



**VILLAGE OF MAYFIELD
CUYAHOGA COUNTY**

REGULAR AUDIT

FOR THE YEAR ENDED DECEMBER 31, 2001



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

VILLAGE OF MAYFIELD
CUYAHOGA COUNTY

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REPORT OF INDEPENDENT ACCOUNTANTS

Village of Mayfield
Cuyahoga County
6621 Wilson Mills Road
Mayfield Village, Ohio 44143

To the Village Council:

We have audited the accompanying financial statements of the Village of Mayfield, Cuyahoga County, Ohio, (the Village) as of and for the year ended December 31, 2001. 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 *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 Village 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 Village of Mayfield, Cuyahoga County, Ohio, as of December 31, 2001, 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 March 18, 2002 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 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, Village Council 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

March 18, 2002

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VILLAGE OF MAYFIELD
CUYAHOGA 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**

	Governmental Fund Types				Totals (Memorandum Only)
	General	Special Revenue	Debt Service	Capital Projects	
Cash Receipts:					
Property Tax and Other Local Taxes	\$6,760,109	\$177,520	\$845,410	\$56,306	\$7,839,345
Special Assessments	0	88,771	139,347	0	228,118
Intergovernmental Receipts	847,331	109,805	33,568	866,886	1,857,590
Charges for Services	288,203	11,014	0	0	299,217
Fines, Licenses, and Permits	223,116	0	0	15	223,131
Earnings on Investments	154,844	13,936	0	0	168,780
Miscellaneous	95,741	10,175	0	3,460	109,376
Total Cash Receipts	8,369,344	411,221	1,018,325	926,667	10,725,557
Cash Disbursements:					
Current:					
Security of Persons and Property	3,254,578	224,500	0	3,150	3,482,228
Public Health Services	10,684	6,437	0	0	17,121
Leisure Time Activities	653,661	2,000	0	0	655,661
Community Environment	245,947	0	0	0	245,947
Basic Utility Services	183,113	14,895	0	2,385	200,393
Transportation	1,006,297	56,947	0	433,308	1,496,552
General Government	1,487,973	30,432	4,750	2,368	1,525,523
Debt Service:					
Principal Payments	0	0	4,809,942	0	4,809,942
Interest Payments	0	0	531,714	0	531,714
Capital Outlay	838,652	317,976	0	0	1,156,628
Total Cash Disbursements	7,680,905	653,187	5,346,406	441,211	14,121,709
Total Receipts Over/(Under) Disbursements	688,439	(241,966)	(4,328,081)	485,456	(3,396,152)
Other Financing Receipts/(Disbursements):					
Sale of Bonds or Notes	0	0	4,250,639	500,075	4,750,714
Sale of Assets	14,562	0	0	0	14,562
Other Sources	234,834	16,550	0	0	251,384
Other Uses	(7,138)	(15,875)	0	0	(23,013)
Transfers-In	0	125,000	638,756	245,000	1,008,756
Transfers-Out	(520,000)	0	(476,579)	(12,177)	(1,008,756)
Total Other Financing Receipts/(Disbursements)	(277,742)	125,675	4,412,816	732,898	4,993,647
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	410,697	(116,291)	84,735	1,218,354	1,597,495
Fund Cash Balances, January 1, 2001	1,174,779	815,840	97,248	246,018	2,333,885
Fund Cash Balances, December 31, 2001	<u>\$1,585,476</u>	<u>\$699,549</u>	<u>\$181,983</u>	<u>\$1,464,372</u>	<u>\$3,931,380</u>
Reserves for Encumbrances, December 31, 2001	<u>\$585,819</u>	<u>\$56,138</u>	<u>\$0</u>	<u>\$269,014</u>	<u>\$910,971</u>

