



Dave Yost • Auditor of State

VILLAGE OF MILLBURY
WOOD COUNTY

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Dave Yost • Auditor of State

INDEPENDENT AUDITOR'S REPORT

Village of Millbury
Wood County
28430 Main Street
P.O. Box 155
Millbury, Ohio 43447-0155

To the Village Council:

Report on the Financial Statements

We have audited the accompanying financial statements of the cash balances, receipts and disbursements by fund type, and related notes of the Village of Millbury, Wood County, Ohio (the Village) as of and for the years ended December 31, 2017 and 2016.

Management's Responsibility for the Financial Statements

Management is responsible for preparing and fairly presenting these financial statements in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit; this responsibility includes designing, implementing and maintaining internal control relevant to preparing and fairly presenting financial statements free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to opine on these financial statements based on our audit. We audited in accordance with auditing standards generally accepted in the United States of America and the financial audit standards in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require us to plan and perform the audit to reasonably assure the financial statements are free from material misstatement.

An audit requires obtaining evidence about financial statement amounts and disclosures. The procedures selected depend on our judgment, including assessing the risks of material financial statement misstatement, whether due to fraud or error. In assessing those risks, we consider internal control relevant to the Village's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not to the extent needed to opine on the effectiveness of the Village's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of management's accounting policies and the reasonableness of their significant accounting estimates, as well as our evaluation of the overall financial statement presentation.

We believe the audit evidence we obtained is sufficient and appropriate to support our audit opinions.

Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in Note 2 of the financial statements, the Village prepared these financial statements using the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38

and Ohio Administrative Code Section 117-2-03(D), which is an accounting basis other than accounting principles generally accepted in the United States of America (GAAP), to satisfy these requirements.

Although the effects on the financial statements of the variances between the regulatory accounting basis and GAAP are not reasonably determinable, we presume they are material.

Though the Village does not intend these statements to conform to GAAP, auditing standards generally accepted in the United States of America require us to include an adverse opinion on GAAP. However, the adverse opinion does not imply the amounts reported are materially misstated under the accounting basis Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit. Our opinion on this accounting basis is in the *Opinion on Regulatory Basis of Accounting* paragraph below.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the *Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles* paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Village as of December 31, 2017 and 2016, and the respective changes in financial position or cash flows thereof for the years then ended.

Opinion on Regulatory Basis of Accounting

In our opinion, the financial statements referred to above present fairly, in all material respects, the cash balances, receipts and disbursements by fund type, and related notes of the Village of Millbury, Wood County, Ohio as of December 31, 2017 and 2016, for the years then ended in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit, described in Note 2.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated August 14, 2018, on our consideration of the Village'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. That report describes the scope of our internal control testing over financial reporting and compliance, and the results of that testing, and does not opine on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Village's internal control over financial reporting and compliance.



Dave Yost
Auditor of State

Columbus, Ohio

August 14, 2018

Village of Millbury, Ohio
Wood County
Combined Statement of Receipts, Disbursements
and Changes in Fund Balances (Regulatory Cash Basis)
All Governmental Fund Types
For the Year Ended December 31, 2017

	General	Special Revenue	Capital Projects	Totals (Memorandum Only)
Cash Receipts				
Property and Other Local Taxes	\$41,549	\$36,377		\$77,926
Municipal Income Tax		272,142		272,142
Intergovernmental	14,555	91,249		105,804
Special Assessments		12,165		12,165
Charges for Services	10,860			10,860
Fines, Licenses and Permits	14,749			14,749
Earnings on Investments	3,015	522		3,537
Miscellaneous	1,014			1,014
<i>Total Cash Receipts</i>	<u>85,742</u>	<u>412,455</u>		<u>498,197</u>
Cash Disbursements				
Current:				
Security of Persons and Property	17,340	64,301		81,641
Leisure Time Activities	35,823			35,823
Community Environment	3,754			3,754
Basic Utility Services	72,089			72,089
Transportation	9,978	67,834	\$464	78,276
General Government	75,621	16,896		92,517
Capital Outlay			33,415	33,415
Debt Service:				
Principal Retirement			32,806	32,806
Interest and Fiscal Charges			2,086	2,086
<i>Total Cash Disbursements</i>	<u>214,605</u>	<u>149,031</u>	<u>68,771</u>	<u>432,407</u>
<i>Excess of Receipts Over (Under) Disbursements</i>	<u>(128,863)</u>	<u>263,424</u>	<u>(68,771)</u>	<u>65,790</u>
Other Financing Receipts (Disbursements)				
Transfers In	194,730		83,456	278,186
Transfers Out		(278,186)		(278,186)
<i>Total Other Financing Receipts (Disbursements)</i>	<u>194,730</u>	<u>(278,186)</u>	<u>83,456</u>	
<i>Net Change in Fund Cash Balances</i>	65,867	(14,762)	14,685	65,790
<i>Fund Cash Balances, January 1</i>	<u>304,397</u>	<u>127,457</u>	<u>66,718</u>	<u>498,572</u>
Fund Cash Balances, December 31				
Restricted		112,695		112,695
Committed			81,403	81,403
Assigned	54,722			54,722
Unassigned	315,542			315,542
<i>Fund Cash Balances, December 31</i>	<u>\$370,264</u>	<u>\$112,695</u>	<u>\$81,403</u>	<u>\$564,362</u>

