### **AUDIT REPORT**

FOR THE YEARS ENDED DECEMBER 31, 2015 AND 2014





Board of Trustees Geauga County Public Library 12701 Ravenwood Drive Chardon, Ohio 44024

We have reviewed the *Independent Auditors' Report* of the Geauga County Public Library, Geauga County, prepared by Charles E. Harris & Associates, Inc., for the audit period January 1, 2014 through December 31, 2015. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The Geauga County Public Library is responsible for compliance with these laws and regulations.

Dave Yost Auditor of State

June 13, 2016



## Audit Report For the Years Ended December 31, 2015 and 2014

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#### **INDEPENDENT AUDITORS' REPORT**

Geauga County Public Library Geauga County 12701 Ravenwood Drive Chardon, Ohio 44024

To the Library Trustees:

#### Report on the Financial Statements

We have audited the accompanying financial statements of the cash balances, receipts and disbursements by fund type, and related notes of the Geauga County Public Library, Geauga County, (the Library) as of and for the years ended December 31, 2015 and 2014.

#### Management's Responsibility for the Financial Statements

Management is responsible for preparing and fairly presenting these financial statements in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit; this responsibility includes designing, implementing and maintaining internal control relevant to preparing and fairly presenting financial statements free from material misstatement, whether due to fraud or error.

#### Auditor's Responsibility

Our responsibility is to opine on these financial statements based on our audit. We audited in accordance with auditing standards generally accepted in the United States of America and the financial audit standards in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require us to plan and perform the audit to reasonably assure the financial statements are free from material misstatement.

An audit requires obtaining evidence about financial statement amounts and disclosures. The procedures selected depend on our judgment, including assessing the risks of material financial statement misstatement, whether due to fraud or error. In assessing those risks, we consider internal control relevant to the Library's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not to the extent needed to opine on the effectiveness of the Library's internal control. Accordingly, we express no opinion. An audit also includes evaluating the appropriateness of management's accounting policies and the reasonableness of their significant accounting estimates, as well as our evaluation of the overall financial statement presentation.

We believe the audit evidence we obtained is sufficient and appropriate to support our audit opinions.

Geauga County Public Library Geauga County Independent Auditors' Report Page 2

#### Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in Note 1 of the financial statements, the Library prepared these financial statements using the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D), which is an accounting basis other than accounting principles generally accepted in the United States of America (GAAP), to satisfy these requirements.

Although the effects on the financial statements of the variances between the regulatory accounting basis and GAAP are not reasonably determinable, we presume they are material.

Though the Library does not intend these statements to conform to GAAP, auditing standards generally accepted in the United States of America require us to include an adverse opinion on GAAP. However, the adverse opinion does not imply the amounts reported are materially misstated under the accounting basis Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit. Our opinion on this accounting basis is in the *Opinion on Regulatory Basis of Accounting* paragraph below.

#### Adverse Opinion on U.S. Generally Accepted Accounting Principles

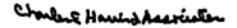
In our opinion, because of the significance of the matter discussed in the *Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles* paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Library as of December 31, 2015 and 2014, or changes in financial position thereof for the years then ended.

#### Opinion on Regulatory Basis of Accounting

In our opinion, the financial statements referred to above present fairly, in all material respects, the cash balances of Geauga County Public Library, Geauga County as of December 31, 2015 and 2014, and its cash receipts and disbursements for the years then ended in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit, described in Note 1.

#### Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated April 29, 2016, on our consideration of the Library'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. That report describes the scope of our internal control testing over financial reporting and compliance, and the results of that testing, and does not opine on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Library's internal control over financial reporting and compliance.



CHARLES E. HARRIS & ASSOCIATES, INC.

