



**CITY OF ST. BERNARD
HAMILTON COUNTY**

REGULAR AUDIT

FOR THE YEAR ENDED DECEMBER 31, 2000



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

**CITY OF ST. BERNARD
HAMILTON COUNTY**

TABLE OF CONTENTS

TITLE	PAGE
Independent Accountants' Report	1
General Purpose Financial Report:	
Combined Balance Sheet - All Fund Types and Account Groups - December 31, 2000	4
Combined Statement of Revenues, Expenditures, and Changes in Fund Balances - All Governmental Fund Types and Expendable Trust Fund - For the year ended December 31, 2000	7
Combined Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual (Non-GAAP Budgetary Basis) - All Government Fund Types and Expendable Trust Fund - For the year ended December 31, 2000	8
Notes to Financial Statement	11
Supplemental Information:	
Combining Statement of Changes in Assets and Liabilities - Agency Funds	33
Schedule of General Fixed Assets by Category	34
Schedule of Changes in General Fixed Assets by Function and Activity	35
Report on Compliance and on Internal Control Required by <i>Government Auditing Standards</i>	37
Schedule of Findings	39

This page intentionally left blank.



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

250 West Court Street
Suite 150 E
Cincinnati, Ohio 45202
Telephone 513-361-8550
800-368-7419
Facsimile 513-361-8577
www.auditor.state.oh.us

INDEPENDENT ACCOUNTANTS' REPORT

City of St. Bernard
Hamilton County
110 Washington Avenue
St. Bernard, Ohio 45217

To The City Council:

We have audited the accompanying general purpose financial statements of the City of St. Bernard, Hamilton County, Ohio (the City), as of and for the year ended December 31, 2000, as listed in the table of contents. These general purpose financial statements are the responsibility of the City's management. Our responsibility is to express an opinion on these general purpose 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.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the City of St. Bernard, Hamilton County, as of December 31, 2000, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated September 6, 2001 on our consideration of the City'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.

Our audit was performed for the purpose of forming an opinion on the general purpose financial statements of the City, taken as a whole. The schedules and statements listed in the table of contents are presented for purposes of additional analysis and are not a required part of the general purpose financial statements. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented, in all material respects, in relation to the general purpose financial statements taken as a whole.

Jim Petro
Auditor of State

September 6, 2001

THE CITY OF ST. BERNARD, OHIO

HAMILTON COUNTY

GENERAL PURPOSE
FINANCIAL STATEMENTS

FOR THE YEAR ENDED
DECEMBER 31, 2000

Prepared by:
Walter T. St.Clair
City Auditor

THE CITY OF ST. BERNARD, OHIO
COMBINED BALANCE SHEET
ALL FUND TYPES AND ACCOUNT GROUPS
DECEMBER 31, 2000

	<i>Governmental Fund Types</i>			<i>Fiduciary Fund Types</i>
	General Fund	Special Revenue Funds	Capital Projects Funds	Trust and Agency Funds
Assets and Other Debits:				
Assets:				
Cash and Cash Equivalents	\$17,715	\$68,777	\$26,233	\$31,940
Cash with Fiscal Agent	0	52,883	0	0
Investments	10,675,182	134,800	160,485	0
Investment with Fiscal Agent	0	97,826	0	0
Receivables:				
Taxes	1,058,465	119,198	0	0
Accounts	38,190	0	0	0
Interest	137,723	2,618	0	0
Loans	0	1,685	0	0
Intergovernmental Receivables	439,638	4,082	0	0
Inventory of Supplies at Cost	28,521	0	0	0
Prepaid Items	12,791	0	3,700	0
General Fixed Assets	0	0	0	0
Other Debits:				
Amount to be Provided for				
General Long-Term Obligations	0	0	0	0
Total Assets and Other Debits	<u>\$12,408,225</u>	<u>\$481,869</u>	<u>\$190,418</u>	<u>\$31,940</u>
Liabilities, Equity and Other Credits:				
Liabilities:				
Accounts Payable	\$77,300	\$5,656	\$50	\$5,731
Accrued Wages and Benefits	6,554	333	0	0
Intergovernmental Payables	102,123	157,329	1,110	0
Due to Others	0	0	0	19,977
Deferred Revenue	507,420	123,433	0	0
Claims Payable	39,013	0	0	0
Accrued Pension Liability	0	0	0	0
Capital Leases Payable	0	0	0	0
Compensated Absences Payable	18,628	0	0	0
Total Liabilities	<u>751,038</u>	<u>286,751</u>	<u>1,160</u>	<u>25,708</u>
Equity and Other Credits:				
Investment in General Fixed Assets	0	0	0	0
Fund Balances:				
Reserved for Encumbrances	806	0	0	0
Reserved for Supplies Inventory	28,521	0	0	0
Reserved for Prepaid Items	12,791	0	3,700	0
Reserved for Community Development				
Block Grant Loans	0	150,709	0	0
Unreserved:				
Undesignated	11,615,069	44,409	185,558	6,232
Total Equity and Other Credits	<u>11,657,187</u>	<u>195,118</u>	<u>189,258</u>	<u>6,232</u>
Total Liabilities, Equity and Other Credits	<u>\$12,408,225</u>	<u>\$481,869</u>	<u>\$190,418</u>	<u>\$31,940</u>

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

THE CITY OF ST. BERNARD, OHIO
COMBINED BALANCE SHEET
ALL FUND TYPES AND ACCOUNT GROUPS
DECEMBER 31, 2000

<i>Account Groups</i>		
General Fixed Assets	General Long-Term Obligations	Totals (Memorandum Only)
\$0	\$0	\$144,665
0	0	52,883
0	0	10,970,467
0	0	97,826
0	0	1,177,663
0	0	38,190
0	0	140,341
0	0	1,685
0	0	443,720
0	0	28,521
0	0	16,491
10,179,540	0	10,179,540
0	2,527,020	2,527,020
<u>\$10,179,540</u>	<u>\$2,527,020</u>	<u>\$25,819,012</u>
\$0	\$0	\$88,737
0	0	6,887
0	0	260,562
0	0	19,977
0	0	630,853
0	0	39,013
0	911,741	911,741
0	15,793	15,793
0	1,599,486	1,618,114
<u>0</u>	<u>2,527,020</u>	<u>3,591,677</u>
10,179,540	0	10,179,540
0	0	806
0	0	28,521
0	0	16,491
0	0	150,709
0	0	11,851,268
<u>10,179,540</u>	<u>0</u>	<u>22,227,335</u>
<u>\$10,179,540</u>	<u>\$2,527,020</u>	<u>\$25,819,012</u>

This page intentionally left blank.

THE CITY OF ST. BERNARD, OHIO
COMBINED STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUND
FOR THE YEAR ENDED DECEMBER 31, 2000

	<u>Governmental Fund Types</u>			<u>Fiduciary</u>	Totals (Memorandum Only)
	General Fund	Special Revenue Funds	Capital Projects Funds	Expendable Trust Fund	
<u>Revenues:</u>					
Taxes	\$7,729,909	\$114,600	\$0	\$0	\$7,844,509
Intergovernmental Revenues	963,258	175,751	0	0	1,139,009
Charges for Services	32,696	9,421	0	0	42,117
Licenses and Permits	65,539	0	0	0	65,539
Investment Earnings	783,217	8,168	0	0	791,385
Fines and Forfeitures	110,088	2,013	0	0	112,101
All Other Revenues	165,585	0	25	0	165,610
Total Revenues	<u>9,850,292</u>	<u>309,953</u>	<u>25</u>	<u>0</u>	<u>10,160,270</u>
<u>Expenditures:</u>					
Current:					
Security of Persons and Property	4,101,165	143,364	0	0	4,244,529
Public Health and Welfare Services	112,440	0	0	0	112,440
Leisure Time Activities	462,121	121,857	0	0	583,978
Community Environment	13,497	0	0	0	13,497
Basic Utility Services	904,044	0	0	0	904,044
Transportation	264,140	294,314	0	0	558,454
General Government	2,358,011	0	0	28,604	2,386,615
Other Expenditures	766,618	0	0	0	766,618
Capital Outlay	0	0	871,288	0	871,288
Total Expenditures	<u>8,982,036</u>	<u>559,535</u>	<u>871,288</u>	<u>28,604</u>	<u>10,441,463</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	868,256	(249,582)	(871,263)	(28,604)	(281,193)
<u>Other Financing Sources (Uses):</u>					
Operating Transfers In	0	200,830	928,615	39,695	1,169,140
Operating Transfers Out	(1,169,140)	0	0	0	(1,169,140)
Other Financing Sources-Capital Lease	13,051	0	0	0	13,051
Total Other Financing Sources (Uses)	<u>(1,156,089)</u>	<u>200,830</u>	<u>928,615</u>	<u>39,695</u>	<u>13,051</u>
Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures and Other Financing Uses	(287,833)	(48,752)	57,352	11,091	(268,142)
Restated Fund Balance (Deficit) Beginning of Year	11,937,617	243,870	131,906	(4,859)	12,308,534
Increase in Inventory Reserve	7,403	0	0	0	7,403
Fund Balance End of Year	<u>\$11,657,187</u>	<u>\$195,118</u>	<u>\$189,258</u>	<u>\$6,232</u>	<u>\$12,047,795</u>

