



**WOODLAND UNION CEMETERY
VAN WERT COUNTY**

REGULAR AUDIT

FOR THE YEARS ENDED DECEMBER 31, 2004-2003



**Auditor of State
Betty Montgomery**

**WOODLAND UNION CEMETERY
VAN WERT COUNTY**

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**Auditor of State
Betty Montgomery**

Woodland Union Cemetery
Van Wert County
10968 Woodland Avenue
Van Wert, Ohio 45891

To the Board of Trustees:

As you are aware, the Auditor of State's Office (AOS) must modify the *Independent Accountants' Report* we provide on your financial statements due to a February 2, 2005 interpretation from the American Institute of Certified Public Accountants (AICPA). While AOS does not legally require your government to prepare financial statements pursuant to Generally Accepted Accounting Principles (GAAP), the AICPA interpretation requires auditors to formally acknowledge that you did not prepare your financial statements in accordance with GAAP. Our Report includes an opinion relating to GAAP presentation and measurement requirements, but does not imply the amounts the statements present are misstated under the non-GAAP basis you follow. The AOS report also includes an opinion on the financial statements you prepared using the cash basis and financial statement format the AOS permits.

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

Betty Montgomery
Auditor of State

November 23, 2005

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**Auditor of State
Betty Montgomery**

INDEPENDENT ACCOUNTANTS' REPORT

Woodland Union Cemetery
Van Wert County
10968 Woodland Avenue
Van Wert, Ohio 45891

To the Board of Trustees:

We have audited the accompanying financial statements of Woodland Union Cemetery, Van Wert County, (the Cemetery), as of and for the years ended December 31, 2004 and 2003. These financial statements are the responsibility of the Cemetery'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 the Comptroller General of the United States' *Government Auditing Standards*. Those standards require that we plan and perform the audit to reasonably assure 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 our audit provides a reasonable basis for our opinion.

As described more fully in Note 1, the Cemetery has prepared these financial statements using accounting practices the Auditor of State prescribes or permits. These practices differ from accounting principles generally accepted in the United States of America (GAAP). Although we cannot reasonably determine the effects on the financial statements of the variances between these regulatory accounting practices and GAAP, we presume they are material.

Revisions to GAAP would require the Cemetery to reformat its financial statement presentation and make other changes effective for the year ended December 31, 2004. Instead of the combined funds the accompanying financial statements present for 2004 (and 2003), the revisions require presenting entity wide statements and also to present its larger (i.e. major) funds separately for 2004. While the Cemetery does not follow GAAP, generally accepted auditing standards requires us to include the following paragraph if the statements do not substantially conform to the new GAAP presentation requirements. The Auditor of State permits, but does not require governments to reformat their statements. The Cemetery has elected not to reformat its statements. Since this Cemetery does not use GAAP to measure financial statement amounts, the following paragraph does not imply the amounts reported are materially misstated under the accounting basis the Auditor of State permits. Our opinion on the fair presentation of the amounts reported pursuant to its non-GAAP basis is in the second following paragraph.

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In our opinion, because of the effects of the matter discussed in the preceding two paragraphs, the financial statements referred to above for the year ended December 31, 2004 do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Cemetery as of December 31, 2004, or its changes in financial position for the year then ended.

Also, in our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of the Cemetery, as of December 31, 2004 and 2003, and its combined cash receipts and disbursements for the years then ended on the accounting basis Note 1 describes.

The aforementioned revision to generally accepted accounting principles also requires the Cemetery to include Management's Discussion and Analysis for the year ended December 31, 2004. The Cemetery has not presented Management's Discussion and Analysis, which accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not required to be part of, the financial statements.

In accordance with *Government Auditing Standards*, we have also issued our report dated November 23, 2005, on our consideration of the Cemetery's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. While we did not opine on the internal control over financial reporting or on compliance, that report describes the scope of our testing of internal control over financial reporting and compliance, and the results of that testing. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*. You should read it in conjunction with this report in assessing the results of our audit.



Betty Montgomery
Auditor of State

November 23, 2005

**WOODLAND UNION CEMETERY
VAN WERT COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2004**

	<u>Governmental Fund Types</u>		Totals (Memorandum Only)
	<u>General</u>	<u>Capital Projects</u>	
Cash Receipts:			
Local Taxes	\$36,268		\$36,268
Charges for Services	61,397		61,397
Sale of Lots	23,320		23,320
Special Assessments		240	240
Interest	1,070	4	1,074
Miscellaneous	133		133
	<hr/>	<hr/>	<hr/>
Total Cash Receipts	122,188	244	122,432
	<hr/>	<hr/>	<hr/>
Cash Disbursements:			
Current:			
Salaries	72,321		72,321
Supplies	14,473		14,473
Equipment	4,433		4,433
Contracts - Services	22,723		22,723
Public Employees' Retirement	8,777		8,777
Workers' Compensation	2,266		2,266
Miscellaneous	2,403		2,403
	<hr/>	<hr/>	<hr/>
Total Disbursements	127,396	0	127,396
	<hr/>	<hr/>	<hr/>
Total Receipts Over/(Under) Disbursements	(5,208)	244	(4,964)
	<hr/>	<hr/>	<hr/>
Fund Cash Balances, January 1	107,644	2,669	110,313
	<hr/>	<hr/>	<hr/>
Fund Cash Balances, December 31	<u>\$102,436</u>	<u>\$2,913</u>	<u>\$105,349</u>

