



**VILLAGE OF CHRISTIANBURG
CHAMPAIGN COUNTY**

REGULAR AUDIT

FOR THE YEARS ENDED DECEMBER 31, 2000-1999



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

VILLAGE OF CHRISTIANBURG
CHAMPAIGN COUNTY

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REPORT OF INDEPENDENT ACCOUNTANTS

Village of Christiansburg
Champaign County
PO Box 115
Christiansburg, Ohio 45389

To the Village Council:

We have audited the accompanying financial statements of the Village of Christiansburg, Champaign County (the Village), as of and for the years ended December 31, 2000, and 1999. These financial statements are the responsibility of the Village's management. Our responsibility is to express an opinion on these financial statements based on our audit.

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

As discussed in Note 1, the Village prepares its financial statements on the basis of accounting prescribed or permitted by the Auditor of State, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of the Village of Christiansburg, Champaign County, as of December 31, 2000, and 1999, and its combined cash receipts and disbursements for the years then ended on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated August 20, 2001, on our consideration of the Village's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

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

Jim Petro
Auditor of State

August 20, 2001

**VILLAGE OF CHRISTIANSBURG
CHAMPAIGN COUNTY**

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

	<u>Governmental Fund Types</u>		Totals
	<u>General</u>	<u>Special Revenue</u>	<u>(Memorandum Only)</u>
Cash Receipts:			
Property Tax and Other Local Taxes	\$13,868	\$24,979	\$38,847
Intergovernmental Receipts	29,689	21,455	51,144
Charges for Services		2,591	2,591
Fines, Licenses, and Permits	309		309
Earnings on Investments	11,901	1,956	13,857
Miscellaneous	179	2,835	3,014
	<u>55,946</u>	<u>53,816</u>	<u>109,762</u>
Total Cash Receipts			
Cash Disbursements:			
Current:			
Security of Persons and Property	8,802	6,730	15,532
Public Health Services		3,800	3,800
Leisure Time Activities	229	6,698	6,927
Transportation	3,361	44,189	47,550
General Government	20,616	547	21,163
	<u>33,008</u>	<u>61,964</u>	<u>94,972</u>
Total Disbursements			
Total Receipts Over/(Under) Disbursements	<u>22,938</u>	<u>(8,148)</u>	<u>14,790</u>
Other Financing Receipts/(Disbursements):			
Transfers-In		1,250	1,250
Transfers-Out	(7,760)		(7,760)
	<u>(7,760)</u>	<u>1,250</u>	<u>(6,510)</u>
Total Other Financing Receipts/(Disbursements)			
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	15,178	(6,898)	8,280
Fund Cash Balances January 1	<u>155,309</u>	<u>103,475</u>	<u>258,784</u>
Fund Cash Balances, December 31	<u><u>\$170,487</u></u>	<u><u>\$96,577</u></u>	<u><u>\$267,064</u></u>

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

VILLAGE OF CHRISTIANSBURG
CHAMPAIGN COUNTY

STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS,
AND CHANGES IN FUND CASH BALANCE
PROPRIETARY FUND
FOR THE YEAR ENDED DECEMBER 31, 2000

	<u>Enterprise</u>
Operating Cash Receipts:	
Charges for Services	\$32,620
Operating Cash Disbursements:	
Personal Services	9,011
Fringe Benefits	1,159
Contractual Services	5,549
Supplies and Materials	3,836
Capital Outlay	<u>6,039</u>
Total Operating Cash Disbursements	<u>25,594</u>
Operating Income	7,026
Transfers-In	<u>6,510</u>
Net Receipts Over Disbursements	13,536
Fund Cash Balance, January 1	<u>153,324</u>
Fund Cash Balance, December 31	<u><u>\$166,860</u></u>

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

**VILLAGE OF CHRISTIANSBURG
CHAMPAIGN COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS,
AND CHANGES IN FUND CASH BALANCES
ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 1999**

