



**JIM PETRO**  
**AUDITOR OF STATE**  

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**STATE OF OHIO**



SUFFIELD TOWNSHIP  
PORTAGE COUNTY

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## REPORT OF INDEPENDENT ACCOUNTANTS

Suffield Township  
Portage County  
2239 Trares Road  
Suffield, Ohio 44260

To the Board of Trustees:

We have audited the accompanying financial statements of Suffield Township (the Township) as of and for the years ended December 31, 2001 and 2000. These financial statements are the responsibility of the Township's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As discussed in Note 1, the Township 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 combined fund cash balances and reserves for encumbrances of the Township as of December 31, 2001 and 2000, and its combined 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 February 19, 2002 on our consideration of the Township's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

This report is intended solely for the information and use of the audit committee, management, the Board and other officials authorized to receive this report under § 117.26, Ohio Revised Code, and is not intended to be and should not be used by anyone other than these specified parties.

**Jim Petro**  
Auditor of State

February 19, 2002

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SUFFIELD TOWNSHIP  
PORTAGE COUNTY

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES  
ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 2001**

|   | <u>Governmental Fund Types</u> |                            |                         | <u>Totals<br/>(Memorandum<br/>Only)</u> |
|---|--------------------------------|----------------------------|-------------------------|---|
|   | <u>General</u>                 | <u>Special<br/>Revenue</u> | <u>Debt<br/>Service</u> |   |
| <b>Cash Receipts:</b>                     |                                |                            |                         |   |
| Local Taxes                               | \$38,500                       | \$482,385                  | \$38,215                | \$559,100                               |
| Intergovernmental                         | 166,713                        | 131,991                    |                         | 298,704                                 |
| Charges for Services                      |                                | 11,582                     |                         | 11,582                                  |
| Licenses, Permits, and Fees               | 5,225                          |                            |                         | 5,225                                   |
| Earnings on Investments                   | 14,147                         | 2,203                      |                         | 16,350                                  |
| Other Revenue                             | 39,779                         | 25,550                     |                         | 65,329                                  |
| Total Cash Receipts                       | <u>264,364</u>                 | <u>653,711</u>             | <u>38,215</u>           | <u>956,290</u>                          |
| <b>Cash Disbursements:</b>                |                                |                            |                         |   |
| Current:                                  |                                |                            |                         |   |
| General Government                        | 166,306                        |                            |                         | 166,306                                 |
| Public Safety                             |                                | 270,499                    |                         | 270,499                                 |
| Public Works                              | 86,986                         | 237,897                    |                         | 324,883                                 |
| Health                                    | 3,909                          |                            |                         | 3,909                                   |
| Debt Service:                             |                                |                            |                         |   |
| Redemption of Principal                   |                                |                            | 32,236                  | 32,236                                  |
| Interest and Fiscal Charges               |                                |                            | 7,763                   | 7,763                                   |
| Capital Outlay                            |                                | 87,296                     |                         | 87,296                                  |
| Total Cash Disbursements                  | <u>257,201</u>                 | <u>595,692</u>             | <u>39,999</u>           | <u>892,892</u>                          |
| Total Receipts Over/(Under) Disbursements | 7,163                          | 58,019                     | (1,784)                 | 63,398                                  |
| Fund Cash Balances, January 1             | <u>172,284</u>                 | <u>104,806</u>             | <u>40,009</u>           | <u>317,099</u>                          |
| <b>Fund Cash Balances, December 31</b>    | <b><u>\$179,447</u></b>        | <b><u>\$162,825</u></b>    | <b><u>\$38,225</u></b>  | <b><u>\$380,497</u></b>                 |
| Reserve for Encumbrances, December 31     | <u>\$15,315</u>                |                            | <u>\$38,215</u>         | <u>\$53,530</u>                         |