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

VILLAGE OF MAYFIELD
CUYAHOGA COUNTY

COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES - FIDUCIARY FUND TYPE
FOR THE YEAR ENDED DECEMBER 31, 2001

	<u>Agency Fund</u>
Operating Cash Receipts:	
Charges for Services	\$1,472
Miscellaneous	<u>76</u>
Total Operating Cash Receipts	<u>1,548</u>
Operating Cash Disbursements:	
Contractual Services	2,684
Supplies and Materials	<u>35</u>
Total Operating Cash Disbursements	<u>2,719</u>
Operating Income/(Loss)	<u>(1,171)</u>
Non-Operating Cash Receipts:	
Other Non-Operating Receipts	<u>69,561</u>
Total Non-Operating Cash Receipts	<u>69,561</u>
Non-Operating Cash Disbursements:	
Other Non-Operating Cash Disbursements	<u>94,749</u>
Total Non-Operating Cash Disbursements	<u>94,749</u>
Net Receipts Over/(Under) Disbursements	(26,359)
Fund Cash Balances, January 1, 2001	<u>68,763</u>
Fund Cash Balances, December 31, 2001	<u><u>\$42,404</u></u>
Reserve for Encumbrances, December 31, 2001	<u><u>\$41,377</u></u>

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

**VILLAGE OF MAYFIELD
CUYAHOGA COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The Village of Mayfield, Cuyahoga County, Ohio, (the Village) 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 Village is directed by a publicly-elected seven-member Council and Mayor. The Village provides general government services, maintenance of roads, rubbish collection, sanitary sewer/storm sewer facilities, building, zoning, fire and police protection

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

B. Basis of Accounting

These financial statements follow the 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 demand deposits, money market, savings bond and sweep account are valued at cost. The investment in STAR Ohio (the State Treasurer's Investment Pool) is valued at the amount reported by the State Treasurer.

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 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 Fund

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 Village had the following significant Special Revenue Fund:

Street Construction Maintenance and Repair Fund - This fund receives gasoline and motor vehicle tax money and transfers for constructing, maintaining and repairing Village streets.

VILLAGE OF MAYFIELD
CUYAHOGA COUNTY

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES(Continued)

D. Fund Accounting (Continued)

3. Debt Service Fund

These funds are used to accumulate resources for the payment of bonds and note indebtedness. The Village had the following significant Debt Service Fund:

General Bond Retirement Fund - This fund receives property taxes and the note proceeds for the retirement of the Village bonds and notes.

4. Capital Projects Fund

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 Village had the following significant Capital Projects Fund:

S.O.M. Center Road Widening Project - This fund receives transfers from the General Fund which are used to account for the acquisition of property, widening and signalization of S.O.M. Center Road and White Road in the Village.

5. Fiduciary Fund (Agency Funds)

Funds for which the Village is acting in an agency capacity are classified as agency funds. The Village had the following significant Fiduciary Funds:

Performance Bond Fund - This fund is used to account for the collection and distribution of contractor's performance bonds.

Bail Bond Fund - This fund receives bail bond money which is remitted to the Lyndhurst Municipal Court.

E. Budgetary Process

The Ohio Revised Code requires that each fund (except certain agency funds) 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 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.

**VILLAGE OF MAYFIELD
CUYAHOGA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001
(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 commitments are made. Encumbrances outstanding at year end are carried over, and need not be reappropriated.

A summary of 2001 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.

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 Village's basis of accounting.

2. EQUITY IN POOLED CASH AND INVESTMENTS

The Village 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:

	<u>2001</u>
Demand deposits	\$ 163,000
Money Market	<u>52,449</u>
Total deposits	<u>215,449</u>
Sweep Accounts - Repurchase agreements	509,156
Savings Bond	1,000
STAR Ohio	<u>3,248,179</u>
Total investments	<u>3,758,335</u>
Total deposits and investments	<u><u>\$3,973,784</u></u>

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

Investments: The sweep account is held in book-entry form by the Federal Reserve, in the name of the Village's financial institution. The financial institution maintains records identifying the Village as owner of these securities. The investment in STAR Ohio is not evidenced by securities that exist in physical or book-entry form. The savings bond is maintained in the Village's safe.