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

THE CITY OF ST. BERNARD, OHIO
COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUND
FOR THE YEAR ENDED DECEMBER 31, 2000

	<u>General Fund</u>			<u>Special Revenue Funds</u>		
	Revised Budget	Actual	Variance: Favorable (Unfavorable)	Revised Budget	Actual	Variance: Favorable (Unfavorable)
<u>Revenues:</u>						
Taxes	\$8,154,280	\$7,822,126	(\$332,154)	\$107,598	\$114,600	\$7,002
Intergovernmental Revenues	857,540	855,720	(1,820)	172,172	175,499	3,327
Charges for Services	27,291	27,233	(58)	7,816	9,421	1,605
Licenses and Permits	65,678	65,539	(139)	0	0	0
Investment Earnings	716,333	764,117	47,784	650	650	0
Fines and Forfeitures	111,535	111,298	(237)	2,058	2,086	28
All Other Revenues	67,343	67,200	(143)	0	0	0
Total Revenues	<u>10,000,000</u>	<u>9,713,233</u>	<u>(286,767)</u>	<u>290,294</u>	<u>302,256</u>	<u>11,962</u>
<u>Expenditures:</u>						
Current:						
Security of Persons and Property	4,259,567	4,079,871	179,696	146,803	132,865	13,938
Public Health and Welfare Services	114,723	112,156	2,567	0	0	0
Leisure Time Activities	486,794	461,091	25,703	123,327	121,963	1,364
Community Environment	12,200	11,200	1,000	5,000	0	5,000
Basic Utility Services	968,161	896,024	72,137	0	0	0
Transportation	264,600	262,820	1,780	314,590	292,233	22,357
General Government	2,589,961	2,383,699	206,262	0	0	0
Other Expenditures	877,541	806,229	71,312	0	0	0
Capital Outlay	0	0	0	0	0	0
Total Expenditures	<u>9,573,547</u>	<u>9,013,090</u>	<u>560,457</u>	<u>589,720</u>	<u>547,061</u>	<u>42,659</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	426,453	700,143	273,690	(299,426)	(244,805)	54,621
<u>Other Financing Sources (Uses):</u>						
Operating Transfers In	0	0	0	200,721	200,830	109
Operating Transfers Out	(2,548,695)	(1,169,140)	1,379,555	0	0	0
Total Other Financing Sources (Uses)	<u>(2,548,695)</u>	<u>(1,169,140)</u>	<u>1,379,555</u>	<u>200,721</u>	<u>200,830</u>	<u>109</u>
Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures and Other Financing Uses	(2,122,242)	(468,997)	1,653,245	(98,705)	(43,975)	54,730
Restated Fund Balance at Beginning of Year	11,197,213	11,197,213	0	247,552	247,552	0
Prior Year Encumbrances	0	0	0	0	0	0
Fund Balance at End of Year	<u>\$9,074,971</u>	<u>\$10,728,216</u>	<u>\$1,653,245</u>	<u>\$148,847</u>	<u>\$203,577</u>	<u>\$54,730</u>

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

THE CITY OF ST. BERNARD, OHIO
COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUND
FOR THE YEAR ENDED DECEMBER 31, 2000

<i>Capital Projects Funds</i>			<i>Expendable Trust Fund</i>			<i>Totals (Memorandum Only)</i>		
Revised Budget	Actual	Variance: Favorable (Unfavorable)	Revised Budget	Actual	Variance: Favorable (Unfavorable)	Revised Budget	Actual	Variance: Favorable (Unfavorable)
\$0	\$0	\$0	\$0	\$0	\$0	\$8,261,878	\$7,936,726	(\$325,152)
0	0	0	0	0	0	1,029,712	1,031,219	1,507
0	0	0	0	0	0	35,107	36,654	1,547
0	0	0	0	0	0	65,678	65,539	(139)
0	0	0	0	0	0	716,983	764,767	47,784
0	0	0	0	0	0	113,593	113,384	(209)
0	25	25	0	0	0	67,343	67,225	(118)
0	25	25	0	0	0	10,290,294	10,015,514	(274,780)
0	0	0	0	0	0	4,406,370	4,212,736	193,634
0	0	0	0	0	0	114,723	112,156	2,567
0	0	0	0	0	0	610,121	583,054	27,067
0	0	0	0	0	0	17,200	11,200	6,000
0	0	0	0	0	0	968,161	896,024	72,137
0	0	0	0	0	0	579,190	555,053	24,137
0	0	0	40,000	28,038	11,962	2,629,961	2,411,737	218,224
0	0	0	0	0	0	877,541	806,229	71,312
1,039,579	878,892	160,687	0	0	0	1,039,579	878,892	160,687
1,039,579	878,892	160,687	40,000	28,038	11,962	11,242,846	10,467,081	775,765
(1,039,579)	(878,867)	160,712	(40,000)	(28,038)	11,962	(952,552)	(451,567)	500,985
834,047	928,615	94,568	39,695	39,695	0	1,074,463	1,169,140	94,677
0	0	0	0	0	0	(2,548,695)	(1,169,140)	1,379,555
834,047	928,615	94,568	39,695	39,695	0	(1,474,232)	0	1,474,232
(205,532)	49,748	255,280	(305)	11,657	11,962	(2,426,784)	(451,567)	1,975,217
136,970	136,970	0	306	306	0	11,582,041	11,582,041	0
0	0	0	0	0	0	0	0	0
(\$68,562)	\$186,718	\$255,280	\$1	\$11,963	\$11,962	\$9,155,257	\$11,130,474	\$1,975,217

This page intentionally left blank.

THE CITY OF ST. BERNARD, OHIO
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS
DECEMBER 31, 2000

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The City of St. Bernard, Ohio (the "City") was incorporated as a village in 1878 and became a city in 1912. The City is a statutory municipal corporation under the laws of the State of Ohio and operates under a Council-Mayor form of government.

The accompanying general purpose financial statements of the City present the financial position of the various fund types and account groups, and the results of operations of the various fund types. The financial statements are presented as of December 31, 2000 and for the year then ended and have been prepared in conformity with generally accepted accounting principles (GAAP) applicable to local governments. The Governmental Accounting Standards Board (GASB) is the standard-setting body for establishing governmental accounting and financial reporting principles, which are primarily set forth in the GASB's Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification).

The accompanying general purpose financial statements comply with the provisions of the Governmental Accounting Standards Board (the "GASB") Statement No. 14, "*The Financial Reporting Entity*," in that the financial statements include all organizations, activities and functions of the City (the primary government consists of all funds, departments, boards and agencies that are not legally separate from the City). The reporting entity of the City includes the following services: police and fire protection, emergency medical services, parks and recreation, planning, zoning, street maintenance, and other governmental services. Potential component units for which the City may be financially accountable were considered for inclusion in the financial statements. Financial accountability is defined as the appointment of a voting majority of a legally separate organization's governing body and either (1) the City's ability to impose its will over the organization, or (2) the potential that the organization will provide a financial benefit to or impose a financial burden on the City. Based on the foregoing criteria, no component units were included in the financial statements.

The City of St. Bernard Mayor's Court is included in the reporting entity because it is not legally separate.