See accompanying notes to the basic financial statements

Village of Millbury, Ohio
Wood County
Combined Statement of Receipts, Disbursements
and Changes in Fund Balance (Regulatory Cash Basis)
Proprietary Fund Type
For the Year Ended December 31, 2017

	Enterprise
Operating Cash Receipts	
Charges for Services	\$17,012
Operating Cash Disbursements	
Contractual Services	2,705
<i>Net Change in Fund Cash Balances</i>	14,307
<i>Fund Cash Balances, January 1</i>	35,720
<i>Fund Cash Balances, December 31</i>	\$50,027

See accompanying notes to the basic financial statements

Village of Millbury, Ohio
Wood County
Notes to the Financial Statements
For the Year Ended December 31, 2017

Note 1 - Reporting Entity

The Village of Millbury (the Village), Wood County, Ohio is a body politic and corporate established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. A publicly-elected six-member Council directs the Village. The Village provides park operations. The Village contracts with the Lake Township police department to provide security of persons and property. The Village is also provided fire protection services from the Lake Township volunteer fire department, which is paid for by levies that are passed by the residents.

The Village participates in the Ohio Plan Risk Management, Inc. (OPRM) public entity risk pool. Note 6 to the financial statements provide additional information for this entity.

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

Note 2 - Summary of Significant Accounting Policies

Basis of Presentation

The Village's financial statements consist of a combined statement of receipts, disbursements and changes in fund balances (regulatory cash basis) for all governmental fund types, and a combined statement of receipts, disbursements and changes in fund balances (regulatory cash basis) for all proprietary fund types which are organized on a fund type basis.

Fund Accounting

The Village 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. The funds of the Village are presented below:

General Fund The general fund accounts for and reports all financial resources not accounted for and reported in another fund. The general fund balance is available to the Village for any purpose provided it is expended or transferred according to the general laws of Ohio.

Special Revenue Funds These funds account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The Village had the following significant Special Revenue Funds:

Street Construction, Maintenance and Repair Fund This fund accounts for and reports that portion of the State gasoline tax and motor vehicle license registration fees restricted for construction, maintenance, and repair of streets within the Village.

Police Protection Fund This fund accounts for and reports levy monies that are restricted for police services within the Village.

Capital Project Funds These funds account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. The Village had the following significant Capital Project Fund:

Capital Projects Fund This fund accounts for and reports transfers from the Village Income Tax Fund that are restricted for capital acquisitions or improvements.

Enterprise Funds These funds account for operations that are similar to private business enterprises, where management intends to recover the significant costs of providing certain goods or services through user charges. The Village had the following significant Enterprise Fund:

Village of Millbury, Ohio
Wood County
Notes to the Financial Statements
For the Year Ended December 31, 2017
(Continued)

Storm Water Utility Fund This fund accounts for the provision of a storm water system located within the Village.

Basis of Accounting

These financial statements follow the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 (D). This basis is similar to the cash receipts and disbursements accounting basis. The Board recognizes receipts when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 (D) permit.

Budgetary Process

The Ohio Revised Code requires that each fund be budgeted annually.

Appropriations Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function or object level of control, and appropriations may not exceed estimated resources. The Village Council must annually approve appropriation measures and subsequent amendments. Appropriations lapse at year end.