	<u>Governmental Fund Types</u>		Totals (Memorandum Only)
	<u>General</u>	<u>Special Revenue</u>	
Cash Receipts:			
Property Tax and Other Local Taxes	\$13,902	\$14,900	\$28,802
Intergovernmental Receipts	28,241	21,600	49,841
Charges for Services		2,273	2,273
Fines, Licenses, and Permits	316		316
Earnings on Investments	11,302	2,045	13,347
Miscellaneous	399	4,602	5,001
	<hr/>	<hr/>	<hr/>
Total Cash Receipts	54,160	45,420	99,580
Cash Disbursements:			
Current:			
Security of Persons and Property	7,277	7,515	14,792
Public Health Services		4,426	4,426
Leisure Time Activities		9,078	9,078
Community Environment	182		182
Basic Utility Services	96		96
Transportation	750	23,103	23,853
General Government	22,002	434	22,436
	<hr/>	<hr/>	<hr/>
Total Disbursements	30,307	44,556	74,863
Total Receipts Over Disbursements	<hr/>	<hr/>	<hr/>
	23,853	864	24,717
Other Financing Receipts/(Disbursements):			
Transfers-In		1,250	1,250
Transfers-Out	(5,601)		(5,601)
	<hr/>	<hr/>	<hr/>
Total Other Financing Receipts/(Disbursements)	(5,601)	1,250	(4,351)
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements	18,252	2,114	20,366
Fund Cash Balances January 1	<hr/>	<hr/>	<hr/>
	137,057	101,361	238,418
Fund Cash Balances, December 31	<hr/> <u>\$155,309</u>	<hr/> <u>\$103,475</u>	<hr/> <u>\$258,784</u>

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

VILLAGE OF CHRISTIANSBURG
CHAMPAIGN COUNTY

STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS,
AND CHANGES IN FUND CASH BALANCE
PROPRIETARY FUND
FOR THE YEAR ENDED DECEMBER 31, 1999

	<u>Enterprise</u>
Operating Cash Receipts:	
Charges for Services	\$33,141
Operating Cash Disbursements:	
Personal Services	10,155
Fringe Benefits	50
Contractual Services	4,659
Supplies and Materials	4,726
Capital Outlay	<u>5,110</u>
Total Operating Cash Disbursements	<u>24,700</u>
Operating Income	8,441
Transfers-In	<u>4,351</u>
Net Receipts Over Disbursements	12,792
Fund Cash Balance, January 1	<u>140,532</u>
Fund Cash Balance, December 31	<u><u>\$153,324</u></u>

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

**VILLAGE OF CHRISTIANBURG
CHAMPAIGN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The Village of Christiansburg, Champaign County, (the Village) is a body corporate and politic established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The Village is directed by a publicly-elected six-member Council. The Village provides general governmental services, including water and park operations (leisure time activities). The Village contracts with the Champaign County Sheriff's department to provide security of persons and property.

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

B. Basis of Accounting

These financial statements follow the basis of accounting prescribed or permitted by the Auditor of State, which is similar to the cash receipts and disbursements basis of accounting. Receipts are recognized when received in cash rather than when earned, and disbursements are recognized when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

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

C. Cash and Investments

Certificates of deposit are valued at cost. The investment in STAR Ohio (the State Treasurer's investment pool) is valued at amounts reported by the State Treasurer.

Investments are reported as assets. Accordingly, purchases of investments are not recorded as disbursements, and sales of investments are not recorded as receipts. Gains or losses at the time of sale are recorded as receipts or disbursements, respectively.

D. Fund Accounting

The Village uses fund accounting to segregate cash and investments that are restricted as to use. The Village classifies its funds into the following types:

1. General Fund

The General Fund is the general operating fund. It is used to account for all financial resources except those required to be accounted for in another fund.

