

Clermont Metropolitan Housing Authority

General Purpose Financial Statements

For the Year Ended September 30, 2002



**Auditor of State
Betty Montgomery**

Board of Commissioners
Clermont Metropolitan Housing Authority

We have reviewed the Independent Auditor's Report of the Clermont Metropolitan Housing Authority, Clermont County, prepared by Salvatore Consiglio, CPA, Inc. for the audit period October 1, 2001 through September 30, 2002. 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 Clermont Metropolitan Housing Authority is responsible for compliance with these laws and regulations.

A handwritten signature in cursive script that reads "Betty Montgomery".

BETTY MONTGOMERY
Auditor of State

June 16, 2003

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CLERMONT METROPOLITAN HOUSING AUTHORITY
 AUDIT REPORT
 FOR THE YEAR ENDED SEPTEMBER 30, 2002

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SALVATORE CONSIGLIO, CPA, INC.

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Independent Auditors' Report

Board of Directors
Clermont Metropolitan Housing Authority

Regional Inspector General of Audit
Department of Housing and Urban
Development

I have audited the accompanying general purpose financial statements of Clermont Metropolitan Housing Authority, Ohio, as of and for the year ended September 30, 2002, as listed in the table of contents. These general purpose financial statements are the responsibility of the Clermont Metropolitan Housing Authority, Ohio, management. My responsibility is to express an opinion on these general purpose financial statements based on my audit.

I conducted my 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 I plan and perform the audit to obtain reasonable assurance about whether the general purpose 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. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of Clermont Metropolitan Housing Authority, Ohio, as of September 30, 2002, and the results of its operations and the cash flows of its proprietary fund for the year then ended in conformity with accounting principles generally accepted in the United State of America.

Member of American Institute of Certified Public Accountants
Ohio Society of Certified Public Accountants

In accordance with *Government Auditing Standards*, I have also issued a report dated February 27, 2003, on my consideration of Clermont Metropolitan Housing Authority, Ohio's internal control over financial reporting and my 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 result of my audit.

My Audit was performed for the purpose of forming and opinion on the general purpose financial statements taken as a whole. The schedules listed in the table of contents are presented for purposes of additional analysis and are not a required part of the financial statements of the Clermont Metropolitan Housing Authority, Ohio. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Government and Non-Profit Organizations* and is not a required part of the general purpose financial statements. The combining financial data schedule ("FDS") and the PHA's statements and certification of actual modernization costs are presented for purposes additional analysis as required by the Department of Housing and Urban Development 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 basic financial statements and, in my opinion, is fairly presented in all material respect in relation to the basic financial statements taken as a whole.



Salvatore Consiglio
Certified Public Accountant

February 27, 2003

Clermont Metropolitan Housing Authority
 Combined Balance Sheet
 Proprietary Fund Type
 Enterprise Fund
 September 30, 2002

ASSETS

Current Assets

Cash and Cash Equivalents	\$1,331,062
Investments	16,732
Receivables - Net of Allowance	66,961
Deferred Charges and Other Assets	20,101

Total Current Assets 1,434,856

Fixed Assets - Net of Accumulated Depreciation 8,327,643

TOTAL ASSETS \$9,762,499

LIABILITIES AND FUND EQUITY

LIABILITES

Current Liabilities

Accounts Payable	\$27,096
Intergovernmental Payables	26,072
Accrued Wages and Payroll Taxes	62,738
Tenant Security Deposits	37,671

Total Current Liabilities 153,577

Noncurrent Liabilities

Other Long-term Liabilities 40,387

Total Noncurrent Liabilities 40,387

TOTAL LIABILITES 193,964

FUND EQUITY:

Contributed Capital	8,882,497
Unreserved Fund	686,038

TOTAL FUND EQUITY 9,568,535

TOTAL LIABILITIES AND FUND EQUITY \$9,762,499

The accompanying notes to the general purpose financial statements are an integral part of these statements.

Clermont Metropolitan Housing Authority
 Combined Statement of Revenue, Expenses and Change in Fund Equity
 Proprietary Fund Type
 Enterprise Fund
 For the Year Ended September 30, 2002

REVENUE

Tenant Rental Revenue	\$397,428
Program Revenue	4,887,539
Interest	20,946
Other Income	35,601
	5,341,514
TOTAL REVENUE	5,341,514

EXPENSES

Administrative	678,990
Tenant Services	7,790
Utilities	136,710
Maintenance	353,345
General	88,589
Housing Assistance Expenses	3,390,967
Depreciation Expense	426,252
	5,082,643
TOTAL EXPENSES	5,082,643

EXCESS (DEFICIENCY) OF TOTAL REVENUE OVER (UNDER) TOTAL EXPENSES	258,871
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Beginning Fund Equity	9,312,928
Prior Period Adjustments	(3,264)
	9,568,535

ENDING FUND EQUITY	9,568,535
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The accompanying notes to the general purpose financial statements are an integral part of these statements.

