Financial Statements (Audited)

For The Years Ended December 31, 2000 and 1999

#### SHIRLEY HERSHEY, CLERK/TREASURER



STATE OF OHIO OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

35 North Fourth Street, 1<sup>st</sup> Floor Columbus, Ohio 43215

Telephone 614-466-4514 800-282-0370

Facsimile 614-728-7398 www.auditor.state.oh.us

Members of Council and Mayor Village of Marseilles 19981 Cross Street Upper Sandusky, Ohio 43351

We have reviewed the Independent Auditor's Report of the Village of Marseilles, Wyandot County, prepared by Trimble, Julian & Grube, Inc., for the audit period January 1, 1999 through December 31, 2000. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

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

JIM PETRO Auditor of State

June 5, 2001

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### TRIMBLE, JULIAN & GRUBE, INC.

"SERVING OHIO LOCAL GOVERNMENTS"

1445 Worthington Woods Boul evard Suite B Worthington, Ohio 43085 Telephone 614.846.1899 Facsimile 614.846.2799

Independent Auditor's Report

Members of Council and Mayor Village of Marseilles 19981 Cross Street Upper Sandusky, Ohio 43351

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

We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. 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 2, the Village of Marseilles prepares its financial statements on the basis of accounting prescribed or permitted by Auditor of State, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects, the combined cash balances and fund balances of the Village of Marseilles, as of December 31, 2000 and 1999, and its combined cash receipts and disbursements, combined budgeted and actual receipts and budgeted and actual disbursements for the years then ended on the basis of accounting described in Note 2.

In accordance with *Government Auditing Standards*, we have also issued a report dated May 21, 2001, on our consideration of the Village of Marseilles's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations and contracts. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

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

Trimble, Julian & Grube, Inc. May 21, 2001

#### COMBINED STATEMENT OF CASH FUND BALANCES - ALL FUND TYPES DECEMBER 31, 2000 AND 1999

Cash and Investments:	2000		1999	
Cash Investments	\$	32,598 8,789	\$	29,754 8,259
Total Cash and Investments	\$	41,387	\$	38,013
Fund Balances:				
Governmental Fund Types: General Fund Special Revenue Funds	\$	10,719 30,668	\$	8,885 29,128
Total Governmental Fund Types		41,387		38,013
Total Fund Balances	\$	41,387	\$	38,013

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

	Governmenta		
	General	Special Revenue	Total (Memorandum Only)
Cash receipts:			
Local taxes	\$ 2,655	\$ 628	\$ 3,283
Intergovernmental	7,151	1,760	8,911
Interest	_	481	481
Total cash receipts	9,806	2,869	12,675
Cash disbursements:			
Current:			
Public health services	1,135	-	1,135
Basic utility services	-	130	130
Transportation	179	1,199	1,378
Capital outlay	6,658	-	6,658
Total cash disbursements	7,972	1,329	9,301
Total cash receipts over cash disbursements	1,834	1,540	3,374
Cash fund balances, January 1, 2000	8,885	29,128	38,013
Cash fund balances, December 31, 2000	\$ 10,719	\$ 30,668	\$ 41,387

# COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND ENCUMBRANCES COMPARED WITH EXPENDITURE AUTHORITY - BUDGET AND ACTUAL FOR THE YEAR ENDED DECEMBER 31, 2000

	Variance Favorable (Unfavorable)	\$ 5,430 30,307	\$ 35,737
	Total	\$ 7,972 1,329	\$ 9,301
	Encumbrances Outstanding at 12/31/00	۰ ، م	' S
Disbursements	Actual 2000 Disbursements	\$ 7,972 1,329	\$ 9,301
П	Total	\$ 13,402 31,636	\$ 45,038
	2000 Appropriations	\$ 13,402 31,636	\$ 45,038
	Prior Y ear Carryover Appropriations		
	Variance Favorable (Unfavorable)	\$ 5,031 §	\$ 5,200
	Actual 2000 Receipts	\$ 9,806 2,869	\$ 12,675
Receipts	Total Estimated Resources	\$ 13,402 31,636	\$ 45,038
	Budget	\$ 4,775 2,700	\$ 7,475
	County Certified Unencumbered Cash	\$ 8,627 28,936	\$ 37,563 \$
	Fund Types	Governmental: General Special Revenue	Total (Memorandum Only)

