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REPORT ON EXAMINATION OF

FINANCIAL STATEMENTS AND SUPPLEMENTAL DATA

TOGETHER WITH AUDITOR'S REPORTS

FOR THE YEAR ENDED SEPTEMBER 30, 1999

HOUZE/REED CONSULTING CERTIFIED PUBLIC ACCOUNTANTS

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STATE OF OHIO OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

35 North Fourth Street, 1st Floor Columbus, Ohio 43215

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Facsimile 614-728-7398

London Metropolitan Housing Authority 179 South Main London, Ohio 43140

We have reviewed the Independent Auditor's Report of the London Metropolitan Housing Authority, Madison County, prepared by House / Reed Consulting, for the audit period October 1, 1998 to September 30, 1999. 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 London Metropolitan Housing Authority is responsible for compliance with these laws and regulations.

JIM PETRO Auditor of State

July 20, 2000

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# HOUZE / REED CONSULTING 🚟

#### CERTIFIED PUBLIC ACCOUNTANTS

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#### INDEPENDENT AUDITOR'S REPORT

Board of Commissioners Executive Director LONDON METROPOLITAN HOUSING AUTHORITY Regional Inspector General for Audit Department of Housing & Urban Development Chicago, Illinois

For the year ended: September 30, 1999 Date of our report: December 21, 1999

We have audited the accompanying balance sheet of London Metropolitan Housing Authority, HUD project OH 23-1, as of the date first noted above, and related statements of income and expense, cash flow, and changes in funding surplus for the year then ended. These financial statements are the responsibility of the Housing Authority's management; our responsibility is to express an opinion on these financial statements based on our audit.

We have conducted our audit in accordance with generally accepted auditing standards, and *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 examination on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessment of accounting principles utilized and significant estimates made by management, as well as evaluation of the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly in all material respects, the financial position of the Housing Authority as of the date first noted above, the results of its operations, cash flow, and changes in funding surplus for the year then ended, on the basis of generally accepted accounting principles.

In accordance with *Government Auditing Standards*, we have also issued a report dated similarly on our consideration of London Metropolitan Housing Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grants.

The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and is not a required part of the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and in our opinion, is fairly stated in all material respects, in relation to the financial statements taken as a whole.

HOUZEXREED CONSULTING CERTIFIED PUBLIC ACCOUNTANTS EIN 31-1192443 Armand L. Nouz Cilead au

LONDON METROPOLITAN HOUSING AUTHORITY HUD PROJECT NUMBER OH 23-1

### BALANCE SHEET

### SEPTEMBER 30, 1999

#### Assets

Current assets			
Cash in bank	•	\$	50,157
Cash on hand			225
Cash in bank & on hand [Note 3]			50,382
Tenant accounts receivable	-		7,150 5,744
Accounts receivable from others			5,744
Accounts receivable from government	-		4,191
Accrued interest receivable		'	75
Reserve for uncollectibles		• •	(2,153)
Cash investments [Note 3]			20,000
Prepayments & deferred charges			8,056
Total current assets			93,445
-			August
Funded deposits held in trust			7,642
Land, buildings & equipment [Note 5]			1,686,621
Total assets		\$	1,787,708
	-		
Liabilities & funding surplus			
	-		
Current liabilities			
Accounts & other payables		\$	11,381
Accrued liabilities			34,283
Security deposits			7,344

Total current liabilities

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Total liabilities		53,008
Funding surplus		1,734,700
Total liabilities & funding surplus	\$	1,787,708