2. Special Revenue Fund

These funds are used to account for proceeds from specific sources (other than from trusts or for capital projects) that are restricted to expenditure for specific purposes. The Village had the following significant Special Revenue Funds:

**VILLAGE OF CHRISTIANBURG
CHAMPAIGN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

Permissive Motor Vehicle Fund - This fund receives gasoline tax for maintaining and repairing State Routes that pass through the Village.

3. Enterprise Fund

This fund accounts for operations that are similar to private business enterprises where management intends that the significant costs of providing certain goods or services will be recovered through user charges. The Village had the following significant Enterprise Fund:

Water Fund - This fund receives charges for services from residents to cover the cost of providing this utility.

E. Budgetary Process

The Ohio Revised Code requires that each fund be budgeted annually.

1. Appropriations

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the object level of control, and appropriations may not exceed estimated resources. The Council must annually approve appropriation measures and subsequent amendments. The County Budget Commission must also approve the annual appropriation measure. Appropriations lapse at year end. The Village did not submit the annual appropriations to the Budget Commission by the deadline.

2. Estimated Resources

Estimated resources include estimates of cash to be received (budgeted receipts) plus cash as of January 1. The County Budget Commission must also approve estimated resources. The Village did not submit the Certificate of Estimated Resources to the Budget Commission by the deadline.

3. Encumbrances

The Ohio Revised Code requires the Village to reserve (encumber) appropriations when commitments are made. Encumbrances outstanding at year end are carried over, and need not be reappropriated. The Village did not encumber all commitments required by Ohio law.

A summary of 2000 and 1999 budgetary activity appears in Note 3.

**VILLAGE OF CHRISTIANSBURG
CHAMPAIGN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

F. Property, Plant and Equipment

Acquisitions of property, plant and equipment are recorded as disbursements when paid. These items are not reflected as assets on the accompanying financial statements.

2. EQUITY IN POOLED CASH AND INVESTMENTS

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

	<u>2000</u>	<u>1999</u>
Demand deposits	\$ 342,150	\$ 323,639
Certificates of deposit	<u>36,900</u>	<u>36,900</u>
Total deposits	<u>379,050</u>	<u>360,539</u>
Investment in STAR Ohio	<u>54,874</u>	<u>51,569</u>
Total deposits and investments	<u><u>\$ 433,924</u></u>	<u><u>\$ 412,108</u></u>

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

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

3. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 2000, and 1999, follows:

2000 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 53,471	\$ 55,946	\$ 2,475
Special Revenue	58,280	55,066	(3,214)
Enterprise	<u>36,000</u>	<u>39,130</u>	<u>3,130</u>
Total	<u><u>\$ 147,751</u></u>	<u><u>\$ 150,142</u></u>	<u><u>\$ 2,391</u></u>

**VILLAGE OF CHRISTIANSBURG
CHAMPAIGN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999
(Continued)**

3. BUDGETARY ACTIVITY (Continued)

2000 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 84,235	\$ 40,768	\$ 43,467
Special Revenue	94,325	61,964	32,361
Enterprise	68,650	25,594	43,056
Total	\$ 247,210	\$ 128,326	\$ 118,884

1999 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 46,000	\$ 54,160	\$ 8,160
Special Revenue	48,440	46,670	(1,770)
Enterprise	35,000	37,492	2,492
Total	\$ 129,440	\$ 138,322	\$ 8,882

1999 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 70,835	\$ 35,908	\$ 34,927
Special Revenue	88,755	44,556	44,199
Enterprise	68,650	24,700	43,950
Total	\$ 228,240	\$ 105,164	\$ 123,076

4. PROPERTY TAX

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

Tangible personal property tax is assessed by the property owners, who must file a list of such property to the County by each April 30.

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

**VILLAGE OF CHRISTIANSBURG
CHAMPAIGN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999
(Continued)**

5. RETIREMENT SYSTEMS

All employees belong to the Public Employees Retirement System (PERS) of Ohio. This plan provides retirement benefits, including postretirement healthcare, and survivor and disability benefits to participants as prescribed by the Ohio Revised Code.