Clermont Metropolitan Housing Authority
 Combined Statement of Cash Flows
 Proprietary Fund Type
 Enterprise Fund
 For the Year Ended September 30, 2002

CASH FLOWS FROM OPERATING ACTIVITIES:

Net Operating Income/(Loss)	\$258,871
Adjustment to Reconcile Operating Loss to Net Cash Used by Operating Activities	
- Depreciation	426,252
- (Increases) Decreases in Accounts Receivable	70,088
- (Increases) Decreases in Prepaid Expenses	(6,102)
- Increases (Decreases) Accounts Payable	(29,293)
- Prior Period Adjustment to Void Checks Previously Issued	(3,264)

Total Adjustments	457,681
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NET CASH PROVIDED BY OPERATING ACTIVITIES	716,552
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CASH FLOWS FROM CAPITAL AND FINANCING ACTIVITIES:

Purchase of Fixed Assets	(504,022)
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NET CASH USED IN CAPITAL AND FINANCING ACTIVITIES	(504,022)
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CASH FLOWS FROM INVESTING ACTIVITIES:

Change in Investment Account	24,643
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NET CASH USED IN INVESTING ACTIVITIES	24,643
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NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	237,173
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CASH AND CASH EQUIVALENTS – BEGINNING OF YEAR	1,093,889
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CASH AND CASH EQUIVALENTS - END OF YEAR	\$1,331,062
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The accompanying notes to the general purpose financial statements are an integral part of these statements.

CLERMONT METROPOLITAN HOUSING AUTHORITY
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS
FOR THE YEAR ENDED SEPTEMBER 30,2002

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Summary of Significant Accounting Policies

The financial statements of the Clermont Metropolitan Housing Authority (the Authority) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Authority's accounting policies are described below.

Reporting Entity

The Clermont Metropolitan Housing Authority was created under the Ohio Revised Code, Section 3735.27. The Authority contracts with the United States Department of Housing and Urban Development (HUD) to provide low and moderate income persons with safe and sanitary housing through subsidies provided by HUD. The Authority depends on the subsidies from HUD to operate.

The accompanying general purpose financial statements comply with the provision of Governmental Accounting Standards Board (GASB) Statement 14, the Financial Reporting Entity, in that the financial statements include all organizations, activities and functions for which the Authority is financially accountable. This report includes all activities considered by management to be part of the Authority by virtue of Section 2100 of the Codification of Governmental Accounting and Financial Reporting Standards.

Section 2100 indicates that the reporting entity consists of a) the primary government, b) organizations for which the primary government is financially accountable, and c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

The definition of the reporting entity is based primarily on the notion of financial accountability. A primary government is financially accountable for the organizations that make up its legal entity. It is also financially accountable for legally separate organizations if its officials appoint a voting majority of an organization's government body and either it is able to impose its will on that organization or there is a potential for the organization to provide specific financial benefits to, or to impose specific financial burdens on, the primary government. A primary government may also be financially accountable for governmental organizations that are fiscally dependent on it.

CLERMONT METROPOLITAN HOUSING AUTHORITY
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS
FOR THE YEAR ENDED SEPTEMBER 30,2002
(CONTINUED)

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

A primary government has the ability to impose its will on an organization if it can significantly influence the programs, projects, or activities of, or the level of services performed or provided by, the organization. A financial benefit or burden relationship exists if the primary government a) is entitled to the organization's resources; b) is legally obligated or has otherwise assumed the obligation to finance the deficits of, or provide financial support to, the organization; or c) is obligated in some manner for the debt of the organization.

Management believes the financial statements included in this report represent all of the funds of the Authority over which the Authority is financially accountable.

Fund Accounting

The Authority uses the proprietary fund to report on its financial position and the results of its operations for the HUD programs. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

Funds are classified into three categories: governmental, proprietary and fiduciary. The Authority uses the proprietary category for its programs.