April 29, 2016

### COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES - ALL GOVERNMENTAL FUND TYPES

For the Year Ended December 31, 2015

	Governmenta	(Memorandum		
		Capital	Only)	
	General	Projects	Total	
Receipts:				
Property and Other Local Taxes	\$ 4,923,117	-	\$ 4,923,117	
Public Library Fund	2,746,088	-	2,746,088	
Intergovernmental	694,283	-	694,283	
Patrons, Fines and Fees	153,773	-	153,773	
Contributions, Gifts and Donations	172,188	-	172,188	
Earnings on Investments	14,974	-	14,974	
Miscellaneous	29,178		29,178	
Total Receipts	8,733,601	-	8,733,601	
Disbursements:				
Library Services:				
Public Services and Programs	3,162,409	-	3,162,409	
Collection Development and Processing	1,976,896	-	1,976,896	
Support Services:				
Facilities Operation and Maintenance	941,841	\$ 23,980	965,821	
Information Services	610,573	-	610,573	
Business Administration	1,024,069	85,156	1,109,225	
Capital Outlay	813,296	169,160	982,456	
Total Cash Disbursements	8,529,084	278,296	8,807,380	
Excess Cash Receipts Over/(Under)				
Cash Disbursements	204,517	(278,296)	(73,779)	
Other Financing Sources/Uses				
Transfers In	-	1,000,000	1,000,000	
Transfers Out	(1,000,000)		(1,000,000)	
Net Change in Fund Cash Balances	(795,483)	721,704	(73,779)	
Fund Cash Balance January 1, 2015	4,064,515	1,674,927	5,739,442	
Fund Cash Balance December 31, 2015				
Committed	-	700,286	700,286	
Assigned	697,233	1,696,345	2,393,578	
Unassigned	2,571,799		2,571,799	
Fund Cash Balance December 31, 2015	\$ 3,269,032	\$ 2,396,631	\$ 5,665,663	

See accompanying Notes to the Financial Statements.

### COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES - ALL GOVERNMENTAL FUND TYPES

For the Year Ended December 31, 2014

	Governmenta	(Memorandum		
		Capital	Only)	
	General	Projects	Total	
Receipts:				
Property and Other Local Taxes	\$ 4,861,192	-	\$ 4,861,192	
Public Library Fund	2,493,692	-	2,493,692	
Intergovernmental	697,032	-	697,032	
Patrons, Fines and Fees	165,282	-	165,282	
Contributions, Gifts and Donations	26,040	-	26,040	
Earnings on Investments	19,096	-	19,096	
Miscellaneous	42,677	<del>-</del>	42,677	
Total Receipts	8,305,011	-	8,305,011	
Disbursements:				
Library Services:				
Public Services and Programs	2,994,356	-	2,994,356	
Collection Development and Processing	1,800,266	-	1,800,266	
Support Services:				
Facilities Operation and Maintenance	867,663	\$ 4,360	872,023	
Information Services	539,129	-	539,129	
Business Administration	895,500	16	895,516	
Capital Outlay	472,296	405,080	877,376	
Total Cash Disbursements	7,569,210	409,456	7,978,666	
Excess Cash Receipts Over/(Under)				
Cash Disbursements	735,801	(409,456)	326,345	
Other Financing Sources/Uses				
Transfers In	-	1,000,000	1,000,000	
Transfers Out	(1,000,000)		(1,000,000)	
Net Change in Fund Cash Balances	(264,199)	590,544	326,345	
Fund Cash Balance January 1, 2014	4,328,714	1,084,383	5,413,097	
Fund Cash Balance December 31, 2014				
Assigned	529,665	1,674,927	2,204,592	
Unassigned	3,534,850		3,534,850	
Fund Cash Balance December 31, 2014	\$ 4,064,515	\$ 1,674,927	\$ 5,739,442	

See accompanying Notes to the Financial Statements.

Notes to the Financial Statements
For the Years Ended December 31, 2015 and 2014

#### 1. <u>SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES</u>

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

The Geauga County Public Library, Geauga County, (the Library) is a body corporate and politic established to exercise the rights and privileges conveyed to it by the constitution and laws of Ohio. The Library is directed by a seven-member Board of Trustees; four trustees are appointed by Geauga County Commissioners and three by the Judge of the County Common Pleas Court. The Library provides the community with various educational and literary resources.

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

#### B. BASIS OF ACCOUNTING

These financial statements follow the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D). This basis is similar to the cash receipts and disbursements accounting basis. The Board 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 financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit.

#### C. CASH

Investments are included in the 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.

#### D. FUND ACCOUNTING

The Library maintains its accounting records in accordance with the principles of "Fund accounting". Fund accounting is a concept developed to meet the needs of governmental entities in which legal or other restraints require the recording of specific receipts and disbursements. The transactions of each fund are reflected in a self-balancing group of accounts, an accounting entity, which stands separate from the activities reported in other funds. The restrictions associated with each class of funds are as follows:

### Notes to the Financial Statements For the Years Ended December 31, 2015 and 2014

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

#### D. <u>FUND ACCOUNTING</u> – (continued)

#### **Governmental Fund Types:**

<u>General Fund</u>: The general operating fund of the Library. It is used to account for all financial resources except those required by law or contract to be accounted for in another fund.

