

**CITY OF WILLARD**

**HURON, COUNTY, OHIO**

**AUDIT REPORT**

**For the Year Ended December 31, 2007**

***Charles E. Harris & Associates, Inc.***  
**Certified Public Accountants and Government Consultants**





Mary Taylor, CPA  
Auditor of State

Members of Council  
City of Willard  
631 S. Myrtle Avenue  
Willard, Ohio 44890-0367

We have reviewed the *Report of Independent Accountants* of the City of Willard, Huron County, prepared by Charles E. Harris & Associates, Inc., for the audit period January 1, 2007 through December 31, 2007. 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 City of Willard is responsible for compliance with these laws and regulations.

*Mary Taylor*

Mary Taylor, CPA  
Auditor of State

September 17, 2008

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**CITY OF WILLARD  
HURON COUNTY  
AUDIT REPORT  
For the Year Ended December 31, 2007**

**TABLE OF CONTENTS**

<b><u>TITLE</u></b>	<b><u>PAGE</u></b>
Report of Independent Accountants	1 -2
Management's Discussion and Analysis	3 - 17
Statement of Net Assets	18
Statement of Activities	19
Balance Sheet – Governmental Funds	21
Reconciliation of Total Governmental Fund Balances to Net Assets of Governmental Activities	23
Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds	24
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities	26
Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual – (Non-GAAP Basis) General Fund	27
Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual –(Non-GAAP Basis) Income Tax Fund	28
Statement of Net Assets – Proprietary Funds	29
Statement of Revenues, Expenses and Changes in Fund Net Assets Proprietary Funds	30
Statement of Cash Flows – Proprietary Funds	31
Statement of Fiduciary Net Assets	32
Notes to the Basic Financial Statements	33 - 63
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Required by <i>Government Auditing Standards</i>	64 - 65
Schedule of Findings	66
Schedule of Prior Audit Findings	67

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***Charles E. Harris & Associates, Inc.***  
*Certified Public Accountants*

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**REPORT OF INDEPENDENT ACCOUNTANTS**

City of Willard  
Huron County  
631 Myrtle Avenue  
Willard, Ohio 44890

To the City Council:

We have audited the accompanying financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the City of Willard, Huron County, Ohio, (the City), as of and for the year ended December 31, 2007, which collectively comprise the City's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the City's management. Our responsibility is to express an opinion on these financial statements based on our audit.

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

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Willard, Huron County, Ohio, as of December 31, 2007, and the respective changes in financial position and, where applicable, cash flows thereof and the budgetary comparison for the General Fund and the Income Tax Fund for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Management's discussion and analysis is not a required part of the basic financial statements, but is supplementary information the Governmental Accounting Standards Board requires. We have applied certain limited procedures, which consisted principally on inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

In accordance with *Government Auditing Standards*, we have also issued our report dated July 24, 2008 on our consideration of the City's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, 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 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.

***Charles E. Harris & Associates, Inc.***  
July 24, 2008



## CITY OF WILLARD, OHIO

### MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED DECEMBER 31, 2007 (UNAUDITED)

The management's discussion and analysis of the City of Willard's (the "City") financial performance provides an overall review of the City's financial activities for the year ended December 31, 2007. The intent of this discussion and analysis is to look at the City's financial performance as a whole; readers should also review the basic financial statements and the notes to the basic financial statements to enhance their understanding of the City's financial performance.

#### **Financial Highlights**

Key financial highlights for 2007 are as follows:

- The total net assets of the City increased \$1,191,406. Net assets of governmental activities increased \$1,042,721 or 11.50% over 2006 and net assets of business-type activities increased \$148,685 or 0.65% over 2006.
- General revenues accounted for \$4,227,496 of total governmental activities revenue. Program specific revenues accounted for \$1,057,689 or 20.01% of total governmental activities revenue.
- The City had \$4,502,464 in expenses related to governmental activities; \$1,057,689 of these expenses was offset by program specific charges for services, grants or contributions. The remaining expenses of the governmental activities of \$3,444,775 were offset by general revenues (primarily property taxes and unrestricted grants and entitlements) of \$4,227,496.
- The general fund had revenues of \$3,211,741 in 2007. The expenditures and other financing uses of the general fund totaled \$3,002,042 in 2007. The net increase in fund balance for the general fund was \$209,699 or 13.60%.
- The income tax fund had revenues of \$298,198 in 2007. The expenditures of the income tax fund totaled \$139,918 in 2007. The net increase in fund balance for the income tax fund was \$158,280 or 19.75%.
- The bond retirement fund had revenues and other financing sources of \$197,336 in 2007. The expenditures of the bond retirement fund totaled \$57,678 in 2007. The net increase in fund balance for the bond retirement fund was \$139,658 or 20.73%.
- The income tax capital improvement fund had revenues and other financing sources of \$519,560 in 2007. The expenditures and other financing uses of the income tax capital improvement fund, totaled \$313,177 in 2007. The net increase in fund balance for the income tax capital improvement fund was \$206,383 or 72.10%.
- The TIF improvement fund had revenues of \$44,622 in 2007. The expenditures of the TIF improvement fund, totaled \$37,953 in 2007. The net increase in fund balance for the TIF improvement fund was \$6,669 or 0.95%.
- Net assets for the business-type activities, which are made up of the sewer, water and storm water enterprise funds, increased in 2007 by \$148,685. This increase in net assets was due primarily to decreasing liabilities.
- In the general fund, the actual revenues came in \$355,917 less than they were in the final budget and actual expenditures and other financing uses were \$1,217,289 less than the amount in the final budget. The final budgeted revenues were \$2,500 more than the amount in the original budget, and final budgeted expenditures were \$97,918 more than the amount in the original budget.

## CITY OF WILLARD, OHIO

### MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED DECEMBER 31, 2007 (UNAUDITED)

#### **Using this Annual Financial Report**

This annual report consists of a series of financial statements and notes to these statements. These statements are organized so the reader can understand the City as a financial whole, an entire operating entity. The statements then proceed to provide an increasingly detailed look at specific financial activities.

The statement of net assets and statement of activities provide information about the activities of the City as a whole, presenting both an aggregate view of the City's finances and a longer-term view of those finances. Fund financial statements provide the next level of detail. For governmental funds, these statements tell how services were financed in the short-term as well as what remains for future spending. The fund financial statements also look at the City's most significant funds with all other nonmajor funds presented in total in one column.

#### **Reporting the City as a Whole**

##### *Statement of Net Assets and the Statement of Activities*

While this document contains a large number of funds used by the City to provide programs and activities, the view of the City as a whole looks at all financial transactions and asks the question, "How did we do financially during 2007?" The statement of net assets and the statement of activities answer this question. These statements include all assets, liabilities, revenues and expenses using the accrual basis of accounting similar to the accounting used by most private-sector companies. This basis of accounting will take into account all of the current year's revenues and expenses regardless of when cash is received or paid.

These two statements report the City's net assets and changes in those assets. This change in net assets is important because it tells the reader that, for the City as a whole, the financial position of the City has improved or diminished. The causes of this change may be the result of many factors, some financial, some not. Non-financial factors include the City's property tax base, current property tax laws in Ohio restricting revenue growth, facility conditions, required community programs and other factors.

In the statement of net assets and the statement of activities, the City is divided into two distinct kinds of activities:

**Governmental activities** - Most of the City's programs and services are reported here including police, fire, street maintenance, capital improvements and general administration. These services are funded primarily by property and income taxes and intergovernmental revenues including federal and state grants and other shared revenues.

**Business-type activities** - These services are provided on a charge for goods or services basis to recover all or a significant portion of the expenses of the goods or services provided. The City's sewer, water and storm water operations are reported here.

#### **Reporting the City's Most Significant Funds**

##### *Fund Financial Statements*

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Fund financial reports provide detailed information about the City's major funds. The City uses many funds to account for a multitude of financial transactions. However, these fund financial statements focuses on the City's most significant funds. The analysis of the City's major governmental and proprietary funds begins on page 10.

## **CITY OF WILLARD, OHIO**

### **MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED DECEMBER 31, 2007 (UNAUDITED)**

#### ***Governmental Funds***

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of the governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, the readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The City maintains a multitude of individual governmental funds. The City has segregated these funds into major funds and nonmajor funds. The City's major governmental funds are the general fund, bond retirement fund, income tax capital improvement fund and the TIF improvement fund. Information for major funds is presented separately in the governmental fund balance sheet and in the governmental statement of revenues, expenditures, and changes in fund balances. Data from the other governmental funds are combined into a single, aggregated presentation. The basic governmental fund financial statements can be found on pages 21-28 of this report.

#### ***Proprietary Funds***

The City maintains one type of proprietary fund. Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The City uses enterprise funds to account for its sewer, water and storm water management functions. All of the City's enterprise funds are considered major funds. The basic proprietary fund financial statements can be found on pages 29-31 of this report.

#### ***Fiduciary Funds***

Fiduciary funds are used to account for resources held for the benefit of parties outside the City. Fiduciary funds are not reflected in the government-wide financial statement because the resources of those funds are not available to support the City's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds. Agency funds are the City's fiduciary fund type. The basic fiduciary fund financial statements can be found on page 32 of this report.

#### ***Notes to the Basic Financial Statements***

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. These notes to the basic financial statements can be found on pages 33-63 of this report.

**CITY OF WILLARD, OHIO**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED DECEMBER 31, 2007  
(UNAUDITED)**

**Government-Wide Financial Analysis**

The table below provides a summary of the City's net assets for 2007 and 2006:

	<b>Net Assets</b>					
	<u>Governmental Activities</u>		<u>Business-type Activities</u>		<u>2007</u>	<u>2006</u>
	<u>2007</u>	<u>2006</u>	<u>2007</u>	<u>2006</u>	<u>Total</u>	<u>Total</u>
<u>Assets</u>						
Current and other assets	\$ 8,551,149	\$ 7,684,671	\$ 4,393,291	\$ 4,740,977	\$ 12,944,440	\$ 12,425,648
Capital assets, net	<u>4,605,469</u>	<u>4,847,112</u>	<u>21,073,232</u>	<u>21,752,151</u>	<u>25,678,701</u>	<u>26,599,263</u>
Total assets	<u>13,156,618</u>	<u>12,531,783</u>	<u>25,466,523</u>	<u>26,493,128</u>	<u>38,623,141</u>	<u>39,024,911</u>
<u>Liabilities</u>						
Long-term liabilities	689,680	641,387	1,661,994	1,637,744	2,351,674	2,279,131
Other liabilities	<u>2,351,286</u>	<u>2,817,465</u>	<u>734,698</u>	<u>1,934,238</u>	<u>3,085,984</u>	<u>4,751,703</u>
Total liabilities	<u>3,040,966</u>	<u>3,458,852</u>	<u>2,396,692</u>	<u>3,571,982</u>	<u>5,437,658</u>	<u>7,030,834</u>
<u>Net Assets</u>						
Invested in capital assets, net of related debt	2,456,312	2,544,004	19,082,093	18,550,360	21,538,405	21,094,364
Restricted	3,418,381	2,798,051	-	-	3,418,381	2,798,051
Unrestricted	<u>4,240,959</u>	<u>3,730,876</u>	<u>3,987,738</u>	<u>4,370,786</u>	<u>8,228,697</u>	<u>8,101,662</u>
Total net assets	<u>\$ 10,115,652</u>	<u>\$ 9,072,931</u>	<u>\$ 23,069,831</u>	<u>\$ 22,921,146</u>	<u>\$ 33,185,483</u>	<u>\$ 31,994,077</u>

Over time, net assets can serve as a useful indicator of a government's financial position. At December 31, 2007, the City's assets exceeded liabilities by \$33,185,483. At year-end, net assets were \$10,115,652 and \$23,069,831 for the governmental activities and the business-type activities, respectively.

Capital assets reported on the government-wide statements represent the largest portion of the City's assets. At year-end, capital assets represented 66.49% of total assets. Capital assets include land, land improvements, buildings, equipment, vehicles, infrastructure and utility plant in service. Capital assets, net of related debt to acquire the assets at December 31, 2007, were \$2,456,312 and \$19,082,093 in the governmental activities and business-type activities, respectively. These capital assets are used to provide services to citizens and are not available for future spending. Although the City's investment in capital assets is reported net of related debt, it should be noted that the resources to repay the debt must be provided from other sources, since capital assets may not be used to liquidate these liabilities.

A portion of the City's net assets, \$3,418,381, represents resources that are subject to external restriction on how they may be used. In the governmental activities, the remaining balance of unrestricted net assets of \$4,240,959 may be used to meet the government's ongoing obligations to citizens and creditors.

**CITY OF WILLARD, OHIO**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED DECEMBER 31, 2007  
(UNAUDITED)**

The table below shows the changes in net assets for fiscal year 2007 and 2006.

	<b>Change in Net Assets</b>					
	<u>Governmental</u>		<u>Business-type</u>		<u>2007</u>	<u>2006</u>
	<u>Activities</u>	<u>Activities</u>	<u>Activities</u>	<u>Activities</u>	<u>Total</u>	<u>Total</u>
	<u>2007</u>	<u>2006</u>	<u>2007</u>	<u>2006</u>		
<b>Revenues</b>						
Program revenues:						
Charges for services	\$ 663,904	\$ 543,227	\$ 3,281,274	\$ 3,383,485	\$ 3,945,178	\$ 3,926,712
Operating grants and contributions	366,139	397,838	-	-	366,139	397,838
Capital grants and contributions	<u>27,646</u>	<u>-</u>	<u>13,826</u>	<u>-</u>	<u>-</u>	<u>41,472</u>
Total program revenues	<u>1,057,689</u>	<u>941,065</u>	<u>3,295,100</u>	<u>3,383,485</u>	<u>4,311,317</u>	<u>4,366,022</u>
General revenues:						
Property taxes	586,028	516,700	-	-	586,028	516,700
Income taxes	2,836,818	2,587,653	320,000	512,500	3,156,818	3,100,153
Unrestricted grants and entitlements	440,802	486,900	-	-	440,802	486,900
Investment earnings	331,985	294,723	79,129	81,043	411,114	375,766
Miscellaneous	<u>31,863</u>	<u>73,095</u>	<u>2,687</u>	<u>3,906</u>	<u>34,550</u>	<u>77,001</u>
Total general revenues	<u>4,227,496</u>	<u>3,959,071</u>	<u>401,816</u>	<u>597,449</u>	<u>4,629,312</u>	<u>4,556,520</u>
Total revenues	<u>5,285,185</u>	<u>4,900,136</u>	<u>3,696,916</u>	<u>3,980,934</u>	<u>8,940,629</u>	<u>8,922,542</u>
<b>Expenses:</b>						
General government	665,620	715,675	-	-	665,620	715,675
Security of persons and property	2,428,663	2,333,567	-	-	2,428,663	2,333,567
Public health and welfare	43,018	42,567	-	-	43,018	42,567
Transportation	830,877	741,319	-	-	830,877	741,319
Community environment	194,684	215,052	-	-	194,684	215,052
Leisure time activity	276,619	280,184	-	-	276,619	280,184
Interest and fiscal charges	62,983	83,476	-	-	62,983	83,476
Sewer	-	-	1,872,479	1,929,910	1,872,479	1,929,910
Water	-	-	1,398,316	1,399,000	1,398,316	1,399,000
Storm Water	<u>-</u>	<u>-</u>	<u>17,436</u>	<u>25,482</u>	<u>17,436</u>	<u>25,482</u>
Total expenses	<u>4,502,464</u>	<u>4,411,840</u>	<u>3,288,231</u>	<u>3,354,392</u>	<u>7,790,695</u>	<u>7,766,232</u>
Transfers	<u>260,000</u>	<u>2,243</u>	<u>(260,000)</u>	<u>(2,243)</u>	<u>-</u>	<u>-</u>
Change in net assets	1,042,721	490,539	148,685	624,299	1,149,934	1,156,310
Net assets at beginning of year	<u>9,072,931</u>	<u>8,582,392</u>	<u>22,921,146</u>	<u>22,296,847</u>	<u>31,994,077</u>	<u>30,879,239</u>
Net assets at end of year	<u>\$ 10,115,652</u>	<u>\$ 9,072,931</u>	<u>\$ 23,069,831</u>	<u>\$ 22,921,146</u>	<u>\$ 33,144,011</u>	<u>\$ 32,035,549</u>

**CITY OF WILLARD, OHIO**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED DECEMBER 31, 2007  
(UNAUDITED)**

**Governmental Activities**

Governmental activities net assets increased \$1,042,721 in 2007. This increase is a result of increasing revenues outpacing increasing expenditures versus amounts reported in the prior year and a \$260,000 transfer in from business-type activities.

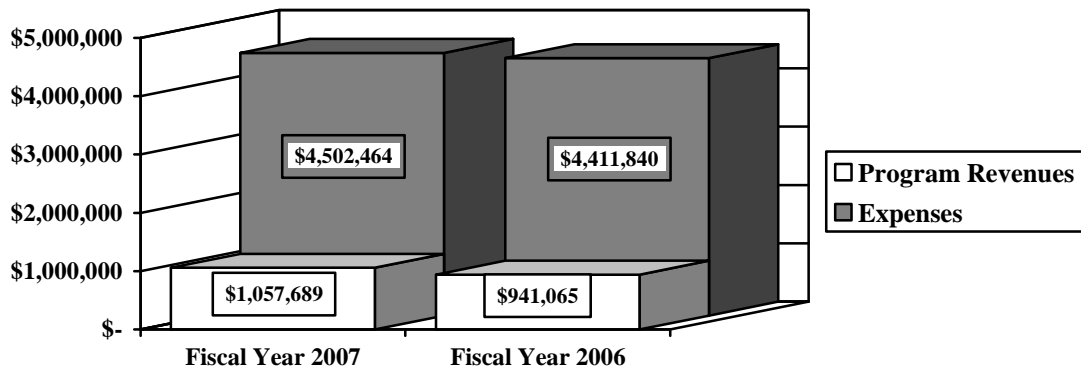
Security of persons and property which primarily supports the operations of the police and fire department accounted for \$2,428,663 or 53.94% of the total expenses of the City. Security of persons and property expenses were partially funded by \$404,874 in direct charges to users of the services. General government expenses totaled \$665,620. General government expenses were partially funded by \$114,942 in direct charges to users of the services.