Proprietary Fund Types

Proprietary funds are used to account for the Authority's ongoing activities, which are similar to those found in the private sector. The following is the proprietary fund type:

Enterprise Fund - This fund is used to account for the operations that are financed and operated in a manner similar to private business enterprises where the intent is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges or where it has been decided that periodic determination of revenue earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

Measurement Focus/Basis of Accounting

The proprietary funds are accounted for on the accrual basis of accounting. Revenues are recognized in the period earned and expenses are recognized in the

CLERMONT METROPOLITAN HOUSING AUTHORITY
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS
FOR THE YEAR ENDED SEPTEMBER 30,2002
(CONTINUED)

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

period incurred. Pursuant to GASB Statement No. 20 Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities that Use Proprietary Fund Accounting, the Authority follows GASB guidance as applicable to proprietary funds and FASB Statements and Interpretations, Accounting Principles Board Opinions and Accounting Research Bulletins issued on or before November 30, 1989, that do not conflict with or contradict GASB pronouncements.

Investments

The provisions of the HUD Regulations restrict investments. Investments are valued at market value. Interest income earned in fiscal year ending September 30, 2002 totaled \$20,946.

Fixed Assets

Fixed assets are stated at cost and depreciation is computed using the straight line method over an estimated useful life of the assets. The cost of normal maintenance and repairs, that do not add to the value of the asset or materially extend the asset life, are not capitalized.

Cash and Cash Equivalents

For the purpose of the statement of cash flows, cash and cash equivalents include all highly liquid debt instruments with original maturities of three months or less.

Compensated Absences

The Authority accounts for compensated absences in accordance with GASB Statement No. 16. Sick leave and other compensated absences with similar characteristics are accrued as a liability based on the sick leave accumulated at the balance sheet date by those employees who currently are eligible to receive termination payments. To calculate the liability, these accumulations are reduced to the maximum amount allowed as a termination payment. All employees who meet the termination policy of the Authority for years of service are included in the calculation of the compensated absence accrual amount.

Vacation leave and other compensated absences with similar characteristics are accrued as a liability as the benefits are earned by the employees if both of the following conditions are met: (1) the employees' rights to receive compensation are attributable to services already rendered and are not contingent on a specific event

CLERMONT METROPOLITAN HOUSING AUTHORITY
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS
FOR THE YEAR ENDED SEPTEMBER 30,2002
(CONTINUED)

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

that is outside the control of the employer and employee. (2) It is probable that the employer will compensate the employees for the benefits through paid time off or some other means, such as cash payments at termination or retirement.

In the proprietary fund, the compensated absences are expensed when earned with the amount reported as a fund liability.

Budgetary Accounting

The Authority annually prepares its budget as prescribed by the Department of Housing and Urban Development. This budget is submitted to the Department of Housing and Urban Development and once approved is adopted by the Board of the Housing Authority.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

NOTE 2: CASH AND INVESTMENTS

Deposits – The PHA deposits are categorized to give an indication of the level of risk assumed by the PHA at fiscal year end. The categories are described as follows:

Category 1 – Insured or collateralized with securities held by the PHA or by its agent in the PHA’s name.

Category 2 – Collateralized with securities held by the pledging financial institution’s trust department or agent in the PHA’s name.

Category 3 – Uncollateralized.

CLERMONT METROPOLITAN HOUSING AUTHORITY
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS
FOR THE YEAR ENDED SEPTEMBER 30,2002
(CONTINUED)

NOTE 2: CASH AND INVESTMENTS (Continued)

Deposits, categorized by level of risk, are:

<u>DESCRIPTION</u>	<u>BANK BALANCE</u>	<u>CATEGORY</u>			<u>CARRYING AMOUNT</u>
		<u>1</u>	<u>2</u>	<u>3</u>	
Cash and Cash Equivalents	\$1,347,580	\$1,347,580	\$ 0	\$ 0	\$1,331,062
Investments	16,732	16,732	0	0	16,732
Total Deposits	<u>\$1,364,312</u>	<u>\$1,364,312</u>	<u>\$ 0</u>	<u>\$0</u>	<u>\$1,347,794</u>

Investments - HUD Handbook 7475.1 Chapter 4, Section 1 authorizes the PHA to make investments in:

- Direct Obligations of the Federal Government;
- Obligations of Federal Government Agencies;
- Securities of Government-Sponsored Agencies; and
- Demand and Savings Deposits and Certificates of Deposit.

The PHA investments are categorized to give an indication of the level of risk assumed by the PHA at fiscal year end. The categories are described as follows:

Category 1 – Insured, registered, or securities held by the PHA or its agent in the PHA’s name.

Category 2 – Uninsured and unregistered, with securities held by the counterpart’s trust department or agent in the PHA’s name.