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

		Governmental Fund Types				
	G	eneral		Special evenue	(Mer	Total norandum Only)
Cash receipts:						
Local taxes	\$	3,487	\$	653	\$	4,140
Intergovernmental		2,640		1,512		4,152
Interest		-		403		403
Miscellaneous		106		-		106
Total cash receipts		6,233		2,568		8,801
Cash disbursements:						
Current:						
Security of persons and property		1,140		-		1,140
Public health services		213		-		213
Transportation		188		1,500		1,688
General government		4,419		1,600		6,019
Capital outlay		-		569		569
Total cash disbursements		5,960		3,669		9,629
Total cash receipts over/(under) cash disbursements		273		(1,101)		(828)
Cash fund balances, January 1, 1999		8,612		30,229		38,841
Cash fund balances, December 31, 1999	\$	8,885	\$	29,128	\$	38,013

# COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS AND ENCUMBRANCES COMPARED WITH EXPENDITURE AUTHORITY - BUDGET AND ACTUAL FOR THE YEAR ENDED DECEMBER 31, 1999

	Variance Favorable	nfavorable)	7,693 29,235	36,928
	чц	Ð	Ś	Ś
		Total	5,960 3,669	9,629
			\$	s
	Encumbrances Outstanding	12/31/99		
	Enc	at	\$	s
Disbursements	tual 1999	Disbursements	5,960 3,669	9,629
Disbur	Act	Disb	ŝ	s
		Total	13,653 32,904	46,557
			ŝ	s
	1999	Appropriations	13,653 32,904	46,557
		Appro	Ś	s
	Prior Year Carryover	priations	1 1	
	Prior Carr	Cari Appro	s	\$
	Variance Favorable	vorable)	1,192 (107)	1,085
	Vaı Fav	(Unfa	ŝ	s
	al 1999	Receipts	6,233 2,568	8,801
Receipts	Actu	Rec	ŝ	s
Rec	Total Estimated	sources	; 13,653 32,904	\$ 46,557
	й	Re		
		Budget	\$ 5,041 2,675	\$ 7,716
			ŝ	
	County Certified Unencumbered	Cash	8,612 30,229	38,841
			ŝ	Ś
		Fund Types	Governmental: General Special Revenue	Total (Memorandum Only)

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2000 AND 1999

#### NOTE 1 - DESCRIPTION OF THE ENTITY

The Village of Marseilles (the "Village") is a body politic and corporate established for the purpose of exercising the rights and privileges conveyed to it by the constitution and laws of the State of Ohio.

The Village operates under a council-mayor form of government and provides general governmental services and road repair and maintenance.

Management believes the financial statements included in this report represent all of the funds of the Village over which the Village officials have direct operating control.

#### NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The most significant of the Village's accounting policies are described below.

#### A. BASIS OF PRESENTATION - FUND ACCOUNTING

The accounts of the Village are maintained on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts. The following fund types are used by the Village:

#### GOVERNMENTAL FUNDS

#### General Fund

The general fund is used to account for all activities of the Village not required to be included in another fund. The general fund balance is available to the Village 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 that are legally restricted to expenditures for specific purposes.

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2000 AND 1999

#### NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)

The Village had the following significant special revenue funds:

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

*State Highway Construction, Maintenance, and Repair Fund* - This fund receives gasoline tax and motor vehicle tax money for constructing, maintaining, and repairing state highways within the Village.

#### 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. 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 resolution, all of which are prepared on the budgetary basis of accounting. The certificate of estimated resources and the appropriations resolution are subject to amendment throughout the year with the legal restriction that appropriations cannot exceed estimated resources, as certified. All funds are legally required to be budgeted and appropriated. The primary level of budgetary control is at the item level within each fund. Any budgetary modifications at this level may only be made by resolution of the Village's Council.

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2000 AND 1999

#### **NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)**

#### Tax Budget:

A budget of estimated cash receipts and disbursements 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. All funds are legally required to be budgeted. The expressed purpose of the tax budget is to reflect the need for existing (or increased) tax rates.