The state and federal government contributed to the City a total of \$366,139 in operating grants and contributions. These revenues are restricted to a particular program or purpose.

General revenues totaled \$4,227,496 and amounted to 79.99% of total governmental revenues. These revenues primarily consist of property and income tax revenue of \$3,422,846. The other primary source of general revenues is grants and entitlements not restricted to specific programs, including local government and local government revenue assistance, making up \$440,802.

The statement of activities shows the cost of program services and the charges for services and grants offsetting those services. The following table shows, for governmental activities, the total cost of services and the net cost of services. That is, it identifies the cost of these services supported by tax revenue and unrestricted State grants and entitlements. As can be seen in the graph below, the City is highly dependent upon general revenues (primarily property and income taxes as well as unrestricted grants and entitlements) to support its governmental activities. As program revenues are not sufficient to cover total governmental expenses for 2007.

**Governmental Activities – Program Revenues vs. Total Expenses**



**CITY OF WILLARD, OHIO**

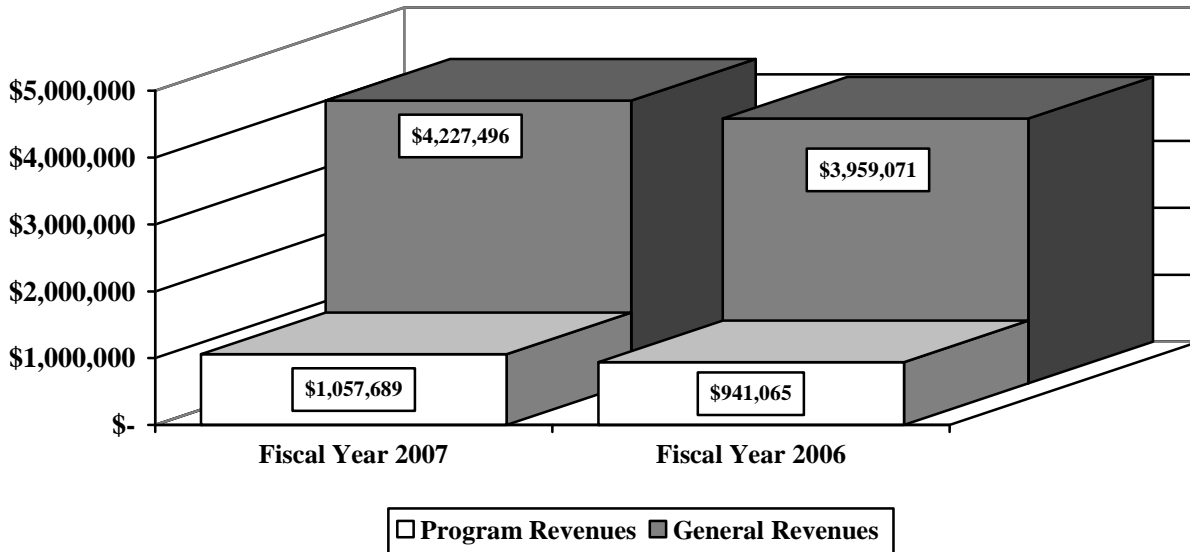
**MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED DECEMBER 31, 2007  
(UNAUDITED)**

**Governmental Activities**

	Total Cost of Services <u>2007</u>	Total Cost of Services <u>2006</u>	Net Cost of Services <u>2007</u>	Net Cost of Services <u>2006</u>
Program expenses:				
General government	\$ 665,620	\$ 715,675	\$ 550,678	\$ 656,320
Security of persons and property	2,428,663	2,333,567	2,019,469	1,979,061
Public health and welfare	43,018	42,567	25,683	25,489
Transportation	830,877	741,319	436,001	299,791
Community environment	194,684	215,052	138,916	215,052
Leisure time activity	276,619	280,184	211,045	211,586
Interest and fiscal charges	<u>62,983</u>	<u>83,476</u>	<u>62,983</u>	<u>83,476</u>
<b>Total</b>	<b><u>\$ 4,502,464</u></b>	<b><u>\$ 4,411,840</u></b>	<b><u>\$ 3,444,775</u></b>	<b><u>\$ 3,470,775</u></b>

The dependence upon general revenues for governmental activities is apparent, with 76.51% of expenses supported through taxes and other general revenues. The chart below illustrates the City's program revenues versus general revenues for 2007 and 2006.

**Governmental Activities – General and Program Revenues**

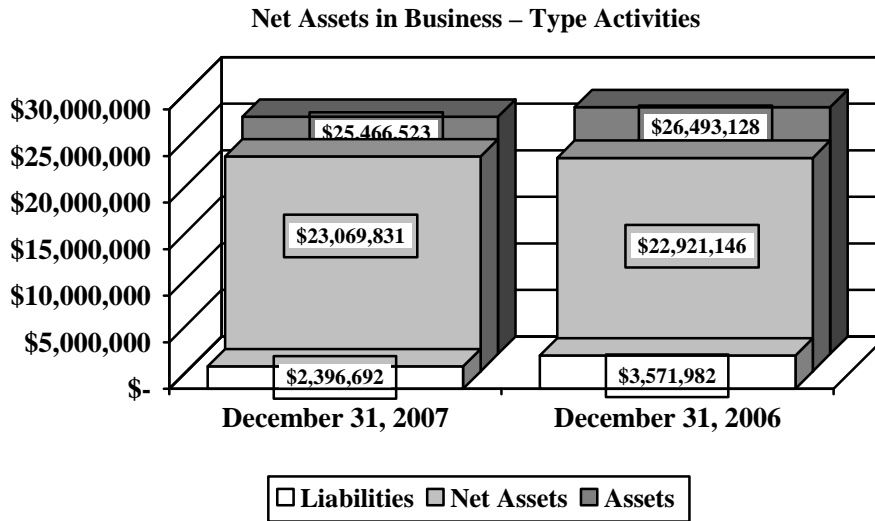


**CITY OF WILLARD, OHIO**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED DECEMBER 31, 2007  
(UNAUDITED)**

**Business-type Activities**

Business-type activities include the sewer, water and storm water enterprise funds. These programs had program revenues of \$3,295,100, general revenues of \$401,816, transfers out of \$260,000 and expenses of \$3,288,231 for 2007. The graph below shows the business-type activities assets, liabilities and net assets at year-end 2007 and 2006.



**Financial Analysis of the Government's Funds**

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental Funds**

The focus of the City's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City's financing requirements. In particular, unreserved fund balance may serve as a useful measure of the City's net resources available for spending at year-end.

The City's governmental funds (as presented on the balance sheet on pages 21-22) reported a combined fund balance of \$5,535,873 which is \$1,124,159 more than last year's total of \$4,411,714. The schedule below indicates the fund balances and the total change in fund balances as of December 31, 2007 for all major and non-major governmental funds.



**CITY OF WILLARD, OHIO**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED DECEMBER 31, 2007  
(UNAUDITED)**

	<u>Fund Balances</u> <u>12/31/07</u>	<u>Fund Balances</u> <u>12/31/06</u>	<u>Increase</u>
Major funds:			
General	\$ 1,751,581	\$ 1,541,882	\$ 209,699
Income tax	959,676	801,396	158,280
Bond retirement	(534,049)	(673,707)	139,658
Income tax capital improvement	492,625	286,242	206,383
TIF improvement	(696,765)	(703,434)	6,669
Other nonmajor governmental funds	<u>3,562,805</u>	<u>3,159,335</u>	<u>403,470</u>
Total	<u>\$ 5,535,873</u>	<u>\$ 4,411,714</u>	<u>\$ 1,124,159</u>

***General Fund***

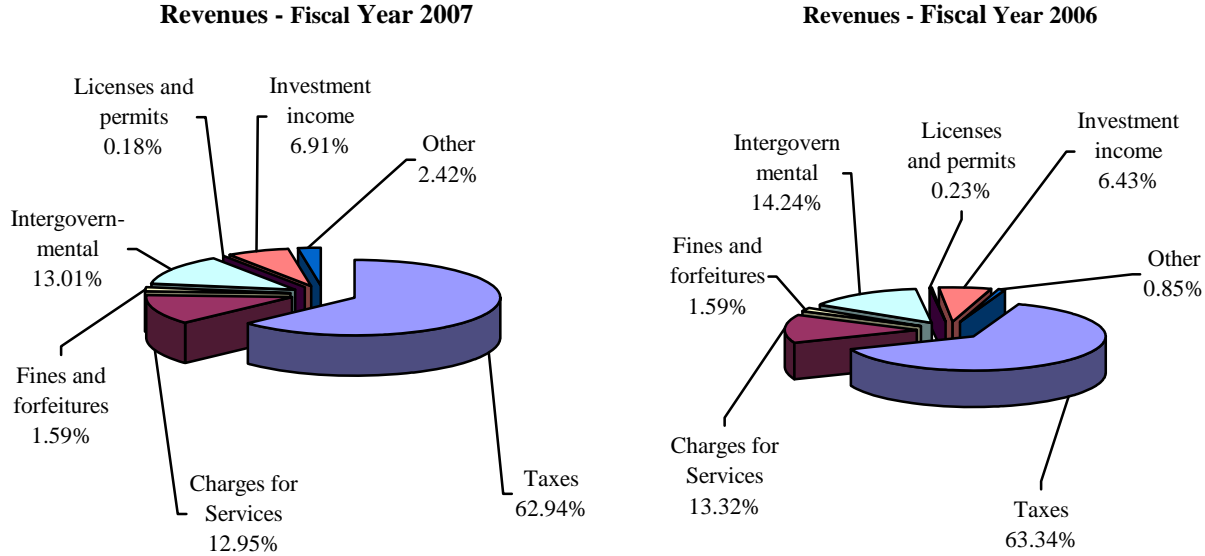
The City's general fund balance increased \$209,699. The table that follows assists in illustrating the revenues of the general fund.

	<u>2007</u> <u>Amount</u>	<u>2006</u> <u>Amount</u>	<u>Percentage</u> <u>Change</u>
<b><u>Revenues</u></b>			
Taxes	\$ 2,021,398	\$ 2,081,024	(2.87) %
Charges for services	416,286	437,612	(4.87) %
Fines and forfeitures	51,182	52,231	(2.01) %
Intergovernmental	417,692	467,929	(10.74) %
Licenses and permits	5,768	7,589	(24.00) %
Investment income	221,913	211,122	5.11 %
Other	<u>77,502</u>	<u>28,363</u>	173.25 %
Total	<u>\$ 3,211,741</u>	<u>\$ 3,285,870</u>	(2.26) %

Tax revenue represents 62.94% of all general fund revenue. Tax revenue decreased 2.87% from the prior year due House Bill 66, which is gradually eliminates the tax on tangible personal property of businesses. The decrease in intergovernmental revenue is due to a decrease in the number of grants the City received. Charges for services decreased 4.87% due to a decreased amount of emergency rescue calls. The increase in investment income is due to increased interest rates in 2007 compared to 2006.

**CITY OF WILLARD, OHIO**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED DECEMBER 31, 2007  
(UNAUDITED)**



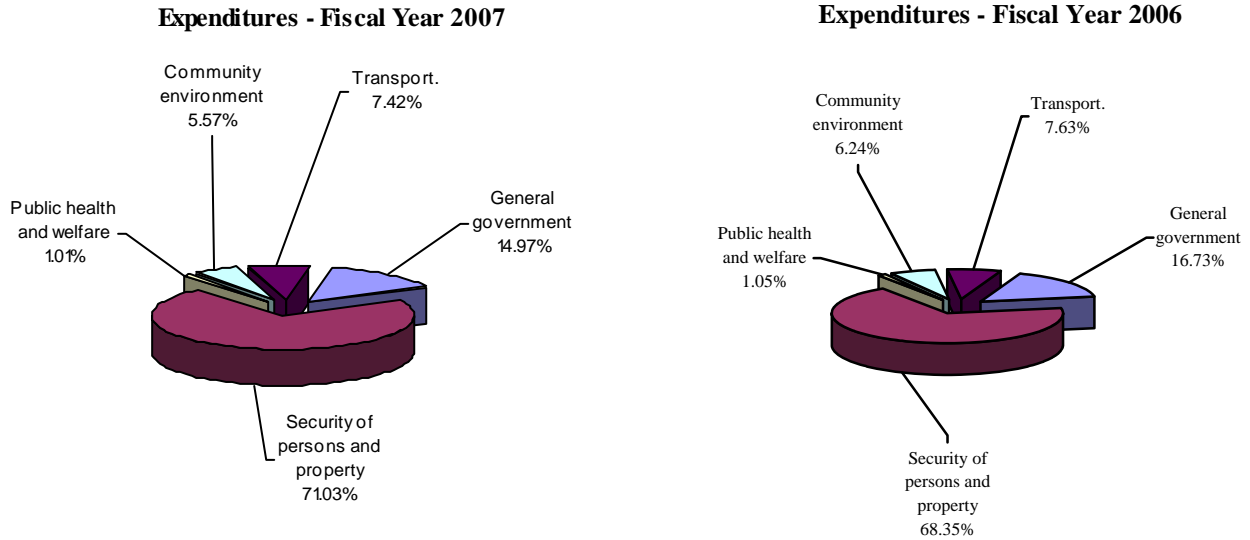
The table that follows assists in illustrating the expenditures of the general fund.

	<u>2007</u> <u>Amount</u>	<u>2006</u> <u>Amount</u>	<u>Percentage</u> <u>Change</u>
<b><u>Expenditures</u></b>			
General government	\$ 446,340	\$ 494,534	(9.75)
Security of persons and property	2,118,709	2,021,007	4.83
Public health and welfare	29,993	31,068	(3.46)
Community environment	166,438	184,547	(9.81)
Transportation	<u>221,137</u>	<u>225,794</u>	(2.06)
<b>Total</b>	<u><u>\$ 2,982,617</u></u>	<u><u>\$ 2,956,950</u></u>	0.87

The City increased total general fund expenditures by 0.87%. The slight increase in expenditures can be attributed to strong internal cost control.

## CITY OF WILLARD, OHIO

### MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED DECEMBER 31, 2007 (UNAUDITED)



#### ***Budgeting Highlights***

The City's budgeting process is prescribed by the Ohio Revised Code (ORC). Essentially the budget is the City's appropriations which are restricted by the amounts of anticipated revenues certified by the Budget Commission in accordance with the ORC. Therefore, the City's plans or desires cannot be totally reflected in the original budget. If budgeted revenues are adjusted due to actual activity then the appropriations can be adjusted accordingly.

Budgetary information is presented for the general fund and major special revenue funds. In the general fund, the actual revenues and other financing sources came in \$355,917 less than they were in the final budget and actual expenditures and other financing uses were \$1,217,289 less than the amount in the final budget. Final budgeted revenues were \$2,500 more than the original budgeted revenues. Final budgeted expenditures were \$97,918 more than the original budgeted expenditures.

#### ***Proprietary Funds***

The City's enterprise funds provide the same type of information found in the government-wide financial statements for business-type activities, except in more detail.

#### **Capital Assets and Debt Administration**

##### ***Capital Assets***

At the end of fiscal 2007, the City had \$25,678,701 (net of accumulated depreciation) invested in land, land improvements, buildings, equipment, vehicles, infrastructure and utility plant in service. Of this total, \$4,605,469 was reported in governmental activities and \$21,073,232 was reported in business-type activities. See Note 9 for further description of capital assets. The following table shows fiscal 2007 balances compared to 2006:

**CITY OF WILLARD, OHIO**

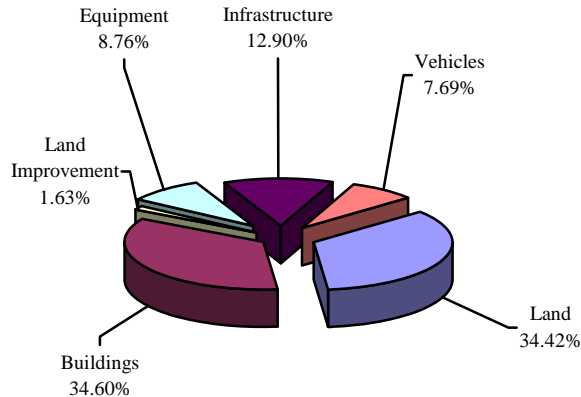
**MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED DECEMBER 31, 2007  
(UNAUDITED)**

**Capital Assets at December 31  
(Net of Depreciation)**

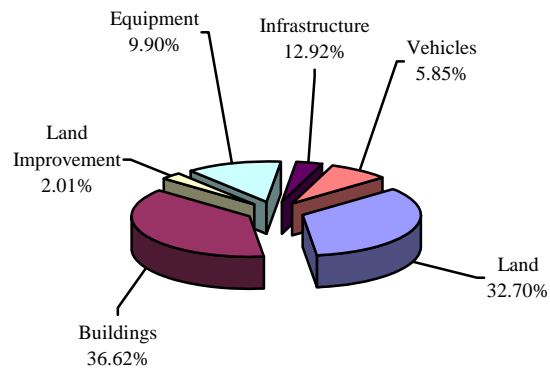
	<u>Governmental Activities</u>		<u>Business-Type Activities</u>		<u>Total</u>	
	<u>2007</u>	<u>2006</u>	<u>2007</u>	<u>2006</u>	<u>2007</u>	<u>2006</u>
Land	\$ 1,585,222	\$ 1,585,222	\$ 814,218	\$ 814,218	\$ 2,399,440	\$ 2,399,440
Buildings	1,593,970	1,775,127	3,808,320	4,018,565	5,402,290	5,793,692
Land improvements	75,127	97,393	23,468	4,089	98,595	101,482
Equipment	403,146	479,596	68,952	66,429	472,098	546,025
Vehicles	353,821	283,719	38,402	57,118	392,223	340,837
Utility plant in service	-	-	16,319,872	16,791,732	16,319,872	16,791,732
Infrastructure	594,183	626,055	-	-	594,183	626,055
<b>Totals</b>	<b>\$ 4,605,469</b>	<b>\$ 4,847,112</b>	<b>\$ 21,073,232</b>	<b>\$ 21,752,151</b>	<b>\$ 25,678,701</b>	<b>\$ 26,599,263</b>

The following graphs show the breakdown of governmental capital assets by category for 2007 and 2006.