Category 3 – Uninsured and unregistered, with securities held by the counterpart, or its trust department or agent but not in the PHA’s name.

The PHA’s nonnegotiable certificates of deposit are classified as investments on the balance sheet but are considered as deposits for GASB 3 purposes. Therefore, the categories described above do not apply.

CLERMONT METROPOLITAN HOUSING AUTHORITY
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS
FOR THE YEAR ENDED SEPTEMBER 30, 2002
(CONTINUED)

NOTE 4: RISK MANAGEMENT

The Authority 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. During fiscal year ending September 30, 2002 the Authority maintains comprehensive insurance coverage with private carriers for health, real property, building contents and vehicles. Vehicle policies include liability coverage for bodily injury and property damage.

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

NOTE 5: FIXED ASSETS

The following is a summary:

Land	\$2,047,380
Buildings	13,371,758
Furniture, Machinery and Equipment	264,705
Leasehold Improvement	<u>24,574</u>
 Total Fixed Assets	 15,708,417
Accumulated Depreciation	<u>(7,380,774)</u>
 Net Fixed Assets	 <u>\$8,327,643</u>

The following is a summary of changes:

	Balance 09/30/01	Adjust.	Additions	Deletion	Balance 09/30/02
Land	\$1,980,419	\$66,961	\$0	\$0	\$2,047,380
Buildings	12,885,955	(16,309)	502,112	0	13,371,758
Furnt, Mach. and Equip.	266,723	0	1,910	(3,928)	264,705
Leasehold Improvement	<u>75,226</u>	<u>(50,652)</u>	<u>0</u>	<u>0</u>	<u>24,574</u>
 Total Fixed Assets	 <u>\$15,208,323</u>	 <u>\$ 0</u>	 <u>\$504,022</u>	 <u>(\$3,928)</u>	 <u>\$15,708,417</u>

The depreciation expense for the year ended September 30, 2002 was \$426,252.

CLERMONT METROPOLITAN HOUSING AUTHORITY
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS
FOR THE YEAR ENDED SEPTEMBER 30,2002
(CONTINUED)

**NOTE 6: DEFINED BENEFIT PENSION PLANS -PUBLIC EMPLOYEES
RETIREMENT SYSTEM**

All employees participate in the Public Employees Retirement System of Ohio (PERS), a cost sharing multiple employer public employee retirement system administered by the Public Employee Retirement Board. PERS provides basic retirement and disability benefits, annual cost of living adjustments, and death benefits to plan members and beneficiaries. Chapter 145 of the Ohio Revised Code establishes benefits. PERS issues a stand-alone financial report, which may be obtained by writing to the Public Employee Retirement System, 277 East Town Street, Columbus, Ohio 43215-4642.

Plan members are required to contribute 8.5 percent of their annual covered salary to fund pension obligations. The employer contribution rate was 13.55 percent of covered payroll. The Authority's required contributions to PERS for the years ended September 30, 2002, 2001 and 2000 were \$80,410, \$64,439, and \$58,519, respectively. The full amount has been contributed for 2001 and 2000. Ninety-two percent has been contributed for 2002, with the remainder being reported as a liability with the enterprise fund.

**NOTE 7: POSTEMPLOYMENT BENEFITS PUBLIC EMPLOYEES
RETIREMENT SYSTEM**

The Public Retirement System of Ohio (PERS) provides post-retirement health care coverage to age and service retirees with ten or more years of qualifying Ohio service credit and to primary survivor recipients of such retirees. Health coverage for disability recipients is available. The health care coverage provided by the retirement system is considered an Other Post-employment Benefit (OPEB) as described in GASB Statement No. 12. A portion of each employer's contribution to PERS is set aside for the funding of post-retirement health care based on authority granted by State statute. The Ohio Revised Code provides the statutory authority requiring public employers to fund pension and post retirement health cares through their contributions to PERS. The portion of employer contributions rate used to fund health care for 2002 and 2001 was 4.3 percent of cover payroll.

CLERMONT METROPOLITAN HOUSING AUTHORITY
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS
FOR THE YEAR ENDED SEPTEMBER 30,2002
(CONTINUED)

**NOTE 7: POSTEMPLOYMENT BENEFITS PUBLIC EMPLOYEES
RETIREMENT SYSTEM** (Continued)

The significant actuarial assumptions, based on PERS's latest actuarial review performed as of December 31, 2000, include a rate of return on investments of 7.75 percent, an annual increase in active employee total payroll of 4.75 percent compounded annually for inflation (assuming no change in the number of active employees) and an additional increase in total payroll of between .54 percent and 5.1 percent based on additional annual pay increases. Health care premiums were assumed to increase 4.75 percent annually.