<u>Capital Project Funds:</u> This fund accounts for receipts restricted to acquiring or constructing major capital projects (except those financed through enterprise or trust funds). The Library had the following significant Capital Project Fund:

 Building and Repair Fund – This fund accounts for monies set aside by the Board of Library Trustees specifically for major capital and technology improvements.

#### E. <u>BUDGETARY PROCESS</u>

The Board must annually approve appropriation measures and subsequent amendments. Unencumbered appropriations lapse at year-end. Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund and object level of control.

A summary of 2014 and 2015 budgetary activity appears in Note 4.

#### 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. 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 Library's basis of accounting.

#### H. FUND BALANCE

Fund balance is divided into classifications based primarily on the extent to which the Library must observe constraints imposed upon the use of its governmentalfund resources. The classifications are as follows:

#### 1. Nonspendable

The Library classifies assets as nonspendable when legally or contractually required to maintain the amounts intact.

### Notes to the Financial Statements For the Years Ended December 31, 2015 and 2014

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

#### H. <u>FUND BALANCE</u> – (continued)

#### 2. Restricted

Fund balance is restricted when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or is imposed by law through constitutional provisions.

#### 3. Committed

Trustees can commit amounts via formal action (resolution). The Library must adhere to these commitments unless the Trustees amend the resolution. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed to satisfy contractual requirements.

#### 4. Assigned

Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as restricted or committed. Governmental funds other than the general fund report all fund balances as assigned unless they are restricted or committed. In the general fund, assigned amounts represent intended uses established by Library Trustees or a Library official delegated that authority by resolution, or by State Statute.

#### 5. Unassigned

Unassigned fund balance is the residual classification for the general fund and includes amounts not included in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance.

The Library applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

#### 2. EQUITY IN POOLED CASH AND CASH EQUIVALENTS

The Library 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:

### Notes to the Financial Statements For the Years Ended December 31, 2015 and 2014

#### 2. <u>EQUITY IN POOLED CASH AND CASH EQUIVALENTS</u> – (continued)

	2015	2014
Demand Deposit	\$ 1,582,284	\$ 1,710,180
Total Deposits	1,582,284	1,710,180
Investments:		
Money Market Mutual Fund	4,065,368	4,011,251
Donated stock (FMV at time		
of donation)	 18,011	18,011
Total Investments	4,083,379	4,029,262
<b>Total Deposits and Investments</b>	\$ 5,665,663	\$ 5,739,442

Deposits: Deposits are either (1) insured by the Federal Deposit Insurance Corporation, (2) collateralized by securities specifically pledged by the financial institution to the Library, or (3) collateralized by the financial institution's public entity deposit pool.

Investments: Investments in mutual funds are not evidenced by securities that exist in physical or book-entry form.

#### 3. GRANTS-IN-AID AND TAX RECEIPTS

The primary source of revenue for Ohio public libraries is the Public Library Fund (PLF). The State allocates PLF to each county based on the total tax revenue credited to the State's general revenue fund during the preceding month. The County Budget Commission bases the amount for distribution on the needs of such library for the construction of new library buildings, parts of buildings, improvements, operation, maintenance, or other expenses. The County Budget Commission cannot reduce its allocation of these funds to the Library based on of any additional revenues the Library receives.

Real property taxes become a lien on January 1 preceding the October 1 date for which the taxing authority of the subdivision to whose jurisdiction the Library is subject adopts rates. The State Department of Taxation, Division 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 Revenue. 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.

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

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

### Notes to the Financial Statements For the Years Ended December 31, 2015 and 2014

#### 4. **BUDGETARY ACTIVITY**

Budgetary activity for the years ending December 31, 2015 and 2014 is as follows:

2015	Budgeted vs.	Actual	Receints
<b>ZUI</b> 0	Dudueted vs.	Actual	Receibts

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General Capital Projects	\$ 8,288,984	\$ 8,733,601 1,000,000	\$ 444,617 1,000,000
Total	\$ 8,288,984	\$ 9,733,601	\$ 1,444,617

2015 Budgeted vs. Actual Budgetary Basis Disbursements

	Appropriation	Budgetary	
Fund Type	Authority	Disbursements	Variance
General Capital Projects	\$ 11,805,823 1,650,987	\$ 10,226,317 1,053,476	\$ 1,579,506 597,511
Total	\$ 13,456,810	\$ 11,279,793	\$ 2,177,017

2014 Budgeted vs. Actual Receipts

	Budgeted	Actual	
Fund Type	Receipts	Receipts	Variance
General Capital Projects	\$ 8,165,989 -	\$ 8,305,011 1,000,000	\$ 139,022 1,000,000
Total	\$ 8,165,989	\$ 9,305,011	\$1,139,022

2014 Budgeted vs. Actual Budgetary Basis Disbursements

-	Appropriation	Budgetary	
Fund Type	Authority	Disbursements	Variance
General	\$ 12,198,072	\$ 9,098,875	\$ 3,099,197
Capital Projects	1,084,383	433,396	650,987
Total	\$ 13,282,455	\$ 9,532,271	\$ 3,750,184

#### 5. DEBT

The Library did not have any outstanding loans as of December 31, 2015.