**Capital Assets - Governmental Activities 2007**



**Capital Assets - Governmental Activities 2006**



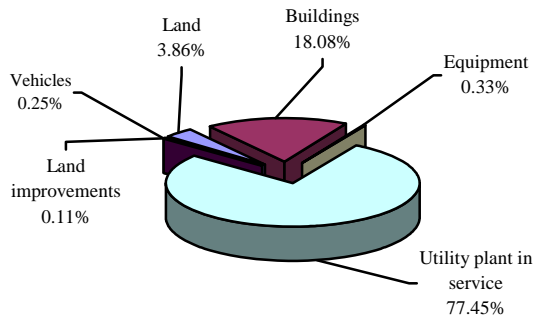
The City's buildings are the largest capital asset category. These items are immovable and of value only to the City, however, the annual cost of purchasing these items is quite significant. The net book value of the City's buildings (cost less accumulated depreciation) represents approximately 34.60% of the City's total governmental capital assets.

**CITY OF WILLARD, OHIO**

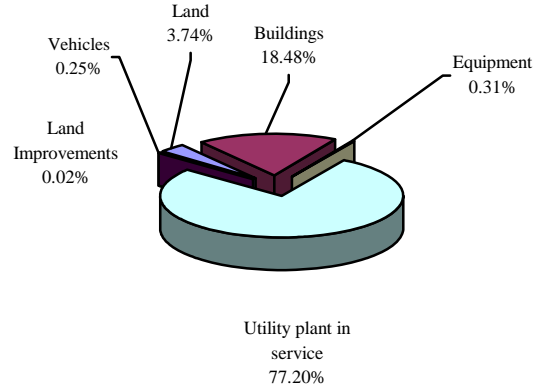
**MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED DECEMBER 31, 2007  
(UNAUDITED)**

The following graphs show the breakdown of business-type capital assets by category for 2007 and 2006.

**Capital Assets - Business-Type Activities 2007**



**Capital Assets - Business-Type Activities 2006**



The City's largest business-type capital asset category is utility plant in service, which includes water and sewer lines and the water plant. These items play a vital role in the income producing ability of the business-type activities. The net book value of the City's utility plant in service (cost less accumulated depreciation) represents approximately 77.45% of the City's total business-type capital assets.

***Debt Administration***

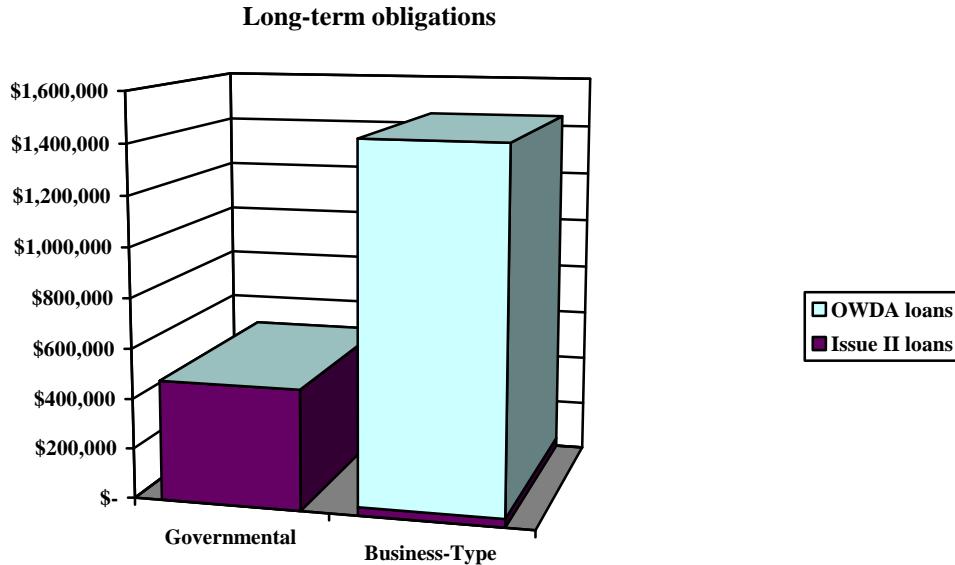
The City had the following long-term obligations outstanding at December 31, 2007 and 2006.

	Governmental Activities	
	<u>2007</u>	<u>2006</u>
Issue II loans	\$ 479,157	\$ 483,108
Total long-term obligations	<u>\$ 479,157</u>	<u>\$ 483,108</u>
	Business-type Activities	
	<u>2007</u>	<u>2006</u>
OWDA loans	\$ 1,407,369	\$ 1,464,050
Issue II loans	<u>33,770</u>	<u>37,742</u>
Total long-term obligations	<u>\$ 1,441,139</u>	<u>\$ 1,501,792</u>

**CITY OF WILLARD, OHIO**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED DECEMBER 31, 2007  
(UNAUDITED)**

A comparison of the long-term obligations by category is depicted in the chart below.



Further detail on the City's long-term obligations can be found in Note 13 to the financial statements.

**Economic Conditions and Outlook**

The City of Willard currently is home to about 6,800 residents and serves an additional 3,500 area residents through our fire and rescue department as well as our water department. We are the second largest city in Huron County and are proud to be home to several successful manufacturing plants including RR Donnelley & Sons, MTD, Pepperidge Farms and Guardian Manufacturing. These factories employ nearly 4,000 workers from the Willard area.

The City currently has a 1.375% income tax, a portion of which is earmarked for capital improvements, maintenance and repair; an equal portion is used to provide funds for payment of service debt on bonds, notes, loans and other obligations issued prior to January 1, 2005, and the remainder is allocated to various other funds of the City for operational expenses. Collections for 2007 were approximately \$3 million. Income tax collections account for about 20% of the City of Willard's revenue sources.

Although revenues are stable, there is little growth. The City was able to maintain services and activities normally provided to the residents. Our recreation department held its annual festival in the park, fireworks display and summer concert series. The City's swimming pool and parks were also able to remain open to area residents. The recycling program was also maintained with limited hours of operation.

The City of Willard is struggling to maintain the streets due to the high cost of materials and supplies associated with repairing roadways. No major repairs to streets or alleys were accomplished in 2007. 2008 will also see very limited repairs for the same reason.

The US 224 Pump Station Replacement project was started in 2007.

## **CITY OF WILLARD, OHIO**

### **MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED DECEMBER 31, 2007 (UNAUDITED)**

Other capital items purchased and completed were as follows: The fire department purchased a new ambulance and replaced some cots. The maintenance department purchased a snow plow, mower, replaced some outdated equipment, and upgraded the traffic lights system. The parks and recreation department utilized a donation to purchase a scoreboard. The showmobile was renovated and the shelters were updated. The engineering department purchased a copier/scanner to streamline daily workloads. A new tank gauge was purchased for the airport. The police department purchased a new cruiser.

Overall, the City was able to cut budgets where needed in order to maintain its current carryover balances. A police tax was passed by the voters in order to add three positions in the police department. This was a necessary tax in order to bring back the school resource officer position.

The year 2009 will prove to be another tightly budgeted year due to the lack of growth in the City's revenue sources and increasing fuel costs. With the elimination of personal property taxes and local government funding freezes, the City will strive to maintain the current level of services and activities. Street project costs continue to climb due to the high fuel prices. The City has had to postpone or shorten the scope of several projects in order to meet current budget needs.

In the future the City intends to expand its recycling program to include glass. The City would also like to apply for a grant from the Ohio Department of Natural Resources to use the wastewater land areas for multi-public use such as birdhouses, bluebird trails, and prairie grass reintroduction. The City of Willard is proud to be a catalyst in promoting environmental awareness.

#### **Contacting the City's Financial Management**

This financial report is designed to provide our citizens, taxpayers, investors and creditors with a general overview of the City's finances and to show the City's accountability for the money it receives. If you have questions about this report or need additional financial information please contact: Ms. Jody Wagoner, Director of Finance, at 631 S. Myrtle Ave. P.O. Box 367, Willard, Ohio 44890.

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**BASIC  
FINANCIAL STATEMENTS**

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**CITY OF WILLARD, OHIO**

STATEMENT OF NET ASSETS  
DECEMBER 31, 2007

	<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Total</u>
<b>Assets:</b>			
Equity in pooled cash and cash equivalents . . . . .	\$ 6,378,691	\$ 3,443,684	\$ 9,822,375
Cash and cash equivalents in segregated accounts . . . . .	215,855	-	215,855
Receivables (net of allowances for uncollectibles):			
Income taxes . . . . .	899,576	-	899,576
Real and other taxes . . . . .	372,074	-	372,074
Accounts . . . . .	78,592	757,567	836,159
Special assessments . . . . .	114,615	-	114,615
Accrued interest . . . . .	12,873	-	12,873
Due from other governments . . . . .	350,412	-	350,412
Prepayments . . . . .	53,072	4,818	57,890
Materials and supplies inventory . . . . .	75,389	158,444	233,833
Restricted assets:			
Cash and cash equivalents - restricted . . . . .	-	28,778	28,778
Capital assets:			
Land . . . . .	1,585,222	814,218	2,399,440
Depreciable capital assets, net . . . . .	3,020,247	20,259,014	23,279,261
Total capital assets . . . . .	<u>4,605,469</u>	<u>21,073,232</u>	<u>25,678,701</u>
Total assets . . . . .	<u>13,156,618</u>	<u>25,466,523</u>	<u>38,623,141</u>
<b>Liabilities:</b>			
Accounts payable . . . . .	61,871	23,706	85,577
Accrued wages . . . . .	125,835	68,890	194,725
Due to other governments . . . . .	91,943	31,097	123,040
Refundable deposits payable . . . . .	-	28,778	28,778
Accrued interest payable . . . . .	65,061	32,227	97,288
Notes payable . . . . .	1,670,000	550,000	2,220,000
Unearned revenue . . . . .	336,576	-	336,576
Long-term liabilities:			
Due within one year . . . . .	177,737	267,094	444,831
Due in more than one year . . . . .	511,943	1,394,900	1,906,843
Total liabilities . . . . .	<u>3,040,966</u>	<u>2,396,692</u>	<u>5,437,658</u>
<b>Net assets:</b>			
Invested in capital assets, net of related debt . . . . .	2,456,312	19,082,093	21,538,405
Restricted for:			
Capital projects . . . . .	390,460	-	390,460
Transportation . . . . .	511,425	-	511,425
Community environment . . . . .	398,840	-	398,840
Electric system sale . . . . .	1,703,203	-	1,703,203
Other purposes . . . . .	414,453	-	414,453
Unrestricted . . . . .	<u>4,240,959</u>	<u>3,987,738</u>	<u>8,228,697</u>
Total net assets . . . . .	<u>\$ 10,115,652</u>	<u>\$ 23,069,831</u>	<u>\$ 33,185,483</u>

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS

**CITY OF WILLARD, OHIO**

STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2007

	<b>Program Revenues</b>			
	<b>Expenses</b>	<b>Charges for Services</b>	<b>Operating Grants and Contributions</b>	<b>Capital Grants and Contributions</b>
<b>Governmental Activities:</b>				
General government . . . . .	\$ 665,620	\$ 114,942	\$ -	\$ -
Security of persons and property. . . . .	2,428,663	404,874	4,320	-
Public health and welfare . . . . .	43,018	17,335	-	-
Transportation . . . . .	830,877	55,411	311,819	27,646
Community environment. . . . .	194,684	5,768	50,000	-
Leisure time activity. . . . .	276,619	65,574	-	-
Interest and fiscal charges . . . . .	62,983	-	-	-
<b>Total governmental activities . . . . .</b>	<b>4,502,464</b>	<b>663,904</b>	<b>366,139</b>	<b>27,646</b>
<b>Business-type Activities:</b>				
Sewer . . . . .	1,872,479	1,748,540	-	-
Water . . . . .	1,398,316	1,532,734	-	-
Storm Water . . . . .	17,436	-	-	13,826
<b>Total business-type activities . . . . .</b>	<b>3,288,231</b>	<b>3,281,274</b>	<b>-</b>	<b>13,826</b>
<b>Total primary government. . . . .</b>	<b>\$ 7,790,695</b>	<b>\$ 3,945,178</b>	<b>\$ 366,139</b>	<b>\$ 41,472</b>

**General Revenues:**

Property taxes levied for:
General purposes . . . . .
Recreation . . . . .
Police and fire pension. . . . .
Capital projects . . . . .
Income taxes levied for:
General purposes . . . . .
Special revenue . . . . .
Capital projects . . . . .
Water. . . . .
Grants and entitlements not restricted to specific programs . . . . .
Investment earnings . . . . .
Miscellaneous . . . . .
<b>Total general revenues. . . . .</b>
Transfers. . . . .
Change in net assets. . . . .
<b>Net assets at beginning of year. . . . .</b>
<b>Net assets at end of year . . . . .</b>

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS

**Net (Expense) Revenue and Changes in Net Assets**

<b>Governmental Activities</b>	<b>Business-type Activities</b>	<b>Total</b>
\$ (550,678)	\$ -	\$ (550,678)
(2,019,469)	-	(2,019,469)
(25,683)	-	(25,683)
(436,001)	-	(436,001)
(138,916)	-	(138,916)
(211,045)	-	(211,045)
(62,983)	-	(62,983)
<u>(3,444,775)</u>	<u>-</u>	<u>(3,444,775)</u>
-	(123,939)	(123,939)
-	134,418	134,418
<u>-</u>	<u>(3,610)</u>	<u>(3,610)</u>
-	6,869	6,869
<u>(3,444,775)</u>	<u>6,869</u>	<u>(3,437,906)</u>
411,991	-	411,991
98,509	-	98,509
40,461	-	40,461
35,067	-	35,067
1,614,900	-	1,614,900
702,858	-	702,858
519,060	-	519,060
-	320,000	320,000
440,802	-	440,802
331,985	79,129	411,114
31,863	2,687	34,550
<u>4,227,496</u>	<u>401,816</u>	<u>4,629,312</u>
<u>260,000</u>	<u>(260,000)</u>	<u>-</u>
1,042,721	148,685	1,191,406
<u>9,072,931</u>	<u>22,921,146</u>	<u>31,994,077</u>
<u>\$ 10,115,652</u>	<u>\$ 23,069,831</u>	<u>\$ 33,185,483</u>

**CITY OF WILLARD, OHIO**

BALANCE SHEET  
GOVERNMENTAL FUNDS  
DECEMBER 31, 2007

	<u>General</u>	<u>Income Tax</u>	<u>Bond Retirement</u>	<u>Income Tax Capital Improvement</u>
<b>Assets:</b>				
Equity in pooled cash and cash equivalents . . . . .	\$ 1,755,541	\$ 349,213	\$ 297,118	\$ 407,088
Cash in segregated accounts . . . . .	-	-	-	-
Receivables (net of allowance for uncollectibles):				
Income taxes . . . . .	-	899,576	-	-
Real and other taxes . . . . .	294,423	-	-	-
Accounts . . . . .	78,592	-	-	-
Interfund loans . . . . .	-	-	-	89,000
Accrued interest . . . . .	12,873	-	-	-
Special assessments . . . . .	-	-	-	-
Due from other governments . . . . .	209,500	-	-	-
Prepayments . . . . .	50,227	44	-	-
Materials and supplies inventory . . . . .	8,078	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
Total assets . . . . .	<u>\$ 2,409,234</u>	<u>\$ 1,248,833</u>	<u>\$ 297,118</u>	<u>\$ 496,088</u>
<b>Liabilities:</b>				
Accounts payable . . . . .	\$ 39,227	\$ 6,569	\$ -	\$ 3,463
Accrued wages . . . . .	106,118	3,056	-	-
Interfund loan payable . . . . .	-	-	-	-
Due to other governments . . . . .	76,898	1,359	-	-
Accrued interest payable . . . . .	-	-	31,167	-
Notes payable . . . . .	-	-	800,000	-
Deferred revenue . . . . .	167,245	278,173	-	-
Unearned revenue . . . . .	268,165	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
Total liabilities . . . . .	<u>657,653</u>	<u>289,157</u>	<u>831,167</u>	<u>3,463</u>
<b>Fund Balances:</b>				
Reserved for encumbrances . . . . .	25,392	51	-	58,633
Reserved for prepayments . . . . .	50,227	44	-	-
Reserved for materials and supplies inventory . . . . .	8,078	-	-	-
Reserved for unclaimed monies . . . . .	3,745	-	-	-
Reserved for perpetual care . . . . .	-	-	-	-
Reserved for electric system sale . . . . .	-	-	-	-
Unreserved, undesignated (deficit), reported in:				
General fund . . . . .	1,664,139	-	-	-
Special revenue funds . . . . .	-	959,581	-	-
Debt service funds . . . . .	-	-	(534,049)	-
Capital projects funds . . . . .	-	-	-	433,992
	<hr/>	<hr/>	<hr/>	<hr/>
Total fund balances . . . . .	<u>1,751,581</u>	<u>959,676</u>	<u>(534,049)</u>	<u>492,625</u>
	<hr/>	<hr/>	<hr/>	<hr/>
Total liabilities and fund balances . . . . .	<u>\$ 2,409,234</u>	<u>\$ 1,248,833</u>	<u>\$ 297,118</u>	<u>\$ 496,088</u>