Estimated Resources Estimated resources include estimates of cash to be received (budgeted receipts) plus cash as of January 1. The County Budget Commission must approve estimated resources.

Encumbrances The Ohio Revised Code requires the Village to reserve (encumber) appropriations when individual commitments are made. Encumbrances outstanding at year end are canceled, and reappropriated in the subsequent year.

A summary of 2017 budgetary activity appears in Note 3.

Deposits and Investments

The Village'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.

Investment in STAR Ohio is measured at the net asset value (NAV) per share provided by STAR Ohio. The NAV per share is calculated on an amortized cost basis that provides an NAV per share that approximates fair value.

Capital Assets

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

Fund Balance

Fund balance is divided into five classifications based primarily on the extent to which the Village must observe constraints imposed upon the use of its governmental-fund resources. The classifications are as follows:

Village of Millbury, Ohio
Wood County
Notes to the Financial Statements
For the Year Ended December 31, 2017
(Continued)

Nonspendable The Village classifies assets as *nonspendable* when legally or contractually required to maintain the amounts intact.

Restricted Fund balance is *restricted* when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or is imposed by law through constitutional provisions.

Committed Council can *commit* amounts via formal action (resolution). The Village must adhere to these commitments unless the Council amends the resolution. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed to satisfy contractual requirements.

Assigned Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as *restricted* or *committed*. Governmental funds other than the general fund report all fund balances as *assigned* unless they are restricted or committed. In the general fund, *assigned* amounts represent intended uses established by Village Council or a Village official delegated that authority by resolution, or by State Statute.

Unassigned Unassigned fund balance is the residual classification for the general fund and includes amounts not included in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance.

The Village applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

Note 3 - Budgetary Activity

Budgetary activity for the year ending December 31, 2017 follows:

2017 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$222,805	\$280,472	\$57,667
Special Revenue	396,512	412,455	15,943
Capital Projects	60,000	83,456	23,456
Enterprise	16,600	17,012	412
Total	\$695,917	\$793,395	\$97,478

Village of Millbury, Ohio
Wood County
Notes to the Financial Statements
For the Year Ended December 31, 2017
(Continued)

2017 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$295,435	\$214,605	\$80,830
Special Revenue	460,710	427,217	33,493
Capital Projects	125,044	68,771	56,273
Enterprise	36,000	2,705	33,295
Total	\$917,189	\$713,298	\$203,891

Note 4 –Deposits and Investments

The Village maintains a deposit and investments pool all funds use. The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of deposits and investments at December 31, 2017 was as follows:

	2017
Demand deposits	\$190,365
Certificates of deposit	161,438
Total deposits	351,803
STAR Ohio	262,586
Total deposits and investments	\$614,389

Deposits

Deposits are insured by the Federal Deposit Insurance Corporation or collateralized through the Ohio Pooled Collateral System (OPCS).

Investments

Investments in STAR Ohio are not evidenced by securities that exist in physical or book-entry form.

Note 5 – Taxes

Property Taxes

Real property taxes become a lien on January 1 preceding the October 1 date for which the Council adopted tax rates. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. The financial statements include homestead and rollback amounts the State pays as Intergovernmental Receipts. Payments are due to the County by December 31. If the property owner elects to pay semiannually, the first half is due December 31. The second half payment is due the following June 20.

The County is responsible for assessing property, and for billing, collecting, and distributing all property taxes on behalf of the Village.

Income Taxes

The Village levies a municipal income tax of 1.5 percent on substantially all earned income arising from employment, residency, or business activities within the Village as well as certain income of residents earned outside of the Village.

Village of Millbury, Ohio
Wood County
Notes to the Financial Statements
For the Year Ended December 31, 2017
(Continued)

Employers within the Village withhold income tax on employee compensation and remit the tax to the Village either monthly or quarterly, as required. Corporations and other individual taxpayers pay estimated taxes quarterly and file a declaration annually.

Note 6 - Risk Management

The Village belongs to the Ohio Plan Risk Management, Inc. (OPRM) (the "Plan"), a non-assessable, unincorporated non-profit association providing a formalized, jointly administered self-insurance risk management program and other administrative services to Ohio governments ("Members"). The Plan is legally separate from its member governments.