Contribution rates are also prescribed by the Ohio Revised Code. For 2000 and 1999, members of PERS contributed 8.5% of their gross salaries. The Village contributed an amount equal to 13.55% of participants' gross salaries for January 1999 through June 2000 and an amount equal to 8.13% of participants' gross salaries for July through December 2000. The Village has paid all contributions required through December 31, 2000.

6. RISK MANAGEMENT

The Village has obtained commercial insurance for the following risks:

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

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

Village of Christiansburg
Champaign County
PO Box 115
Christiansburg, Ohio

To the Village Council:

We have audited the accompanying financial statements of the Village of Christiansburg, Champaign County (the Village), as of and for the years ended December 31, 2000, and 1999, and have issued our report thereon dated August 20, 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 Village's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, and contracts, 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 2000-30311-001 through 2000-30311-004. We also noted an immaterial instance of noncompliance that we have reported to management of the Village in a separate letter dated August 20, 2001.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Village's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. However, we noted certain matters involving the internal control over financial reporting and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the Village's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. Reportable conditions are described in the accompanying schedule of findings as items 2000-30311-005 through 2000-30311-008.

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. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, of the reportable conditions described above, we consider item 2000-30311-005 to be a material weakness. We also noted other matters involving the internal control over financial reporting that do not require inclusion in this report, that we have reported to management of the Village in a separate letter dated August 20, 2001.

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

Jim Petro
Auditor of State

August 20, 2001

VILLAGE OF CHRISTIANBURG
CHAMPAIGN COUNTY

SCHEDULE OF FINDINGS
DECEMBER 31, 2000 AND 1999

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

Noncompliance Citations

FINDING NUMBER 2000-30311-001

Certification of Expenditures

Ohio Rev. Code Section 5705.41(D), states that no subdivision shall make any contract or order any expenditure of money unless the certificate of the fiscal officer is attached. The fiscal officer must certify that the amount required to meet such a commitment has been lawfully appropriated and is in the treasury or in the process of collection to the credit of an appropriation fund free from any previous encumbrance.

This Section also provides an exception to this requirement:

If no certificate is issued at the time the contract or order is entered into, the fiscal officer may later certify that there were funds properly appropriated and in the treasury or in the process of collection and such funds are free from previous encumbrance both at the time the contract or order was entered into and at the time of payment. After certifying this, the fiscal officer may proceed to pay for such order or contract. If the amount involved is over \$1,000, the taxing authority must approve of such payment within thirty days of the date of the fiscal officer's certification.

The Village did not comply with certification requirements and did not fulfill the requirements to the exception for 85.2% of the tested expenditures during 1999, and 99.5% during 2000.

The Village should implement policies and procedures to comply with the certification requirement.

FINDING NUMBER 2000-30311-002

Annual Appropriations

Ohio Rev. Code Section 5705.38, states on or about the first day of each fiscal year, an appropriation measure is to be passed. If the taxing authority wants to postpone the passage of the annual appropriation measure until an amended certificate is received from the county budget commission based upon the actual year end balances, it may pass a temporary appropriation measure for meeting the ordinary expenses until April 1. The 1999 and 2000 annual appropriations were approved March 16, 1999 and March 21, 2000, respectively. A temporary appropriation measure was not passed for the interim period from the beginning of each year until passage of the annual appropriation.

The Village should pass appropriations and submit to the County Budget Commission in a timely manner, to avoid non-compliance with Section 5705.38, Revised Code.

FINDING NUMBER 2000-30311-003

Expenditures Exceeding Appropriations

Ohio Rev. Code Section 5705.41 (B) requires that no taxing authority expend money unless it has been appropriated. During February 2000, the total expenditures exceeded total appropriations in the General Fund, Street Fund, State Highway Fund, Fire and Ambulance Fund, Health and Safety Fund, and Water Fund (18.02% of total expenditures for 2000 were unauthorized). During February 1999, the total expenditures exceeded total appropriations in the General Fund, Street Fund, State Highway Fund, Fire and Ambulance Fund, Health and Safety Fund, and Water Fund (14.69% of total expenditures for 1999 were unauthorized). The Village should monitor appropriations, in comparison to expenditures to avoid violating the law.