B. Basis of Presentation - Fund Accounting

The City uses funds and account groups to report its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain City functions or activities.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

B. Basis of Presentation - Fund Accounting (Continued)

A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. An account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources. The following fund types and account groups are used by the City:

Governmental Funds

The governmental funds are those funds through which most governmental functions are typically financed. The acquisition, use and balances of the City's expendable financial resources and the related current liabilities are accounted for through governmental funds. The measurement focus is upon determination of "Flow of Current Financial Resources." With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets. The following are the City's governmental fund types:

General Fund - This fund is used to account for all financial resources except those accounted for in another fund. The general fund balance is available to the City for any purpose provided it is expended or transferred according to the general laws of Ohio.

Special Revenue Funds - These funds are used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts or major capital projects) that are legally restricted to expenditure for specified purposes.

Capital Projects Funds - These funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities.

Fiduciary Funds

Trust and Agency Funds - These funds are used to account for assets held by a government unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units and/or other funds. The City maintains both an expendable trust fund and agency funds. The expendable trust fund is accounted for and reported similarly to governmental funds. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

B. Basis of Presentation - Fund Accounting (Continued)

Account Groups- To make a clear distinction between fixed assets related to specific funds and those of general government and between long-term liabilities related to specific funds and those of a general nature, the following account groups are used:

General Fixed Assets Account Group - This account group is established to account for the fixed assets of the City.

General Long-Term Obligations Account Group - This account group is established to account for all long-term debt and other long-term obligations of the City.

C. Basis of Accounting

Basis of accounting represents the methodology utilized in the recognition of revenues and expenditures in the accounts and reported in the financial statements, and relates to the timing of the measurements made. The accounting and reporting treatment applied to a fund is determined by its measurement focus.

The modified accrual basis of accounting is followed by the governmental funds and the expendable trust and agency funds. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available. The term "measurable" means that the amount of the transaction can be determined. The term "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period, which for the City is considered to be 60 days after year-end. Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt which is recognized when due.

Revenue considered susceptible to accrual at year-end includes income taxes withheld by employers, property taxes, interest on investments and state levied locally shared taxes (including motor vehicle license fees and local government assistance). Other revenue, including licenses, permits, certain charges for services, income taxes other than those withheld by employers and miscellaneous revenues, is recorded as revenue when received in cash because generally this revenue is not measurable until received.

Property taxes measurable as of December 31, 2000, but not received within the available period are recorded as deferred revenue as these resources are not intended to pay liabilities of the current period. Delinquent property taxes, whose availability is indeterminate, are recorded as deferred revenue as further described in Note 4.

The City reports deferred revenues in its combined balance sheet. Deferred revenues arise when a potential revenue does not meet both the measurable and available criteria for recognition in the current period. In the subsequent period, when both revenue recognition criteria are met, the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Budgetary Process

The budgetary process is prescribed by provisions of the Ohio Revised Code and entails the preparation of budgetary documents within an established timetable. The major documents prepared are the tax budget, the certificate of estimated resources and the appropriation ordinance, all of which are prepared on the budgetary basis of accounting. The certificate of estimated resources and the appropriation ordinance are subject to amendment throughout the year with the restriction that appropriations cannot exceed estimated resources as certified.

All funds other than agency funds are legally required to be budgeted and appropriated; however, only governmental funds are required to be reported. The legal level of budgetary control for each fund is at the object level within each department. Budgetary modifications may only be made by ordinance of the City Council.

1. Tax Budget

By July 15, the City Finance Committee and Auditor submit an annual tax budget for the following fiscal year to City Council for consideration and passage. The adopted budget is submitted to the County Auditor, as Secretary of the County Budget Commission, by July 20 of each year for the period January 1 to December 31 of the following year.

2. Estimated Resources

The County Budget Commission reviews estimated revenue and determines if the budget substantiates a need to levy all or part of previously authorized taxes. By October 1 of each year, the City accepts by resolution, the tax rates as determined by the Budget Commission. As part of the certification process, the City receives an official certificate of estimated resources stating the projected receipts by fund. Prior to December 31, the City must revise its budget so that the total contemplated expenditures from any fund during the ensuing fiscal year do not exceed the amount available as stated in the certificate of estimated resources. The revised budget then serves as the basis for the annual appropriations measure. On or about January 1, the certificate of estimated resources is amended to include any unencumbered fund balances from the preceding year. The certificate may be further amended during the year if a new source of revenue is identified or actual receipts exceed current estimates. The amounts reported on the budgetary statement reflect the amounts in the final amended official certificate of estimated resources issued during 2000.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Budgetary Process (Continued)

3. Appropriations

A temporary appropriation ordinance to control expenditures may be passed on or about January 1 of each year for the period January 1 through March 31. An annual appropriation ordinance must be passed by April 1 of each year for the period January 1 through December 31. The appropriation ordinance establishes spending controls at the fund, department and object level, and may be modified during the year by an ordinance of the City Council. Total fund appropriations may not exceed the current estimated resources as certified by the County Budget Commission. Expenditures may not legally exceed budgeted appropriations at the object level. Administrative control is maintained through the establishment of more detailed line-item budgets. The budgetary figures which appear in the "Combined Statement of Revenues, Expenditures, and Changes in Fund Balances--Budget and Actual--All Governmental Fund Types" are provided on the budgetary basis to provide a comparison of actual results to the final budget, including all amendments and modifications.

4. Encumbrances

As part of formal budgetary control, purchase orders, contracts and other commitments for expenditures are encumbered and recorded as the equivalent of expenditures (budget basis) in order to reserve that portion of the applicable appropriation and to determine and maintain legal compliance. However, on the GAAP basis of accounting, encumbrances do not constitute expenditures or liabilities and are reported as reservations of fund balances for governmental funds in the accompanying general purpose financial statements.

5. Lapsing of Appropriations

At the close of each fiscal year, the unencumbered balance of each appropriation reverts to the respective fund from which it was appropriated and becomes subject to future appropriations. The encumbered appropriation balance is carried forward to the subsequent fiscal year and need not be reappropriated.

6. Budgetary Basis of Accounting

The City's budgetary process accounts for the City's transactions on a basis other than generally accepted accounting principles (GAAP). The major differences between the budgetary basis and the GAAP basis lie in the manner in which revenues and expenditures are recorded. Under the budgetary basis, revenues and expenditures are recognized on the cash basis. Utilizing the cash basis, revenues are recorded when received in cash and expenditures when paid. Under the GAAP basis, revenues and expenditures are recorded on the modified accrual basis of accounting. Encumbrances are recorded as the equivalent of expenditures (budgetary basis) as opposed to reservation of fund balance (GAAP basis).

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Budgetary Process (Continued)

6. Budgetary Basis of Accounting (Continued)

The following table summarizes the adjustments necessary to reconcile the GAAP basis statements to the budgetary basis statements for the governmental funds and expendable trust fund:

	Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures and Other Financing Uses			
	General Fund	Special Revenue Funds	Capital Projects Funds	Expendable Trust Fund
GAAP Basis (as reported)	(\$287,833)	(\$48,752)	\$57,352	\$11,091
Increase (Decrease):				
Accrued Revenues at December 31, 2000 received during 2001	(1,129,710)	(10,895)	0	0
Accrued Revenues at December 31, 1999 received during 2000	992,651	3,198	0	0
Accrued Expenditures at December 31, 2000 paid during 2001	243,618	163,318	1,160	5,731
Accrued Expenditures at December 31, 1999 paid during 2000	(285,786)	(150,844)	(5,064)	(5,165)
1999 Prepays for 2000	12,421	0	0	0
2000 Prepays for 2001	(12,791)	0	(3,700)	0
Outstanding Encumbrances	(1,567)	0	0	0
Budget Basis	<u>(\$468,997)</u>	<u>(\$43,975)</u>	<u>\$49,748</u>	<u>\$11,657</u>

E. Cash and Cash Equivalents

Cash and cash equivalents include amounts in demand deposits and repurchase agreements. The repurchase agreements are considered cash equivalents because they are highly liquid investments with original maturity of three months or less.