#### Estimated Resources:

The County Budget Commission determines if the budget substantiates a need to levy the full amount of authorized property tax rates and reviews receipt estimates. The County Budget Commission certifies its actions to the Village by September 1. As part of this certification, the Village receives the official certificate of estimated resources, which states the projected receipts of each fund. On or about January 1, the certificate is amended to include unencumbered fund balances at December 31 of the preceding year. Further amendments may be made during the year if the Village determines that receipts collected will be greater than or less than the prior estimates, and the Budget Commission finds the revised estimates to be reasonable. Prior to December 31, the Village must revise its budget so that the total contemplated expenditures from a fund during the ensuing fiscal year will not exceed the amount stated in the certificate of estimated resources. The revised budget then serves as the basis for the annual appropriation measure.

#### Appropriations:

A temporary appropriation measure to control cash disbursements may be passed on or about January 1 of each year for the period January to March 31. An annual appropriation measure must be passed by April 1 of each year for the period January 1 to December 31. The appropriations measure may be amended or supplemented during the year as new information becomes available. Appropriations may not exceed estimated resources.

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2000 AND 1999

#### **NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)**

#### Encumbrances:

As part of formal budgetary control, purchase orders, contracts, and other commitments for the expenditure of funds are recorded in order to reserve the portion of the applicable appropriation.

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 succeeding fiscal year and need not be reappropriated. There were no outstanding encumbrances at December 31, 2000 or 1999.

#### D. CASH AND INVESTMENTS

For reporting purposes, the Village considers "Cash and Investments" to be cash on hand, demand deposits, and all investments held by the Village with a maturity date less than or equal to three months from the date of purchase. Interest earned on investments held by the treasurer is credited to its respective funds. Interest income earned and received by the Village totaled \$481 and \$403 for the years ended December 31, 2000 and 1999, respectively.

#### E. PROPERTY, PLANT AND EQUIPMENT

Fixed assets are not capitalized in any of the Village's funds. Instead, capital acquisition and construction costs are reflected as expenditures in the fund in the year expended. The costs of normal maintenance and repairs are also expended, along with improvements. Depreciation is not recorded.

#### F. INTERGOVERNMENTAL REVENUES

Intergovernmental revenues, such as entitlements and grants awarded on a nonreimbursable basis are recorded when received in accordance with the Village's cash basis method of accounting.

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2000 AND 1999

#### NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)

#### G. TOTAL COLUMNS ON FINANCIAL STATEMENTS

Total columns on the financial statements are captioned "Total (Memorandum Only)" to indicate that they are presented only to facilitate financial analysis. Interfund-type eliminations have not been made in the aggregation of this data.

#### NOTE 3 - EQUITY IN POOLED CASH AND INVESTMENTS

The Village maintains individual cash balances in bank accounts and short-term cash equivalents classified as "Cash and Investments" on the Combined Statement of Cash Fund Balances.

#### A. LEGAL REQUIREMENTS

Statutes require the classifications of funds held by the Village into two categories:

**Category 1** consists of active funds - those funds required to be kept in a cash or cash equivalent status for immediate use by the Village. Such funds must be maintained either as cash in the Village 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 two 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.

Inactive funds may be deposited or invested in the following securities:

- 1. 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;
- 2. 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;

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2000 AND 1999

#### NOTE 3 - EQUITY IN POOLED CASH AND INVESTMENTS - (Continued)

- 3. 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;
- 4. Bonds and other obligations of the State of Ohio;
- 5. No-load money market mutual funds consisting exclusively of obligations described in division (1) or (2) 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;
- 6. The State Treasurer's investment pool (STAR Ohio).

The Village may also invest any monies not required to be used for a period of six months or more in the following:

- 1. Bonds of the State of Ohio;
- 2. Bonds of any municipal corporation, village, county, township, or other political subdivision of this State, as to which there is no default principal, interest or coupons;
- 3. Obligations to the Village.

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. Historically, the Village has not purchased these types of investments or issued these types of notes. An investment must mature within five years from the date of purchase unless matched to a specific obligation or debt of the Village and must be purchased with the expectation that it will be held to maturity.