Pursuant to Section 2744.081 of the Ohio Revised Code, the plan provides property, liability, errors and omissions, law enforcement, automobile, excess liability, crime, surety and bond, inland marine and other coverages to its members sold through fourteen appointed independent agents in the State of Ohio.

OPRM coverage programs are developed specific to each member's risk management needs and the related premiums for coverage are determined through the application of uniform underwriting criteria addressing the member's exposure to loss. Effective November 1, 2016, the OPRM retained 50% of the premium and losses on the first \$250,000 casualty treaty and 30% of the first \$1,000,000 property treaty. Members are only responsible for their self-retention (deductible) amounts, which vary from member to member. OPRM had 762 members as of December 31, 2016.

Plan members are responsible to notify the Plan of their intent to renew coverage by their renewal date. If a member chooses not to renew with the Plan, they have no other financial obligation to the Plan, but still need to promptly notify the Plan of any potential claims occurring during their membership period. The former member's covered claims, which occurred during their membership period, remain the responsibility of the Plan.

Settlement amounts did not exceed insurance coverage for the past three fiscal years.

The Pool's audited financial statements conform with generally accepted accounting principles, and reported the following assets, liabilities and equity at December 31, 2016 (the latest information available).

	2016
Assets	\$ 14,765,712
Liabilities	(9,531,506)
Members' Equity	\$ 5,234,206

You can read the complete audited financial statements for OPRM at the Plan's website, www.ohioplan.org.

Note 7 - Defined Benefit Pension Plan

Ohio Public Employees Retirement System

The Village'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.

Village of Millbury, Ohio
Wood County
Notes to the Financial Statements
For the Year Ended December 31, 2017
(Continued)

The Ohio Revised Code also prescribes contribution rates. OPERS members contributed 10% of their gross salaries and the Village contributed an amount equaling 14% of participants' gross salaries. The Village has paid all contributions required through December 31, 2017.

Note 8 - Postemployment Benefits

OPERS offers a cost-sharing, multiple-employer defined benefit postemployment plan, which includes multiple health care plans including medical coverage, prescription drug coverage, deposits to a Health Reimbursement Arrangement and Medicare Part B premium reimbursements, to qualifying benefit recipients. The portion of employer contributions allocated to health care for members in the Traditional Pension Plan and Combined Plan was 1.0 percent during calendar year 2017.

Note 9 – Debt

Debt outstanding at December 31, 2017 was as follows:

	<u>Principal</u>	<u>Interest Rate</u>
OPWC #1 - Cherry Street Storm Sewer	\$67,526	0.00%
OPWC #2 - Center Street Storm Sewer	47,218	0.00%
Genoa Banking Co. Truck Loan	47,879	3.15%
Total	<u><u>\$162,623</u></u>	

The Ohio Public Works Commission (OPWC) Loan #1 relates to a Cherry Street storm sewer project made by the Village. The OPWC approved a \$79,442, zero percent loan to the Village for this project. The Village will repay the loan in semiannual installments of \$2,648 over 30 years, beginning January 1, 2014 and due July 1, 2043. The loan will be repaid from the Capital Projects fund. No assets are pledged to secure this loan.

The Ohio Public Works Commission (OPWC) Loan #2 relates to a Center Street storm sewer project made by the Village. The OPWC approved a \$104,930, zero percent loan to the Village for this project. The Village will repay the loan in semiannual installments of \$5,246 over 20 years, beginning July 1, 2007 and due January 1, 2027. The loan will be repaid from the Capital Projects fund. No assets are pledged to secure this loan.

The Genoa Banking Company truck loan relates to a truck/snow plow that the Village purchased in February 2015. Genoa Banking Company approved a \$123,103, 3.15% loan to the Village for this purchase. The Village will repay the loan in annual installments of \$26,997 over 5 years, beginning February 2015 and due February 2019. The loan will be repaid from the Capital Projects fund. The truck is pledged to secure this loan.