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53,008

### LONDON METROPOLITAN HOUSING AUTHORITY HUD PROJECT OH 23-1

### STATEMENT OF INCOME AND EXPENSES

### FOR THE YEAR ENDED SEPTEMBER 30, 1999

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Operating income Dwelling rental Interest income	\$ 223,074 2,626
Late fees & other income	3,798
Total operating income	229,498
Administrative expenses	
Administrative salaries	67,226
Employee benefits [Note 6]	46,620
Staff training — — —	- 743
Travel expenses	3,483
Advertising	421
Legal expenses	
Audit	3,624
Accounting & processing services	6,375
Telephone	3,366
Office expenses & related other costs	1,211
Computer contract Collection costs & losses	1,697 18,369
Tenant services	1,893
Tenant services	I,099
Total administrative expenses	158,016
Utilities expense	
Electricity	9,673
Water	26,247
Gas	40,100
Cable	430
Total utility expenses	76,450
TOORT MORTHON ON TOOLSON	
Total expenses [to following page]	\$ 234,466

### LONDON METROPOLITAN HOUSING AUTHORITY HUD PROJECT OH 23-1

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### STATEMENT OF INCOME AND EXPENSES

### FOR THE YEAR ENDED SEPTEMBER 30, 1999

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Total expenses [from preceding page]	\$ 234,466
Operating & maintenance expenses Maintenance labor Maintenance materials Maintenance contract costs Exterminating Plumbing contract Sanitation contract Tenant maintenance charges CIAP operations cost	 34,446 10,359 10,415 2,700 14,619 15,997 (9,020) (24,000)
Total operating & maintenance expenses	55,516
Insurance & other payments Property & liability insurance Payments in lieu of taxes [Note 7]	13,358 14,705
Total insurance & other payments	28,063
Total operating expenses	318,045
Net operating income (loss)	(88,547)
Non-operating Depreciation	122,953
Net income (loss)	\$ (211,500)

### LONDON METROPOLITAN HOUSING AUTHORITY HUD PROJECT NUMBER OH 23-1

### STATEMENT OF CASH FLOW

### FOR THE YEAR ENDED SEPTEMBER 30, 1999

Cash flow from operations		
Net income (loss)	\$	(211,500)
Depreciation		122,953
		(88,547)
Decrease (increase) Accounts receivable		3,225
Other receivables		(5,743)
Accrued interest receivable		(3,743) (75)
Bond servicing funds		3,783
Prepayments		(1,956)
Increase (decrease)		(1,000)
Accounts & other payables		(3,752)
Accrued expenses		4,624
Deferred rent credits		(743)
Tenant security deposits		348
renant security deposits		
Total operating cash flow (deficit)		(88,836)
Cash flow from investing activities		
Decrease (increase)		
Funded deposit held in trust		(134)
Capital assets acquisitions [Note 5]		(203,615)
Capital asset disposals		415,276
		044 507
Total investing cash flow (deficit)	-	211,527
Cash flow from financing activities		
Equity capital contributions [Note 2]		349,435
Indebtedness conversion to equity capital [Notes 2 & 4]		(472,953)
Other equity capital adjustments, net in conversion to GAAP [Note 2]		(27,893)
	_	
Total financing cash flow (deficit)	-	(151,411)
Cash flow (deficit)		(28,720)
Funds, beginning of year		79,102
Funds, end of year	\$	50,382

# PROJECT NUMBER: OH 23-1

# ANALYSIS OF FUNDING SURPLUS

# September 30, 1999

Unreserved surplus (deficit)	. —	
Balance, beginning of year Prior years' adjustment for GAAP Net income (loss) Reduction of /(provision for) operating reserve	\$ (2,653,717) 865,065 (211,500) 7,711	
Balance, end of year		(\$1,992,441)
Operating reserve		
Balance, beginning of year Provision for (reduction of) operating reserve	66,364 (7,711)	
Balance, end of year		58,653
Cumulative HUD contributions		
Balance, beginning of year Prior years' adjustment for GAAP Operating subsidy	3,809,511 (2,445,620) 82,656	
Balance, end of year		1,446,547
Cumulative HUD grants	-	
Balance, beginning of year CIAP advances	1,955,162 266,779	
Balance, end of year	-	2,221,941
Funding surplus	\$_	1,734,700

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NOTES TO THE FINANCIAL STATEMENTS SEPTEMBER 30, 1999

#### Note 1 ORGANIZATION

The LONDON METROPOLITAN HOUSING AUTHORITY [LMHA] was formed as a political subdivision on November 16, 1961 under the laws of the state of Ohio, the Ohio Revised Code section 3735.27. LMHA contracts with the United States Department of Urban Development [HUD] to provide low income persons with safe and sanitary housing through rent subsidies provided by HUD.