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS

<b>TIF Improvement</b>	<b>Other Governmental Funds</b>	<b>Total Governmental Funds</b>
\$ 207,129	\$ 3,362,602	\$ 6,378,691
-	215,855	215,855
-	-	899,576
-	77,651	372,074
-	-	78,592
-	-	89,000
-	-	12,873
-	114,615	114,615
-	140,912	350,412
-	2,801	53,072
-	67,311	75,389
<u>\$ 207,129</u>	<u>\$ 3,981,747</u>	<u>\$ 8,640,149</u>
\$ -	\$ 12,612	\$ 61,871
-	16,661	125,835
-	89,000	89,000
-	13,686	91,943
33,894	-	65,061
870,000	-	1,670,000
-	218,572	663,990
-	68,411	336,576
<u>903,894</u>	<u>418,942</u>	<u>3,104,276</u>
-	8,673	92,749
-	2,801	53,072
-	67,311	75,389
-	-	3,745
-	13,757	13,757
-	1,575,000	1,575,000
-	-	1,664,139
-	1,300,621	2,260,202
-	42	(534,007)
(696,765)	594,600	331,827
<u>(696,765)</u>	<u>3,562,805</u>	<u>5,535,873</u>
<u>\$ 207,129</u>	<u>\$ 3,981,747</u>	<u>\$ 8,640,149</u>

CITY OF WILLARD, OHIO

RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES TO  
NET ASSETS OF GOVERNMENTAL ACTIVITIES  
DECEMBER 31, 2007

<b>Total governmental fund balances</b>		\$	5,535,873
<i>Amounts reported for governmental activities in the statement of net assets are different because:</i>			
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.			4,605,469
Other long-term assets are not available to pay for current period expenditures and therefore are deferred in the funds.			
Income taxes	\$	278,173	
Real and other taxes		35,498	
Special assessments		114,615	
Intergovernmental revenues		232,329	
Interest		3,375	
		<hr/>	
Total			663,990
Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds. The long-term liabilities are as follows:			
Compensated absences		210,523	
Issue II loans payable		479,157	
		<hr/>	
Total			(689,680)
<b>Net assets of governmental activities</b>		\$	<u>10,115,652</u>

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS



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**CITY OF WILLARD, OHIO**

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS  
FOR THE YEAR ENDED DECEMBER 31, 2007

	<u>General</u>	<u>Income Tax</u>	<u>Bond Retirement</u>	<u>Income Tax Capital Improvement</u>
<b>Revenues:</b>				
Income taxes . . . . .	\$ 1,614,900	\$ 298,198	\$ -	\$ 519,060
Real and other taxes . . . . .	406,498	-	-	-
Charges for services . . . . .	416,286	-	-	-
Licenses and permits . . . . .	5,768	-	-	-
Fines and forfeitures . . . . .	51,182	-	-	-
Intergovernmental . . . . .	417,692	-	-	-
Investment income . . . . .	221,913	-	8,700	-
Rental income . . . . .	-	-	-	-
Other . . . . .	77,502	-	1,636	-
Total revenues . . . . .	<u>3,211,741</u>	<u>298,198</u>	<u>10,336</u>	<u>519,060</u>
<b>Expenditures:</b>				
Current:				
General government. . . . .	446,340	139,918	-	3,463
Security of persons and property . . . . .	2,118,709	-	-	-
Public health and welfare . . . . .	29,993	-	-	-
Transportation. . . . .	221,137	-	-	-
Community environment . . . . .	166,438	-	-	-
Leisure time activity . . . . .	-	-	-	-
Capital outlay . . . . .	-	-	-	114,714
Debt service:				
Principal retirement . . . . .	-	-	32,648	-
Interest and fiscal charges . . . . .	-	-	25,030	-
Total expenditures . . . . .	<u>2,982,617</u>	<u>139,918</u>	<u>57,678</u>	<u>118,177</u>
Excess (deficiency) of revenues over (under) expenditures. . . . .	<u>229,124</u>	<u>158,280</u>	<u>(47,342)</u>	<u>400,883</u>
<b>Other financing sources (uses):</b>				
Issue II loans . . . . .	-	-	-	-
Transfers in . . . . .	-	-	187,000	500
Transfers out . . . . .	(19,425)	-	-	(195,000)
Total other financing sources (uses). . . . .	<u>(19,425)</u>	<u>-</u>	<u>187,000</u>	<u>(194,500)</u>
Net change in fund balances . . . . .	209,699	158,280	139,658	206,383
<b>Fund balances at beginning of year (restated) .</b>	<u>1,541,882</u>	<u>801,396</u>	<u>(673,707)</u>	<u>286,242</u>
<b>Fund balances at end of year . . . . .</b>	<u>\$ 1,751,581</u>	<u>\$ 959,676</u>	<u>\$ (534,049)</u>	<u>\$ 492,625</u>

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS

<b>TIF Improvement</b>	<b>Other Governmental Funds</b>	<b>Total Governmental Funds</b>
\$ -	\$ 244,500	\$ 2,676,658
35,067	134,549	576,114
-	84,387	500,673
-	-	5,768
-	510	51,692
-	386,455	804,147
8,200	89,797	328,610
-	36,782	36,782
1,355	15,750	96,243
<u>44,622</u>	<u>992,730</u>	<u>5,076,687</u>
-	724	590,445
-	40,606	2,159,315
-	6,397	36,390
-	516,885	738,022
-	8,389	174,827
-	250,885	250,885
-	80,996	195,710
-	-	32,648
37,953	-	62,983
<u>37,953</u>	<u>904,882</u>	<u>4,241,225</u>
6,669	87,848	835,462
-	28,697	28,697
-	287,425	474,925
-	(500)	(214,925)
-	315,622	288,697
6,669	403,470	1,124,159
(703,434)	3,159,335	4,411,714
<u>\$ (696,765)</u>	<u>\$ 3,562,805</u>	<u>\$ 5,535,873</u>

**CITY OF WILLARD, OHIO**

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES  
IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2007

<b>Net change in fund balances - total governmental funds</b>		\$ 1,124,159
 <i>Amounts reported for governmental activities in the statement of activities are different because:</i>		
 Government funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets are allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.		
Capital asset additions	\$ 210,528	
Current year depreciation	(452,171)	
Total		(241,643)
 Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds.		
Income taxes	160,160	
Real and other taxes	9,914	
Special assessments	4,609	
Intergovernmental revenues	30,440	
Interest	3,375	
Total		208,498
 Repayment of loan principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net assets.		
		32,648
 Proceeds of loans are other financing sources in the governmental funds, but they increase liabilities on the statement of net assets.		
		(28,697)
 Some expenses reported in the statement of activities, such as compensated absences, do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.		
		(52,244)
 <b>Change in net assets of governmental activities</b>		 \$ 1,042,721

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS

**CITY OF WILLARD, OHIO**

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN  
 FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)  
 GENERAL FUND  
 FOR THE YEAR ENDED DECEMBER 31, 2007

	<u>Budgeted Amounts</u>			<b>Variance with Final Budget Positive (Negative)</b>
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	
<b>Revenues:</b>				
Income taxes . . . . .	\$ 1,792,495	\$ 1,793,751	\$ 1,614,900	\$ (178,851)
Property and other taxes. . . . .	451,202	451,518	406,498	(45,020)
Charges for services. . . . .	449,035	449,350	404,546	(44,804)
Licenses and permits . . . . .	6,403	6,407	5,768	(639)
Fines and forfeitures . . . . .	56,810	56,850	51,182	(5,668)
Intergovernmental. . . . .	481,653	481,991	433,933	(48,058)
Investment income . . . . .	241,267	241,436	217,363	(24,073)
Other . . . . .	88,235	88,297	79,493	(8,804)
<b>Total revenues.</b> . . . .	<u>3,567,100</u>	<u>3,569,600</u>	<u>3,213,683</u>	<u>(355,917)</u>
<b>Expenditures:</b>				
Current:				
General government . . . . .	992,350	1,045,050	541,272	503,778
Security of persons and property. . . . .	2,564,870	2,586,510	2,148,823	437,687
Public health and welfare . . . . .	48,550	48,713	32,999	15,714
Transportation . . . . .	270,900	273,620	227,186	46,434
Community environment. . . . .	225,600	238,870	182,544	56,326
<b>Total expenditures</b> . . . . .	<u>4,102,270</u>	<u>4,192,763</u>	<u>3,132,824</u>	<u>1,059,939</u>
Excess (deficiency) of revenues over (under) expenditures . . . . .	<u>(535,170)</u>	<u>(623,163)</u>	<u>80,859</u>	<u>704,022</u>
<b>Other financing uses:</b>				
Transfers out . . . . .	<u>(169,350)</u>	<u>(176,775)</u>	<u>(19,425)</u>	<u>157,350</u>
<b>Total other financing uses</b> . . . . .	<u>(169,350)</u>	<u>(176,775)</u>	<u>(19,425)</u>	<u>157,350</u>
Net change in fund balance . . . . .	(704,520)	(799,938)	61,434	861,372
<b>Fund balance at beginning of year.</b> . . . . .	1,561,975	1,561,975	1,561,975	-
<b>Prior year encumbrances appropriated.</b> . . . . .	<u>80,569</u>	<u>80,569</u>	<u>80,569</u>	<u>-</u>
<b>Fund balance at end of year</b> . . . . .	<u>\$ 938,024</u>	<u>\$ 842,606</u>	<u>\$ 1,703,978</u>	<u>\$ 861,372</u>

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS

**CITY OF WILLARD, OHIO**

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN  
 FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)  
 INCOME TAX FUND  
 FOR THE YEAR ENDED DECEMBER 31, 2007

	<u>Budgeted Amounts</u>		<u>Actual</u>	<b>Variance with Final Budget Positive (Negative)</b>
	<u>Original</u>	<u>Final</u>		
<b>Revenues:</b>				
Income taxes . . . . .	\$ 231,540	\$ 231,540	\$ 345,535	\$ 113,995
Total revenues. . . . .	<u>231,540</u>	<u>231,540</u>	<u>345,535</u>	<u>113,995</u>
<b>Expenditures:</b>				
Current:				
General government . . . . .	208,941	208,941	148,998	59,943
Total expenditures . . . . .	<u>208,941</u>	<u>208,941</u>	<u>148,998</u>	<u>59,943</u>
Net change in fund balance . . . . .	22,599	22,599	196,537	173,938
<b>Fund balance at beginning of year. . . . .</b>	136,971	136,971	136,971	-
<b>Prior year encumbrances appropriated. . . . .</b>	<u>9,091</u>	<u>9,091</u>	<u>9,091</u>	<u>-</u>
<b>Fund balance at end of year . . . . .</b>	<u>\$ 168,661</u>	<u>\$ 168,661</u>	<u>\$ 342,599</u>	<u>\$ 173,938</u>

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS

**CITY OF WILLARD, OHIO**

STATEMENT OF NET ASSETS  
 PROPRIETARY FUNDS  
 DECEMBER 31, 2007

	<b>Business-type Activities -Enterprise Funds</b>			
	<b>Sewer</b>	<b>Water</b>	<b>Storm Water</b>	<b>Total</b>
<b>Assets:</b>				
Current assets:				
Equity in pooled cash and cash equivalents. . . . .	\$ 1,969,118	\$ 1,447,022	\$ 27,544	\$ 3,443,684
Receivables (net of allowance for uncollectibles):				
Accounts . . . . .	411,062	346,505	-	757,567
Prepayments. . . . .	2,170	2,648	-	4,818
Materials and supplies inventory . . . . .	146,208	12,236	-	158,444
Restricted assets:				
Equity in pooled cash and cash equivalents . . . . .	-	28,778	-	28,778
Total current assets . . . . .	<u>2,528,558</u>	<u>1,837,189</u>	<u>27,544</u>	<u>4,393,291</u>
Noncurrent assets:				
Capital assets:				
Land . . . . .	343,471	470,747	-	814,218
Depreciable capital assets, net . . . . .	10,556,211	8,828,677	874,126	20,259,014
Total capital assets . . . . .	<u>10,899,682</u>	<u>9,299,424</u>	<u>874,126</u>	<u>21,073,232</u>
Total noncurrent assets . . . . .	<u>10,899,682</u>	<u>9,299,424</u>	<u>874,126</u>	<u>21,073,232</u>
Total assets . . . . .	<u>13,428,240</u>	<u>11,136,613</u>	<u>901,670</u>	<u>25,466,523</u>
<b>Liabilities:</b>				
Current liabilities:				
Accounts payable. . . . .	6,280	17,426	-	23,706
Accrued wages . . . . .	41,168	27,722	-	68,890
Compensated absences . . . . .	70,914	42,965	-	113,879
Due to other governments . . . . .	18,503	12,594	-	31,097
Notes payable . . . . .	-	550,000	-	550,000
Refundable deposits payable. . . . .	-	28,778	-	28,778
Current portion of OWDA loans . . . . .	60,302	33,692	55,248	149,242
Current portion of Issue II loans. . . . .	-	3,973	-	3,973
Accrued interest payable . . . . .	5,637	24,710	1,880	32,227
Total current liabilities . . . . .	<u>202,804</u>	<u>741,860</u>	<u>57,128</u>	<u>1,001,792</u>
Long-term liabilities:				
OWDA loans . . . . .	552,903	294,608	410,616	1,258,127
Issue II loans . . . . .	-	29,797	-	29,797
Compensated absences. . . . .	71,167	35,809	-	106,976
Total long-term liabilities. . . . .	<u>624,070</u>	<u>360,214</u>	<u>410,616</u>	<u>1,394,900</u>
Total liabilities . . . . .	<u>826,874</u>	<u>1,102,074</u>	<u>467,744</u>	<u>2,396,692</u>
<b>Net assets:</b>				
Invested in capital assets, net of related debt. . . . .	10,286,477	8,387,354	408,262	19,082,093
Unrestricted . . . . .	2,314,889	1,647,185	25,664	3,987,738
Total net assets . . . . .	<u>\$ 12,601,366</u>	<u>\$ 10,034,539</u>	<u>\$ 433,926</u>	<u>\$ 23,069,831</u>

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS

**CITY OF WILLARD, OHIO**

STATEMENT OF REVENUES, EXPENSES AND  
CHANGES IN NET ASSETS  
PROPRIETARY FUNDS  
FOR THE YEAR ENDED DECEMBER 31, 2007

	<b>Business-type Activities - Enterprise Funds</b>			
	<b>Sewer</b>	<b>Water</b>	<b>Storm Water</b>	<b>Total</b>
<b>Operating revenues:</b>				
Charges for services . . . . .	\$ 1,747,040	\$ 1,522,934	\$ -	\$ 3,269,974
Tap-in fees . . . . .	1,500	9,800	-	11,300
Other . . . . .	-	2,687	-	2,687
<b>Total operating revenues.</b> . . . .	<b>1,748,540</b>	<b>1,535,421</b>	<b>-</b>	<b>3,283,961</b>
<b>Operating expenses:</b>				
Personal services . . . . .	951,123	628,494	-	1,579,617
Contract services . . . . .	80,082	71,435	-	151,517
Materials and supplies . . . . .	83,350	163,122	-	246,472
Depreciation . . . . .	446,668	274,944	14,298	735,910
Administrative costs . . . . .	111,703	122,197	-	233,900
Utilities . . . . .	185,347	88,313	-	273,660
Other . . . . .	3,723	6,136	-	9,859
<b>Total operating expenses.</b> . . . .	<b>1,861,996</b>	<b>1,354,641</b>	<b>14,298</b>	<b>3,230,935</b>
<b>Operating income (loss).</b> . . . . .	<b>(113,456)</b>	<b>180,780</b>	<b>(14,298)</b>	<b>53,026</b>
<b>Nonoperating revenues (expenses):</b>				
Interest revenue . . . . .	34,700	44,429	-	79,129
Income tax revenue . . . . .	-	320,000	-	320,000
Intergovernmental . . . . .	-	-	13,826	13,826
Interest expense and fiscal charges . . . . .	(10,483)	(43,675)	(3,138)	(57,296)
<b>Total nonoperating revenues (expenses)</b> . . . . .	<b>24,217</b>	<b>320,754</b>	<b>10,688</b>	<b>355,659</b>
<b>Income (loss) before transfers.</b> . . . .	<b>(89,239)</b>	<b>501,534</b>	<b>(3,610)</b>	<b>408,685</b>
Transfers out . . . . .	(260,000)	-	-	(260,000)
<b>Changes in net assets.</b> . . . . .	<b>(349,239)</b>	<b>501,534</b>	<b>(3,610)</b>	<b>148,685</b>
<b>Net assets at beginning of year</b> . . . . .	<b>12,950,605</b>	<b>9,533,005</b>	<b>437,536</b>	<b>22,921,146</b>
<b>Net assets at end of year.</b> . . . . .	<b>\$ 12,601,366</b>	<b>\$ 10,034,539</b>	<b>\$ 433,926</b>	<b>\$ 23,069,831</b>