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

**WOODLAND UNION CEMETERY
VAN WERT COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
NON-EXPENDABLE TRUST FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2004**

	<u>Fiduciary Funds</u> <u>Non-Expendable Trust</u>
Cash Receipts:	
Interest	\$2,931
Bequest	3,500
	<hr/>
Total Cash Receipts	6,431
	<hr/>
Cash Disbursements:	
Current:	
Supplies	1,302
Miscellaneous	56
	<hr/>
Total Cash Disbursements	1,358
	<hr/>
Total Receipts Over Disbursements	5,073
Fund Cash Balances, January 1	221,865
	<hr/>
Fund Cash Balances, December 31	<u><u>\$226,938</u></u>

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

**WOODLAND UNION CEMETERY
VAN WERT COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2003**

	<u>Governmental Fund Types</u>		Totals (Memorandum Only)
	<u>General</u>	<u>Capital Projects</u>	
Cash Receipts:			
Local Taxes	\$37,644		\$37,644
Charges for Services	57,069		57,069
Sale of Lots	44,865		44,865
Special Assessments		500	500
Interest	1,510	4	1,514
Miscellaneous	310		310
Total Cash Receipts	<u>141,398</u>	<u>504</u>	<u>141,902</u>
Cash Disbursements:			
Current:			
Salaries	72,177		72,177
Supplies	9,762		9,762
Equipment	5,274		5,274
Contracts - Services	29,520		29,520
Public Employees' Retirement	9,929		9,929
Workers' Compensation	1,542		1,542
Miscellaneous	1,981		1,981
Total Disbursements	<u>130,185</u>	<u>0</u>	<u>130,185</u>
Total Receipts Over Disbursements	11,213	504	11,717
Fund Cash Balances, January 1	<u>96,431</u>	<u>2,165</u>	<u>98,596</u>
Fund Cash Balances, December 31	<u>\$107,644</u>	<u>\$2,669</u>	<u>\$110,313</u>

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

**WOODLAND UNION CEMETERY
VAN WERT COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
NON-EXPENDABLE TRUST FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2003**

	<u>Fiduciary Funds</u> <u>Non-Expendable Trust</u>
Cash Receipts:	
Interest	\$3,442
Bequest	5,000
	<hr/>
Total Cash Receipts	8,442
	<hr/>
Cash Disbursements:	
Current:	
Supplies	1,263
Miscellaneous	807
	<hr/>
Total Disbursements	2,070
	<hr/>
Total Receipts Over Disbursements	6,372
Fund Cash Balances, January 1	215,493
	<hr/>
Fund Cash Balances, December 31	<u><u>\$221,865</u></u>

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

**WOODLAND UNION CEMETERY
VAN WERT COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2004 AND 2003**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The constitution and laws of the State of Ohio establish the rights and privileges for the Woodland Union Cemetery, Van Wert County, (the Cemetery), as a body corporate and politic. The Cemetery is directed by an appointed three-member Board of Trustees to direct cemetery operations. The Board is appointed by Pleasant Township and the City of Van Wert. The Cemetery provides grounds maintenance, opening and closing of graves, and the sale of grave lots.

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

B. Basis of Accounting

These financial statements follow the basis of accounting the Auditor of State prescribes or permits. This basis is similar to the cash receipts and disbursements basis of accounting. This basis recognizes receipts when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a disbursement is made.

These statements include adequate disclosure of material matters, as the Auditor of State prescribes or permits.

C. Cash and Investments

The checking account and certificates of deposit are valued at cost.

D. Fund Accounting

The Cemetery uses fund accounting to segregate cash and investments that are restricted as to use. The Cemetery 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. Capital Project Funds

These funds are used to account for receipts that are restricted for the acquisition or construction of major capital projects (except those financed through trust funds). The Cemetery had the following significant Capital Project Fund:

Capital Improvement Special Assessment Fund – This fund receives an assessment fee from the sale of grave lots for maintenance and capital improvement of the Cemetery.

3. Fiduciary Funds (Trust and Agency Funds)

These funds are used to account for resources restricted by legally binding trust agreements and funds for which the Cemetery is acting in an agency capacity. The Cemetery had the following significant Fiduciary Funds:

**WOODLAND UNION CEMETERY
VAN WERT COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2004 and 2003**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Cemetery Bequest Funds – These funds receive interest from fund investments. Proceeds are used to maintain grave sites. These funds are classified as non-expendable trust funds.

E. Budgetary Process

The Cemetery's Board budgets each fund annually.

1. Appropriations

Budgetary expenditures (that is, disbursements) may not exceed appropriations at the fund, or function level of control. The Board annually approves appropriation measures and subsequent amendments.