The Authority is directed by an executive director who manages dayto-day operations, and a five [5] member board of commissioner who regularly meet monthly to maintain oversight control and to ratify high-level policy decisions.

LMHA owns, leases and maintains one hundred [100] residential living units, consisting of eight [8] single-family and ninety two [92] multi-family units, all operated as one [1] HUD-subsidized project located on scattered sites in the city of London, Ohio.

#### Note 2 SIGNIFICANT ACCOUNTING POLICIES

LMHA reports on the accrual basis of accounting and consistent with the requirements of HUD.

The Authority maintains its accounts on the basis of a proprietary fund that comprises its assets, liabilities, fund surplus, revenues and expenditures.

The Authority, under the direction of its executive director and its board of commissioners, adopts a budget near the beginning of each fiscal year.

The Authority commencing October 01, 1998, restated its records so as to report in conformity with generally accepted accounting principles [GAAP]. In that regard, the Authority restated beginning

NOTES TO THE FINANCIAL STATEMENTS SEPTEMBER 30, 1999

of fiscal year equity capital in the amount of \$1,580,555 for the impact of coverting to full GAAP compliance, such restatement largely including each of accumulated depreciation on capital assets [\$1,552,663], absorption of costs associated with assets not subject to depreciation [\$484,971], certain accrued liabilities [\$14,636], reserve for doubtful accounts [\$2,153], and net of the conversion of HUD debt to equity, debt both guaranteed [\$430,000] and forgiven [\$42,953].

#### Note 3 DEPOSITORY ACCOUNTS & INVESTMENTS

The Authority's demand deposit accounts as well as a certificate of deposit, are maintained in Ohio financial institutions that are each insured by federal depository [FDIC] insurance. All such funds and investments are subject to withdrawal under dual signatures of each of the executive director and any other one [1] of the board commissioners.

Huntington National Bank	\$50,157
Huntington National Bank	7,642
Citizens Savings & Loan	20,000

The conventional certificate of deposit is valued at cost in the financial statements.

Investments are subject to restrictions both by the Ohio Revised Code and by HUD as to permitted securities and operating procedures, as well as by the Authority's own investment policy.

### Note 4 CONTINGENT DEBT OBLIGATIONS

Serial bonds of \$375,000 issued to fund the initial construction

NOTES TO THE FINANCIAL STATEMENTS SEPTEMBER 30, 1999

project and guaranteed by HUD in the original amount of \$1,505,000 dated September 01, 1964, issued at an interest rate of 3 5/8% under project OH-23-1, remain outstanding at the end of the fiscal year. The bond indenture requires that HUD provide funding directly to the fiscal agent for the sinking fund from which bondholders are paid both principal and interest. During the sinking fund year ended, the fiscal agent retired bonds totaling \$55,000 along with payment of accrued interest on the outstanding balance.

#### Note 5 <u>CAPITAL ASSETS</u>

Real estate [more fully described elsewhere in the notes to the financial statements] and equipment, is stated in the financial statements at original cost. Such property is being depreciated by the Authority over estimated lives of five [5] to forty [40] years.

### Note 6 EMPLOYEE BENEFIT PLANS

Employment with the political subdivision affords eligible employees with coverage under the Public Employees Retirement System [PERS], wherein contributions are made from the gross pay of covered employees as well as a percentage of gross payroll contributed from LMHA. During the fiscal year ended, the rates were 8.5% and 13.55%, respectively; the Authority's cost during the fiscal year amounted to \$13,791. PERS is a cost-sharing multipleemployer retirement plan, for which financial disclosures about the plan are specifically exempted from reporting requirements.