The City pools its cash for investment and resource management purposes. Each fund's equity in pooled cash and cash equivalents represents the balance on hand as if each fund maintained its own cash and cash equivalent account.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

F. Investments

Investment procedures and interest allocations are restricted by provisions of the Ohio Constitution, the Ohio Revised Code and the City Charter. The City allocates interest among the various funds based upon applicable legal and administrative requirements. Interest revenue credited to the City's funds was \$791,385 during calendar year 2000. In accordance with GASB Statement No. 31, "Accounting and Financial Reporting for Certain Investments and for External Investment Pools", the City records all its investments at fair value except for nonparticipating investment contracts (certificates of deposit and repurchase agreements) which are reported at cost, which approximates fair value. Certificates of deposit with a maturity of greater than three months from the time of purchase are classified as investments on the balance sheet. See Note 4, "Cash, Cash Equivalents and Investments".

G. Prepaid Items

Payments made to vendors for services that will benefit periods beyond December 31, 2000, are recorded as prepaid items using the consumption method. A current asset for the prepaid amount is recorded at the time of the purchase and an expenditure is reported in the year in which services are consumed.

H. Inventory

Inventory is stated at cost (first-in, first-out) in the governmental funds. The costs of inventory items are recorded as expenditures in the governmental funds when purchased.

I. Fixed Assets and Depreciation

The accounting and reporting treatment applied to fixed assets is determined by their ultimate use. Fixed assets acquired or constructed for general governmental purposes are recorded as expenditures in the governmental funds and are capitalized at cost for all assets with a cost of \$350 or more (or estimated historical cost for assets not purchased in recent years) in the General Fixed Assets Account Group. Contributed fixed assets are recorded at fair market value at the date received.

Improvements to fixed assets are capitalized. The cost of normal maintenance and repairs that do not add to the value of the asset or that do not materially extend the asset's life are not capitalized. Fixed assets consisting of certain improvements other than buildings, including roads, bridges, curbs and gutters, streets and sidewalks, drainage systems and lighting systems, have not been capitalized. Such assets normally are immovable and of value only to the City; therefore, the purpose of stewardship for capital expenditures can be satisfied without recording these assets.

The City has elected not to record depreciation or capitalized interest in the General Fixed Assets Account Group.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

J. Long-Term Obligations

Long-term liabilities are being repaid from the following funds:

<u>Obligation</u>	<u>Fund</u>
Compensated Absences	General Fund Street Maintenance Fund Master Plan Capital Improvement Fund
Accrued Pension Liability	General Fund
Capital Leases	General Fund

In general, governmental fund payables and accrued liabilities are reported as obligations of the funds regardless of whether they will be liquidated with current resources. However, claims and judgments, compensated absences, contractually required pension contributions and special termination benefits that will be paid from governmental funds are reported as a liability in the general long-term obligations account group to the extent that they will not be paid with current expendable available financial resources. In general, amounts paid more than sixty days after year-end are considered not to have been paid with current available financial resources. Bonds and capital leases are recognized as a liability of the general long-term obligations account group until due.

K. Compensated Absences

In accordance with GASB Statement No. 16, "Accounting for Compensated Absences," vacation and compensatory time are accrued as liabilities when an employee's right to receive compensation is attributable to services already rendered and it is probable that the employee will be compensated through paid time off or some other means, such as cash payments at termination or retirement. Leave time that has been earned but is unavailable for use as paid time off or as some other form of compensation because an employee has not met the minimum service time requirement, is accrued to the extent that it is considered to be probable that the conditions for compensation will be met in the future.

Sick leave is accrued using the vesting method, whereby the liability is recorded on the basis of leave accumulated by employees who are eligible to receive termination payments as of the balance sheet date, and on 95% of the leave balances accumulated by employees who have ten years or more of service time with the City. These employees are expected to become eligible in the future to receive such payments.

The portion of unpaid compensated absences that is expected to be paid using expendable, available resources is reported as an expenditure in the fund from which the individual earning the leave is paid, and a corresponding liability is reflected in the account "Compensated Absences Payable." The long-term portion of the liability is reported in the General Long-Term Obligations Account Group.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

L. Pensions

The provision for pension costs is recorded when the related payroll is accrued and the obligation is incurred.

M. Interfund Transactions

During the course of normal operations, the City has numerous transactions between funds. Interfund transactions are generally classified as follows:

- Operating transfers are reported as "Other Financing Sources and Uses" in the governmental funds, as "Operating Transfers In" by the recipient fund, and "Operating Transfers Out" by the disbursing fund.
- Residual equity transfers are nonroutine or nonrecurring transfers between funds and are reported as additions to or deductions from the fund equity balance. There were no residual equity transfers during the year.

N. Reservations of Fund Balance

Reserves indicate that a portion of fund balance is not available for expenditure or is legally segregated for a specific future use. Fund balances are reserved for encumbered amounts that have not been accrued at year-end, supplies inventory, prepaid items and Community Development Block Grant loans.

O. Total Columns on Combined Financial Statements - Overview

Total columns on the general purpose financial statements are captioned "Totals (Memorandum Only)" to indicate that they are presented only to facilitate financial analysis. Data in these columns does not present financial position or results of operations in conformity with generally accepted accounting principles, nor is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

NOTE 2 - PRIOR PERIOD ADJUSTMENTS

During 2000, the City reappraised its fixed assets which resulted in a restatement. It was determined that the General Fixed Assets Account Group was understated by \$31,755 at December 31, 1999. The General Fixed Assets Account Group balance at January 1, 2000 has been restated. The balance increased from \$9,685,428 to \$9,717,183.

The January 1, 2000 balance of the General Fund was restated due to an error in the recording of investment earnings in the prior year. The balance of the General Fund increased \$105,116, from the previously reported amount of \$11,832,501 to \$11,937,617.

In addition, certain adjustments were made to the beginning balance of the General Long-Term Obligations Account Group due to an accounting error in the reporting of compensated absences payable. The balance decreased \$400,097, from the previously reported amount of \$1,844,633, to the restated amount of \$1,444,536.

NOTE 3 - COMPLIANCE AND ACCOUNTABILITY

Compliance - The City did not certify the availability of funds for certain commitments. Also, the City paid more than the original contract bid without change orders approved by City Council.

Fund Deficits - The fund deficits at December 31, 2000 of \$45,308 in the Police Pension Fund and \$98,888 in the Fire Pension Fund (special revenue funds) arise from the recognition of expenditures on the modified accrual basis which are greater than expenditures recognized on the budgetary basis. A deficit does not exist under the budgetary basis of accounting. Operating transfers are provided when cash is required, not when accruals occur.

NOTE 4 - CASH, CASH EQUIVALENTS AND INVESTMENTS

Cash resources of a majority of individual funds are combined to form a pool of cash and investments. Each fund type's portion of this pool is displayed on the combined balance sheet as "Cash and Cash Equivalents."

Ohio law requires the classification of funds held by the City into three categories:

Category 1 consists of "active" funds - those funds required to be kept in "cash" or "cash equivalent" status for immediate use by the City. Such funds must maintain either as cash in the City Treasury or in depository accounts payable or withdrawable on demand, including negotiable order of withdrawal (NOW) accounts.

Category 2 consists of "inactive" funds - those funds not required for use within the current five-year period of designation of depositories. Inactive funds may be deposited or invested only as certificates of deposit maturing no later than the end of the current period of designation of depositories.

Category 3 consists of "interim" funds - those funds not needed for immediate use but needed before the end of the current period of designation of depositories. Ohio law permits interim funds may be invested or deposited in the following securities:

- United States treasury notes, bills, bonds, or any other obligation or security issued by the United States treasury or any other obligation guaranteed as to principal or interest by the United States;
- Bonds, notes, debentures, or any other obligations or securities issued by any federal government agency or instrumentality, including but not limited to, the Federal National Mortgage Association, Federal Home Loan Bank, Federal Farm Credit Bank, Federal Home Loan Mortgage Corporation, Government National Mortgage Association, and Student Loan Marketing Association. All federal agency securities shall be direct issuances of federal government agencies or instrumentalities;
- Written repurchase agreements in the securities listed above provided that the market value of the securities subject to the repurchase agreement must exceed the principal value of the agreement by at least two percent and be marked to market daily, and that the term of the agreement must not exceed thirty days;
- Interim deposits in eligible institutions applying for interim funds;
- Bonds and other obligations of the State of Ohio;
- No-load money market mutual funds consisting exclusively of obligations described in the first two bullets of this section and repurchase agreements secured by such obligations, provided that investments in securities described in this division are made only through eligible institutions, and
- The State Treasury Asset Reserve of Ohio (STAR Ohio).