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2000 AND 1999

#### NOTE 3 - EQUITY IN POOLED CASH AND INVESTMENTS - (Continued)

#### B. <u>DEPOSITS AND INVESTMENTS</u>

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:

	2000	1999
Demand Deposits	\$32,598	\$29,754
STAR Ohio - Investment	8,789	8,259
Total Deposits and Investments	<u>\$41,387</u>	<u>\$38,013</u>

For the years ended December 31, 2000 and 1999, the carrying amount and the bank balances of the Village's deposits, were \$32,598 and \$29,754, respectively. Of the bank balances \$32,598 and \$29,754 was covered by federal depository insurance for 2000 and 1999, respectively.

#### C. INVESTMENTS

Investments are categorized as follows:

- Category 1 Insured or registered, or securities held by the Village or its agent in the Village's name.
- Category 2 Uninsured and unregistered, with securities held by the counterparty's trust department or agent in the Village's name.
- Category 3 Uninsured and unregistered, with securities held by the counterparty's trust department or agent in the Village's name.

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2000 AND 1999

#### NOTE 3 - EQUITY IN POOLED CASH AND INVESTMENTS - (Continued)

The Village invested in STAR Ohio in 2000 and 1999. Investments in STAR Ohio are not evidenced by securities that exist in physical or book entry form and therefore are not categorized as to the level of risk assumed by the Village. The Village's investments at December 31, 2000 and December 31, 1999 are summarized below:

	20	00	199	1999	
	Carrying Amount	Market Value	Carrying Amount	Market Value	
STAR Ohio	<u>\$8,789</u>	<u>\$8,789</u>	<u>\$8,259</u>	<u>\$8,259</u>	
Total Investments	<u>\$8,789</u>	<u>\$8,789</u>	<u>\$8,259</u>	<u>\$8,259</u>	

Ohio Revised Code Chapter 135, Uniform Depository Act, authorizes pledging of pooled securities in lieu of pledging specific securities. Specifically, a designated public depository may pledge a single pool of eligible securities to secure the repayment of all public monies deposited in the financial institution, provided that at all times the total value of the securities so pledged is at least equal to 110% of the total amount of all public deposits secured by the pool, including the portion of such deposits covered by any federal deposit insurance.

#### **NOTE 4 - PROPERTY TAX**

Real property taxes become a lien on January 1 preceding the October 1 date for which rates are adopted by the Village. 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 annually. However, if the property owner elects, they may make semiannual payments.

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

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

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2000 AND 1999

#### NOTE 5 - RISK MANAGEMENT

In 2000, the Village has obtained commercial insurance for the following risks:

- Buildings and contents
- Public official's liability

#### NOTE 6 - CONTINGENT LIABILITY

#### **LITIGATION**

The Village is currently not involved in litigation that management or its legal counsel would result in a loss.

### TRIMBLE, JULIAN & GRUBE, INC.

"SERVING OHIO LOCAL GOVERNMENTS"

1445 Worthington Woods Boul evard Suite B Worthington, Ohio 43085 Tel ephone 614.846.1899 Facsimil e 614.846.2799

#### REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

Members of Council and Mayor Village of Marseilles 19981 Cross Street Upper Sandusky, OH 43351

We have audited the financial statements of the Village of Marseilles, Wyandot County, as of and for the years ended December 31, 2000 and 1999, and have issued our report thereon dated May 21, 2001. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

#### Compliance

As part of obtaining reasonable assurance about whether the Village of Marseilles'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 no instances of noncompliance that are required to be reported under *Government Auditing Standards*. However, we noted certain immaterial instances of noncompliance that we have reported to the management of the Village of Marseilles in a separate letter dated May 21, 2001.

Members of Council and Mayor Village of Marseilles

#### Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Village of Marseilles's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted a matter involving the internal control over financial reporting that we have reported to the management of the Village of Marseilles in a separate letter dated May 21, 2001.

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

Trimble, Julian & Grube, Inc. May 21, 2001



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

#### VILLAGE OF MARSEILLES

#### WYANDOT 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 JULY 24, 2001