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

**SUFFIELD TOWNSHIP  
PORTAGE COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES  
ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 2000**

|   | <u>Governmental Fund Types</u> |                            |                         |                             | <b>Totals<br/>(Memorandum<br/>Only)</b> |
|---|--------------------------------|----------------------------|-------------------------|-----------------------------|---|
|   | <u>General</u>                 | <u>Special<br/>Revenue</u> | <u>Debt<br/>Service</u> | <u>Capital<br/>Projects</u> |   |
| <b>Cash Receipts:</b>   |                                |                            |                         |                             |   |
| Local Taxes   | \$30,618                       | \$448,010                  | \$39,999                |                             | \$518,627                               |
| Intergovernmental   | 171,665                        | 126,105                    |                         | \$35,354                    | 333,124                                 |
| Charges for Services  |                                | 15,230                     |                         |                             | 15,230                                  |
| Licenses, Permits, and Fees   | 5,585                          |                            |                         |                             | 5,585                                   |
| Earnings on Investments   | 20,354                         | 3,585                      |                         |                             | 23,939                                  |
| Other Revenue   | 25,203                         | 7,826                      |                         |                             | 33,029                                  |
| <b>Total Cash Receipts</b>  | <u>253,425</u>                 | <u>600,756</u>             | <u>39,999</u>           | <u>35,354</u>               | <u>929,534</u>                          |
| <b>Cash Disbursements:</b>  |                                |                            |                         |                             |   |
| Current:  |                                |                            |                         |                             |   |
| General Government  | 141,468                        |                            |                         |                             | 141,468                                 |
| Public Safety   |                                | 276,490                    |                         |                             | 276,490                                 |
| Public Works  | 49,942                         | 321,977                    |                         |                             | 371,919                                 |
| Health  | 4,350                          |                            |                         |                             | 4,350                                   |
| Debt Service:   |                                |                            |                         |                             |   |
| Redemption of Principal   |                                |                            | 11,806                  |                             | 11,806                                  |
| Interest and Fiscal Charges   |                                |                            | 4,817                   |                             | 4,817                                   |
| Capital Outlay  |                                | 97,473                     |                         | 35,354                      | 132,827                                 |
| <b>Total Cash Disbursements</b>   | <u>195,760</u>                 | <u>695,940</u>             | <u>16,623</u>           | <u>35,354</u>               | <u>943,677</u>                          |
| <b>Total Receipts Over/(Under) Disbursements</b>                                | <u>57,665</u>                  | <u>(95,184)</u>            | <u>23,376</u>           |                             | <u>(14,143)</u>                         |
| <b>Other Financing Receipts/(Disbursements):</b>                                |                                |                            |                         |                             |   |
| Proceeds from Sale of Public Debt:  |                                |                            |                         |                             |   |
| Sale of Notes   |                                | 61,290                     |                         |                             | 61,290                                  |
| <b>Total Other Financing Receipts</b>   |                                | <u>61,290</u>              |                         |                             | <u>61,290</u>                           |
| Excess of Cash Receipts and Other Financing<br>Receipts Over Cash Disbursements | 57,665                         | (33,894)                   | 23,376                  |                             | 47,147                                  |
| Fund Cash Balances, January 1   | <u>114,619</u>                 | <u>138,700</u>             | <u>16,633</u>           |                             | <u>269,952</u>                          |
| <b>Fund Cash Balances, December 31</b>  | <u><b>\$172,284</b></u>        | <u><b>\$104,806</b></u>    | <u><b>\$40,009</b></u>  |                             | <u><b>\$317,099</b></u>                 |
| Reserve for Encumbrances, December 31   |                                | <u>\$3,500</u>             | <u>\$39,999</u>         |                             | <u>\$43,499</u>                         |

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



**SUFFIELD TOWNSHIP  
PORTAGE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2001 AND 2000**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Description of the Entity**

Suffield Township, Portage County, (the Township) is a body corporate and politic established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The Township is directed by a publicly-elected three-member Board of Trustees. The Township provides road and bridge maintenance, cemetery maintenance, fire protection and emergency medical services.

The Township's management believes these financial statements present all activities for which the Township 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 a commitment is made (i.e., when an encumbrance is approved).

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

**C. Cash and Investments**

Investments are included in fund cash balances. 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.

The Township invests in an overnight sweep account (repurchase agreement) at their banking institution which is valued at amounts reported by the bank.

**D. Fund Accounting**

The Township uses fund accounting to segregate cash and investments that are restricted as to use. The Township 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 (other than from trusts or for capital projects) that are restricted to expenditure for specific purposes. The Township had the following significant Special Revenue Funds:

*Road and Bridge Fund* - This fund receives property tax money to construct, maintain and repair Township roads and bridges.

