



**ANTRIM EDEN NEVADA JOINT CEMETERY DISTRICT
WYANDOT COUNTY**

REGULAR AUDIT

FOR THE YEARS ENDED DECEMBER 31, 2010-2009



Dave Yost • Auditor of State

**ANTRIM EDEN NEVADA JOINT CEMETERY
WYANDOT COUNTY**

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Dave Yost • Auditor of State

Antrim Eden Nevada Joint Cemetery
Wyandot County
1336 County Highway 330
Nevada, Ohio 44849

To the Board of Trustees:

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

A handwritten signature in black ink that reads "Dave Yost".

Dave Yost
Auditor of State

July 22, 2011

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Dave Yost • Auditor of State

INDEPENDENT ACCOUNTANTS' REPORT

Antrim Eden Nevada Joint Cemetery
Wyandot County
1336 County Highway 330
Nevada, Ohio 44849

To the Board of Trustees:

We have audited the accompanying financial statements of the Antrim Eden Nevada Joint Cemetery, Wyandot County, Ohio, (the Cemetery) as of and for the years ended December 31, 2010 and 2009. These financial statements are the responsibility of the Cemetery's management. Our responsibility is to express an opinion on these financial statements based on our audit.

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

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

Instead of the combined funds the accompanying financial statements present, GAAP require presenting entity wide statements and also presenting the Cemetery's larger (i.e. major) funds separately. While the Cemetery does not follow GAAP, generally accepted auditing standards requires us to include the following paragraph if the statements do not substantially conform to GAAP presentation requirements. The Auditor of State permits, but does not require Cemeteries to reformat their statements. The Cemetery has elected not to follow GAAP statement formatting requirements. The following paragraph does not imply the amounts reported are materially misstated under the accounting basis the Auditor of State permits. Our opinion on the fair presentation of the amounts reported pursuant to its non-GAAP basis is in the second following paragraph.

In our opinion, because of the effects of the matter discussed in the preceding two paragraphs, the financial statements referred to above for the years ended December 31, 2010 and 2009 do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Cemetery as of December 31, 2010 and 2009, or its changes in financial position for the years then ended.

Also, in our opinion, the financial statements referred to above present fairly, in all material respects, the fund cash balances of the Antrim Eden Nevada Joint Cemetery, Wyandot County, Ohio, as of December 31, 2010 and 2009, and its combined cash receipts and disbursements for the years then ended on the accounting basis Note 1 describes.

The Cemetery has not presented Management's Discussion and Analysis, which accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not required to be part of, the financial statements.

In accordance with *Government Auditing Standards*, we have also issued our report dated July 22, 2011, on our consideration of the Cemetery's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. While we did not opine on the internal control over financial reporting or on compliance, that report describes the scope of our testing of internal control over financial reporting and compliance, and the results of that testing. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*. You should read it in conjunction with this report in assessing the results of our audit.

A handwritten signature in black ink that reads "Dave Yost". The signature is written in a cursive style with a large, looping "D" and "Y".

Dave Yost
Auditor of State

July 22, 2011

**ANTRIM EDEN NEVADA JOINT CEMETERY
WYANDOT COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
GENERAL AND PRIVATE PURPOSE TRUST FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2010**

	<u>General</u>	<u>Private Purpose Trust</u>	<u>Totals (Memorandum Only)</u>
Cash Receipts:			
Intergovernmental	\$ 7,575	\$ -	\$ 7,575
Charges for Services	15,411	-	15,411
Sale of Lots	8,350	-	8,350
Interest	500	356	856
Miscellaneous	475	-	475
	<hr/>	<hr/>	<hr/>
Total Cash Receipts	32,311	356	32,667
	<hr/>	<hr/>	<hr/>
Cash Disbursements:			
Current:			
Salaries	16,847	-	16,847
Supplies	3,575	-	3,575
Contracts - Services	13,409	-	13,409
Public Employees' Retirement	2,315	-	2,315
Miscellaneous	1,018	-	1,018
	<hr/>	<hr/>	<hr/>
Total Disbursements	37,164	-	37,164
	<hr/>	<hr/>	<hr/>
Total Receipts Over/(Under) Disbursements	(4,853)	356	(4,497)
	<hr/>	<hr/>	<hr/>
Fund Cash Balances, January 1, 2010	59,836	12,569	72,405
	<hr/>	<hr/>	<hr/>
Fund Cash Balances, December 31, 2010	<u>\$ 54,983</u>	<u>\$ 12,925</u>	<u>\$ 67,908</u>

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

**ANTRIM EDEN NEVADA JOINT CEMETERY
WYANDOT COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
GENERAL AND PRIVATE PURPOSE TRUST FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2009**