NOTE 4 - CASH, CASH EQUIVALENTS AND INVESTMENTS (Continued)

Investments in stripped principal or interest obligations, reverse repurchase agreements and derivatives are prohibited. The issuance of taxable notes for the purpose of arbitrage, the use of leverage and short selling are also prohibited. An investment must mature within five years from the date of purchase unless matched to a specific obligation or debt of the City, and must be purchased with the expectation that it will be held to maturity. Investments may only be made through specified dealers and institutions. Payment for investments may be made only upon delivery of the securities representing the investments to the City or, if the securities are not represented by a certificate, upon receipt of confirmation of transfer from the custodian.

Ohio Law requires that deposits be placed in eligible banks or savings and loan associations located in Ohio. Any public depository in which the City places deposits must pledge as collateral eligible securities of aggregate market value equal to the excess of deposits not insured by the Federal Deposit Insurance Corporation (FDIC). The securities pledged as collateral are pledged to a pool for each individual financial institution in amounts equal to at least 105% of the carrying value of all public deposits held by each institution. Obligations that may be pledged as collateral are limited to obligations of the United States and its agencies and obligations of any state, county, municipal corporation or other legally constituted authority of any other state or any instrumentality of such county, municipal corporation or other authority. Based upon criteria described in GASB Statement No. 3 "*Deposits With Financial Institutions, Investments (including Repurchase Agreements) and Reverse Repurchase Agreements*," collateral held in single financial collateral pools with securities being held by the pledging financial institutions' agent in the pool's name are classified as Category 3.

The GASB has established risk categories for deposits and investments as follows:

Deposits:

- Category 1 Insured or collateralized with securities held by the City or by its agent in the City's name.
- Category 2 Collateralized with securities held by the pledging financial institution's trust department or agent in the City's name.
- Category 3 Uncollateralized with securities held by the pledging financial institution's trust department or agent but not in the City's name.

Investments:

- Category 1 Insured or registered, with securities held by the City or its agent in the City's name.
- Category 2 Uninsured and unregistered, with securities held by the counterparty's trust department or agent in the City's name.
- Category 3 Uninsured and unregistered, with securities held by the counterparty or by its trust department or agent but not in the City's name.

NOTE 4 - CASH, CASH EQUIVALENTS AND INVESTMENTS (Continued)

A. Deposits

At year-end the carrying amount of the City's deposits was a deficit of \$387,949 and the bank balance was \$309,858. Federal depository insurance covered \$100,000 of the bank balance. All remaining deposits were classified as Category 3.

B. Investments

The City's investments at December 31, 2000 are summarized below:

<u>Categorized Investments</u>	<u>Category 2</u>	<u>Category 3</u>	<u>Fair Value</u>
United States Treasury Bonds	\$11,007,352	N/A	\$10,970,467
Repurchase Agreement	N/A	683,323	683,323
Total Investments	<u>\$11,007,352</u>	<u>\$683,323</u>	<u>\$11,653,790</u>

Periodically during the year, the City has invested in overnight repurchase agreements which were collateralized with federal agency mortgage-backed securities. On December 31, 2000, the City had \$683,323 of such securities classified as cash and cash equivalents.

C. Reconciliation of Cash, Cash Equivalents and Investments

The classification of cash, cash equivalents and investments on the combined financial statements is based on criteria set forth in GASB Statement No. 9. Investments with an original maturity of three months or less are treated as cash and cash equivalents. The classification of cash and cash equivalents (deposits) for purposes of this note is based on criteria set forth in GASB Statement No. 3.

A reconciliation between classifications of cash and investments on the combined financial statements and the classifications per items A and B of this note are as follows:

	<u>Cash and Cash Equivalents *</u>	<u>Investments **</u>
Per Combined Balance Sheet	\$197,548	\$11,068,293
Certificates of Deposit (with maturities of more than 3 months)	97,826	(97,826)
Repurchase Agreement	(683,323)	683,323
Per GASB Statement No. 3	<u>(\$387,949)</u>	<u>\$11,653,790</u>

* Includes Cash With Fiscal Agent

** Includes Investment With Fiscal Agent

NOTE 5 - TAXES

A. Property Taxes

Property taxes include amounts levied against all real estate and public utility property, and tangible personal property used in business and located in the City. Real property taxes (other than public utility) collected during 2000 were levied after October 1, 1999 on assessed values as of January 1, 1999, the lien date. Assessed values were established by the County Auditor at 35% of appraised market value. All property is required to be reappraised every six years and equalization adjustments made in the third year following reappraisal. The last revaluation was completed in 1997. Real property taxes are payable annually or semi-annually. The first payment is due January 20; the remainder payable by June 20.

Taxes collected from tangible personal property (other than public utility) in one calendar year are levied in the prior calendar year on assessed values during and at the close of the most recent fiscal year of the taxpayer that ended on or before March 31 of that calendar year, and at the tax rates determined in the preceding year. Tangible personal property used in business (except for public utilities) is currently assessed for ad valorem taxation purposes at 25% of its true value. Amounts paid by multi-county taxpayers are due September 20 of the year assessed. Single county taxpayers may pay annually or semi-annually: the first payment is due April 30; the remainder payable by September 20.

Public utility real and tangible personal property taxes collected in one calendar year are levied in the preceding calendar year on assessed values determined as of December 31 of the second year preceding the tax collection year, the lien date. Certain public utility tangible personal property is currently assessed at 100% of its true value. Public utility property taxes are payable on the same dates as real property described previously.

The County Treasurer collects property taxes on behalf of all taxing districts in the County including the City of St. Bernard. The County Auditor periodically remits to the City its portion of the taxes collected.

The full tax rate for all City operations for the year ended December 31, 2000 was \$2.28 per \$1,000 of assessed value. The assessed value on which the 2000 levy was based was \$190,075,310. This amount constitutes \$70,938,270 in real property assessed value, \$5,368,600 in public utility assessed value and \$113,768,440 in tangible personal property assessed value.

Ohio law prohibits taxation of property from all taxing authorities in excess of 1% of assessed value without a vote of the people. Under current procedures, the City's share is .228% (2.28 mills) of assessed value.

B. Income Tax

The City levies a tax of 2.0% on all salaries, wages, commissions and other compensation and on net profits earned within the City as well as on incomes of residents earned outside the City. In the latter case, the City allows a credit of up to 2% of the tax paid to another municipality.

Employers within the City are required to withhold income tax on employee compensation and remit the tax to the City either monthly or quarterly, as required. Corporations and other individual taxpayers are required to pay their estimated tax quarterly and file a declaration annually.

NOTE 6 - RECEIVABLES

Receivables at December 31, 2000, consisted of taxes, interest, accounts receivable, Community Development Block Grant loans and intergovernmental receivables arising from shared revenues. All receivables other than those offset by deferred revenues are considered collectible in full.

NOTE 7 - OPERATING TRANSFERS

Following is a summary of operating transfers in and out for all funds for 2000:

Fund	Transfers In	Transfers Out
General Fund	\$0	\$1,169,140
Special Revenue Funds:		
Street Maintenance Fund	78,830	0
Swimming Pool Fund	113,615	0
DARE Program Fund	8,385	0
Total Special Revenue Funds	200,830	0
Capital Projects Fund:		
Master Plan Capital Improvement Fund	928,615	0
Expendable Trust Fund:		
C-9 Trust Fund	39,695	0
Totals	<u>\$1,169,140</u>	<u>\$1,169,140</u>

NOTE 8 - FIXED ASSETS

General Fixed Assets-Summary by category of changes in general fixed assets:

Category	Restated January 1, 2000	Additions	Deletions	December 31, 2000
Land	\$969,169	\$83,000	\$0	\$1,052,169
Buildings and Improvements	4,599,637	0	0	4,599,637
Land Improvements	385,858	0	0	385,858
Machinery and Equipment	3,748,227	565,442	(186,085)	4,127,584
Construction in Progress	14,292	0	0	14,292
Totals	<u>\$9,717,183</u>	<u>\$648,442</u>	<u>(\$186,085)</u>	<u>\$10,179,540</u>

NOTE 9 – DEFINED BENEFIT PENSION PLANS

All of the City's full-time employees participate in one of two separate retirement systems which are cost-sharing multiple employer defined benefit pension plans.