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS



**CITY OF WILLARD, OHIO**

STATEMENT OF CASH FLOWS  
 PROPRIETARY FUNDS  
 FOR THE YEAR ENDED DECEMBER 31, 2007

	<b>Business-type Activities - Enterprise Funds</b>			
	<b>Sewer</b>	<b>Water</b>	<b>Storm Water</b>	<b>Total</b>
<b>Cash flows from operating activities:</b>				
Cash received from customers. . . . .	\$ 1,716,946	\$ 1,507,709	\$ -	\$ 3,224,655
Cash received from other operations . . . . .	-	2,687	-	2,687
Cash payments for personal services . . . . .	(897,604)	(601,654)	-	(1,499,258)
Cash payments for contract services. . . . .	(80,518)	(76,774)	-	(157,292)
Cash payments for materials and supplies. . . . .	(89,904)	(162,668)	-	(252,572)
Cash payments for utilities. . . . .	(187,277)	(85,739)	-	(273,016)
Cash payments for administrative costs . . . . .	(111,703)	(122,197)	-	(233,900)
Cash payments for other expenses . . . . .	(3,327)	(4,568)	-	(7,895)
Net cash provided by operating activities. . . . .	<u>346,613</u>	<u>456,796</u>	<u>-</u>	<u>803,409</u>
<b>Cash flows from noncapital financing activities:</b>				
Cash payments for transfers out. . . . .	(260,000)	-	-	(260,000)
Cash received from income taxes. . . . .	-	320,000	-	320,000
Net cash provided by (used in) by noncapital financing activities . . . . .	<u>(260,000)</u>	<u>320,000</u>	<u>-</u>	<u>60,000</u>
<b>Cash flows from capital and related financing activities:</b>				
Acquisition of capital assets . . . . .	(29,082)	(27,909)	-	(56,991)
Principal retirement. . . . .	(19,743)	(1,714,981)	(12,103)	(1,746,827)
Interest and fiscal charges. . . . .	(5,815)	(87,566)	(1,952)	(95,333)
Sale of notes. . . . .	-	550,000	-	550,000
Net cash used in capital and related financing activities . . . . .	<u>(54,640)</u>	<u>(1,280,456)</u>	<u>(14,055)</u>	<u>(1,349,151)</u>
<b>Cash flows from investing activities:</b>				
Interest received. . . . .	34,700	44,429	-	79,129
Net cash provided by investing activities. . . . .	<u>34,700</u>	<u>44,429</u>	<u>-</u>	<u>79,129</u>
Net increase (decrease) in cash and cash equivalents . . . . .	66,673	(459,231)	(14,055)	(406,613)
<b>Cash and cash equivalents at beginning of year. . . . .</b>	<u>1,902,445</u>	<u>1,935,031</u>	<u>41,599</u>	<u>3,879,075</u>
<b>Cash and cash equivalents at end of year . . . . .</b>	<u>\$ 1,969,118</u>	<u>\$ 1,475,800</u>	<u>\$ 27,544</u>	<u>\$ 3,472,462</u>
<b>Reconciliation of operating income (loss) to net cash provided by operating activities:</b>				
Operating income (loss) . . . . .	\$ (113,456)	\$ 180,780	\$ (14,298)	\$ 53,026
Adjustments:				
Depreciation . . . . .	446,668	274,944	14,298	735,910
Changes in assets and liabilities:				
(Increase) decrease in materials and supplies inventory. . . . .	(841)	1,400	-	559
Increase in accounts receivable . . . . .	(31,594)	(25,025)	-	(56,619)
Decrease in prepayments . . . . .	(1,400)	(1,467)	-	(2,867)
Decrease in accounts payable. . . . .	(2,808)	(1,916)	-	(4,724)
Increase in payable from restricted assets. . . . .	-	1,240	-	1,240
Increase in accrued wages and benefits . . . . .	4,187	2,896	-	7,083
Increase in due to other governments. . . . .	(10,874)	(4,228)	-	(15,102)
Increase in compensated absences payable. . . . .	56,731	28,172	-	84,903
Net cash provided by operating activities . . . . .	<u>\$ 346,613</u>	<u>\$ 456,796</u>	<u>\$ -</u>	<u>\$ 803,409</u>

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS

**CITY OF WILLARD, OHIO**

STATEMENT OF FIDUCIARY NET ASSETS  
FIDUCIARY FUNDS  
DECEMBER 31, 2007

	<u>Agency</u>
<b>Assets:</b>	
Equity in pooled cash and cash equivalents . . . . .	\$ 12,699
Total assets. . . . .	<u>\$ 12,699</u>
<b>Liabilities:</b>	
Deposits held and due to others. . . . .	\$ 12,699
Total liabilities . . . . .	<u>\$ 12,699</u>

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS

## **CITY OF WILLARD, OHIO**

### **NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED DECEMBER 31, 2007**

#### **NOTE 1 - DESCRIPTION OF THE CITY**

The City of Willard (“The City”) is a body politic and corporate established for the purpose of exercising the rights and privileges conveyed to it by the constitution of the State of Ohio.

The City was originally organized as the Village of Chicago Junction in 1874. The name was changed to the Village of Willard in 1917, which became the City of Willard in 1959 as a home rule municipal corporation under the laws of the State of Ohio. The City operates under a council-manager form of government and provides the following services as authorized by its charter: public safety, public services, recreation and development.

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

The basic financial statements (BFS) of the City have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to local governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial principles. The City also applies Financial Accounting Standards Board (FASB) Statements and Interpretations issued on or before November 30, 1989, to its governmental and business-type activities and to its proprietary funds provided they do not conflict with or contradict GASB pronouncements. The City has the option to also apply FASB Statements and Interpretations issued after November 30, 1989 to its business-type activities and enterprise funds, subject to this same limitation. The City has elected not to apply these FASB Statements and Interpretations. The most significant of the City’s accounting policies are described below.

##### **A. Reporting Entity**

For financial reporting purposes, the City’s BFS include all funds, agencies, boards, commissions, and departments for which the City is financially accountable. Financial accountability, as defined by the GASB, exists if the City appoints a voting majority of an organization’s governing board and is either able to impose its will on that organization or there is a potential for the organization to provide specific financial benefits to, or impose specific burdens on, the City. The City may also be financially accountable for governmental organizations with a separately elected governing board, a governing board appointed by another government, or a jointly appointed board that is fiscally dependent on the City. The City also took into consideration other organizations for which the nature and significance of their relationship with the City are such that exclusion would cause the City’s basic financial statements to be misleading or incomplete.

The primary government of the City consists of all funds, departments, boards, and agencies that are not legally separate from the City. For the City of Willard, this includes police protection, street maintenance and repairs, planning and zoning, parks and recreation, water, sewer, and storm water. The operation of each of these activities is directly controlled by Council through the budgetary process.

The City of Willard owns and is responsible for the lighting and any major repairs and improvements of the Willard Airport. Rental fees for use of public property and proceeds from the sale of airplane fuel are collected by the City; however, minor repairs, services, and operations at the airport are provided by a private business and its related financial statements are not included in the financial statements of the City.

## CITY OF WILLARD, OHIO

### NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED DECEMBER 31, 2007

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

Mercy Hospital is a non-profit corporation privately owned by Willard Area Hospital, Inc. The Board is appointed by the Willard Area Hospital, Inc., whose board members are appointed from private citizens within the community. Although the City originally purchased the land, built the building and had issued debt relating to capital improvements, the administration of the hospital is controlled by the Mercy staff. A lease agreement was entered into in 1968 and on December 31, 2013, the property and operations of the hospital will be returned and to be managed by the City unless Willard Area Hospital, Inc. exercises its purchase option. The financial statements of the hospital are not included with the financial statements of the City of Willard. See Note 10 for detail.

Component units are legally separate organizations for which the City is financially accountable. The City is financially accountable for an organization if the City appoints a voting majority of the organization's governing board and (1) the City is able to significantly influence the programs or services performed or provided by the organization; or (2) the City is legally entitled to or can otherwise access the organization's resources; the City is legally obligated or has otherwise assumed the responsibility to finance deficits of, or provide financial support to, the organization. Component units may also include organizations that are fiscally dependent on the City in that the City approves the budget, the issuance of debt or the levying of taxes. The City has no component units.

#### **B. Basis of Presentation - Fund Accounting**

The City's BFS consist of government-wide statements, including a statement of net assets and a statement of activities, and fund financial statements which provide a more detailed level of financial information.

***Government-wide Financial Statements*** - The statement of net assets and the statement of activities display information about the City as a whole. These statements include the financial activities of the primary government, except for fiduciary funds. The statements distinguish between those activities of the City that are governmental and those that are considered business-type activities.

The statement of net assets presents the financial condition of the governmental and business-type activities of the City at year-end. The statement of activities presents a comparison between direct expenses and program revenues for each program or function of the City's governmental activities and for the business-type activities of the City. Direct expenses are those that are specifically associated with a service, program or department and therefore clearly identifiable to a particular function. Program revenues include charges paid by the recipient of the goods or services offered by the program, grants and contributions that are restricted to meeting the operational or capital requirements of a particular program and interest earned on grants that is required to be used to support a particular program. Revenues which are not classified as program revenues are presented as general revenues of the City, with certain limited exceptions. The comparison of direct expenses with program revenues identifies the extent to which each business segment or governmental functions are self-financing or draw from the general revenues of the City.

***Fund Financial Statements*** - During the year, the City segregates transactions related to certain City functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. Fund financial statements are designed to present financial information of the City at this more detailed level. The focus of governmental and enterprise fund financial statements is on major funds. Each major fund is presented in a separate column. Nonmajor funds are aggregated and presented in a single column. Fiduciary funds are reported by type.

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2007

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

**C. Fund Accounting**

The City uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self balancing set of accounts. There are three categories of funds: governmental, proprietary and fiduciary.

***Governmental Funds*** - Governmental funds are those through which most governmental functions typically are financed. Governmental fund reporting focuses on the sources, uses and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used. Current liabilities are assigned to the fund from which they will be paid. The difference between governmental fund assets and liabilities is reported as fund balance. The following are the City's major governmental funds:

*General Fund* - The general fund accounts for all financial resources except those required to be accounted for in another fund. This includes, but is not limited to, police and fire protection, public health activities, cemetery, and the general administration of City functions.

*Income Tax Operations* - This fund accounts for revenues generated from the City's income tax.

*Bond Retirement* - This fund accounts for the accumulation of resources for, and payment of, long-term debt principal, interest and related costs.

*Income Tax Capital Improvement* - This fund accounts for income tax receipts that are used for the acquisition and construction of capital assets.

*TIF Improvement* - This fund accounts for tax increment financing receipts that are used for the acquisition and construction of capital assets.

Other governmental funds of the City are used to account for (a) the accumulation of resources for, and payment of, general long-term debt principal, interest and related costs; (b) financial resources to be used for the acquisition, construction, or improvement of capital facilities other than those financed by proprietary funds; and (c) for grants and other resources whose use is restricted to a particular purpose.

***Proprietary Funds*** - Proprietary fund reporting focuses on changes in net assets, financial position and cash flows.

*Enterprise Funds* - The enterprise funds may be used to account for any activity for which a fee is charged to external users for goods or services. The following are the City's major enterprise funds:

*Sewer Fund* - This fund accounts for the provision of sanitary sewer service to the residents and commercial users located within the City.

*Water Fund* - This fund accounts for the provision of water treatment and distribution to its residential and commercial users located within the City.

*Storm Water Fund* - This fund accounts for the provision of storm drainage runoff services to the residents and commercial users located within the City.

## CITY OF WILLARD, OHIO

### NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED DECEMBER 31, 2007

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

***Fiduciary Funds*** - Fiduciary fund reporting focuses on net assets and changes in net assets. The fiduciary fund category is split into four classifications: pension trust funds, investment trust funds, private-purpose trust funds and agency funds. Trust funds are used to account for assets held by the City under a trust agreement for individuals, private organizations, or other governments and are therefore not available to support the City's own programs. The City has no trust funds. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. The City has four agency funds used to account for cash deposits in lieu of bonds for contracts formally bid, insurance money received by part-time and retired employees who are paying a portion of their health insurance, money received in cases of suspected arson and refundable deposits for use of City owned duck blinds.

#### **D. Measurement Focus and Basis of Accounting**

***Government-wide Financial Statements*** - The government-wide financial statements are prepared using the economic resources measurement focus. All assets and all liabilities associated with the operation of the City are included on the statement of net assets.

***Fund Financial Statements*** - All governmental funds are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. The statement of revenues, expenditures and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements therefore include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the financial statements for governmental funds.

Like the government-wide statements, all proprietary funds are accounted for on a flow of economic resources measurement focus. All assets and all liabilities associated with the operation of these funds are included on the statement of net assets. The statement of changes in fund net assets presents increases (i.e., revenues) and decreases (i.e., expenses) in total net assets. The statement of cash flows provides information about how the City finances and meets the cash flow needs of its proprietary activities.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operation. The principal operating revenues of the City's proprietary funds are charges for sales and services. Operating expenses for the enterprise funds include personnel and other expenses related to the operations of the enterprise activities. All revenues and expenses not meeting these definitions are reported as nonoperating revenues and expenses.

#### **E. Basis of Accounting**

Basis of accounting determines when transactions are recorded in the financial records and reported on the financial statements. Government-wide financial statements are prepared using the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting. Proprietary and agency funds use the accrual basis of accounting. Differences in the accrual and modified accrual basis of accounting arise in the recognition of revenue, the recording of deferred revenue and in the presentation of expenses versus expenditures.

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2007

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

**Revenues - Exchange and Non-exchange Transactions** - Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. Available means that the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For the City, available means expected to be received within sixty days after year-end.

Nonexchange transactions, in which the City receives value without directly giving equal value in return, include income taxes, property taxes, grants, entitlements and donations. On an accrual basis, revenue from income taxes is recognized in the period in which the income is earned (See Note 7). Revenue from property taxes is recognized in the year for which the taxes are levied (See Note 6). Revenue from grants, entitlements and donations is recognized in the year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the year when use is first permitted, matching requirements, in which the City must provide local resources to be used for a specified purpose, and expenditure requirements, in which the resources are provided to the City on a reimbursement basis. On a modified accrual basis, revenue from nonexchange transactions must also be available before it can be recognized.

Under the modified accrual basis, the following revenue sources are considered to be both measurable and available at year-end: income tax, state-levied locally shared taxes (including gasoline tax, local government funds and permissive tax), fines and forfeitures, fees and special assessments.

**Unearned Revenue and Deferred Revenue** - Unearned revenue and deferred revenue arise when assets are recognized before revenue recognition criteria have been satisfied.

Property taxes for which there is an enforceable legal claim as of December 31, 2007, but which were levied to finance year 2008 operations, and other revenues received in advance of the fiscal year for which they were intended to finance, have been recorded as unearned revenue. Income taxes and special assessments not received within the available period, grants and entitlements received before the eligibility requirements are met, and delinquent property taxes due at December 31, 2007, are recorded as deferred revenue.

On governmental fund financial statements, receivables that will not be collected within the available period have been reported as deferred revenue.

**Expenses/Expenditures** - On the accrual basis of accounting, expenses are recognized at the time they are incurred.

The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Expenditures are generally recognized in the accounting period in which the related fund liability is incurred, if measurable. Allocations of cost, such as depreciation and amortization, are not recognized in governmental funds.

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2007

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

**F. Budgetary Data**

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 appropriations resolution, all of which are prepared on the budgetary basis of accounting. The certificate of estimated resources and the appropriations ordinance are subject to amendment throughout the year with the legal restriction that appropriations cannot exceed estimated resources, as certified. The legal level of budgetary control is at the object level within each department. Budgetary modifications may only be made by resolution of the City Council at the legal level of control.

*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 15 of each year, for the period of January 1, to December 31 of the following year.

*Estimated Resources* – The County Budget Commission certifies its actions to the City by September 1. As part of this process, the City receives the official certificate of estimated resources, which states the projected cash receipts of each fund. On or about January 1, this certificate is amended to include unencumbered cash balances from the preceding year.

*Appropriations* - An annual appropriation ordinance must be passed by April 1 of each preceding year for the period January 1 to December 31. The appropriation ordinance fixes spending authority at the fund, department, and object level. The appropriation ordinance may be amended during the year as new information becomes available, provided that total fund appropriations do not exceed current estimated resources, as certified. The allocation of appropriations among departments and objects within a fund may be modified during the year by an ordinance of Council.

*Lapsing of Appropriations* - At the close of each year, the unencumbered balance of each appropriation reverts to the respective fund from which it was appropriated and becomes subject to future appropriations. Encumbrances are carried forward and are not reappropriated as part of the subsequent year appropriations.

**G. Encumbrances**

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is utilized during the year for budget control purposes. Encumbrances outstanding at year-end are reported as expenditures under the City's budgetary basis of accounting. For GAAP reporting purposes, encumbrances outstanding at year-end are reported as reservations of fund balances for governmental funds since they do not constitute expenditures or liabilities.

**H. Inventories of Materials and Supplies**

On government-wide financial statements, inventories are presented at the lower of cost or market on a first-in, first-out basis and are expensed when used. Inventories are accounted for using the consumption method.



**CITY OF WILLARD, OHIO**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2007**

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

On fund financial statements, inventories of governmental funds are stated at cost while inventories of proprietary funds are stated at the lower of cost or market. For all funds, cost is determined on a first-in, first-out basis. Inventory in governmental funds consists of expendable supplies held for consumption. The cost of inventory items is recorded as an expenditure in the governmental fund types when purchased. Inventories of the proprietary funds are expensed when used.

**I. Prepayments**

Payments made to vendors for services that will benefit beyond December 31, 2007, are recorded as prepaid items using the consumption method by recording a current asset for the prepaid amount and reflecting the expenditures/expense in the year in which it was consumed.

**J. Cash and Cash Equivalents**

To improve cash management, cash received by the City is pooled. Monies for all funds, including proprietary funds, are maintained in this pool. Individual fund integrity is maintained through the City's records. Each fund's interest in the pool is presented as "Equity in pooled cash and cash equivalents" on the financial statements.

During 2007, investments were limited to a repurchase agreement, investments in the State Treasury Asset Reserve of Ohio (STAR Ohio), and nonnegotiable certificates of deposit. Except for nonparticipating investment contracts, investments are reported at fair value which is based on quoted market prices. Nonparticipating investment contracts, such nonnegotiable certificates of deposit and repurchase agreements, are reported at cost.

The City has invested funds in the State Treasury Asset Reserve of Ohio (STAR Ohio) during 2007. STAR Ohio is an investment pool managed by the State Treasurer's Office that allows governments within the State to pool their funds for investment purposes. STAR Ohio is not registered with the SEC as an investment company, but does operate in a manner consistent with Rule 2a7 of the Investment Company Act of 1940. Investments in STAR Ohio are valued at STAR Ohio's share price which is the price the investment could be sold for on December 31, 2007.