**VILLAGE OF CHRISTIANBURG
CHAMPAIGN COUNTY**

**SCHEDULE OF FINDINGS
DECEMBER 31, 2000 AND 1999
(Continued)**

FINDING NUMBER 2000-30311-004

Certification of Available Resources

Ohio Rev. Code Section 5705.36, states on or about the first day of each fiscal year, the fiscal officers of subdivisions and other taxing units are to certify to the county auditor the total amount from all sources which is available for expenditures from each fund in the tax budget along with any unencumbered balances that existed at the end of the preceding year.

The 1999 and 2000 Certifications of Amounts Available from All Sources were filed with the County Auditor on March 4, 1999 and March 3, 2000, respectively, two months after the beginning of the fiscal year.

The Village should pass and submit to the County Budget Commission certificates of estimates resources in a timely manner.

Material Weakness

FINDING NUMBER 2000-30311-005

Financial Ledgers

The Village Clerk maintained the cash journal for 1999 and 2000 and the receipts ledger for 1999, however she did not maintain the receipts ledger for 2000 nor the appropriations ledger for 1999 or 2000. The failure to maintain the proper accounting records limits the Clerk's ability to prepare accurate financial statements, inhibits the ability of council to make informed decisions on village activity and could allow for deficit spending, negative fund balances, or illegal expenditures.

The Village Clerk should maintain a receipts ledger, with a separate sheet for each account established within the Village's budget, and post to each receipts account the estimated amount of money to be received into the account as specified by the county budget commission in its official estimate of balances and receipts set forth in the certificate of estimated resources. In addition, the Village Clerk should maintain an appropriation ledger which should contain a separate sheet for each account established, and post to each appropriation account an amount equal to the amount appropriated for that account in the annual appropriation resolution.

Finally, the Clerk needs to employ a prescribed uniform system of accounting that uses a system of dimensions which serves to identify in detail each financial transaction of the Village, and provide monthly financial reports to Council to assist them in making knowledgeable decisions regarding the Village

**VILLAGE OF CHRISTIANBURG
CHAMPAIGN COUNTY**

**SCHEDULE OF FINDINGS
DECEMBER 31, 2000 AND 1999
(Continued)**

Reportable Conditions

FINDING NUMBER 2000-30311-006

Monitoring of Financial Reporting

The Village Council did not consistently receive monthly financial reports, such as a fund balance report, budget-to-actual reports for revenues and expenditures, and bank reconciliations. Due to the lack of segregation of duties in financial record keeping, duties such as payroll, budgetary, and billing should be monitored by Council. The lack of monitoring controls could result in illegal expenditures and negative fund balances. Timely and accurate financial information should enable the Council to be aware of the Village's financial condition.

FINDING NUMBER 2000-30311-007

Accounting and Reporting of Water Fund Activity

Utility customer payments and monthly totals reported in the Water Fund Ledger did not agree to the billing stubs, bank deposit slips, or the Receipts Ledger. Numerous payments were incorrectly recorded and, in some cases, not recorded at all which could result in undetected errors in customer account balances or financial reports. The Clerk should reconcile customer payments for the Water Fund Ledger, billing stubs, bank deposit slips, and Receipts Ledger, and reconcile any differences noted.

FINDING NUMBER 2000-30311-008

Financial Report

The Village's financial statements should accurately reflect the activity of the Village, however due to incorrect postings to the various revenue and expenditure accounts during both 2000 and 1999, numerous adjustments were required to correct the financial statements.

Due professional care should be exercised in the recording of the revenue and expenditures of the Village. This would allow for a more accurate picture of the Village's activities.



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

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VILLAGE OF CHRISTIANSBURG

CHAMPAIGN 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 25, 2001**