Amortization

Amortization of the above debt, including interest, is scheduled as follows:

Village of Millbury, Ohio
Wood County
Notes to the Financial Statements
For the Year Ended December 31, 2017
(Continued)

Year Ending December 31:	Ohio Public Works Commission Loan #1	Ohio Public Works Commission Loan #2	Genoa Banking Co. Loan
2018	\$2,648	\$5,246	\$26,997
2019	2,649	5,247	26,997
2020	2,648	5,246	
2021	2,648	5,247	
2022	2,648	5,246	
2023-2027	13,240	20,986	
2028-2032	13,240		
2033-2037	13,241		
2038-2042	13,240		
2043	1,324		
Total	<u>\$67,526</u>	<u>\$47,218</u>	<u>\$53,994</u>

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Village of Millbury, Ohio
Wood County
Combined Statement of Receipts, Disbursements
and Changes in Fund Balances (Regulatory Cash Basis)
All Governmental Fund Types
For the Year Ended December 31, 2016

	General	Special Revenue	Capital Projects	Totals (Memorandum Only)
Cash Receipts				
Property and Other Local Taxes	\$37,431	\$35,471		\$72,902
Municipal Income Tax		221,923		221,923
Intergovernmental	18,715	80,039		98,754
Special Assessments		12,283		12,283
Charges for Services	10,860			10,860
Fines, Licenses and Permits	23,962			23,962
Earnings on Investments	1,471	235	\$43	1,749
Miscellaneous	15,432			15,432
<i>Total Cash Receipts</i>	<u>107,871</u>	<u>349,951</u>	<u>43</u>	<u>457,865</u>
Cash Disbursements				
Current:				
Security of Persons and Property	34,000	46,594		80,594
Leisure Time Activities	31,441			31,441
Community Environment	4,348			4,348
Basic Utility Services	70,335			70,335
Transportation	16,081	64,794	3,486	84,361
General Government	86,264	17,499		103,763
Capital Outlay			15,267	15,267
Debt Service:				
Principal Retirement			31,869	31,869
Interest and Fiscal Charges			3,023	3,023
<i>Total Cash Disbursements</i>	<u>242,469</u>	<u>128,887</u>	<u>53,645</u>	<u>425,001</u>
<i>Excess of Receipts Over (Under) Disbursements</i>	<u>(134,598)</u>	<u>221,064</u>	<u>(53,602)</u>	<u>32,864</u>
Other Financing Receipts (Disbursements)				
Transfers In	346,100		57,069	403,169
Transfers Out		(190,230)	(212,939)	(403,169)
<i>Total Other Financing Receipts (Disbursements)</i>	<u>346,100</u>	<u>(190,230)</u>	<u>(155,870)</u>	
<i>Net Change in Fund Cash Balances</i>	211,502	30,834	(209,472)	32,864
<i>Fund Cash Balances, January 1</i>	<u>92,895</u>	<u>96,623</u>	<u>276,190</u>	<u>465,708</u>
Fund Cash Balances, December 31				
Restricted		127,457		127,457
Committed			66,718	66,718
Assigned	72,630			72,630
Unassigned	231,767			231,767
<i>Fund Cash Balances, December 31</i>	<u>\$304,397</u>	<u>\$127,457</u>	<u>\$66,718</u>	<u>\$498,572</u>

See accompanying notes to the basic financial statements

Village of Millbury, Ohio
Wood County
Combined Statement of Receipts, Disbursements
and Changes in Fund Balances (Regulatory Cash Basis)
Proprietary Fund Type
For the Year Ended December 31, 2016

	Enterprise
Operating Cash Receipts	
Charges for Services	\$17,191
Operating Cash Disbursements	
Contractual Services	1,691
<i>Net Change in Fund Cash Balances</i>	15,500
<i>Fund Cash Balances, January 1</i>	20,220
<i>Fund Cash Balances, December 31</i>	\$35,720

See accompanying notes to the basic financial statements

Village of Millbury, Ohio
Wood County
Notes to the Financial Statements
For the Year Ended December 31, 2016

Note 1 - Reporting Entity

The Village of Millbury (the Village), Wood County, Ohio is a body politic and corporate established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. A publicly-elected six-member Council directs the Village. The Village provides park operations. The Village contracts with the Lake Township police department to provide security of persons and property. The Village is also provided fire protection services from the Lake Township volunteer fire department, which is paid for by levies that are passed by the residents.

The Village participates in the Ohio Plan Risk Management, Inc. (OPRM) public entity risk pool. Note 6 to the financial statements provide additional information for this entity.

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

Note 2 - Summary of Significant Accounting Policies

Basis of Presentation

The Village's financial statements consist of a combined statement of receipts, disbursements and changes in fund balances (regulatory cash basis) for all governmental fund types, and a combined statement of receipts, disbursements and changes in fund balances (regulatory cash basis) for all proprietary fund types which are organized on a fund type basis.