Vacation and sick leave is earned by employees at varying rates each year, based upon years of service of each respective employee; certain portions of such leave may be accrued if not taken currently each year, but none of which may be paid the employee

NOTES TO THE FINANCIAL STATEMENTS SEPTEMBER 30, 1999

except upon permanent termination, provided the employee is not dismissed for cause. The cost of the physically monitored benefit is accrued in the financial statements.

Note 7 TAXES

Because LMHA is a political subdivision established under the laws of the state of Ohio, no provision is made in the financial statements for property taxes or for federal, state and local income tax.

# PROJECT NUMBER: OH 23-1

# COMPUTATION OF RESIDUAL RECEIPTS

# September 30, 1999

Operating receipts	·· <u>-</u>		
Operating income HUD operating subsidy	\$	229,497 82,656	
Total operating receipts			\$312,153
Operating expenditures			
Operating expenses Capital expenditures	_	318,045 6,531	
Total operating expeditures		_	324,576
			(12,423)
Prior year adjustments (decrease) increase to residual receipts			4,712
Residual receipts before operating reserve			(7,711)
Provision for (reduction of) operating reserve			(7,711)
Residual receipts		\$	0

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# PROJECT NUMBER: OH 23-1

# ANALYSIS OF GENERAL FUND CASH BALANCE

# September 30, 1999

Composition before adjustments			
Net operating receipts retained: Operating reserves Tenant security deposits Deferred rent credits	\$	58,653 7,344 0	
Modernization costs in excess of funding		(9,035)	
Adjustments			\$56,962
Expenses/costs accrued not yet paid Accounts payable Accrued liabilities Funded security deposits held in trust Other		11,381 34,283 (7,642) 612	
			38,634
Income not yet received Tenant accounts receivable HUD Other recievables Accrued interest receivable	.–	7,150 4,190 5,743 75	
			(17,158)
General fund cash available			78,437
Investments Applied to prepayments and deferred charges			(20,000) (8,055)
General fund cash		\$	50,382

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### PROJECT NUMBER: OH 23-1

# SCHEDULE OF EXPEDITURES OF FEDERAL AWARDS (Supplemental Note 1)

### September 30, 1999

Federal grantor Program title	Federal CFDA <u>number</u>	Expenditures
U.S. Department of Housing and Urban Development		
Operating grant	14.218	82,656
Comprehensive Improvement Assistance Program Modernization grant OH16 PO23-908	14.852 908	143,837
Comprehensive Improvement Assistance Program Modernization grant OH16 PO23-909	14.852 909	1 <b>22,942</b>

### TOTAL FEDERAL ASSISTANCE EXPENDED

\$349,435

# Supplemental

Note 1 Federal grant activity is presented on the accrual basis of accounting and in accordance with OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations. Therefore some of the amounts presented in this schedule may differ from that used in preparation of the general purpose financial statements.

# HOUZE / REED CONSULTING 🚟

#### CERTIFIED PUBLIC ACCOUNTANTS

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### REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENTS AUDITING STANDARDS

### Board of Commissioners Executive Director LONDON METROPOLITAN HOUSING AUTHORITY

Regional Inspector General for Audit Department of Housing & Urban Development Chicago, Illinois

For the year ended: September 30, 1999 Date of our report: December 21, 1999

We have audited the financial statements of The London Metropolitan Housing Authority, for the year ended that is first noted above, and have issued our report thereon, dated as noted above. 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 London Metropolitan Housing Authority'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 statements amounts. However providing an opinion on compliance with those provisions were 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 for year ended, we considered the Authority's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing an 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 operations that we consider to be material weaknesses.

This report is intended for the information of the Board of Commissioners, the Executive Director, Auditor of State of Ohio, and HUD. Because this is a matter of public record, its distribution is not limited.