**VILLAGE OF MAYFIELD
CUYAHOGA COUNTY**

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

3. BUDGETARY ACTIVITY

Budgetary activity for the year ended December 31, 2001 follows:

2001 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$8,174,557	\$8,618,740	\$444,183
Special Revenue	529,869	552,771	22,902
Debt Service	5,940,027	5,907,720	(32,307)
Capital Projects	1,591,102	1,671,742	80,640
Fiduciary	84,309	71,109	(13,200)
Total	\$16,319,864	\$16,822,082	\$502,218

2001 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$9,292,331	\$8,793,862	\$498,469
Special Revenue	1,029,982	725,200	304,782
Debt Service	6,002,030	5,822,985	179,045
Capital Projects	1,782,504	722,402	1,060,102
Fiduciary	143,167	138,845	4,322
Total	\$18,250,014	\$16,203,294	\$2,046,720

4. PROPERTY TAX

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

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

Tangible personal property tax is assessed by the property owners, who must file a list of such property with 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.

**VILLAGE OF MAYFIELD
CUYAHOGA COUNTY**

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

5. LOCAL INCOME TAX

The Village levies and collects an income tax of 1.5% percent on all income earned within the Village as well as on income of residents earned outside the Village. In the latter case, the Village allows a credit of 100% of the tax paid to another municipality, not to exceed the amount owed. The Village has contracted with the Regional Income Tax Agency (RITA) for the collection of income taxes. Employers within the Village are required to withhold income tax on employee earnings and remit the tax at least quarterly. Corporations and other individual taxpayers are also required to pay their estimated tax at least quarterly and file a return annually.

6. DEBT

Debt outstanding at December 31, 2001 was as follows:

	Principal	Interest Rate
Ohio Water Development and EPA Supplement Loans	\$ 253,601	4.04% & 4.16%
Ohio Public Works Loan(Issue II)	224,497	0.00%
General Obligation Bonds	2,485,000	4.48%
General Obligation Notes	4,750,000	6.00%
State Infrastructure Bank Loan	2,448,506	4.00%
Progressive Parkview Pool Loan	750,000	Variable
Total	\$ 10,911,604	

The Ohio Water Development Authority/EPA Loans and Ohio EPA Supplement Loan relate to water main replacements for the Worton Park Sewer Improvement Project.

The Ohio Public Works Commission(Issue II) Loan is an interest free loan for the Worton Park Sanitary System construction.

The general obligations bonds were issued in 1991 and 1996. The 1991 issue was for construction of a waterline. The principal issued was \$410,000. The 1996 issue was for the construction of a fire station. The principal issued was \$3,000,000.

The State Infrastructure Bank Loan (the economic development wing of the Ohio Department of Transportation) was issued in 1999. The issue is for the completion of the North Commons Boulevard and Parkview Drive Construction on the interior roadway project and the engineering and right-of-way acquisition for the widening of S.O.M. Center Road. The loan will be repaid in part by the proceeds of a Tax Incremental Financing Plan (T.I.F.) agreed to between the Progressive Casualty Insurance Company and the Village in 1999. The Village has assigned the future proceeds of the T.I.F. to the Ohio Department of Transportation.

The bond anticipation notes were issued for storm sewer construction, wetland preservation, installation of safety signals and purchase of real estate.

**VILLAGE OF MAYFIELD
CUYAHOGA COUNTY**

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

6. DEBT (Continued)

The Progressive Parkview Pool Loan is a loan from Progressive Casualty Insurance Company to the Village for the express purpose of construction of Parkview Pool. The interest rate on the loan is tied to the five-year treasury note interest rate. The loan was part of the overall development agreement between Progressive Casualty Insurance Company and the Village. The loan has to be repaid within five years. The loan originated in 1999.

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

Year ending December 31:	OPWC	Fire Station General Obligation Bonds	WPCLF & Supplemental	State Infrastructure Bank Loan	General Obligation Notes	Progressive Parkview Pool Loan
2002	\$ 14,966	\$241,398	\$ 22,851	\$ 225,096	\$4,750,000	\$ 287,125
2003	14,966	241,453	22,851	225,096	0	274,750
2004	14,967	241,112	22,851	225,096	0	262,375
2005	14,967	245,425	22,851	225,096	0	0
2006	14,967	244,148	22,851	225,096	0	0
2007 - 2011	74,832	1,221,043	114,255	1,125,480	0	0
2012 - 2016	74,832	1,213,881	102,829	1,125,480	0	0
2017 - 2018	0	0	0	450,192	0	0
Total	<u>\$224,497</u>	<u>\$ 3,648,460</u>	<u>\$ 331,339</u>	<u>\$ 3,826,632</u>	<u>\$4,750,000</u>	<u>\$ 824,250</u>