### Notes to the Financial Statements For the Years Ended December 31, 2015 and 2014

#### 6. RETIREMENT SYSTEM

Employees of the Library belong to the Ohio Public Employees Retirement System (OPERS). OPERS is a state operated, 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 prescribed by the Ohio Revised Code. OPERS members contributed 10% in 2014 and in 2015 of their gross pay while the Library contributed an amount equal to 14% of covered payroll for both years. The Library paid all required contributions through 2015.

#### 7. RISK MANAGEMENT

The Library has obtained commercial insurance for the following risks:

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

The Library also provides health, dental, life insurance, health and dependent care flexible spending accounts to full-time employees through the Stark Council of Governments with a private carrier.

Settled claims have not exceeded this commercial coverage in any of the last three years. There have been no significant reductions in insurance coverage from last year.

The Library pays the State Worker's Compensation System a premium based on a rate per \$100 of salaries. The rate is calculated based on accident history and administrative costs.

#### 8. TRANSFERS

In 2014 and 2015, The General Fund transferred \$1,000,000 to the Building and Repair Fund – Capital Projects Fund for building repairs/construction payments.

#### 9. LEASES

In April 2015, the Library entered into a 60-month agreement with Pitney Bowes for the lease of postage machines. In March and December 2012, the Library entered into agreements with CCT Financial for the lease of copier machines. In October 2012, the Library entered into a subscription agreement with Innovative Interfaces, Inc. for their software automated system.

#### Notes to the Financial Statements For the Years Ended December 31, 2015 and 2014

### 9. <u>LEASES</u>

Year ending December 31:	Amount	
2016	\$	106,232
2017		93,205
2018		1,475
Total	\$	200,912

### 10. <u>SUBSEQUENT EVENTS</u>

Management believes there are no pending claims or lawsuits.

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### Charles E. Harris & Associates, Inc.

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS REQUIRED BY **GOVERNMENT AUDITING STANDARDS** 

Geauga County Public Library **Geauga County** 12701 Ravenwood Drive Chardon, Ohio 44024

To the Library Trustees:

We have audited in accordance with auditing standards generally accepted in the United States and the Comptroller General of the United States' Government Auditing Standards, the financial statements of the cash balances, receipts, and disbursements by fund type of the Geauga County Public Library, Geauga County (Library) as of and for the years ended December 31, 2015 and 2014, and the related notes to the financial statements and have issued our report thereon dated April 29, 2016, wherein we noted the Library followed financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit.

#### Internal Control Over Financial Reporting

As part of our financial statement audit, we considered the Library's internal control over financial reporting (internal control) to determine the audit procedures appropriate in the circumstances to the extent necessary to support our opinions on the financial statements, but not to the extent necessary to opine on the effectiveness of the Library's internal control. Accordingly, we have not opined on it.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements. A material weakness is a deficiency, or combination of internal control deficiencies resulting in a reasonable possibility that internal control will not prevent or detect and timely correct a material misstatement of the Library's financial statements. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all internal control deficiencies that might be material weaknesses or significant deficiencies. Given these limitations, we did not identify any deficiencies in internal control that we consider material weaknesses. However, unidentified material weaknesses may exist.

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Independent Auditor's Report on Internal Control Over Financial
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#### **Compliance and Other Matters**

As part of reasonably assuring whether the Library'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, opining 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*.

#### Purpose of this Report

This report only describes the scope of our internal control and compliance testing and our testing results, and does not opine on the effectiveness of the Library's internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the Library's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Charles Hawing Assertiation

Charles E. Harris & Associates, Inc. April 29, 2016

# GEAUGA COUNTY PUBLIC LIBRARY GEAUGA COUNTY FOR THE YEARS ENDED DECEMBER 31, 2015 AND 2014

#### **SCHEDULE OF PRIOR AUDIT FINDINGS**

The prior audit report, as of December 31, 2013 and 2012 reported no material citations or recommendations.



#### **GEAUGA COUNTY PUBLIC LIBRARY**

#### **GEAUGA 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 JUNE 23, 2016