All investments are carried at market. For actuarial valuation purposes, a smoothed market approach is used. Assets are adjusted to reflect 25 percent of unrealized market appreciation or depreciation on investment assets.

Benefits are advance-funded using the entry age normal cost method. The number of active contributing participants was 411,076. The actuarial value of PERS of Ohio net assets available for OPEB at December 31, 2000 was \$11,735.9 million. The actuarially accrued liability and the unfounded actuarial accrued liability, based on the actuarial cost method used, were \$14,364.6 million and \$2,628.7 million, respectively.

NOTE 8: PRIOR PERIOD ADJUSTMENTS

The prior period adjustment represent checks issued in prior year that have not cleared the bank.

NOTE 9: NOTE TO SCHEDULE OF FEDERAL AWARDS EXPENDITURES

The accompanying Schedule of Federal Awards expenditures is a summary of the activity of the Authority's federal awards programs. The schedule has been prepared on the accrual basis of accounting.

Clermont Metropolitan Housing Authority
Combining Balance Sheet
FDS Schedule Submitted To REAC
Proprietary Fund Type – Enterprise Fund
September 30, 2002

Line Item No.	Account Description	Low Rent Public Housing	Comprehensive Improvement Assistance Program	Section 8 Rental Certificate Program	Housing Choice Voucher Program	Public Housing Capital Fund Program	Total
ASSETS:							
CURRENT ASSETS:							
Cash:							
111	Cash - Unrestricted	\$879,885	0	0	451,177	0	1,331,062
100	Total Cash	<u>879,885</u>	<u>0</u>	<u>0</u>	<u>451,177</u>	<u>0</u>	<u>1,331,062</u>
Accounts and Notes Receivables:							
122	Accounts Receivable - HUD Other Projects	0	0	0	58,483	2,428	60,911
126	Accounts Receivable - Tenants - Dwelling Rents	10,436	0	0	0	0	10,436
126.1	Allowance for Doubtful Accounts - Dwelling Rents	(4,386)	0	0	0	0	(4,386)
120	Total Receivables, net of allowances for doubtful accounts	6,050	0	0	58,483	2,428	66,961
131	Investments - Unrestricted	0	0	0	16,732	0	16,732
142	Prepaid Expenses and Other Assets	20,101	0	0	0	0	20,101
144	Interprogram Due From	22,351	0	0	0	0	22,351
150	TOTAL CURRENT ASSETS	<u>928,387</u>	<u>0</u>	<u>0</u>	<u>526,392</u>	<u>2,428</u>	<u>1,457,207</u>
NONCURRENT ASSETS:							
Fixed assets:							
161	Land	2,047,380	0	0	0	0	2,047,380
162	Buildings	12,429,907	438,145	0	0	503,706	13,371,758
164	Furniture, Equipment & Machinery - Administration	246,702	0	0	18,003	0	264,705
165	Leasehold Improvements	0	16,244	0	0	8,330	24,574
166	Accumulated Depreciation	(7,324,990)	(34,739)	0	(6,629)	(14,416)	(7,380,774)
160	Total Fixed Assets, Net of Accumulated Depreciation	<u>7,398,999</u>	<u>419,650</u>	<u>0</u>	<u>11,374</u>	<u>497,620</u>	<u>8,327,643</u>
180	TOTAL NON-CURRENT ASSETS	<u>7,398,999</u>	<u>419,650</u>	<u>0</u>	<u>11,374</u>	<u>497,620</u>	<u>8,327,643</u>
190	TOTAL ASSETS	<u><u>\$8,327,386</u></u>	<u><u>\$419,650</u></u>	<u><u>\$0</u></u>	<u><u>\$537,766</u></u>	<u><u>\$500,048</u></u>	<u><u>\$9,784,850</u></u>

Clermont Metropolitan Housing Authority
Combining Balance Sheet
FDS Schedule Submitted To REAC
Proprietary Fund Type – Enterprise Fund
September 30, 2002