**SUFFIELD TOWNSHIP  
PORTAGE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2001 AND 2000  
(Continued)**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Fire District Fund* - This fund receives property tax money for the general operation of the fire department.

**3. Debt Service Funds**

The debt service fund is used to accumulate resources for the payment of bonds and note indebtedness. The Township had the following significant debt service fund.

*Note Retirement Fund* - This fund receives money to retire the administrative building debt.

**4. Capital Projects Funds**

These funds are used to account for receipts that are restricted for the acquisition or construction of major capital projects (except those financed through enterprise or trust funds). The Township had the following significant capital projects fund in 2000:

*Issue II Fund* - The Township received grants from the State of Ohio to repair roads and culverts.

**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 level of control, and appropriations may not exceed estimated resources. The Board of Trustees 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.

**3. Encumbrances**

The Ohio Revised Code requires the Township 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 2001 and 2000 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.

**SUFFIELD TOWNSHIP  
PORTAGE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2001 AND 2000  
(Continued)**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**G. Accumulated Leave**

Employees are entitled to cash payments for unused vacation and sick leave in certain circumstances, such as upon leaving employment. Unpaid leave is not reflected as a liability under the Township's basis of accounting.

**2. EQUITY IN POOLED CASH AND INVESTMENTS**

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

|                                | 2001       | 2000       |
|--------------------------------|------------|------------|
| Demand deposits                | (\$19,503) | (\$37,901) |
| Repurchase agreement           | 400,000    | 355,000    |
| Total deposits and investments | \$380,497  | \$317,099  |

**Deposits:** Deposits are either (1) insured by the Federal Depository Insurance Corporation, or (2) collateralized by securities specifically pledged by the financial institution to the Township.

The Township is required to maintain a bank balance of \$25,000 in their checking account as a compensating balance. The remaining balance is swept in a cash management (repurchase agreement) account.

**Investments:** Investments in the sweep account (repurchase agreements) are uninsured and unregistered investments for which the securities are held by the counter party or its trust department or agent but not in the Township's name.

**3. BUDGETARY ACTIVITY**

Budgetary activity for the years ended December 31, 2001 and 2000 follows:

| 2001 Budgeted vs. Actual Receipts |                      |                    |           |
|-----------------------------------|----------------------|--------------------|-----------|
| Fund Type                         | Budgeted<br>Receipts | Actual<br>Receipts | Variance  |
| General                           | \$178,839            | \$264,364          | \$85,525  |
| Special Revenue                   | 638,722              | 653,711            | 14,989    |
| Debt Service                      | 38,215               | 38,215             | 0         |
| Total                             | \$855,776            | \$956,290          | \$100,514 |

**SUFFIELD TOWNSHIP  
PORTAGE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2001 AND 2000  
(Continued)**

**3. BUDGETARY ACTIVITY (Continued)**

| 2001 Budgeted vs. Actual Budgetary Basis Expenditures |                            |                           |                  |
|---|----------------------------|---------------------------|------------------|
| Fund Type   | Appropriation<br>Authority | Budgetary<br>Expenditures | Variance         |
| General   | \$346,551                  | \$272,516                 | \$74,035         |
| Special Revenue                                       | 705,500                    | 595,692                   | 109,808          |
| Debt Service  | 78,214                     | 78,214                    | 0                |
| Total   | <u>\$1,130,265</u>         | <u>\$946,422</u>          | <u>\$183,843</u> |

| 2000 Budgeted vs. Actual Receipts |                      |                    |                 |
|-----------------------------------|----------------------|--------------------|-----------------|
| Fund Type                         | Budgeted<br>Receipts | Actual<br>Receipts | Variance        |
| General                           | \$162,529            | \$253,425          | \$90,896        |
| Special Revenue                   | 682,966              | 662,046            | (20,920)        |
| Debt Service                      | 16,021               | 39,999             | 23,978          |
| Capital Projects                  | 73,400               | 35,354             | (38,046)        |
| Total                             | <u>\$934,916</u>     | <u>\$990,824</u>   | <u>\$55,908</u> |

| 2000 Budgeted vs. Actual Budgetary Basis Expenditures |                            |                           |                  |
|---|----------------------------|---------------------------|------------------|
| Fund Type   | Appropriation<br>Authority | Budgetary<br>Expenditures | Variance         |
| General   | \$260,000                  | \$195,760                 | \$64,240         |
| Special Revenue                                       | 792,000                    | 699,440                   | 92,560           |
| Debt Service  | 32,654                     | 56,622                    | (23,968)         |
| Capital Projects                                      | 73,400                     | 35,354                    | 38,046           |
| Total   | <u>\$1,158,054</u>         | <u>\$987,176</u>          | <u>\$170,878</u> |

**4. PROPERTY TAX**

Real property taxes become a lien on January 1 preceding the October 1 date for which rates are adopted by the Board of Trustees. 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.