A. Public Employees Retirement System (the "PERS of Ohio")

The following information was provided by the PERS of Ohio to assist the City in complying with GASB Statement No. 27, *"Accounting for Pensions by State and Local Government Employers."*

All employees of the City, except full-time uniformed police officers and full-time firefighters, participate in the PERS of Ohio, a cost-sharing multiple employer defined benefit pension plan. The PERS of Ohio provides retirement and disability benefits, annual cost-of-living adjustments and death benefits to plan members and beneficiaries. Chapter 145 of the Ohio Revised Code provides statutory authority to establish and amend benefits. The Public Employees Retirement System of Ohio issues a stand-alone financial report that includes financial statements and required supplementary information for the PERS of Ohio. Interested parties may obtain a copy by making a written request to 277 East Town Street, Columbus, Ohio 43215-4642 or by calling (614) 466-2085 or 1-800-222-7377.

The Ohio Revised Code provides statutory authority for employee and employer contributions. The employee contribution rate is 8.5%. The Retirement Board instituted a temporary employer contribution rate rollback for calendar year 2000. The rate rollback was 20% for state and local government divisions. The 2000 employer contribution rate for local government employer units was 10.84%, of covered payroll, 6.54% to fund the pension and 4.3% to fund health care. The 1999 and 1998 employer contribution rates were 13.55%. The contribution requirements of plan members and the City are established and may be amended by the Public Employees Retirement Board. The City's contributions to the PERS of Ohio for the years ending December 31, 2000, 1999 and 1998 were \$253,292, \$313,458 and \$293,782, respectively, which were equal to the required contributions for each year.

The PERS of Ohio provides postemployment health care benefits to age and service retirants with ten or more years of qualifying Ohio service credit and to primary survivor recipients of such retirants. Health care coverage for disability recipients is also available. The health care coverage provided by the PERS of Ohio is considered an Other Postemployment Benefit (OPEB) as described in GASB Statement No. 12. A portion of each employer's contribution to the PERS of Ohio is set aside for the funding of post retirement health care. The Ohio Revised Code provides statutory authority requiring public employers to fund postemployment health care through their contributions to the PERS of Ohio. The portion of the 2000 employer contribution rate (identified above) that was used to fund health care for the year 2000 was 4.3% of covered payroll which amounted to \$100,447.

NOTE 9 – DEFINED BENEFIT PENSION PLANS (Continued)

A. Public Employees Retirement System (the “PERS of Ohio”) (Continued)

The significant actuarial assumptions and calculations relating to postemployment health care benefits were based on the PERS of Ohio’s latest actuarial review performed as of December 31, 1999. An entry age normal actuarial cost method of valuation is used in determining the present value of OPEB. The difference between assumed and actual experience (actuarial gains and losses) becomes part of unfunded actuarial accrued liability. All investments are carried at market value. For actuarial valuation purposes, a smoothed market approach is used. Under this approach assets are adjusted annually to reflect 25% of unrealized market appreciation or depreciation on investment assets. The investment assumption rate for 1999 was 7.75%. An annual increase of 4.75% compounded annually, is the base portion of the individual pay increase assumption. This assumes no change in the number of active employees. Additionally, annual pay increases, over and above the 4.75% base increase, were assumed to range from 0.54% to 5.1%. Health care costs were assumed to increase 4.75% annually.

Benefits are advanced-funded on an actuarially determined basis. The number of active contributing participants was 401,339. The actuarial value of the PERS of Ohio net assets available for OPEB at December 31, 1999 is \$10,805.5 million. The actuarially accrued liability and the unfunded actuarial accrued liability, based on the actuarial cost method used, were \$12,473.6 million and \$1,668.1 million, respectively.

B. Ohio Police and Fire Pension Fund (the “OP&F Fund”)

All City full-time police officers and full-time firefighters participate in the OP&F Fund, a cost-sharing multiple-employer defined benefit pension plan. The OP&F Fund provides retirement and disability benefits, annual cost of living adjustments and death benefits to plan members and beneficiaries. Contribution requirements and benefit provisions are established by the Ohio State Legislature and are codified in Chapter 742 of the Ohio Revised Code. The Ohio Police and Fire Pension Fund issues a stand-alone financial report that includes financial statements and required supplementary information for the OP&F Fund. Interested parties may obtain a copy by making a written request to 140 East Town Street, Columbus, Ohio 43215-5164 or by calling (614) 228-2975.

Plan members are required to contribute 10.0% of their annual covered salary, while employers are required to contribute 19.5% and 24.0% respectively for police officers and firefighters. The City's contributions to the OP&F Fund for the years ending December 31, 2000, 1999 and 1998 were \$175,145, \$142,352 and \$171,840 for police and \$395,831, \$318,244 and \$359,625 for firefighters, respectively, which were equal to the required contributions for each year.

The OP&F Fund provides postemployment health care coverage to any person who received or is eligible to receive a monthly benefit check or is a spouse or eligible dependent child of such person. An eligible dependent child is any child under the age of 18 whether or not the child is attending school, or under the age of 22 if attending school on a full-time or two-thirds basis. The Ohio Revised Code provides that health care costs paid from the funds of the OP&F Fund

NOTE 9 – DEFINED BENEFIT PENSION PLANS (Continued)

B. Ohio Police and Fire Pension Fund (the “OP&F Fund”) (Continued)

shall be included in the employer's contribution rate. The Ohio Revised Code also provides statutory authority allowing the Fund's Board of Trustees to provide postemployment health care coverage to all eligible individuals from the employer's contributions to the OP&F Fund.

The portion of the 2000 covered payroll that was used to fund postemployment health care benefits was \$65,118 representing 7.25% of covered payroll for police and \$119,574 representing 7.25% of covered payroll for fire. Health care funding and accounting was on a pay-as-you-go basis. In addition, since July 1, 1992 most retirees have been required to contribute a portion of the cost of their health care coverage through a deduction from their monthly benefit payment. As of December 31, 1999, the date of the last actuarial evaluation available, the number of participants eligible to receive health care benefits was 12,467 for police and 9,807 for firefighters. The OP&F Fund does not provide separate data on the funded status and funding progress of postemployment health care benefits. The Fund's total health care expenses for the year ended December 31, 1999 were \$95,004,633, which was net of member contributions of \$5,518,098.

NOTE 10 - COMPENSATED ABSENCES

All full-time City employees other than fire department employees earn vacation at varying rates based upon length of service. An employee's vacation must be used during the period in which it is earned unless the Department Supervisor allows the balance to be carried over to the following year. Upon separation from the City, the employee (or their estate) is paid for his accumulated unused vacation leave balance.

All full-time City employees other than fire department employees earn sick leave at the rate of 1.25 days per calendar month of active service. Upon retirement from the City's service, an employee hired prior to December 21, 1985 receives one hour of monetary compensation for each one hour of unused sick leave up to a maximum of 1,800 hours. An employee hired after December 21, 1985 receives one hour of monetary compensation for each hour of unused sick leave up to a maximum of 1,000 hours. The monetary compensation is calculated at the hourly rate of compensation of the employee at the time of retirement.

Fire department employees earn sick leave at the rate of 16 hours per calendar month of active service. Upon retirement from City service, fire department employees receive one hour of compensation for each one hour of unused sick leave up to a maximum of 105 hours. The monetary compensation is calculated at the hourly rate of compensation of the employee at the time of retirement.

As of December 31, 2000, the long-term portion of the compensated absences liability for the City has increased \$154,950 from a restated balance of \$1,444,536 to \$1,599,486. This amount was considered long-term since no payments were anticipated requiring the use of current available financial resources. The liability has been reported to the General Long-Term Obligation Account Group. Compensated absences will be paid from the fund from which the person is paid.

NOTE 11 - LONG-TERM OBLIGATIONS

Activity in the General Long-Term Obligations Account Group in 2000 was as follows:

	Restated Balance December 31, 1999	Issued (Retired)	Balance December 31, 2000
General Long-Term Obligations:			
Accrued Pension Liability	\$923,263	(\$11,522)	\$911,741
Capital Leases	18,278	13,051	
		(15,536)	15,793
Compensated Absences	1,444,536	154,950	1,599,486
Total General Long-Term Obligations	<u>\$2,386,077</u>	<u>\$140,943</u>	<u>\$2,527,020</u>

The City's liability for past service costs relating to the Police and Firemen's Disability and Pension Fund at December 31, 2000 was \$1,744,342 in principal and interest payments through the year 2035. Only the principal amount due of \$911,741 is included in the General Long-Term Obligations Account Group.