Line Item No.	Account Description	Low Rent Public Housing	Comprehensive Improvement Assistance Program	Section 8 Rental Certificate Program	Housing Choice Voucher Program	Public Housing Capital Fund Program	Total
LIABILITIES AND EQUITY:							
LIABILITIES							
CURRENT LIABILITIES							
312	Accounts Payable <= 90 Days	\$ 21,875	\$ 0	\$ 0	\$ 5,221	\$ 0	\$ 27,096
321	Accrued Wage/Payroll Taxes Payable	3,867	0	0	0	0	3,867
322	Accrued Compensated Absences - Current Portion	31,851	0	0	27,020	0	58,871
333	Accounts Payable - Other Government	26,072	0	0	0	0	26,072
341	Tenant Security Deposits	37,671	0	0	0	0	37,671
347	Interprogram Due To	0	0	0	19,923	2,428	22,351
310	Total Current Liabilities	<u>121,336</u>	<u>0</u>	<u>0</u>	<u>52,164</u>	<u>2,428</u>	<u>175,928</u>
354	Accrued Compensated Absences - Non Current	23,233	0	0	0	0	23,233
353	Noncurrent Liabilities - Other	0	0	0	17,154	0	17,154
350	Total Noncurrent Liabilities	<u>23,233</u>	<u>0</u>	<u>0</u>	<u>17,154</u>	<u>0</u>	<u>40,387</u>
300	TOTAL LIABILITIES	<u>144,569</u>	<u>0</u>	<u>0</u>	<u>69,318</u>	<u>2,428</u>	<u>216,315</u>
EQUITY:							
Contributed Capital:							
504	Net HUD PHA Contributions	8,462,847	419,650	0	0	0	8,882,497
508	Total Contributed Capital	<u>8,462,847</u>	<u>419,650</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>8,882,497</u>
511	Total Reserved Fund Balance	0	0	0	0	0	0
512	Undesignated Fund Balance/Retained Earnings	(280,030)	0	0	468,448	497,620	686,038
513	Total Equity/Net Assets	<u>8,182,817</u>	<u>419,650</u>	<u>0</u>	<u>468,448</u>	<u>497,620</u>	<u>9,568,535</u>
600	Total Liabilities and Equity/Net Assets	<u>\$ 8,327,386</u>	<u>\$ 419,650</u>	<u>\$ 0</u>	<u>\$ 537,766</u>	<u>\$ 500,048</u>	<u>\$ 9,784,850</u>

Clermont Metropolitan Housing Authority
Combining Statement of Revenue, Expenses and Change in Fund Equity
FDS Schedule Submitted To REAC
Proprietary Fund Type – Enterprise Fund
September 30, 2002

Line Item No.	Account Description	Low Rent Public Housing	Comprehensive Improvement Assistance Program	Section 8 Rental Certificate Program	Housing Choice Voucher Program	Public Housing Capital Fund Program	Total
REVENUE:							
703	Net Tenant Rental Revenue	\$ 392,760	\$ 0	\$ 0	\$ 0	\$ 0	\$ 392,760
704	Tenant Revenue - Other	4,668	0	0	0	0	4,668
705	Total Tenant Revenue	397,428	0	0	0	0	397,428
706	HUD PHA Operating Grants	491,109	0	0	3,887,761	0	4,378,870
706.1	Capital Grants	0	45,904	0	0	462,765	508,669
711	Investment Income - Unrestricted	12,128	0	0	8,818	0	20,946
714	Fraud Recovery	0	0	0	1,527	0	1,527
715	Other Revenue	34,074	0	0	0	0	34,074
700	TOTAL REVENUE	934,739	45,904	0	3,898,106	462,765	5,341,514
EXPENSES:							
Administrative							
911	Administrative Salaries	158,979	0	0	255,458	0	414,437
912	Auditing Fees	2,802	0	0	1,868	0	4,670
914	Compensated Absences	1,077	0	0	0	0	1,077
915	Employee Benefit Contributions - Administrative	76,866	0	0	89,862	0	166,728
916	Other Operating - Administrative	52,681	0	0	39,397	0	92,078
924	Tenant Services - Other	7,790	0	0	0	0	7,790
Utilities:							
931	Water	29,831	0	0	0	0	29,831
932	Electricity	78,539	0	0	0	0	78,539
933	Gas	1,876	0	0	0	0	1,876
Ordinary maintenance & operation:							
938	Other Utilities Expense	26,464	0	0	0	0	26,464
941	Ordinary Maintenance and Operations - Labor	104,330	0	0	0	0	104,330
942	Ordinary Maintenance and Operations - Materials and Other	44,280	0	0	0	0	44,280
943	Ordinary Maintenance and Operations - Contract Costs	89,946	0	0	21,570	0	111,516
945	Employee Benefit Contributions - Ordinary Maintenance	51,244	0	0	0	0	51,244