7. RETIREMENT SYSTEMS

The Village's law enforcement officers and firefighters belong to the Ohio Police and Fire Pension Funds (OP&F). Other full-time employees belong to the Public Employees Retirement System (PERS) of Ohio. OP&F and PERS are cost-sharing, multiple-employer plans. These plans 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, OP&F participants contributed 10% of their wages. The Village contributed an amount equal to 19.5% of police participant and 24% of fire participant wages. PERS members contributed 8.5% of their wages. The Village contributed an amount equal to 13.55% of PERS participants' gross salaries. The Village has paid all contributions required through December 31, 2001.

8. RISK MANAGEMENT

The Village has obtained commercial insurance for the following risks:

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

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

**VILLAGE OF MAYFIELD
CUYAHOGA COUNTY**

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

9. JOINTLY GOVERNED ORGANIZATIONS

1. The Mayfield Union Cemetery is a jointly governed organization among three local communities (Village of Mayfield, Highland Heights and Mayfield Heights). The jointly governed organization was formed based on the boundaries in relation to the cemetery. Each of the communities contributes a nominal fee for the maintenance of the cemetery. The Village of Mayfield assumes the daily accounting and reporting of the cemetery finances. The Cemetery Board consists of three Board members; one council member appointed from each of the three communities. Financial information can be obtained by contacting the Director of Finance at the Village of Mayfield, 6621 Wilson Mills Road, Mayfield Village, Ohio 44143.
2. The Eastern Suburban Regional Council of Governments (ESRCOG) was formed in 1972 to foster cooperation between member municipalities through sharing of facilities for mutual benefit. The governing body of ESRCOG is a council comprised of one representative from each of the six participating municipalities. The Council operates according to a written agreement establishing ESRCOG pursuant to Ohio Revised Code Chapter 167.

The Council adopts a budget for ESRCOG annually. Each member municipality's degree of control is limited to its representation on the Council. In 2001, the Village contributed \$7,000 which represents 16.7 percent of total member contributions.

The Council established one subsidiary organization, the Suburban Police Anti-Crime Network (SPAN) which provides for the mutual interchange and sharing of police personnel and police equipment to be utilized by all participating members.

3. The Village is a member of The Northeast Ohio Public Energy Council (NOPEC). NOPEC is a regional council of governments formed under Chapter 167 of the Ohio Revised Code. NOPEC was formed to serve as a vehicle for communities wishing to proceed jointly with an aggregation program for the purchase of electricity. NOPEC is currently comprised of 104 communities who have been authorized by ballot to purchase electricity on behalf of their citizens. The intent of NOPEC is to provide electricity at the lowest possible rates while at the same time insuring stability in prices by entering into long-term contracts with suppliers to provide electricity to the citizens of its member communities.

NOPEC is governed by a General Assembly made up of one representative from each member community. The representatives from each county then elect one person to serve on the eight-member NOPEC Board of Directors. The Board oversees and manages the operation of the aggregation program. The degree of control exercised by any participating government is limited to its representation in the General Assembly and on the Board. The Village did not contribute to NOPEC during 2001. Financial information can be obtained by contacting Dan DiLiberto, Treasurer, 35150 Lakeshore Boulevard, Eastlake, Ohio 44095.

10. CONTINGENT LIABILITIES

The Village is a 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 Village's financial condition.

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STATE OF OHIO
OFFICE OF THE AUDITOR

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

Village of Mayfield
Cuyahoga County
6621 Wilson Mills Road
Mayfield Village, Ohio 44143

To the Village Council:

We have audited the accompanying financial statements of the Village of Mayfield, Cuyahoga County, Ohio, (the Village) as of and for the year ended December 31, 2001, and have issued our report thereon dated March 18, 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 Village'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*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Village'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 Village in a separate letter dated March 18, 2002.

Village of Mayfield
Cuyahoga County
Report 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 Village Council, and is not intended to be and should not be used by anyone other than these specified parties.

Jim Petro
Auditor of State

March 18, 2002



STATE OF OHIO
OFFICE OF THE AUDITOR

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VILLAGE OF MAYFIELD

CUYAHOGA 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**