	<u>General</u>	<u>Private Purpose Trust</u>	<u>Totals (Memorandum Only)</u>
Cash Receipts:			
Intergovernmental	\$ 7,575	\$ -	\$ 7,575
Charges for Services	21,726	-	21,726
Sale of Lots	7,275	-	7,275
Interest	765	410	1,175
Miscellaneous	1,676	-	1,676
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Total Cash Receipts	39,017	410	39,427
Cash Disbursements:			
Current:			
Salaries	12,709	-	12,709
Supplies	2,980	-	2,980
Equipment	259	-	259
Contracts - Services	13,575	-	13,575
Public Employees' Retirement	1,747	-	1,747
Miscellaneous	1,370	-	1,370
	<hr/>	<hr/>	<hr/>
Total Disbursements	32,640	-	32,640
Total Receipts Over Disbursements	6,377	410	6,787
Fund Cash Balances, January 1, 2009	<hr/> 53,459	<hr/> 12,159	<hr/> 65,618
Fund Cash Balances, December 31, 2009	<u>\$ 59,836</u>	<u>\$ 12,569</u>	<u>\$ 72,405</u>

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

**ANTRIM EDEN NEVADA JOINT CEMETERY
WYANDOT COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 21, 2010 AND 2009**

1. Summary of Significant Accounting Policies

A. Description of the Entity

The constitution and laws of the State of Ohio establish the rights and privileges for the Antrim Eden Nevada Joint Cemetery, Wyandot County, Ohio (the Cemetery). The Cemetery is directed by an appointed three-member Board of Trustees. The Board is appointed by Antrim and Eden Townships' Board of Trustees and the Village of Nevada's Council. These entities provide funding to meet the Cemetery's operating costs under the agreement which established the Cemetery. The accompanying financial statements present this funding as Intergovernmental Receipts. The Cemetery provides grounds maintenance, opening and closing of graves, and the sale of grave lots.

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

B. Basis of Accounting

These financial statements follow the basis of accounting the Auditor of State prescribes or permits. This basis is similar to the cash receipts and disbursements accounting basis. The Cemetery recognizes receipts when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred.

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

C. Deposits and Investments

The Cemetery's accounting basis includes investments as assets. This basis does not record disbursements for investment purchases or receipts for investment sales. This basis records gains or losses at the time of sale as receipts or disbursements, respectively.

The Cemetery values certificates of deposit and common stock at cost.

D. Fund Accounting

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

1. General Fund

The General Fund reports all financial resources except those required to be accounted for in another fund.

2. Fiduciary Funds

Fiduciary funds include private purpose trust funds. Trust funds account for assets held under a trust agreement for individuals, private organizations, or other governments which are not available to support the Cemetery's own programs.

The Cemetery's private purpose trust funds are for the benefit of certain individuals.

**ANTRIM EDEN NEVADA JOINT CEMETERY
WYANDOT COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2010 AND 2009
(Continued)**

1. Summary of Significant Accounting Policies (Continued)

E. Property, Plant, and Equipment

The Cemetery records disbursements for acquisitions of property, plant, and equipment when paid. The accompanying financial statements do not report these items as assets.

2. Equity in Pooled Deposits and Investments

The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of deposits and investments at December 31 was as follows:

	<u>2010</u>	<u>2009</u>
Deposits	\$15,980	\$15,215
Certificates of deposit	51,528	56,790
Common stock	400	400
Total investments	<u>51,928</u>	<u>57,190</u>
Total deposits and investments	<u>\$67,908</u>	<u>\$72,405</u>

Deposits: Deposits are insured by the Federal Depository Insurance Corporation. The common stock was donated to the Cemetery.

3. Retirement Systems

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

The Ohio Revised Code also prescribes contribution rates. For 2010 and 2009, OPERS members contributed 10%, of their gross salaries and the Cemetery contributed an amount equaling 14%, of participants' gross salaries. The Cemetery has paid all contributions required through December 31, 2010.

4. Risk Management

The Cemetery has obtained commercial insurance for comprehensive property and general liability.



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

Antrim Eden Nevada Joint Cemetery
Wyandot County
1336 County Highway 330
Nevada, Ohio 44849

To the Board of Trustees:

We have audited the financial statements of the Antrim Eden Nevada Joint Cemetery, Wyandot County, Ohio, (the Cemetery) as of and for the years ended December 31, 2010 and 2009, and have issued our report thereon dated July 22, 2011, wherein we noted the Cemetery followed accounting practices the Auditor of State prescribes rather than accounting principles generally accepted in the United States of America. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the Comptroller General of the United States' *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Cemetery's internal control over financial reporting as a basis for designing our audit procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of opining on the effectiveness of the Cemetery's internal control over financial reporting. Accordingly, we have not opined on the effectiveness of the Cemetery'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 was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. Therefore, we cannot assure that we have identified all deficiencies, significant deficiencies or material weaknesses. However, as described in the accompanying schedule of findings we identified certain deficiencies in internal control over financial reporting, that we consider material weaknesses.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and timely corrected. We consider findings 2010-001 and 2010-002 described in the accompanying schedule of findings to be material weaknesses.