The City's future long-term obligation funding requirements for the accrued pension liability, including principal and interest payments as of December 31, 2000 follows:

Years	Police/Fire Accrued Pension Liability		Capital Leases	
	Principal	Interest	Principal	Interest
2001	\$12,018	\$38,623	\$13,846	\$236
2002	12,533	38,107	1,947	12
2003	13,072	37,569	0	0
2004	13,633	37,007	0	0
2005	14,219	36,421	0	0
2006-2010	80,794	172,403	0	0
2011-2015	99,701	153,497	0	0
2016-2035	665,771	318,974	0	0
Totals	<u>\$911,741</u>	<u>\$832,601</u>	<u>\$15,793</u>	<u>\$248</u>

NOTE 12 - CAPITAL LEASES

The City is obligated under three leases for police vehicles accounted for as capital leases. The cost of the vehicles is accounted for in the General Fixed Assets Account Group and in the General Long-Term Obligations Account Group. The original cost of the vehicles under capital leases totals \$43,334.

The following is a schedule of the future minimum lease payments under capital leases, together with the net present value of the minimum lease payments as of December 31, 2000.

<u>Year Ending December 31,</u>	<u>General Long-Term Obligations Account Group</u>
2001	\$14,082
2002	1,959
Minimum Lease Payments	16,041
Less amount representing interest at the City's incremental borrowing rate of interest	(248)
Present value of minimum lease payments	<u>\$15,793</u>

NOTE 13 - RISK MANAGEMENT

The City is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees and natural disasters. The City is a participant in the Ohio Municipal League Joint Self-Insurance Pool (the "Pool"). The Pool was established in 1987 and is administered under contract by the Ohio Municipal League to provide a program of property and casualty insurance for its member organizations throughout the State of Ohio.

The Pool's general objectives are to formulate, develop and administer a program of insurance, to obtain lower costs for that coverage, and to develop a comprehensive loss control program on behalf of the member political subdivisions. Political subdivisions joining the Pool may withdraw at the end of any coverage period upon 60 days prior written notice to the Pool. Under agreement, members who terminate participation in the Pool as well as current members are subject to a supplemental assessment or a refund at the discretion of the Board of Trustees, depending on the ultimate loss experience of all the entities it insures for each coverage year. To date, there have been no assessments or refunds due to the limited period of time that the Pool has been in existence and the nature of the coverage that is afforded to the participants.

Each participant makes an annual "contribution" to the Pool for the coverage they are provided, based on rates established by the Pool, using anticipated and actual results of operation for the various coverages provided. Participants are also charged for a "surplus contribution" that is used to fund the activities of the pool. During 2000, the City made contributions of \$108,102 to the pool. There was no required surplus contribution in 2000.

NOTE 13 - RISK MANAGEMENT (Continued)

The City obtained insurance coverage from the pool for losses related to property, general liability, automobile and inland marine in 2000 and 1999. The City carried commercial insurance coverage for all other risks, including public official personal liability insurance in 2000 and 1999. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three years.

In the ordinary course of business, the Pool cedes a portion of its exposure to other insurers. These arrangements limit the Pool's maximum net loss on individual risks.

Treaty basis casualty excess of loss contracts in force at December 31, 2000, currently protect the Pool against individual losses over \$150,000. For the preceding two-year period, the Pool was generally reinsured for casualty losses as follows:

<u>Policy Period</u>	<u>Stop Loss Amount</u>
From November 1, 1998 to October 31, 1999	\$150,000
From November 1, 1999 to October 31, 2000	\$150,000

Additionally, treaty basis property coverage protects the Pool against losses subject to a deductible of the lesser of \$50,000 per location or \$100,000 per occurrence. Since November 1, 1990, the Pool has been limited to an annual aggregate loss of \$300,000 under this treaty.

The Pool is, and the participants are, contingently liable should any reinsurer become unable to meet its obligations under the reinsurance agreements.

Boiler and machinery hold a \$1,000 deductible. Vehicle deductibles are \$500 while property deductibles are \$1,000 and general liability deductibles are \$1,000. The City carries a \$1,000 deductible for police and a \$1,000 deductible for professional liability insurance.

Workers' Compensation claims are covered through the City's participation in the State of Ohio's program. The City pays the State Workers' Compensation System a premium based upon a rate per \$100 of payroll. The rate is determined based on accident history and administrative costs.

NOTE 14 - EMPLOYEE MEDICAL BENEFITS

The City has a group health insurance program for employees and their eligible dependents. Premiums are paid into the General Fund by all funds having compensated employees based on an analysis of historical claims experience, the desired fund balances and the number of active participating employees. The monies paid into the General Fund are available to pay claims and administrative costs. The plan is administered by a third party administrator, Custom Design Benefits, which monitors all claim payments. Excess loss coverage, carried through Continental Assurance Company, becomes effective after \$20,000 per year per specific claim. There is an annual maximum coverage per person of \$2,000,000.

NOTE 14 - EMPLOYEE MEDICAL BENEFITS (Continued)

The claims liability of \$39,013 reported in the fund at December 31, 2000 is based on the requirements of GASB Statement No. 10, which requires that a liability for claims be reported if information prior to the issuance of the financial statements indicates that it is probable that a liability has been incurred at the date of the financial statements and the amount of the loss can be reasonably estimated. Changes in the fund's claims liability amount in 2000 were:

<u>Fiscal Year</u>	<u>Beginning of Fiscal Year Liability</u>	<u>Current Year Claims Changes in Estimates</u>	<u>Claims Payments</u>	<u>Balance at Fiscal Year End</u>
1999	\$93,405	\$643,970	(\$658,195)	\$79,180
2000	79,180	741,348	(781,515)	39,013

NOTE 15 - CONTINGENCIES

The City is a party to various legal proceedings which seek damages or injunctive relief generally incidental to its operations and pending projects. The City's management is of the opinion that the ultimate disposition of various claims and legal proceedings will not have a material effect on the financial condition of the City.

THE CITY OF ST. BERNARD, OHIO
COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES
AGENCY FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2000

	Balance January 1, 2000	Additions	Deductions	Balance December 31, 2000
<u>Mayor's Court</u>				
Assets:				
Cash and Cash Equivalents	\$3,660	\$31,374	(\$32,939)	\$2,095
Total Assets	<u>\$3,660</u>	<u>\$31,374</u>	<u>(\$32,939)</u>	<u>\$2,095</u>
Liabilities:				
Due to Others	\$3,660	\$31,374	(\$32,939)	\$2,095
Total Liabilities	<u>\$3,660</u>	<u>\$31,374</u>	<u>(\$32,939)</u>	<u>\$2,095</u>
<u>Hall Rental Fund</u>				
Assets:				
Cash and Cash Equivalents	\$22,158	\$48,539	(\$52,815)	\$17,882
Total Assets	<u>\$22,158</u>	<u>\$48,539</u>	<u>(\$52,815)</u>	<u>\$17,882</u>
Liabilities:				
Due to Others	\$22,158	\$48,539	(\$52,815)	\$17,882
Total Liabilities	<u>\$22,158</u>	<u>\$48,539</u>	<u>(\$52,815)</u>	<u>\$17,882</u>
<u>Building Permit Fee Fund</u>				
Assets:				
Cash and Cash Equivalents	\$1,124	\$9,421	(\$10,545)	\$0
Total Assets	<u>\$1,124</u>	<u>\$9,421</u>	<u>(\$10,545)</u>	<u>\$0</u>
Liabilities:				
Intergovernmental Payables	\$1,124	\$9,421	(\$10,545)	\$0
Total Liabilities	<u>\$1,124</u>	<u>\$9,421</u>	<u>(\$10,545)</u>	<u>\$0</u>
<u>Totals - All Agency Funds</u>				
Assets:				
Cash and Cash Equivalents	\$26,942	\$89,334	(\$96,299)	\$19,977
Total Assets	<u>\$26,942</u>	<u>\$89,334</u>	<u>(\$96,299)</u>	<u>\$19,977</u>
Liabilities:				
Intergovernmental Payables	\$1,124	\$9,421	(\$10,545)	\$0
Due to Others	25,818	79,913	(85,754)	19,977
Total Liabilities	<u>\$26,942</u>	<u>\$89,334</u>	<u>(\$96,299)</u>	<u>\$19,977</u>