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 Township.

**SUFFIELD TOWNSHIP  
PORTAGE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2001 AND 2000  
(Continued)**

**5. DEBT**

Debt outstanding at December 31, 2001 was as follows:

| <u>General Obligation Notes</u> | <u>Principal</u>        | <u>Interest Rate</u> |
|---------------------------------|-------------------------|----------------------|
| Truck Note                      | \$40,860                | 5.79%                |
| Administration Building Notes   | <u>70,836</u>           | 5%                   |
| Total                           | <u><u>\$111,696</u></u> |                      |

During 2000, the Township purchased a Truck for \$61,290 to be used for Township road maintenance. The Truck Note was issued and finance with a repayment period of \$20,430 a year for three years at the rate of 5.79%. The note is collateralized solely by the Township's taxing authority.

The administration building notes was issued to finance the purchase of an administration building. The notes are collateralized solely by the Township's taxing authority.

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

| <u>Year ending December 31:</u> | <u>Truck Note</u>      | <u>Administration Building Notes</u> |
|---------------------------------|------------------------|--------------------------------------|
| 2002                            | \$22,796               | \$15,419                             |
| 2003                            | 21,613                 | 14,817                               |
| 2004                            |                        | 14,214                               |
| 2005                            |                        | 13,612                               |
| 2006                            |                        | 13,010                               |
| 2007                            |                        | <u>12,408</u>                        |
| Total                           | <u><u>\$44,409</u></u> | <u><u>\$83,480</u></u>               |

**6. RETIREMENT SYSTEMS**

The Township's employees belong to the Public Employees Retirement System (PERS) of Ohio. PERS is a cost-sharing, multiple-employer plan. This plan provide 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 2001 and 2000, PERS members contributed 8.5% of their gross salaries. The Township contributed an amount equal to 13.55% of participants' gross salaries for 2001 and from January 1, 2000 through June 30, 2000. PERS temporarily reduced the employer contribution rate to 8.13%, effective July 1, 2000. The Township has paid all contributions required through December 31, 2001.

**SUFFIELD TOWNSHIP  
PORTAGE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2001 AND 2000  
(Continued)**

**7. RISK MANAGEMENT**

**Commercial Insurance**

The Township has obtained commercial insurance for the following risks:

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

The Township also provides health insurance to full-time employees through a private carrier.

**8. CONTINGENT LIABILITIES**

The Township is defendant in several lawsuits. Although the outcome of these suits is not presently determinable, management believes that the resolution of these matters will not materially adversely affect the Township's financial condition.



**STATE OF OHIO  
OFFICE OF THE AUDITOR**

JIM PETRO, AUDITOR OF STATE

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

Suffield Township  
Portage County  
2239 Trares Road  
Suffield, Ohio 44260

To the Board of Trustees:

We have audited the accompanying financial statements of Suffield Township (the Township) as of and for the years ended December 31, 2001 and 2000, and have issued our report thereon dated February 19, 2002. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Compliance**

As part of obtaining reasonable assurance about whether the Township's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards. However, we noted certain immaterial instances of noncompliance that we have reported to management of the Township in a separate letter dated February 19, 2002.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the Township'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 a matter involving the internal control over financial reporting that does not require inclusion in this report, that we have reported to management of the Township in a separate letter dated February 19, 2002.

Suffield Township  
Portage County  
Report of Independent Accountants on Compliance and on  
Internal Control Required by *Government Auditing Standards*  
Page 2

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

**Jim Petro**  
Auditor of State

February 19, 2002





STATE OF OHIO  
OFFICE OF THE AUDITOR  

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JIM PETRO, AUDITOR OF STATE

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**SUFFIELD TOWNSHIP**

**PORTAGE 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  
MAY 9, 2002**