Compliance and Other Matters

As part of reasonably assuring whether the Cemetery's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express an opinion. The results of our tests disclosed an instance of noncompliance or other matter we must report under *Government Auditing Standards* which is described in the accompanying schedule of findings as item 2010-001.

We did note certain matters not requiring inclusion in this report that we reported to the Cemetery's management in a separate letter dated July 22, 2011.

We intend this report solely for the information and use of management and the Board of Trustees. We intend it for no one other than these specified parties.



Dave Yost
Auditor of State

July 22, 2011

**ANTRIM EDEN NEVADA JOINT CEMETERY
WYANDOT COUNTY**

**SCHEDULE OF FINDINGS
DECEMBER 31, 2010 AND 2009**

FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS
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FINDING NUMBER 2010-001

Accounting Records – Noncompliance/Material Weakness

Ohio Admin. Code Section 117-2-02(D) states in part all local public offices may maintain accounting records in a manual or computerized format. The records used should be based on the nature of operations and services the public office provides, and should consider the degree of automation and other factors. Such records should include the following:

- (1) Cash journal, which typically contains the following information: The amount, date, receipt number, check number, account code, purchase order number, and any other information necessary to properly classify the transaction.
- (2) Receipts ledger, which typically assembles and classifies receipts into separate accounts for each type of receipt of each fund the public office uses. The amount, date, name of the payor, purpose, receipt number, and other information required for the transactions can be recorded on this ledger.
- (3) Appropriation ledger, which may assemble and classify disbursements or expenditure/expenses into separate accounts for, at a minimum, each account listed in the appropriation resolution. The amount, fund, date, check number, purchase order number, encumbrance amount, unencumbered balance, amount of disbursement, and any other information required may be entered in the appropriate columns.

Currently, the Cemetery maintains a separate cash ledger for each bank account and records bank activity rather than fund activity.

We recommend the Clerk of the Cemetery maintain the ledgers to reflect proper fund accounting. All transactions should be recorded timely and monthly reconciliations should be performed to include all bank accounts and certificates of deposit. If necessary, the Clerk should obtain training on fund accounting.

**ANTRIM EDEN NEVADA JOINT CEMETERY
WYANDOT COUNTY**

**SCHEDULE OF FINDINGS
DECEMBER 31, 2010 AND 2009
(Continued)**

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

FINDING NUMBER 2010-002

Bank Reconciliations – Material Weakness

Bank reconciliations should be performed each month to reconcile the Cemetery's accounting ledgers to bank balances. Additionally, the Board of Trustees should review monthly bank reconciliations and initial them indicating the review. During 2009 and 2010, the Clerk reconciled each bank account's checkbook on a monthly basis; however, no monthly reconciliations were performed to ensure total bank balances reconciled to the Cemetery's accounting ledgers. At December 31, 2009 and 2010, the Cemetery's bank balances exceeded fund balances by \$706.

Failure to perform and review bank to book reconciliations monthly limits management's ability to ensure transactions are properly recorded and may limit the usefulness of financial reports presented to the Board. Furthermore, without properly performing monthly bank to book reconciliations, errors or irregularities may occur and go undetected by management.

We recommend the Clerk perform monthly reconciliations of bank to book balances. Reconciling items should be identified at the time of the reconciliation. Any unreconciled errors should be investigated by comparing transaction-level activity posted to the accounting ledgers with transaction-level activity reflected on the bank statement. In addition, the bank reconciliations, including original bank statements and documentation supporting any reconciling items, should be reviewed and approved by the Board of Trustees. Furthermore, we recommend the Clerk investigate the unreconciled balances to determine what factors comprise the balances and properly post the items to the Cemetery's ledgers.

We did not receive a response from Officials to the findings reported above.

**ANTRIM EDEN NEVADA JOINT CEMETERY
WYANDOT COUNTY**

**SCHEDULE OF PRIOR AUDIT FINDINGS
DECEMBER 31, 2010 AND 2009**

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <i>Explain</i>
2008-001	Accounting Records	No	Not Corrected. Comment is being repeated as finding number 2010-001.
2008-002	Financial Reporting	Yes	
2008-003	Bank Reconciliations	No	Not Corrected. Comment is being repeated as finding number 2010-002.

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ANTRIM EDEN NEVADA JOINT CEMETERY

WYANDOT COUNTY

CLERK'S CERTIFICATION

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

Susan Babbitt

CLERK OF THE BUREAU

**CERTIFIED
AUGUST 23, 2011**