Fund Accounting

The Village 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. The funds of the Village are presented below:

General Fund The general fund accounts for and reports all financial resources not accounted for and reported in another fund. The general fund balance is available to the Village for any purpose provided it is expended or transferred according to the general laws of Ohio.

Special Revenue Funds These funds account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The Village had the following significant Special Revenue Funds:

Street Construction, Maintenance and Repair Fund This fund accounts for and reports that portion of the State gasoline tax and motor vehicle license registration fees restricted for construction, maintenance, and repair of streets within the Village.

Police Protection Fund This fund accounts for and reports levy monies that are restricted for police services within the Village.

Capital Project Funds These funds account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. The Village had the following significant Capital Project Fund:

Capital Projects Fund This fund accounts for and reports transfers from the Village Income Tax Fund that are restricted for capital acquisitions or improvements.

Enterprise Funds These funds account for operations that are similar to private business enterprises, where management intends to recover the significant costs of providing certain goods or services through user charges. The Village had the following significant Enterprise Fund:

Village of Millbury, Ohio
Wood County
Notes to the Financial Statements
For the Year Ended December 31, 2016
(Continued)

Storm Water Utility Fund This fund accounts for the provision of a storm water system located within the Village.

Basis of Accounting

These financial statements follow the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 (D). This basis is similar to the cash receipts and disbursements accounting basis. The Board recognizes receipts when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 (D) permit.

Budgetary Process

The Ohio Revised Code requires that each fund be budgeted annually.

Appropriations Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function or object level of control, and appropriations may not exceed estimated resources. The Village Council must annually approve appropriation measures and subsequent amendments. Appropriations lapse at year end.

Estimated Resources Estimated resources include estimates of cash to be received (budgeted receipts) plus cash as of January 1. The County Budget Commission must approve estimated resources.

Encumbrances The Ohio Revised Code requires the Village to reserve (encumber) appropriations when individual commitments are made. Encumbrances outstanding at year end are canceled, and reappropriated in the subsequent year.

A summary of 2016 budgetary activity appears in Note 3.

Deposits and Investments

The Village'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.

Investment in STAR Ohio is measured at the net asset value (NAV) per share provided by STAR Ohio. The NAV per share is calculated on an amortized cost basis that provides an NAV per share that approximates fair value.

Capital Assets

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

Fund Balance

Fund balance is divided into five classifications based primarily on the extent to which the Village must observe constraints imposed upon the use of its governmental-fund resources. The classifications are as follows:

Village of Millbury, Ohio
Wood County
Notes to the Financial Statements
For the Year Ended December 31, 2016
(Continued)

Nonspendable The Village classifies assets as *nonspendable* when legally or contractually required to maintain the amounts intact.

Restricted Fund balance is *restricted* when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or is imposed by law through constitutional provisions.

Committed Council can *commit* amounts via formal action (resolution). The Village must adhere to these commitments unless the Council amends the resolution. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed to satisfy contractual requirements.

Assigned Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as *restricted* or *committed*. Governmental funds other than the general fund report all fund balances as *assigned* unless they are restricted or committed. In the general fund, *assigned* amounts represent intended uses established by Village Council or a Village official delegated that authority by resolution, or by State Statute.

Unassigned Unassigned fund balance is the residual classification for the general fund and includes amounts not included in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance.

The Village applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

Note 3 - Budgetary Activity

Budgetary activity for the year ending December 31, 2016 follows:

2016 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$423,662	\$453,971	\$30,309
Special Revenue	321,442	349,951	28,509
Capital Projects	60,043	57,112	(2,931)
Enterprise	16,600	17,191	591
Total	\$821,747	\$878,225	\$56,478

Village of Millbury, Ohio
Wood County
Notes to the Financial Statements
For the Year Ended December 31, 2016
(Continued)

2016 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$311,285	\$242,469	\$68,816
Special Revenue	350,910	319,117	31,793
Capital Projects	327,939	266,584	61,355
Enterprise	26,000	1,691	24,309
Total	\$1,016,134	\$829,861	\$186,273

Note 4 –Deposits and Investments

The Village maintains a deposit and investments pool all funds use. The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of deposits and investments at December 31, 2016 was as follows:

	2016
Demand deposits	\$113,803
Certificates of deposit	160,688
Total deposits	274,491
STAR Ohio	259,801
Total deposits and investments	\$534,292

Deposits

Deposits are insured by the Federal Deposit Insurance Corporation or collateralized by the financial institution's public entity deposit pool.