HOUZE/REED CONSULTING FIED PUBLIC ACCOUNTANTS

# HOUZE / REED CONSULTING

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### REPORT ON COMPLIANCE WITH GENERAL REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

Board of Commissioners Executive Director LONDON METROPOLITAN HOUSING AUTHORITY Regional Inspector General for Audit Department of Housing & Urban Development Chicago, Illinois

For the year ended: September 30, 1999 Date of our report: December 21, 1999

### Compliance

We have audited the compliance of the London Metropolitan Housing Authority with the types of compliance requirements described in the U.S. Office on Management and Budget (OMB) Circular A-133 Compliance Supplement that are applicable to each of its major federal programs for the year ended that is first noted above. London Metropolitan Housing Authority's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of London Metropolitan Housing Authority's management. Our responsibility is to express an opinion on London Metropolitan Housing Authority's compliance based on our audit.

We conducted our audit of compliance in accordance with generally accepted auditing standards; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States and the Office of Management and Budget Circular A-133, *Audits of State, Local Governments and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining on a test basis, evidence about London Metropolitan Housing Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of London Metropolitan Housing Authority's compliance with those requirements.

In our opinion, London Metropolitan Housing Authority complied in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended September 30, 1999. However to the extent that the results of our auditing procedures disclosed instances of noncompliance with those requirements, those instances are reported in accordance with OMB Circular A-133 and described in the accompanying schedule of findings and questioned costs.

#### Internal Control Over Compliance

The management of London Metropolitan Housing Authority is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered London Metropolitan Housing Authority's internal control over compliance with the requirements that could have a direct and material effect on major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on the internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control 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 noncompliance with applicable requirements of laws, regulations, contracts, and grants that would be material in relation to major federal program 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 compliance and its operation that we consider to be material weaknesses.

This report is intended for the information of the Board of Commissioners, the Executive Director, Auditor of State of Ohio, and HUD. Because this report is a matter of public record, its distribution is not limited.

HOUZE/REED CONSULTING CERTIFIED PUBLIC ACCOUNTANTS

#### SCHEDULE OF FINDINGS AND QUESTIONED COSTS

### Board of Commissioners Executive Director LONDON METROPOLITAN HOUSING AUTHORITY

Regional Inspector General for Audit Department of Housing & Urban Development Chicago, Illinois

X no

\_X\_no

\_\_\_

yes

yes

For the year ended: September 30, 1999 Date of our report: December 21, 1999

#### Section I Summary of Auditor's Results

#### Financial Statements

Auditor's report issued: Unqualified

Internal control over financial reporting:

- Material weakness(es) identified?
- Reportable condition(s) identified not considered material weakness(es) ves X none reported

Noncompliance material to financial statements noted?

### Federal Awards

Internal control over major programs:

<ul> <li>Material weakness(es) identified?</li> <li>Reportable condition(s) identified not considered material weakness(es)</li> </ul>	yes yes	_X_ no _X_ none reported
Auditor's report issued: Unqualified		
Audit findings disclosed in accordance with Circular A-133, section 510(a)	yes	_X_ none reported

### Section II Financial Statement Findings

No matters were reported

Section III Federal Award Findings and Questioned Costs

No matters were reported

September 30, 1999

# GENERAL COMMENTS

Board of Commissioners Executive Director LONDON METROPOLITAN HOUSING AUTHORITY Regional Inspector General for Audit Department of Housing & Urban Development Chicago, Illinois

<u>Previous audit findings</u> There were no findings resulting from the prior year audit that required resolution and disclosure to HUD.

Public Housing Authority activities The Housing Authority owns and operates one hundred [100] units

In management One hundred [100] owned housing: Project OH 23-1

Adjusting journal entries Detail listing thereof, if any, included herein on the following pages

# **ADJUSTING JOURNAL ENTRIES**

September 30, 1999

AJE #1

2820-0Reserved surplus-operating reserve1,151.702810-0Provision for operating reserve1,151.70Impact on reserve for subsequent change to conversion adjustment #21,151.70

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STATE OF OHIO OFFICE OF THE AUDITOR

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# LONDON METROPOLITAN HOUSING AUTHORITY

# MADISON 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 SEPTEMBER 7, 2000