Interest income is distributed to the funds according to charter and statutory requirements. Interest revenue earned and credited to the general fund during 2007 amounted to \$221,913, which included \$152,262 assigned from other funds of the City.

For purpose of presentation on the financial statements, investments of the cash management pool and investments with original maturities of three months or less at the time they are purchased by the City are considered to be cash equivalents. Investments with an initial maturity of more than three months are reported as investments.

Investments with an original maturity of three months or less and investments of the cash management pool are considered to be cash equivalents.

An analysis of the City's investment account at year-end is provided in Note 4.

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2007

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

**K. Capital Assets**

General capital assets are those assets not specifically related to activities reported in the proprietary funds. These assets generally result from expenditures in the governmental funds. These assets are reported in the governmental activities column of the government-wide statement of net assets but are not reported in the fund financial statements. Capital assets utilized by the proprietary funds are reported both in the business-type activities column of the government-wide statement of net assets and in the respective funds.

All capital assets are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the year. Donated capital assets are recorded at their fair market values as of the date received. The City maintains a capitalization threshold of \$1,000. The City's infrastructure consists of streets, and water and sewer lines. Improvements are capitalized; the costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not. Interest incurred during the construction of capital assets is also capitalized for business-type activities.

All reported capital assets are depreciated except for land. Improvements are depreciated over the remaining useful lives of the related capital assets. Useful lives for infrastructure were estimated based on the City's historical records of necessary improvements and replacement. Depreciation is computed using the straight-line method over the following useful lives:

<u>Description</u>	<u>Governmental Activities Estimated Lives</u>	<u>Business-type Activities Estimated Lives</u>
Land improvements	20-50 years	20-50 years
Buildings	50 years	50 years
Equipment	5-20 years	5-20 years
Vehicles	5 years	5 years
Infrastructure	40 years	-----
Utility plant in service	-----	40-80 years

**L. Compensated Absences**

The City reports compensated absences in accordance with the provisions of GASB Statement No. 16, "Accounting for Compensated Absences". Vacation benefits are accrued as a liability as the benefits are earned if the employees' rights to receive compensation are attributed to services already rendered and it is probable that the City will compensate the employees for the benefits through paid time off or some other means. The City records a liability for accumulated unused vacation time when earned for all employees with more than one year of service.

Sick leave benefits are accrued as liability using the vesting method. The liability is based on the sick leave accumulated at December 31 by those employees who are currently eligible to receive termination payments and by those employees for whom it is probable they will become eligible to receive termination benefits in the future. For purposes of establishing a liability for severance on employees expected to become eligible to retire in the future, all employees age 50 or greater with at least 10 years of service; or 20 years of service at any age were considered to expected to become eligible to retire in accordance with GASB Statement No. 16.

The entire compensated absence liability is reported on the government-wide financial statements.

**CITY OF WILLARD, OHIO**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2007**

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

On governmental fund financial statements, compensated absences are recognized as liabilities and expenditures to the extent payments come due each period upon the occurrence of employee resignations and retirements. These amounts are recorded in the account "compensated absences payable" in the fund from which the employees who have accumulated leave are paid. The noncurrent portion of the liability is not reported. For proprietary funds, the entire amount of compensated absences is reported as a fund liability.

**M. Accrued Liabilities and Long-Term Obligations**

All payables, accrued liabilities and long-term obligations are reported in the government-wide financial statements, and all payables, accrued liabilities and long-term obligations payable from proprietary funds are reported on the proprietary fund financial statements.

In general, governmental fund payables and accrued liabilities that, once incurred, are paid in a timely manner and in full from current financial resources, are reported as obligations of the funds. However, claims and judgments and compensated absences that will be paid from governmental funds are reported as a liability in the fund financial statements only to the extent that they are due for payment during the current year.

**N. Interfund Balances**

On fund financial statements, receivables and payables resulting from short-term interfund loans are classified as "interfund loans receivable/payable." These amounts are eliminated in the governmental and business-type activities columns of the statement of net assets, except for any net residual amounts due between governmental and business-type activities, which are presented as internal balances.

**O. Interfund Activity**

Transfers between governmental and business-type activities on the government-wide statements are reported in the same manner as general revenues.

Exchange transactions between funds are reported as revenues in the seller funds and as expenditures/expenses in the purchaser funds. Flows of cash or goods from one fund to another without a requirement for repayment are reported as interfund transfers. Interfund transfers are reported as other financing sources/uses in governmental funds and after nonoperating revenues/expenses in proprietary funds. Repayments from funds responsible for particular expenditures/expenses to the funds that initially paid for them are not presented on the BFS.

**P. Fund Balance Reserves**

Reserved fund balances indicate that portion of fund equity which is not available for current appropriation or use. The unreserved portions of fund equity reflected in the governmental funds are available for use within the specific purposes of the funds.

The City reports a reservation of fund balance for amounts representing encumbrances outstanding, materials and supplies, perpetual care, electric system sale, prepayments and unclaimed monies in the governmental fund financial statements.

**CITY OF WILLARD, OHIO**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2007**

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

**Q. Restricted Assets**

Amounts held as deposits for water service are restricted and can only be expended for the return of such deposit, or to apply to the customer's account when the service is discontinued.

**R. Estimates**

The preparation of the BFS in conformity with GAAP requires management to make estimates and assumptions that affect the amounts reported in the BFS and accompanying notes. Actual results may differ from those estimates.

**S. Contributions of Capital**

Contributions of capital in proprietary fund financial statements arise from outside contributions of capital assets, tap-in fees to the extent they exceed the cost of the connection to the system, or from grants or outside contributions of resources restricted to capital acquisition and construction. Capital contributions are reported as revenue in the proprietary fund financial statements.

**T. Net Assets**

Net assets represent the difference between assets and liabilities. Net assets invested in capital assets, net of related debt consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvement of those assets. Net assets are reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the City or through external restrictions imposed by creditors, grantors or laws or regulations of other governments.

The City applies restricted resources first when an expense is incurred for purposes for which both restricted and unrestricted net assets are available.

**U. Operating Revenues and Expenses**

Operating revenues are those revenues that are generated directly from the primary activity of the proprietary funds. For the City, these revenues are charges for services for water, sewer and storm water programs. Operating expenses are necessary costs incurred to provide the good or service that is the primary activity of the fund.

**V. Extraordinary and Special Items**

Extraordinary items are transactions or events that are both unusual in nature and infrequent in occurrence. Special items are transactions or events that are within the control of the City Council and that are either unusual in nature or infrequent in occurrence. Neither type of transaction occurred during fiscal 2007.

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2007

**NOTE 3 - ACCOUNTABILITY AND COMPLIANCE**

**A. Changes in Accounting Principles**

For 2007, the City has implemented GASB Statement No. 48 "Sales and Pledges of Receivables and Intra-Entity Transfers of Assets and Future Revenues". GASB Statement No. 48 established criteria to ascertain whether certain transactions should be regarded as sales or as collateralized borrowings, as well as disclosure requirements for future revenues that are pledged and sold. The implementation of GASB Statement No. 48 did not have an effect on the financial statements of the City.

**B. Deficit Fund Balance**

The following fund had a deficit fund balances as of December 31, 2007:

<u>Major governmental funds:</u>	<u>Deficit</u>
Bond Retirement	\$ 534,049
TIF Improvement	696,765
<u>Nonmajor governmental fund:</u>	
CDBG	23,708

These fund deficits resulted from adjustments for accrued liabilities. The general fund is liable for any deficit and provides operating transfers when cash is required, not when accruals occur.

**NOTE 4 - DEPOSITS AND INVESTMENTS**

Monies held by the City are classified by State statute into three categories:

Active deposits are public deposits necessary to meet current demands on the treasury. Such monies must be maintained either as cash in the City Treasury, in commercial accounts payable or withdrawable on demand, including negotiable order of withdrawal (NOW) accounts, or in money market deposit accounts.

Inactive deposits are public deposits that Council has identified as not required for use within the current two year period of designation of depositories. Inactive deposits must be evidenced by certificates of deposit maturing not later than the end of the current period of designation of depositories, or by savings or deposit accounts including, but not limited to, passbook accounts.

Interim deposits are deposits in interim monies. Interim monies are those monies which are not needed for immediate use but which will be needed before the end of the current period of designation of depositories.

Interim monies may be deposited or invested in the following:

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;

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2007

**NOTE 4 - DEPOSITS 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 items (1) or (2) above 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); and

The City 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 of principal, interest or coupons;
3. Obligations of the City.

Protection of the City’s deposits is provided by the Federal Deposit Insurance Corporation (FDIC), by eligible securities pledged by the financial institution as security for repayment, by surety company bonds deposited with the treasurer by the financial institution, or by a single collateral pool established by the financial institution to secure the repayment of all public moneys deposited with the institution.

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

**A. Cash on Hand**

At year-end, the City had \$750 in undeposited cash on hand which is included on the financial statements of the City as part of “Equity in pooled cash and cash equivalents”, but is not considered part of the City’s carrying amount of deposits at year-end.

**B. Cash in Segregated Accounts**

At year-end, the City had \$215,855 deposited with a financial institution for monies related to the municipal road fund permissive tax. These amounts are included in the City’s depository balance below.

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2007

**NOTE 4 - DEPOSITS AND INVESTMENTS – (Continued)**

**C. Deposits with Financial Institutions**

At December 31, 2007, the carrying amount of all City deposits, including cash in segregated accounts, was \$6,840,300. Based on the criteria described in GASB Statement No. 40, “Deposits and Investment Risk Disclosures”, as of December 31, 2007, \$6,640,200 of the City’s bank balance of \$6,940,200 was exposed to custodial risk as discussed below, while \$300,000 was covered by the Federal Deposit Insurance Corporation.

Custodial credit risk is the risk that, in the event of bank failure, the City’s deposits may not be returned. All deposits are collateralized with eligible securities in amounts equal to at least 105% of the carrying value of the deposits. Such collateral, as permitted by the Ohio Revised Code, is held in single financial institution collateral pools at Federal Reserve Banks, or at member banks of the federal reserve system, in the name of the respective depository bank and pledged as a pool of collateral against all of the public deposits it holds or as specific collateral held at the Federal Reserve Bank in the name of the City.

**D. Investments**

As of December 31, 2007, the City had the following investments and maturities:

<u>Investment type</u>	<u>Balance at Fair Value</u>	<u>Investment Maturity 6 months or less</u>
Repurchase Agreement	\$ 2,435,199	\$ 2,435,199
STAR Ohio	<u>587,603</u>	<u>587,603</u>
	<u>\$ 3,022,802</u>	<u>\$ 3,022,802</u>

*Interest Rate Risk:* As a means of limiting its exposure to fair value losses arising from rising interest rates and according to state law, the City’s investment policy limits investment portfolio maturities to five years or less.

*Credit Risk:* Standard & Poor’s has assigned STAR Ohio an AAAM money market rating.

*Custodial Credit Risk:* For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the City will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. For the City’s \$2,435,199 investment in repurchase agreements, the entire balance is collateralized by underlying securities that are held by the investment’s counterparty, not in the name of the City. Ohio law requires the market value of the securities subject to repurchase agreements must exceed the principal value of securities subject to a repurchase agreement by 2%. The City has no investment policy dealing with investment custodial risk beyond the requirement in State statute that prohibits payment for investments prior to the delivery of the securities representing such investments to the treasurer or qualified trustee.

*Concentration of Credit Risk:* The City places no limit on the amount that may be invested in any one issuer. The following table includes the percentage of each investment type held by the City at December 31, 2007:

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2007

**NOTE 4 - DEPOSITS AND INVESTMENTS – (Continued)**

<u>Investment type</u>	<u>Fair Value</u>	<u>% to Total</u>
Repurchase Agreement	\$ 2,435,199	80.56%
STAR Ohio	<u>587,603</u>	<u>19.44%</u>
	<u>\$ 3,022,802</u>	<u>100.00%</u>

**E. Reconciliation of Cash and Investments to the Statement of Net Assets**

The following is a reconciliation of cash and investments as reported in the footnote above to cash and investments as reported on the statement of net assets as of December 31, 2007:

<u>Cash and investments per footnote</u>	
Carrying amount of deposits	\$ 6,840,300
Investments	3,022,802
Cash in segregated accounts	215,855
Cash on hand	<u>750</u>
Total	<u>\$ 10,079,707</u>
<u>Cash and investments per statement of net assets</u>	
Governmental activities	\$ 6,594,546
Business-type activities	3,472,462
Agency funds	<u>12,699</u>
Total	<u>\$ 10,079,707</u>

**NOTE 5 – INTERFUND ACTIVITY**

A. Interfund transfers for the year ended December 31, 2007, consisted of the following, as reported on the fund financial statements:

<u>Transfer From</u>	<u>Transfer To</u>			<u>Total</u>
	<u>Bond Retirement</u>	<u>Income Tax Capital Imp.</u>	<u>Nonmajor Governmental</u>	
General	\$ 12,000	\$ -	\$ 7,425	\$ 19,425
Income Tax Capital Imp.	175,000	-	20,000	195,000
Nonmajor Governmental	-	500	-	500
Sewer	<u>-</u>	<u>-</u>	<u>260,000</u>	<u>260,000</u>
Total	<u>\$ 187,000</u>	<u>\$ 500</u>	<u>\$ 287,425</u>	<u>\$ 474,925</u>

Transfers are used to (1) move revenues from the fund that statute or budget required to collect them to the fund that statute or budget requires to expend them, (2) move receipts restricted to debt service from the funds collecting the receipts to the debt service fund as debt service payments become due, and (3) use unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.



**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2007

**NOTE 5 – INTERFUND ACTIVITY – (Continued)**

The income tax capital improvement fund transferred \$20,000 to the capital reserve fund, a nonmajor governmental fund. This is in accordance with the City’s tax ordinance.

Interfund transfers between governmental funds are eliminated on the government-wide financial statements; therefore, no transfers are reported on the statement of activities.

- B.** Interfund loans consisted of the following at December 31, 2007, as reported on the fund financial statements.

Receivable Fund	Payable Fund	Amount
Income tax capital improvement	Nonmajor governmental	<u>\$ 89,000</u>

Interfund balances between governmental funds are eliminated on the government-wide financial statements; therefore, no internal balances at December 31, 2007 are reported on the statement of net assets.

**NOTE 6 - PROPERTY TAXES**

Property taxes include amounts levied against all real, public utility and tangible personal property located in the City. Taxes collected from real property taxes (other than public utility) in one calendar year are levied in the preceding calendar year on the assessed value as of January 1 of that preceding year, the lien date. Assessed values are established by the County Auditor at 35 percent of appraised market value. All property is required to be revaluated every six years. Real property taxes are payable annually or semi-annually. If paid annually, payment is due December 31; if paid semi-annually, the first payment is due December 31, with the remainder payable by June 20. Under certain circumstances, State statute permits later payment dates to be established.

Public utility real and tangible personal property taxes collected in one calendar year are levied in the preceding calendar year on assessed values determined as of December 31 of the second year preceding the tax collection year, the lien date. Public utility tangible personal property is assessed at varying percentages of true value; public utility real property is assessed at 35 percent of true value. 2007 public utility property taxes became a lien December 31, 2006, are levied after October 1, 2007, and are collected in 2008 with real property taxes. Public utility property taxes are payable on the same dates as real property taxes described previously.

Tangible personal property tax revenues received in 2007 (other than public utility property) represent the collection of 2007 taxes. Tangible personal property taxes received in 2007 were levied after October 1, 2006, on the true value as of December 31, 2006. Tangible personal property tax is being phased out - the assessment percentage for property, including inventory, is 12.5% for 2007. This percentage will be reduced to 6.25% for 2008 and zero for 2009. Amounts paid by multi-county taxpayers are due September 20. Single county taxpayers may pay annually or semiannually. If paid annually, the first payment is due April 30; if paid semiannually, the first payment is due April 30, with the remainder payable by September 20.

**CITY OF WILLARD, OHIO**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2007**

**NOTE 6 - PROPERTY TAXES - (Continued)**

House Bill No. 66 was signed into law on June 30, 2005. House Bill No. 66 phases out the tax on tangible personal property of general businesses, telephone and telecommunications companies, and railroads. The tax on general business and railroad property will be eliminated by calendar year 2009, and the tax on telephone and telecommunications property will be eliminated by calendar year 2011. The tax is phased out by reducing the assessment rate on the property each year. The bill replaces the revenue lost by the City due to the phasing out of the tax. In calendar years 2007-2010, the City will be fully reimbursed for the lost revenue. In calendar years 2011-2017, the reimbursements will be phased out.

The County Treasurer collects property taxes on behalf of all taxing districts in the county, including the City. The County Auditor periodically remits to the City its portion of the taxes collected. Accrued property taxes receivable represent real and tangible personal property taxes, public utility taxes and outstanding delinquencies which are measurable as of December 31, 2007 and for which there is an enforceable legal claim. Although total property tax collections for the next year are measurable, amounts to be received during the available period are not subject to reasonable estimation at December 31, nor were they levied to finance 2007 operations. The receivable is therefore offset by unearned revenue.

The full tax rate for all City operations for the year ended December 31, 2007, was \$4.30 per \$1,000 of assessed value. The assessed values of real and tangible personal property upon which 2007 property tax receipts were bases are as follows:

Real property tax	\$ 87,312,690
Public utility tangible personal property	2,978,320
Tangible personal property	<u>16,851,850</u>
Total assessed valuation	<u>\$ 107,142,860</u>

**NOTE 7 - LOCAL INCOME TAX**

The City levies an income tax of 1.375% on the gross salaries, wages and other personnel service compensation earned by residents of the City and to the earnings of nonresidents working within the City. This tax also applies to the net income of businesses operating within the City. Residents of the City are granted a full credit for taxes paid to other Ohio municipalities, up to the percentage which would be due to the City.

All the revenue received from income tax is recorded directly into the City income tax fund. The costs of operating the income tax department and income tax refunds are expended from this fund. Pursuant to 197.14 of the City Charter, at least 40% of the remaining funds shall be allocated to capital improvements, maintenance and repair. The remaining balance shall be used in accordance with ordinances adopted and approved by Council.