Investments

Investments in STAR Ohio are not evidenced by securities that exist in physical or book-entry form.

Note 5 – Taxes

Property Taxes

Real property taxes become a lien on January 1 preceding the October 1 date for which the Council adopted tax rates. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. The financial statements include homestead and rollback amounts the State pays as Intergovernmental Receipts. Payments are due to the County by December 31. If the property owner elects to pay semiannually, the first half is due December 31. The second half payment is due the following June 20.

The County is responsible for assessing property, and for billing, collecting, and distributing all property taxes on behalf of the Village.

Income Taxes

The Village levies a municipal income tax of 1.5 percent on substantially all earned income arising from employment, residency, or business activities within the Village as well as certain income of residents earned outside of the Village.

Village of Millbury, Ohio
Wood County
Notes to the Financial Statements
For the Year Ended December 31, 2016
(Continued)

Employers within the Village withhold income tax on employee compensation and remit the tax to the Village either monthly or quarterly, as required. Corporations and other individual taxpayers pay estimated taxes quarterly and file a declaration annually.

Note 6 - Risk Management

The Village belongs to the Ohio Plan Risk Management, Inc. (OPRM) (the "Plan"), a non-assessable, unincorporated non-profit association providing a formalized, jointly administered self-insurance risk management program and other administrative services to Ohio governments ("Members"). The Plan is legally separate from its member governments.

Pursuant to Section 2744.081 of the Ohio Revised Code, the plan provides property, liability, errors and omissions, law enforcement, automobile, excess liability, crime, surety and bond, inland marine and other coverages to its members sold through fourteen appointed independent agents in the State of Ohio.

OPRM coverage programs are developed specific to each member's risk management needs and the related premiums for coverage are determined through the application of uniform underwriting criteria addressing the member's exposure to loss. Until November 1, 2016, the OPRM retained 47% of the premium and losses on the first \$250,000 casualty treaty and 10% of the first \$1,000,000 property treaty. Effective November 1, 2016, the OPRM retained 50% of the premium and losses on the first \$250,000 casualty treaty and 30% of the first \$1,000,000 property treaty. Members are only responsible for their self-retention (deductible) amounts, which vary from member to member. OPRM had 762 members as of December 31, 2016.

Plan members are responsible to notify the Plan of their intent to renew coverage by their renewal date. If a member chooses not to renew with the Plan, they have no other financial obligation to the Plan, but still need to promptly notify the Plan of any potential claims occurring during their membership period. The former member's covered claims, which occurred during their membership period, remain the responsibility of the Plan.

Settlement amounts did not exceed insurance coverage for the past three fiscal years.

The Pool's audited financial statements conform with generally accepted accounting principles, and reported the following assets, liabilities and equity at December 31, 2016.

	<u>2016</u>
Assets	\$ 14,765,712
Liabilities	(9,531,506)
Members' Equity	<u>\$ 5,234,206</u>

You can read the complete audited financial statements for OPRM at the Plan's website, www.ohioplan.org.

Note 7 - Defined Benefit Pension Plan

Ohio Public Employees Retirement System

The Village'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

Village of Millbury, Ohio
Wood County
Notes to the Financial Statements
For the Year Ended December 31, 2016
(Continued)

include postretirement healthcare and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. OPERS members contributed 10% of their gross salaries and the Village contributed an amount equaling 14% of participants' gross salaries. The Village has paid all contributions required through December 31, 2016.

Note 8 - Postemployment Benefits

OPERS offers a cost-sharing, multiple-employer defined benefit postemployment plan, which includes multiple health care plans including medical coverage, prescription drug coverage, deposits to a Health Reimbursement Arrangement and Medicare Part B premium reimbursements, to qualifying benefit recipients. The portion of employer contributions allocated to health care for members in the Traditional Pension Plan and Combined Plan was 2.0 percent during calendar year 2016.