THE CITY OF ST. BERNARD, OHIO
SCHEDULE OF GENERAL FIXED ASSETS
BY CATEGORY
DECEMBER 31, 2000

<u>Function and Activity</u>	<u>Land</u>	<u>Buildings</u>	<u>Improvements Other Than Buildings</u>	<u>Machinery and Equipment</u>	<u>Construction in Progress</u>	<u>Total</u>
<u>General Government:</u>						
Mayor	\$0	\$0	\$0	\$8,082	\$0	\$8,082
Auditor	0	0	0	12,837	0	12,837
Tax Commissioner	0	0	0	21,456	0	21,456
Treasurer	0	0	0	3,225	0	3,225
City Council	0	0	0	52,713	0	52,713
City Solicitor	0	0	0	30,900	0	30,900
Civil Service	0	0	0	2,430	0	2,430
Service Director	0	0	0	28,970	0	28,970
General Administration	0	0	0	99,166	0	99,166
Land and Buildings	1,052,169	1,226,232	292,298	32,402	0	2,603,101
Total	<u>1,052,169</u>	<u>1,226,232</u>	<u>292,298</u>	<u>292,181</u>	<u>0</u>	<u>2,862,880</u>
<u>Security of Persons and Property:</u>						
Police	0	1,118,599	19,700	353,068	14,292	1,505,659
Fire	0	481,177	1,456	1,647,494	0	2,130,127
Total	<u>0</u>	<u>1,599,776</u>	<u>21,156</u>	<u>2,000,562</u>	<u>14,292</u>	<u>3,635,786</u>
<u>Transportation:</u>						
Streets	0	1,352,993	0	1,100,785	0	2,453,778
<u>Public Health and Welfare Services:</u>						
Health	0	0	0	14,673	0	14,673
<u>Leisure Time Activities:</u>						
Recreation	0	0	0	175,763	0	175,763
Parks	0	420,636	72,404	514,540	0	1,007,580
Total	<u>0</u>	<u>420,636</u>	<u>72,404</u>	<u>690,303</u>	<u>0</u>	<u>1,183,343</u>
<u>Community Environment:</u>						
Community Development	0	0	0	29,080	0	29,080
Total General Fixed Assets	<u>\$1,052,169</u>	<u>\$4,599,637</u>	<u>\$385,858</u>	<u>\$4,127,584</u>	<u>\$14,292</u>	<u>\$10,179,540</u>

THE CITY OF ST. BERNARD, OHIO
SCHEDULE OF CHANGES IN GENERAL FIXED ASSETS
BY FUNCTION AND ACTIVITY
FOR THE YEAR ENDED DECEMBER 31, 2000

<u>Function and Activity</u>	Restated January 1, 2000	Additions	Deletions	December 31, 2000
<u>General Government:</u>				
Mayor	\$8,082	\$0	\$0	\$8,082
Auditor	12,837	0	0	12,837
Tax Commissioner	21,456	0	0	21,456
Treasurer	3,225	0	0	3,225
City Council	52,713	0	0	52,713
City Solicitor	30,900	0	0	30,900
Civil Service	1,431	999	0	2,430
Service Director	21,372	7,598	0	28,970
General Administration	102,236	3,100	(6,170)	99,166
Land and Buildings	2,520,101	83,000	0	2,603,101
Total	<u>2,774,353</u>	<u>94,697</u>	<u>(6,170)</u>	<u>2,862,880</u>
<u>Security of Persons and Property:</u>				
Police	1,497,410	48,820	(40,571)	1,505,659
Fire	1,971,638	175,118	(16,629)	2,130,127
Total	<u>3,469,048</u>	<u>223,938</u>	<u>(57,200)</u>	<u>3,635,786</u>
<u>Transportation:</u>				
Streets	2,372,926	203,567	(122,715)	2,453,778
<u>Public Health and Welfare Services:</u>				
Health	14,673	0	0	14,673
<u>Leisure Time Activities:</u>				
Recreation	155,091	20,672	0	175,763
Parks	902,012	105,568	0	1,007,580
Total	<u>1,057,103</u>	<u>126,240</u>	<u>0</u>	<u>1,183,343</u>
<u>Community Environment:</u>				
Community Development	29,080	0	0	29,080
Total General Fixed Assets	<u>\$9,717,183</u>	<u>\$648,442</u>	<u>(\$186,085)</u>	<u>\$10,179,540</u>

This page intentionally left blank.



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

250 West Court Street
Suite 150 E
Cincinnati, Ohio 45202
Telephone 513-361-8550
800-368-7419
Facsimile 513-361-8577
www.auditor.state.oh.us

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

City of St. Bernard
Hamilton County
110 Washington Avenue
St. Bernard, Ohio 45217

To The City Council:

We have audited the financial statements of the City of St. Bernard, Hamilton County, Ohio (the City), as of and for the year ended December 31, 2000, and have issued our report thereon dated September 6, 2001. 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 City'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 instances of noncompliance that are required to be reported under *Government Auditing Standards* which are described in the accompanying schedule of findings as items 2000-20431-001 and 2000-20431-002. We also noted certain immaterial instances of noncompliance that we have reported to management in a separate letter dated September 6, 2001.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the City's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted other matters involving the internal control over financial reporting that do not require inclusion in this report, that we have reported to management in a separate letter dated September 6, 2001.

This report is intended for the information and use of City Council and management, and is not intended to be and should not be used by anyone other than these specified parties.

Jim Petro
Auditor of State

September 6, 2001

**CITY OF ST. BERNARD
HAMILTON COUNTY**

**SCHEDULE OF FINDINGS
DECEMBER 31, 2000**

**FINDINGS RELATED TO THE FINANCIAL STATEMENTS
REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS**

FINDING NUMBER 2000-20431-001

Noncompliance Citation

Ohio Rev. Code, Section 5705.41 (D), states that no subdivision or taxing unit shall make any contract or give any order involving the expenditure of money unless there is attached thereto a certificate of the fiscal officer of the subdivision that the amount required to meet the obligation has been lawfully appropriated for such purposes and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances. This certificate need be signed only by the subdivision's fiscal officer. Every contract made without such a certificate shall be void, and no warrant shall be issued in payment of any amount due thereon.

This Section also provides two exceptions to the above requirements:

- a. Then and now certificates - If no certificate is furnished as required, upon receipt of the fiscal officer's certificate that a sufficient sum was, both at the time of the contract or order at the time of the certificate, appropriated and free of any previous encumbrances, the City Council may authorize the issuance of a warrant in payment of amount due upon such contract or order by resolution within 30 days from the receipt of such certificate.
- b. If the amount is less than \$1,000, the fiscal officer may authorize payment through a Then and Now Certificate without affirmation of the City Council, if such expenditures are otherwise valid.

The City ordered and received goods and/or services without first obtaining the certificate of the Auditor and did not meet the requirements for exceptions to the certificate requirements. Of the transactions reviewed, 20% had instances where the invoice was dated prior to the purchase order. The department supervisor(s) or other authorized personnel should complete and submit a purchase order to the Auditor for review, approval, and certification that funds are available to purchase the goods and/or service and that the purchase is valid and for a proper public purpose prior to ordering or purchasing goods and/or services.

FINDING NUMBER 2000-20431-002

Noncompliance Citation

Ohio Rev. Code, Section 735.07, states when in the opinion of the director of public service, it becomes necessary, in the prosecution of any work or improvement under contract, to make alterations or modifications, in the contract, such alterations or modifications can only be made upon the orders of the director. This change order is of no effect until the price to be paid for the work, material, or both has been agreed upon in writing and signed by the director on behalf of the City and the contractor, and approved by the board of control. Four contracts had construction project costs that exceeded the amount of the original contract and no change orders were recorded and/or executed. We recommend that all changes to contracts be executed by a signed change order as required by the Ohio Rev. Code.



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

88 East Broad Street
P.O. Box 1140
Columbus, Ohio 43216-1140
Telephone 614-466-4514
800-282-0370
Facsimile 614-466-4490

CITY OF ST. BERNARD

HAMILTON 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
OCTOBER 9, 2001**