**CITY OF WILLARD, OHIO**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2007**

**NOTE 8 - RECEIVABLES**

Receivables at December 31, 2007, consisted of taxes, accounts (billings for user charged services), accrued interest, special assessments, and intergovernmental receivables arising from grants, entitlements, and shared revenue. All intergovernmental receivables have been classified as "Due from other governments" on the BFS. Receivables have been recorded to the extent that they are measurable at December 31, 2007, as well as intended to finance fiscal 2007 operations.

A summary of the principal items of receivables reported on the statement of net assets follows:

**Governmental Activities:**

Income taxes	\$ 899,576
Real and other taxes	372,074
Accounts	78,592
Special assessments	114,615
Accrued interest	12,873
Due from other governments	350,412

**Business-type Activities:**

Accounts	757,567
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Receivables have been disaggregated on the face of the BFS. The only receivable not expected to be collected within the subsequent year is the special assessments receivable which are collected over the life of the assessments.

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2007

**NOTE 9 - CAPITAL ASSETS**

A. Governmental capital asset activity for the year ended December 31, 2007, was as follows:

<b><u>Governmental Activities:</u></b>	<u>Balance</u> <u>12/31/06</u>	<u>Additions</u>	<u>Disposals</u>	<u>Balance</u> <u>12/31/07</u>
<i>Capital assets, not being depreciated:</i>				
Land	\$ 1,585,222	\$ -	\$ -	\$ 1,585,222
Total capital assets, not being depreciated	<u>1,585,222</u>	<u>-</u>	<u>-</u>	<u>1,585,222</u>
<i>Capital assets, being depreciated:</i>				
Land improvements	518,413	3,847	-	522,260
Buildings	3,809,135	9,789	-	3,818,924
Equipment	2,266,671	39,150	-	2,305,821
Vehicles	1,593,907	157,742	-	1,751,649
Infrastructure	<u>637,448</u>	<u>-</u>	<u>-</u>	<u>637,448</u>
Total capital assets, being depreciated	<u>8,825,574</u>	<u>210,528</u>	<u>-</u>	<u>9,036,102</u>
<i>Less: accumulated depreciation:</i>				
Land improvements	(421,020)	(26,113)	-	(447,133)
Buildings	(2,034,008)	(190,946)	-	(2,224,954)
Equipment	(1,787,075)	(115,600)	-	(1,902,675)
Vehicles	(1,310,188)	(87,640)	-	(1,397,828)
Infrastructure	<u>(11,393)</u>	<u>(31,872)</u>	<u>-</u>	<u>(43,265)</u>
Total accumulated depreciation	<u>(5,563,684)</u>	<u>(452,171)</u>	<u>-</u>	<u>(6,015,855)</u>
Total capital assets, being depreciated, net	<u>3,261,890</u>	<u>(241,643)</u>	<u>-</u>	<u>3,020,247</u>
Governmental activities capital assets, net	<u>\$ 4,847,112</u>	<u>\$ (241,643)</u>	<u>\$ -</u>	<u>\$ 4,605,469</u>

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2007

**NOTE 9 - CAPITAL ASSETS - (Continued)**

**B.** Business-type activities capital asset activity for the year ended December 31, 2007, was as follows:

<b><u>Business-type Activities:</u></b>	<u>Balance</u> <u>12/31/06</u>	<u>Additions</u>	<u>Disposals</u>	<u>Balance</u> <u>12/31/07</u>
<i>Capital assets, not being depreciated:</i>				
Land	\$ 814,218	\$ -	\$ -	\$ 814,218
Total capital assets, not being depreciated	<u>814,218</u>	<u>-</u>	<u>-</u>	<u>814,218</u>
<i>Capital assets, being depreciated:</i>				
Land improvements	92,703	20,399	-	113,102
Buildings	7,786,141	-	-	7,786,141
Equipment	4,276,995	36,592	-	4,313,587
Vehicles	633,008	-	-	633,008
Utility plant in service	<u>23,860,139</u>	<u>-</u>	<u>-</u>	<u>23,860,139</u>
Total capital assets, being depreciated	<u>36,648,986</u>	<u>56,991</u>	<u>-</u>	<u>36,705,977</u>
<i>Less: accumulated depreciation:</i>				
Land improvements	(88,614)	(1,020)	-	(89,634)
Buildings	(3,767,576)	(210,245)	-	(3,977,821)
Equipment	(4,210,566)	(34,069)	-	(4,244,635)
Vehicles	(575,890)	(18,716)	-	(594,606)
Utility plant in service	<u>(7,068,407)</u>	<u>(471,860)</u>	<u>-</u>	<u>(7,540,267)</u>
Total accumulated depreciation	<u>(15,711,053)</u>	<u>(735,910)</u>	<u>-</u>	<u>(16,446,963)</u>
Total capital assets, being depreciated, net	<u>20,937,933</u>	<u>(678,919)</u>	<u>-</u>	<u>20,259,014</u>
Business-type activities capital assets, net	<u>\$ 21,752,151</u>	<u>\$ (678,919)</u>	<u>\$ -</u>	<u>\$ 21,073,232</u>

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2007

**NOTE 9 - CAPITAL ASSETS - (Continued)**

C. Depreciation expense was charged to functions/programs of the City as follows:

**Governmental activities:**

General government	\$ 67,466
Security of persons and property	247,576
Public health and welfare	4,158
Transportation	84,328
Community environment	19,976
Leisure time activities	<u>28,667</u>
Total depreciation expense - governmental activities	<u>\$ 452,171</u>

**Business-type activities:**

Sewer	\$ 446,668
Water	274,944
Storm Water	<u>14,298</u>
Total depreciation expense - business-type activities	<u>\$ 735,910</u>

**NOTE 10 - LEASE**

The City has a lease with the Willard Area Hospital, Inc., a non-profit corporation, for the operation of the hospital facilities. The terms of the lease state that the City will undertake improvements to the hospital and the lessee (hospital) will make lease payments of:

1. Basic rent, \$1.00 per year
2. Monthly amount to pay the interest on the bonds
3. Monthly amount to pay the principal on the bonds
4. Monthly amount to provide payments in the debt service reserve fund
5. Monthly amount to provide the payments in the contingency reserve fund

This revenue was paid to a trustee, with the exception of the basic rent which is paid to the City's general fund. During 1994, the bonds were repaid in full to the trustee and the debt service reserve and the contingency reserve were released.

When the lessee discontinues operations of the hospital, the City is required to either operate the hospital or find another operator for the hospital. Upon expiration of the lease or its termination for any reason, after paying the accounts payable, all of the assets of the lessee, including cash on hand, accounts receivable, stocks, bonds, and all other property, real or personal, used in connection with the operation of the hospital facilities shall become the property of the City immediately with the exception of any funds or securities which had been transferred to the lessee by way of gift, endowment, bequest, devise, annuity, insurance or similar method which will remain the property of the lessee.

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2007

**NOTE 11 – VACATION, SICK LEAVE AND ACCUMULATED UNPAID EMPLOYEE BENEFITS**

Vacation is earned and accrued monthly based upon the years of service, ranging from 4 hours/month to 20 hours/month. Vacation may be accrued up to two full years. Accrued vacation is paid at termination unless the employee has not completed one full year of service. The total obligation for vacation accrual for the City as a whole amounted to \$262,442 at December 31, 2007. Sick leave accumulates at a rate of 10 hours/month for all full-time employees. Accumulation of sick leave is limited to 1,440 hours. The amount payable to an eligible retirant is 35% of the unused accumulated sick leave.

The pay-off of the sick leave provision is also applicable in the case of death. The maximum liability to the City for accumulated sick leave vested employees on December 31, 2007 was \$168,936.

The City has a union agreement with the Fraternal Order of Police. This agreement covers all the full-time policemen and dispatchers except the chief of police and probationary employees in the first sixty days of employment. Non-union employees are governed by the charter and ordinances. The City has historically matched the union employees pay increases and other benefits.

The agreement states that 35% of accrued unpaid sick leave will be paid to an employee when he retires from active service with the City and qualifies and begins to receive pension payments under the Ohio Public Employees Retirement System (OPERS) or other State operated pension and retirement programs. Sick leave may be accumulated to a total of 180 working days or 1,440 hours. A full-time employee shall be entitled to a cash payment, equal to 35% of his daily wage, of any unused sick leave accumulated in the current year above the 180 day limit. This payment is made during the last pay period each year. After an employee has worked for the City for one year, he is entitled to vacation leave following his anniversary date. An employee may accumulate two years of unused vacation. No employee shall be compensated for any vacation not taken unless he is leaving the service of the City.

**NOTE 12 – NOTES PAYABLE**

The City had the following bond anticipation notes outstanding at December 31, 2007:

	<u>Issue</u> <u>Date</u>	<u>Interest</u> <u>Rate</u>	<u>Balance</u> <u>12/31/2006</u>	<u>Issued</u>	<u>Reductions</u>	<u>Balance</u> <u>12/31/2007</u>
<b>Governmental Activities:</b>						
<u>Bond Retirement Fund</u>						
Fire Station	2006	4.25%	\$ 900,000	\$ -	\$ (900,000)	\$ -
Fire Station	2007	4.25%	-	800,000	-	800,000
<u>TIF Improvement Fund</u>						
Industrial Park	2006	4.25%	920,000	-	(920,000)	-
Industrial Park	2007	4.25%	-	870,000	-	870,000
Total Governmental Activities			<u>1,820,000</u>	<u>1,670,000</u>	<u>(1,820,000)</u>	<u>1,670,000</u>
<b>Business-Type Activities:</b>						
<u>Water Fund</u>						
Various Improvements Note	2006	4.25%	1,700,000	-	(1,700,000)	-
Various Improvements Note	2007	4.25%	-	550,000	-	550,000
Total notes payable			<u>\$ 3,520,000</u>	<u>\$ 2,220,000</u>	<u>\$(3,520,000)</u>	<u>\$ 2,220,000</u>

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2007

**NOTE 12 – NOTES PAYABLE – (Continued)**

*Bond Anticipation Notes – Governmental Activities:* The fire station debt was incurred in anticipation of the issuance of bonds for the purpose of constructing a new fire station. The note is payable from the bond retirement fund.

The Industrial Park debt was incurred in anticipation of the issuance of bonds for the purpose of developing the Industrial Park. The note is payable from the Willard Industrial Park Municipal Improvement Equivalent Fund into which all service payments in lieu of taxes are to be deposited.

*Bond Anticipation Notes – Business-Type Activities:* The debt was incurred in anticipation of the issuance of bonds for the purpose of water system improvements. The note is payable from the water fund.

**NOTE 13 - LONG-TERM OBLIGATIONS**

A. During 2007, the following changes occurred in governmental activities long-term obligations:

<b>Governmental Activities:</b>	<u>Date of Issue</u>	<u>Interest Rate</u>	<u>Balance 12/31/06</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance 12/31/07</u>	<u>Amounts Due in One Year</u>
<u>Issue II Loans:</u>							
Pearl Street Repavement	1999	0.00%	\$ 91,407	\$ -	\$ (7,032)	\$ 84,375	\$ 7,032
East Howard Repavement I	2002	0.00%	2,970	-	(192)	2,778	192
East Howard Repavement II	2003	0.00%	36,218	-	(2,457)	33,761	2,457
Ash Street Reconstruction	2005	0.00%	37,637	-	(1,980)	35,657	1,981
North Main Reconstruction	2005	0.00%	37,445	-	(2,024)	35,421	2,024
Woodbine Street	2005	0.00%	44,766	-	(2,420)	42,346	2,420
Ash Street Reconstruction II	2006	0.00%	93,665	28,697	(6,118)	116,244	6,118
Myrtle Avenue	2006	0.00%	139,000	-	(10,425)	128,575	6,950
Total Issue II Loans			<u>483,108</u>	<u>28,697</u>	<u>(32,648)</u>	<u>479,157</u>	<u>29,174</u>
<u>Other Long-Term Obligations:</u>							
Compensated Absences			<u>158,279</u>	<u>213,417</u>	<u>(161,173)</u>	<u>210,523</u>	<u>148,563</u>
Total governmental activities long-term obligations			<u>\$ 641,387</u>	<u>\$ 242,114</u>	<u>\$ (193,821)</u>	<u>\$ 689,680</u>	<u>\$ 177,737</u>

*Issue II Loans:* These loans were issued for the purpose of repaving Pearl Street and Howard Street, Ash Street, North Main, Woodbine Street and Myrtle Avenue. Funding came from Issue II monies in the form of a note payable that is to be repaid from local funds over a period of 20 years from the bond retirement fund.

Compensated absences reported in the statement of net assets will be paid from the fund from which the employee's salaries are paid.



**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2007

**NOTE 13 - LONG-TERM OBLIGATIONS - (Continued)**

The following is the summary of the City's future annual debt service and interest requirements for governmental activities obligations:

Year Ending December 31,	<u>Issue II Loans</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2008	\$ 29,174	\$ -	\$ 29,174
2009	29,174	-	29,174
2010	29,174	-	29,174
2011	29,174	-	29,174
2012	29,174	-	29,174
2013 - 2017	145,870	-	145,870
2018 - 2022	124,774	-	124,774
2023 - 2026	62,643	-	62,643
	<u>\$ 479,157</u>	<u>\$ -</u>	<u>\$ 479,157</u>

**B.** During the fiscal year 2007, the following changes occurred in the City's business-type long-term obligations:

<b>Business-Type Activities</b>	<u>Date of Issue</u>	<u>Interest Rate</u>	<u>Balance 12/31/06</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance 12/31/07</u>	<u>Amounts Due in One Year</u>
<u>OWDA Loans:</u>							
Drinking Water Loan	2000	2.00%	\$ 339,309	\$ -	\$ (11,009)	\$ 328,300	\$ 33,692
Water Pollution Loan	2000	1.20%	229,632	-	(7,860)	221,772	23,864
Sewer Loan	2001	2.20%	403,316	-	(11,883)	391,433	36,438
Storm Water Loan	1998	1.20%	325,408	-	(12,103)	313,305	36,748
Storm Water Loan	2001	2.20%	166,385	-	(13,826)	152,559	18,500
Total OWDA Loans			<u>1,464,050</u>	<u>-</u>	<u>(56,681)</u>	<u>1,407,369</u>	<u>149,242</u>
<u>Issue II Loans:</u>							
Water Line	1996	0.00%	37,742	-	(3,972)	33,770	3,973
Total Issue II Loans			<u>37,742</u>	<u>-</u>	<u>(3,972)</u>	<u>33,770</u>	<u>3,973</u>
<u>Other Long-Term Obligations:</u>							
Compensated absences			135,952	176,741	(91,838)	220,855	113,879
Total business type activities long-term obligations			<u>\$ 1,637,744</u>	<u>\$ 176,741</u>	<u>\$ (152,491)</u>	<u>\$ 1,661,994</u>	<u>\$ 267,094</u>

Issue II Loans: This loan was issued for the purpose of advancing funds so as to improve the Tiffin Street water line restoration. Funding for the project came from the local funds and the above-mentioned note for a period of 20 years. This loan is to be repaid from the water fund.

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2007

**NOTE 13 - LONG-TERM OBLIGATIONS - (Continued)**

OWDA Loans:

Drinking Water Loan: The debt was incurred in 2000 to pay the cost of improvements to the water plant. The project was funded by local funds which were borrowed from the OWDA. A cooperative agreement was entered into in 2000 to finance the local portion. The loan is payable from revenues of the water fund.

Water Pollution Loan: The debt was incurred in 2000 to pay the cost of improvements to the storm water drainage system. The project was funded by local funds which were borrowed from the Ohio EPA but administered by the OWDA. A cooperative agreement was entered into in 2000 to finance the local portion. The loan is payable from revenues of the sewer fund.

Sewer Loan: The debt was incurred in 2001 to pay the cost of improvements to the sewer line on South Main Street. The project was funded by local funds which were borrowed from the Ohio EPA but administered by the OWDA. A cooperative agreement was entered into in 2001 to finance the local portion. The loan is payable from revenues of the sewer fund.

Storm Water Loan 1998: The debt was incurred in 1998 to pay the cost of improvements to the storm water drainage system and the wastewater treatment plant. The projects were funded by local funds which were borrowed from the Ohio EPA but administered by the OWDA. A cooperative agreement with OWDA was entered into in 1998 to finance the local portion. The loan is payable from the storm water fund.

Storm Water Loan 2001: The debt was incurred in 2001 to the cost of improvements to the storm water drainage system at State Route 224 – Section A. The project was funded by local funds which were borrowed from the Ohio EPA but administered by the OWDA. A cooperative agreement was entered into in 2001 to finance the local portion. The loan is payable from the storm water fund.

Compensated absences reported in the statement of net assets will be paid from the fund from which the employee's salaries are paid.

