greene Co)	2075
Total State/Local Grants	57,467
FEMA Reimbursements	79,747
Total Federal Receipts	79,747
Total all Receipts	251,062
Cash Disbursements:	
Personnel	167,417
Training/Dues/Fees	1,305
Equipment	21,972
Insurance/Legal Fees	8,901
Rent	10,000
Supplies	2,148
Maintenance & Repairs	4,389
Travel	2,399
Miscellaneous	19,047
Total Cash Disbursements	237,578
Excess of cash receipts over cash disbursements	13,484
Fund cash balance, January 1, 1999	167,446
Fund cash balance, December 31, 1999	\$180,930

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

**MIAMI VALLEY EMERGENCY MANAGEMENT AUTHORITY
MONTGOMERY COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

Miami Valley Emergency Management Authority (the MVEMA) is a political body incorporated and established for the purpose of exercising the rights and privileges conveyed to it by the constitution and laws of the State of Ohio.

The Miami Valley Emergency Management Authority is a regional authority established for civil defense and emergency management as defined by Section 5502.27 of the Ohio Revised Code.

The MVEMA operates under an appointed Executive Board and is responsible for the provision of civil defense and emergency management to the residents of Montgomery and Greene Counties. The Executive Board consists of fourteen (14) members from the various participating subdivisions as stated in the Executive Board's By-Laws.

Management believes these financial statements present all activities for which the MVEMA 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. Budgetary presentations report budgetary expenditures when paid.

These statements include adequate disclosure of material matters, as prescribed or permitted by the Auditor of State.

C. Cash and Investments

The investment in STAR Ohio (the State Treasurer's investment pool) is valued at amounts reported by the State Treasurer.

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.

D. Fund Accounting

The MVEMA uses fund accounting to segregate cash and investments that are restricted as to use. The MVEMA classifies its fund as follows:

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.

**MIAMI VALLEY EMERGENCY MANAGEMENT AUTHORITY
MONTGOMERY COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. Budgetary Process

MVEMA is not considered a subdivision under ORC 5705.01, subject to 5705. MVEMA prepares an annual budget for submission to the Budget Commission of the Executive Board at the 4th quarterly Board meeting. This budget is approved for the following fiscal year. MVEMA also submits monthly reports comparing budgeted and actual activity.

A summary of 2000 and 1999 budgetary activity appears in Note 3.

F. 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.

G. Unpaid Vacation and Sick Leave

Employees are entitled to cash payments for unused vacation upon leaving employment. Sick leave is only paid upon retirement. Unpaid vacation and sick leave are not reflected as liabilities under the basis of accounting used by the MVEMA.

2. EQUITY IN POOLED CASH AND INVESTMENTS

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

	<u>2000</u>	<u>1999</u>
Demand deposits	\$21,073	\$42,626
Investments:		
STAR Ohio	<u>162,456</u>	<u>138,304</u>
Total deposits and investments	<u>\$183,529</u>	<u>\$180,930</u>

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

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

**MIAMI VALLEY EMERGENCY MANAGEMENT AUTHORITY
MONTGOMERY COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999
(Continued)**

3. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 2000 and 1999 follows:

2000 Budgeted vs. Actual Receipts

<u>Fund Type</u>	<u>Budgeted Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
General	<u>\$219,704</u>	<u>\$225,942</u>	<u>\$6,238</u>

2000 Budgeted vs. Actual Budgetary Basis Expenditures

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General	<u>\$238,175</u>	<u>\$223,343</u>	<u>\$14,832</u>

1999 Budgeted vs. Actual Receipts

<u>Fund Type</u>	<u>Budgeted Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
General	<u>\$193,256</u>	<u>\$251,062</u>	<u>\$57,806</u>

1999 Budgeted vs. Actual Budgetary Basis Expenditures

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General	<u>\$202,934</u>	<u>\$237,578</u>	<u>(\$34,644)</u>

The MVEMA is not a subdivision as defined in Ohio Rev. Code 5705.01, or subject to Ohio Rev. Code 5705.

4. ALLOCATIONS

Allocation Fees are levied on assessed census data of the populations of the Montgomery and Greene Counties, which equals \$0.09 per person. The last census count established was completed for the fiscal year 1990. A county wide census is completed every ten years. Adjustments for population movements are made on an irregular basis with the cooperation of the individual entities contributing allocation fees and benefitting from the services of the MVEMA.

Allocation fees are payable annually. Payment is due when billed, usually in the month of January.

**MIAMI VALLEY EMERGENCY MANAGEMENT AUTHORITY
MONTGOMERY COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999
(Continued)**

5. RETIREMENT SYSTEM

The MVEMA's employees belong to the Public Employees Retirement System (PERS) of Ohio. PERS is 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 2000 and 1999, PERS members contributed 8.5% of their gross salaries. The MVEMA contributed an amount equal to 13.55% of participants' gross salaries for January 1999 through June 2000 and an amount equal to 8.13% of participants' gross salaries for July through December 2000. The MVEMA has paid all contributions required through December 31, 2000.

6. RISK MANAGEMENT

The MVEMA has obtained commercial insurance for the following risks:

- Comprehensive property and general liability
- Vehicles
- Errors and omissions

The MVEMA also provides health insurance and dental and vision coverage to full-time employees through a private carrier.



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

Miami Valley Emergency Management Authority
Montgomery County
4200 Lake Center Drive
Trotwood, Ohio 45426

To the MVEMA Board:

We have audited the financial statements of the Miami Valley Emergency Management Authority, Montgomery County, (the MVEMA), as of and for the years ended December 31, 2000 and 1999, and have issued our report thereon dated May 11, 2001. We conducted our audit in accordance with generally accepted auditing standards 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 MVEMA'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 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*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the MVEMA'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. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. 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. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we 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 MVEMA in a separate letter dated May 11, 2001.

Miami Valley Emergency Management Authority
Montgomery County
Report of Independent Accountants on Compliance and on Internal Control
Required by *Government Auditing Standards*
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This report is intended for the information and use of management and the MVEMA Board, and is not intended to be and should not be used by anyone other than these specified parties.

Jim Petro
Auditor of State

May 11, 2001



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MIAMI VALLEY EMERGENCY MANAGEMENT AUTHORITY

MONTGOMERY 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
JUNE 19, 2001**