Clermont Metropolitan Housing Authority
Combining Statement of Revenue, Expenses and Change in Fund Equity
FDS Schedule Submitted To REAC
Proprietary Fund Type – Enterprise Fund
September 30, 2002

Line Item No.	Account Description	Low Rent Public Housing	Comprehensive Improvement Assistance Program	Section 8 Rental Certificate Program	Housing Choice Voucher Program	Public Housing Capital Fund Program	Total
	General Expenses:						
961	Insurance Premiums	36,421	0	0	2,997	0	39,418
962	Other General Expenses	0	0	0	105	0	105
963	Payments in Lieu of Taxes	26,072	0	0	0	0	26,072
964	Bad Debt - Tenant Rents	22,994	0	0	0	0	22,994
969	TOTAL OPERATING EXPENSES	812,192	0	0	411,257	0	1,223,449
970	EXCESS OPERATING REVENUE OVER OPERATING EXPENSES	122,547	45,904	0	3,486,849	462,765	4,118,065
971	Extraordinary Maintenance	41,975	0	0	0	0	41,975
973	Housing Assistance Payments	0	0	0	3,390,967	0	3,390,967
974	Depreciation Expense	383,116	24,942	0	3,780	14,414	426,252
900	TOTAL EXPENSES	1,237,283	24,942	0	3,806,004	14,414	5,082,643
1010	Total Other Financing Sources (Uses)	0	0	0	0	0	0
1000	EXCESS (DEFICIENCY) OF OPERATING REVENUE OVER (UNDER) EXPENSES	(302,544)	20,962	0	92,102	448,351	258,871
1101	Capital Outlays Enterprise Fund	0	0	0	0	0	0
1102	Debt Principal Payments - Enterprise Funds	0	0	0	0	0	0
1103	Beginning Equity	8,331,992	555,321	256,432	119,914	49,269	9,312,928
1104	Prior Period Adjustments, Equity Transfers and Correction of Errors	153,369	(156,633)	(256,432)	256,432	0	(3,264)
	ENDING RETAINED EARNINGS	\$ 8,182,817	\$ 419,650	\$ 0	\$468,448	\$497,620	\$9,568,535
	MEMO ACCOUNT INFORMATION						
1113	Maximum Annual Contributions Commitment (Per ACC)	\$0	\$0	\$0	\$3,670,922	\$0	\$3,670,922
1114	Prorata Maximum Annual Contributions Applicable to a Period of less than Twelve Months	0	0	0	59,924	0	59,924
1115	Contingency Reserve, ACC Program Reserve	0	0	0	668,133	0	668,133
1116	Total Annual Contributions Available	\$0	\$0	\$0	\$4,398,979	\$0	\$4,398,979
1120	Unit Months Available	2,772	0	0	10,320	0	13,092
1121	Number of Unit Months Leased	2,737	0	0	10,193	0	12,930

Clermont Metropolitan Housing Authority
PHA's Statement and Certification of Actual Modernization Cost
September 30, 2002

Comprehensive Improvement Assistance Program Grant Number OH10-PO38-912-99

1. The Actual Modernization Costs are as follows:

Funds Approved	\$454,389
Funds Expensed	<u>454,389</u>
Excess (Deficiency) of Funds Approved	<u><u>\$ 0</u></u>
Funds Advanced	\$454,389
Funds Expensed	<u>454,389</u>
Excess (Deficiency) of Funds Advanced	<u><u>\$ 0</u></u>

2. All costs have been paid and there are no outstanding obligations.
3. The final costs on the certification agree to the Authority's records.

Clermont Metropolitan Housing Authority
PHA's Statement and Certification of Actual Modernization Cost
September 30, 2002

Capital Fund Program Grant Number OH10-PO38-501-00

4. The Actual Modernization Costs are as follows:

Funds Approved	\$432,487
Funds Expensed	<u>432,487</u>
Excess (Deficiency) of Funds Approved	<u><u>\$ 0</u></u>
Funds Advanced	\$432,487
Funds Expensed	<u>432,487</u>
Excess (Deficiency) of Funds Advanced	<u><u>\$ 0</u></u>

5. All costs have been paid and there are no outstanding obligations.
6. The final costs on the certification agree to the Authority's records.