2. Estimated Resources

Estimated resources include estimates of cash to be received (budgeted receipts) as of January 1.

A summary of 2003 and 2004 budgetary activity appears in Note 3.

F. Property, Plant, and Equipment

The financial statements report acquisitions of property, plant, and equipment as capital outlay disbursements when paid. The financial statements do not report these items as assets.

G. Unpaid Vacation and Sick Leave

Employees are entitled to cash payments for unused vacation and sick leave in certain circumstances, such as upon leaving employment. The financial statements do not report unpaid vacation and sick leave as liabilities.

2. EQUITY IN POOLED CASH AND INVESTMENTS

The Cemetery 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 follows:

	<u>2004</u>	<u>2003</u>
Demand deposits	\$178,797	\$179,122
Certificates of deposit	153,490	153,056
Total deposits	<u>\$332,287</u>	<u>\$332,178</u>

Deposits: Deposits are insured by the Federal Depository Insurance Corporation, collateralized by securities specifically pledged by the financial institution to the Cemetery, and collateralized by the financial institution's public entity deposit pool.

**WOODLAND UNION CEMETERY
VAN WERT COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2004 and 2003
(Continued)**

3. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 2004 and 2003 follows:

2004 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$136,410	\$122,188	(\$14,222)
Capital Projects	500	244	(256)
Fiduciary (Trust Funds)	4,200	6,431	2,231
Total	\$141,110	\$128,863	(\$12,247)

2004 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$146,591	\$127,396	\$19,195
Capital Projects	0	0	0
Fiduciary (Trust Funds)	2,400	1,358	1,042
Total	\$148,991	\$128,754	\$20,237

2003 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$125,935	\$141,398	\$15,463
Capital Projects	500	504	4
Fiduciary (Trust Funds)	7,810	8,442	632
Total	\$134,245	\$150,344	\$16,099

2003 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$141,691	\$130,185	\$11,506
Capital Projects	0	0	0
Fiduciary (Trust Funds)	2,400	2,070	330
Total	\$144,091	\$132,255	\$11,836

**WOODLAND UNION CEMETERY
VAN WERT COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2004 and 2003
(Continued)**

4. RETIREMENT SYSTEMS

The Cemetery's employees belong to the Ohio Public Employees Retirement System (OPERS). OPERS is a cost-sharing, multiple-employer plan. The plan provides retirement benefits, including postretirement healthcare, and survivor and disability benefits to participants as the Ohio Revised Code prescribes.

The Ohio Revised Code also prescribes contribution rates. For 2004 and 2003, OPERS employee members contributed 8.5 percent of their gross salaries. The Cemetery contributes an amount equal to 13.55 percent of participants' gross salaries. The Cemetery has paid all contributions required through December 31, 2004.

5. RISK MANAGEMENT

The Woodland Union Cemetery has obtained commercial insurance for the following risks:

- •Commercial property
- •Commercial General Liability
- •Commercial Inland Marine
- •Commercial Auto Policy

The Cemetery also provides health insurance to full-time employees through the City of Van Wert's policy.



**Auditor of State
Betty Montgomery**

**INDEPENDENT ACCOUNTANTS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
REQUIRED BY *GOVERNMENT AUDITING STANDARDS***

Woodland Union Cemetery
Van Wert County
10968 Woodland Avenue
Van Wert, Ohio 45891

To the Board of Trustees:

We have audited the financial statements of the Woodland Union Cemetery, Van Wert County, (the Cemetery), as of and for the years ended December 31, 2004 and 2003, and have issued our report thereon dated November 23, 2005, wherein we noted the Cemetery followed accounting practices the Auditor of State prescribes rather than accounting principles generally accepted in the United States of America. 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 the Comptroller General of the United States' *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Cemetery's internal control over financial reporting to determine our auditing procedures to express our opinion on the financial statements and not to opine on the internal control over financial reporting. Our consideration of the internal control would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a reportable 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 caused by error or fraud in amounts material to the financial statements we audited may occur and not be timely detected by employees when performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider material weaknesses. In a separate letter to the Cemetery's management dated November 23, 2005, we reported other matters involving internal control over financial reporting we did not deem reportable conditions.

Compliance and Other Matters

As part of reasonably assuring whether the Cemetery's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect 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 an opinion. The results of our tests disclosed no instances of noncompliance or other matters we must report under *Government Auditing Standards*. In a separate letter to the Cemetery's management dated November 23, 2005, we reported other matters related to noncompliance we deemed immaterial.

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Woodland Union Cemetery
Van Wert County
Independent Accountants' Report on Internal Control Over
Financial Reporting and on Compliance and Other Matters
Required by *Government Auditing Standards*
Page 2

We intend this report solely for the information and use of the audit committee, management, and the Board of Trustees. It is not intended for anyone other than these specified parties.

A handwritten signature in black ink that reads "Betty Montgomery". The signature is written in a cursive, flowing style.

Betty Montgomery
Auditor of State

November 23, 2005



**Auditor of State
Betty Montgomery**

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WOODLAND UNION CEMETERY

VAN WERT 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
DECEMBER 13, 2005**