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2007

**NOTE 13 - LONG-TERM OBLIGATIONS - (Continued)**

The following is the summary of the City's future annual debt service and interest requirements for business-type activities obligations:

<u>Year Ending</u> <u>December 31,</u>	<u>Issue II Debt</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2008	\$ 3,973	\$ -	\$ 3,973
2009	3,973	-	3,973
2010	3,973	-	3,973
2011	3,973	-	3,973
2012	3,973	-	3,973
2013-2017	<u>13,905</u>	<u>-</u>	<u>13,905</u>
	<u>\$ 33,770</u>	<u>\$ -</u>	<u>\$ 33,770</u>

<u>Year Ending</u> <u>December 31,</u>	<u>OWDA Loans</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2008	\$ 149,242	\$ 37,702	\$ 186,944
2009	108,460	24,999	133,459
2010	110,396	23,062	133,458
2011	112,372	21,085	133,457
2012	114,387	19,071	133,458
2013 - 2017	<u>546,207</u>	<u>56,301</u>	<u>602,508</u>
2018 - 2021	<u>266,305</u>	<u>8,297</u>	<u>274,602</u>
	<u>\$ 1,407,369</u>	<u>\$ 190,517</u>	<u>\$ 1,597,886</u>

**C. Legal Debt Margin**

The Ohio Revised Code provides that the net debt of a municipal corporation, whether or not approved by the electors, shall not exceed 10.5% of the total value of all property in the municipal corporation as listed and assessed for taxation. In addition, the unvoted net debt of municipal corporations cannot exceed 5.5% of the total taxation value of property. The assessed valuation used in determining the City's legal debt margin has been modified by House Bill 530 which became effective March 30, 2006. In accordance with House Bill 530, the assessed valuation used in calculating the City's legal debt margin calculation excludes tangible personal property used in business, telephone or telegraph property, interexchange telecommunications company property, and personal property owned or leased by a railroad company and used in railroad operations. The statutory limitations on debt are measured by a direct ratio of net debt to tax valuation and expressed in terms of a percentage. At December 31, 2007, the City's total debt margin was \$9,461,159 and the unvoted debt margin was \$4,955,845.

## CITY OF WILLARD, OHIO

### NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED DECEMBER 31, 2007

#### NOTE 14 - RISK MANAGEMENT

The City is exposed to various risks of loss related to torts, theft of, and destruction of assets, errors and omissions, injuries to employees and natural disasters. The City participates with other cities in the Buckeye Ohio Risk Management Agency, Inc. (BORMA, Inc.), in jointly funded risk financing programs administered by Arthur J. Gallagher & Co. BORMA, Inc. includes two separate pools which provide separate and distinct coverages.

The first pool provides comprehensive automobile liability, automobile physical damage, comprehensive general liability, crime and property liability, and public officials' liability coverage up to specific limits. The pool includes the following municipalities: Archbold, Bowling Green, Defiance, Huron, Napoleon, Sandusky and Willard. Member contributions are calculated annually to produce a sufficient sum of money within the pool to fund administrative expenses and to create reserves for claims. As of December 31, 2007, the pool had cash reserves of \$1,370,298. The amount of risk retained with the pool is \$150,000 per claim subject to a maximum of \$1,880,000 combined.

Claims in excess of the \$150,000 up to \$1,880,000 are covered by various insurance carriers.

The second pool is for employee benefits and includes life insurance, accidental death and dismemberment insurance, health insurance and prescription drug insurance. Each member has an option on the coverage it has elected to provide for its employees. Willard provides to its employees all available options offered by the pool. The employee benefits pool includes the following municipalities: Archbold, Bowling Green, Carey, Clyde, Defiance, Fayette, Hicksville, Napoleon, Oberlin, Sandusky, Upper Sandusky and Willard. As of December 31, 2007 the pool had cash reserves of \$4,894,570.

Premiums are paid to the employee benefits pool at a cost of \$1,252.67 for family coverage and \$453.87 for single party coverage. Life insurance monthly premiums are \$5.10. During 2007, the City paid \$780,454 into the pool for coverage. The cost of coverage is paid by the fund that pays the salary of the individual employees. The amount of the risk retained within the employee is \$100,000 per individual with excess claims coverage provided by the Lloyds Company.

BORMA, Inc. has the ability to require the member cities to make supplemental payments in the event reserves are not adequate to cover claims. The probability of this occurring is considered remote due to the adequacy of the pool reserves and premium levels, therefore, no amount have been reserved in the financial statements. Audited financial statements are maintained separately by BORMA, Inc.

There has been no significant reduction in insurance coverages from coverages in the prior year. In addition, settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2007

**NOTE 15 - PENSION PLANS**

**A. Ohio Public Employees Retirement System**

The City participates in the Ohio Public Employees Retirement System (OPERS). OPERS administers three separate pension plans. The Traditional Pension Plan is a cost-sharing, multiple-employer defined benefit pension plan. The Member-Directed Plan is a defined contribution plan in which the member invests both member and employer contributions (employer contributions vest over five years at 20% per year). Under the Member-Directed Plan, members accumulate retirement assets equal to the value of the member and (vested) employer contributions plus any investment earnings. The Combined Plan is a cost-sharing, multiple-employer defined benefit pension plan that has elements of both a defined benefit and a defined contribution plan. Under the Combined Plan, employer contributions are invested by the retirement system to provide a formula retirement benefit similar to the Traditional Pension Plan benefit. Member contributions, whose investment is self-directed by the member, accumulate retirement assets in a manner similar to the Member-Directed Plan.

OPERS provides retirement, disability, survivor and death benefits and annual cost of living adjustments to members of the Traditional Pension and the Combined Plans. Members of the Member-Directed Plan do not qualify for ancillary benefits. Authority to establish and amend benefits is provided by Chapter 145 of the Ohio Revised Code. OPERS issues a stand-alone financial report that may be obtained by writing to OPERS, Attention: Finance Director, 277 E. Town St., Columbus, OH 43215-4642 or by calling (614) 222-5601 or (800) 222-7377.

For the year ended December 31, 2007, the members of all three plans, except those in law enforcement under the Traditional Pension Plan, were required to contribute 9.5% of their annual covered salaries. Members participating in the Traditional Pension Plan that were in law enforcement contributed 10.1% of their annual covered salary. The City's contribution rate for pension benefits for 2007 was 8.85% for the period January 1, 2007 through June 30, 2007 and 7.85% for the period July 1, 2007 through December 31, 2007, except for those plan members in law enforcement and public safety. For those classifications, the City's pension contributions were 12.17% of covered payroll for the period January 1, 2007 through June 30, 2007 and 11.17% of covered payroll for the period July 1, 2007 through December 31, 2007. The Ohio Revised Code provides statutory authority for member and employer contributions. The City's required contributions for pension obligations to the Traditional Pension and Combined Plans for the years ended December 31, 2007, 2006, and 2005 were \$305,870, \$280,157 and \$244,164, respectively; 100% has been contributed for 2006 and 2005. 89.05% has been contributed for 2007 with the remainder of \$33,473 being reported as a liability within the respective funds. The City and plan members did not make any contributions to the Member-Directed Plan for 2007.

**B. Ohio Police and Fire Pension Fund**

The City contributes to the Ohio Police and Fire Pension Fund (OP&F), a cost-sharing multiple-employer defined benefit pension plan. OP&F provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefit provisions are established by the Ohio State Legislature and are codified in Chapter 742 of the Ohio Revised Code. OP&F issues a publicly available financial report that includes financial statements and required supplementary information for the plan. That report may be obtained by writing to the OP&F, 140 East Town Street, Columbus, Ohio 43215-5164.

**CITY OF WILLARD, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2007

**NOTE 15 - PENSION PLANS – (Continued)**

Plan members are required to contribute 10.0% of their annual covered salary, while the City is required to contribute 19.5% and 24.0% for police officers and firefighters, respectively. The portion of the City's contributions to fund pension obligations was 12.75% for police officers and 17.25% for firefighters. The City's required contributions for pension obligations to OP&F for police officers and firefighters were \$249,928 for the year ended December 31, 2007, \$191,020 for the year ended December 31, 2006, and \$238,722 for the year ended December 31, 2005. 100% has been contributed for 2006 and 2005. 85.71% has been contributed for 2007 with the remainder of \$35,697 being reported as a liability within the respective funds.

**NOTE 16 - POSTRETIREMENT BENEFIT PLANS**

**A. Ohio Public Employees Retirement System**

The Ohio Public Employees Retirement System (OPERS) provides post-employment health care coverage to age and service retirees with ten or more years of qualifying Ohio service credit with either the Traditional Pension or Combined Plans. Health care coverage for disability recipients and primary survivor recipients is available. Members of the Member-Directed Plan do not qualify for post-employment health care coverage. The health care coverage provided by OPERS is considered an Other Post-employment Benefit as described in GASB Statement No. 12, "Disclosure of Information on Post-employment Benefits other than Pension Benefits by State and Local Government Employers". A portion of each employer's contribution to the Traditional Pension or Combined Plans is set aside for the funding of post-employment health care based on authority granted by State statute. The 2007 local government employer contribution rate was 13.85% of covered payroll (17.17% for public safety and law enforcement); 5.00% of covered payroll was the portion that was used to fund health care for the period January 1, 2007 through June 30, 2007 and 6.00% of covered payroll was the portion that was used to fund health care for the period July 1, 2007 through December 31, 2007.

Benefits are advance-funded using the entry age actuarial cost method. Significant actuarial assumptions, based on OPERS's latest actuarial review performed as of December 31, 2006, include a rate of return on investments of 6.50%, an annual increase in active employee total payroll of 4.00% compounded annually (assuming no change in the number of active employees) and an additional increase in total payroll of between .50% and 6.30% based on additional annual pay increases. Health care premiums were assumed to increase at the projected wage inflation rate (4.00%) plus an additional factor ranging from .50% to 5.00% for the next eight years. In subsequent years, (nine and beyond) health care costs were assumed to increase at 4.00%.

All investments are carried at market value. For actuarial valuation purposes, a smoothed market approach is used. Under this approach, assets are adjusted to reflect 25% of unrealized market appreciation or depreciation on investment assets annually, not to exceed a 12% corridor.

The number of active contributing participants in the Traditional Pension and Combined Plans was 374,979 as of December 31, 2007. The City's actual employer contributions for 2007 which were used to fund post-employment benefits were \$121,465. The actual contribution and the actuarially required contribution amounts are the same. OPERS's net assets available for payment of benefits at December 31, 2006 (the latest information available) were \$12.0 billion. At December 31, 2006 (the latest information available), the actuarially accrued liability and the unfunded actuarial accrued liability were \$30.7 billion and \$18.7 billion, respectively.

## CITY OF WILLARD, OHIO

### NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED DECEMBER 31, 2007

#### NOTE 16 - POSTRETIREMENT BENEFIT PLANS – (Continued)

The Health Care Preservation Plan (HCPP) adopted by the OPERS Board of Trustees on September 9, 2004, was effective January 1, 2007. Member and employer contribution rates increased as of January 1, 2006, January 1, 2007 and January 1, 2008, which allowed additional funds to be allocated to the health care plan.

#### B. Ohio Police and Fire Pension Fund

The Ohio Police and Fire Pension Fund (OP&F) provides post-employment health care coverage to any person who receives or is eligible to receive a monthly service, disability or survivor benefit check or is a spouse or eligible dependent child of such person. An eligible dependent child is any child under the age of 18 whether or not the child is attending school, or under the age of 22 if attending school full-time or on a 2/3 basis.

The health care coverage provided by OP&F is considered an Other Post-employment Benefit as described in GASB Statement No. 12, "Disclosure of Information on Post-employment Benefits other than Pension Benefits by State and Local Government Employers". The Ohio Revised Code provides the authority allowing the OP&F's Board of Trustees to provide health care coverage and states that health care costs paid from the funds of OP&F shall be included in the employer's contribution rate. Health care funding and accounting is on a pay-as-you-go basis. The total police employer contribution rate is 19.5% of covered payroll and the total firefighter employer contribution rate is 24% of covered payroll, of which 6.75% of covered payroll was applied to the post-employment health care program during 2007. In addition, since July 1, 1992, most retirees have been required to contribute a portion of the cost of their health care coverage through a deduction from their monthly benefit payment. Beginning in 2001, all retirees and survivors have monthly health care contributions.

The City's actual contributions for 2007 that were used to fund post-employment benefits were \$62,869 for police officers and \$19,211 for firefighters. The OP&F's total health care expense for the year ended December 31, 2006 (the latest information available) was \$120.374 million, which was net of member contributions of \$58.533 million. The number of OP&F participants eligible to receive health care benefits as of December 31, 2006 (the latest information available), was 14,120 for police officers and 10,563 for firefighters.

#### NOTE 17 - BUDGETARY BASIS OF ACCOUNTING

While the City is reporting financial position, results of operations and changes in fund balance on the basis of generally accepted accounting principles (GAAP), the budgetary basis as provided by law is based upon accounting for certain transactions on a basis of cash receipts, disbursements and encumbrances. The Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual (Non-GAAP Budgetary Basis) presented for the general and income tax funds are presented on the budgetary basis to provide a meaningful comparison of actual results with the budget. The major differences between the budget basis and GAAP basis are as follows:

1. Revenues are recorded when received in cash (budget) as opposed to when susceptible to accrual (GAAP).
2. Expenditures/expenses are recorded when paid in cash (budget) as opposed to when the liability is incurred (GAAP).
3. Encumbrances are treated as expenditures (budget) rather than as a reservation of fund balance (GAAP).

**CITY OF WILLARD, OHIO**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2007**

**NOTE 17 - BUDGETARY BASIS OF ACCOUNTING – (Continued)**

4. Unreported cash represents amounts received but not included as revenue on the budget basis operating statements. These amounts are included as revenue on the GAAP basis operating statement.

The following table summarizes the adjustments necessary to reconcile the GAAP basis statements (as reported in the fund financial statements) to the budgetary basis statements for all governmental funds for which a budgetary basis statement is presented.

**Net Change in Fund Balance**

	<u>General</u>	<u>Income Tax</u>
Budget basis	\$ 61,434	\$ 196,537
Net adjustment for revenue accruals	(1,942)	(47,337)
Net adjustment for expenditure accruals	98,644	2,466
Adjustment for encumbrances	<u>51,563</u>	<u>6,614</u>
GAAP basis	<u>\$ 209,699</u>	<u>\$ 158,280</u>

**NOTE 18 - CONTINGENCIES**

**A. Grants**

The City receives significant financial assistance from numerous federal and state agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and is subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the general fund or other applicable funds. However, in the opinion of management, any such disallowed claims will not have a material effect on any of the financial statements of the individual fund types included herein or on the overall financial position of the City at December 31, 2007.

**B. Litigation**

The City is party to legal proceedings. The City management is of the opinion that the ultimate disposition of various claims and legal proceeds will not have a material effect, if any, on the financial condition of the City.



**CITY OF WILLARD, OHIO**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2007**

**NOTE 19 - RESTRICTED ASSETS**

Restricted assets are specifically restricted for repayment to water customers who were required to make deposits for the guarantee of payment of water and sewer bills. Restricted cash and long term investments designated by the City or provided by operations are equally offset by a fund balance/retained earnings reserve or liability. Restricted assets at December 31, 2007 are comprised of the following:

	<u>Cash and Long Term Investments</u>
Water Fund:	
Customer Deposits	\$ <u>28,778</u>

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***Charles E. Harris & Associates, Inc.***  
*Certified Public Accountants*

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**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON  
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS REQUIRED BY GOVERNMENT AUDITING STANDARDS**

City of Willard  
Huron County  
631 Myrtle Avenue  
Willard, Ohio 44890

To the City Council:

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Willard, Huron County, Ohio (the City) as of and for the year ended December 31, 2007, which collectively comprise the City's financial statements and have issued our report thereon dated July 24, 2008. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Internal Controls Over Financial Reporting**

In planning and performing our audit, we considered the City's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. However, as discussed below, we identified certain deficiencies in internal control over financial reporting that we consider to be significant deficiencies.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the City's ability to initiate, authorize, record, process, or report financial data reliably in accordance with its applicable basis of accounting such that there is more than a remote likelihood that a misstatement of the City's financial statements that is more than inconsequential will not be prevented or detected by the City's internal control. We consider the deficiency described in the accompanying Schedule of Findings, item 2007-Willard-001 to be a significant deficiency in internal control over financial reporting.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the City's internal control.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in the internal control that might be significant deficiencies and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. However, we believe the significant deficiency described above to be a material weakness.

#### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters, 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 an instance of noncompliance that is required to be reported under *Government Auditing Standards*, which is disclosed in the accompanying schedule of findings as item 2007-Willard-001.

The City's response to the finding identified in our audit is described in the accompanying schedule of findings. We did not audit the City's response and, accordingly, we express no opinion on it.

We noted certain matters that we reported to management in a separate letter dated July 24, 2008.

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

***Charles E. Harris and Associates, Inc.***  
July 24, 2008

**CITY OF WILLARD  
HURON COUNTY  
SCHEDULE OF FINDINGS  
FOR THE YEAR ENDED DECEMBER 31, 2007**

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

**Finding 2007-Willard-001 – Material Weakness and Material Noncompliance**

City of Willard Ordinance Number 5197 authorized the Finance Director to transfer the unexpended balance of an improvement fund no longer needed, the Sewer System Improvement Fund (#311), to the Utility Debt Service Fund (#608). The transfer was made to the Water Fund (#603) instead of to the Utility Debt Service Fund as authorized by the ordinance. An adjustment was made to the City's financial statements and on the City's books.

We recommend that management use due care in evaluating the purpose of all transactions approved by Council to ensure that they are carried out in accordance with Council's intentions.

**Management Response:**

It was the intent of City Council to repay utility debt with the unexpended balance in Sewer System Improvement Fund 311. The payments for utility debt were expensed from the Water Fund 603 therefore the transfer was made to the Water Fund 603. The City did in fact pay utility debt with the unexpended balance.

**CITY OF WILLARD  
HURON COUNTY**

**SCHEDULE OF PRIOR AUDIT FINDINGS  
December 31, 2007**

<b>Finding Number</b>	<b>Finding Summary</b>	<b>Fully Corrected?</b>	<b>Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken or Finding No Longer Valid; Explain</b>
2006-Willard - 001	Recording bond anticipation notes as long-term liabilities	Yes	Finding no longer valid
2006-Willard - 002	Transfers not in compliance with ORC Sections 5705.14, 15, and 16	No	Included as management letter item





**Mary Taylor, CPA**  
Auditor of State

**CITY OF WILLARD**

**HURON COUNTY**

**CLERK'S CERTIFICATION**

**This is a true and correct copy of the report which is required to be filed in the Office of the Auditor of State pursuant to Section 117.26, Revised Code, and which is filed in Columbus, Ohio.**

*Susan Babbitt*

**CLERK OF THE BUREAU**

**CERTIFIED  
SEPTEMBER 30, 2008**