Clermont Metropolitan Housing Authority
 Schedule of Expenditures of Federal Award
 For the Year Ended September 30, 2002

FEDERAL GRANTOR / PASS THROUGH GRANTOR PROGRAM TITLES	CFDA NUMBER	EXPENDITURES
U.S. Department of Housing and Urban Development Direct Program		
Low Rent Public Housing	14.850	\$ 491,109
Public Housing – Comprehensive Improvement Assistance Program	14.852	45,904
Housing Choice Voucher Program	14.871	3,887,761
Public Housing Capital Fund Program	14.872	<u>462,765</u>
Total Expenditure of Federal Award		<u>\$4,887,539</u>

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

Board of Directors
Clermont Metropolitan Housing Authority

Regional Inspector General of Audit
Department of Housing and Urban
Development

I have audited the general purpose financial statements of the Clermont Metropolitan Housing Authority, Ohio, as of and for the year ended September 30, 2002, and have issued my report thereon dated February 27, 2003. I conducted my audit in accordance with auditing standards generally accepted in the United State 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 Clermont Metropolitan Housing Authority, Ohio's general purpose financial statements are free of material misstatement, I 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 my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*. However, I noted certain immaterial instances of noncompliance that I have reported to management of Clermont Metropolitan Housing Authority, Ohio, in a separate letter dated February 27, 2003.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered Clermont Metropolitan Housing Authority, Ohio's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the general purpose financial statements and not to provide assurance on the internal control over financial reporting. My 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 component does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation the

financial statements being auditing may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control over financial reporting and its operation that I consider to be material weaknesses. However, I noted other matters involving the internal control over financial reporting that I have reported to management of the Clermont Metropolitan Housing Authority, Ohio, in a separate letter dated February 27, 2003.

This report is intended solely for the information and use of the board of directors, management, and federal awarding agencies and is not intended to be and should not be used by anyone other than these specified parties.



Salvatore Consiglio
Certified Public Accountant

February 27, 2003

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SALVATORE CONSIGLIO, CPA, INC.

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

Board of Directors
Clermont Metropolitan Housing Authority

Regional Inspector General of Audit
Department of Housing and Urban
Development

Compliance

I have audited the compliance of the Clermont Metropolitan Housing Authority, Ohio, with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement that are applicable to each of its major federal programs for the year ended September 30, 2002. Clermont Metropolitan Housing Authority, Ohio major federal programs are identified in the Summary of Auditor's result section of the accompanying Schedule of Findings and Questioned Costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of Clermont Metropolitan Housing Authority, Ohio's management. My responsibility is to express an opinion on Clermont Metropolitan Housing Authority, Ohio's compliance based on my audit.

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

In my opinion, Clermont Metropolitan Housing Authority, Ohio, complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended September 30, 2002.

Member of American Institute of Certified Public Accountants
Ohio Society of Certified Public Accountants

Internal Control Over Compliance

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

My consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the Internal control over compliance and its operation that I considered to be material weaknesses.

This report is intended for the information of the Board of Directors, management, and federal awarding agencies and is not intended to be and should not be used by anyone other than those specified parties.



Salvatore Consiglio
Certified Public Accountant

February 27, 2003

Clermont Metropolitan Housing Authority
 Schedule of Findings and Questioned Costs
 OMB Circular A-133 § .505
 September 30, 2002

1. SUMMARY OF AUDITOR'S RESULTS
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Type of Financial Statement Opinion	Unqualified
Were there any material control weakness conditions reported at the financial statement level (GAGAS)?	No
Were there any other reportable control weakness conditions reported at the financial statement level (GAGAS)?	No
Was there any reported material non-compliance at the financial statement level (GAGAS)?	No
Were there any material internal control weakness conditions reported for major federal programs?	No
Were there any other reportable internal control weakness conditions reported for major federal programs?	No
Type of Major Programs' Compliance Opinion	Unqualified
Are there any reportable findings under § .510?	No
Major Programs (list):	CFDA #14.850, 14.871 and 14.872 Low Rent, Voucher and Capital Fund Program
Dollar Threshold: Type A/B Programs	Type A: > \$300,000 Type B: All Others
Low Risk Auditee?	Yes

2. FINDINGS RELATED TO THE FINANCIAL STATEMENTS
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There are no Findings or questioned costs for the year ended September 30, 2002.

3. FINDINGS REALTED TO FEDERAL AWARDS
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There are no Findings or questioned costs for the year ended September 30, 2002.

Clermont Metropolitan Housing Authority
Schedule of Prior Audit Findings
September 30, 2002

The audit report for the fiscal year ending September 30, 2001 contained not audit finding.



**Auditor of State
Betty Montgomery**

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CLERMONT METROPOLITAN HOUSING AUTHORITY

CLERMONT 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 1, 2003**