Note 9 – Debt

Debt outstanding at December 31, 2016 was as follows:

	<u>Principal</u>	<u>Interest Rate</u>
OPWC #1 - Cherry Street Storm Sewer	\$70,174	0.00%
OPWC #2 - Center Street Storm Sewer	52,465	0.00%
Genoa Banking Co. Truck Loan	72,791	3.15%
Total	<u><u>\$195,430</u></u>	

The Ohio Public Works Commission (OPWC) Loan #1 relates to a Cherry Street storm sewer project made by the Village. The OPWC approved a \$79,442, zero percent loan to the Village for this project. The Village will repay the loan in semiannual installments of \$2,648 over 30 years, beginning January 1, 2014 and due July 1, 2043. The loan will be repaid from the Capital Projects fund. No assets are pledged to secure this loan.

The Ohio Public Works Commission (OPWC) Loan #2 relates to a Center Street storm sewer project made by the Village. The OPWC approved a \$104,930, zero percent loan to the Village for this project. The Village will repay the loan in semiannual installments of \$5,246 over 20 years, beginning July 1, 2007 and due January 1, 2027. The loan will be repaid from the Capital Projects fund. No assets are pledged to secure this loan.

The Genoa Banking Company truck loan relates to a truck/snow plow that the Village purchased in February 2015. Genoa Banking Company approved a \$123,103, 3.15% loan to the Village for this purchase. The Village will repay the loan in annual installments of \$26,997 over 5 years, beginning February 2015 and due February 2019. The loan will be repaid from the Capital Projects fund. The truck is pledged to secure this loan.

Amortization

Amortization of the above debt, including interest, is scheduled as follows:

Village of Millbury, Ohio
Wood County
Notes to the Financial Statements
For the Year Ended December 31, 2016
(Continued)

Year Ending December 31:	Ohio Public Works Commission Loan #1	Ohio Public Works Commission Loan #2	Genoa Banking Co. Loan
2017	\$2,648	\$5,247	\$26,997
2018	2,648	5,246	26,997
2019	2,649	5,247	26,997
2020	2,648	5,246	
2021	2,648	5,247	
2022-2026	13,240	26,232	
2027-2031	13,240		
2032-2036	13,241		
2037-2041	13,240		
2042-2043	3,972		
Total	<u>\$70,174</u>	<u>\$52,465</u>	<u>\$80,991</u>

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Dave Yost • Auditor of State

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

Village of Millbury
Wood County
28430 Main Street
P.O. Box 155
Millbury, Ohio 43447-0155

To the Village Council:

We have audited, in accordance with auditing standards generally accepted in the United States and the Comptroller General of the United States' *Government Auditing Standards*, the financial statements of the cash balances, receipts, and disbursements by fund type of the Village of Millbury, Wood County, Ohio (the Village) as of and for the years ended December 31, 2017 and 2016, and the related notes to the financial statements and have issued our report thereon dated August 14, 2018 wherein we noted the Village followed financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit.

Internal Control Over Financial Reporting

As part of our financial statement audit, we considered the Village's internal control over financial reporting (internal control) to determine the audit procedures appropriate in the circumstances to the extent necessary to support our opinions on the financial statements, but not to the extent necessary to opine on the effectiveness of the Village's internal control. Accordingly, we have not opined on it.

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 combination of internal control deficiencies resulting in a reasonable possibility that internal control will not prevent or detect and timely correct a material misstatement of the Village's financial statements. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all internal control deficiencies that might be material weaknesses or significant deficiencies. Therefore, unidentified material weaknesses or significant deficiencies may exist. We did identify a certain deficiency in internal control, described in the accompanying schedule of findings that we consider a material weakness. We consider finding 2017-001 to be a material weakness.

Compliance and Other Matters

As part of reasonably assuring whether the Village'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, opining on compliance with those provisions was not an objective of our audit and accordingly, we do not express an opinion. The results of our tests disclosed no instances of noncompliance or other matters we must report under *Government Auditing Standards*.

Purpose of this Report

This report only describes the scope of our internal control and compliance testing and our testing results, and does not opine on the effectiveness of the Village's internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the Village's internal control and compliance. Accordingly, this report is not suitable for any other purpose.

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

Columbus, Ohio

August 14, 2018

**VILLAGE OF MILLBURY
WOOD COUNTY**

**SCHEDULE OF FINDINGS
DECEMBER 31, 2017 AND 2016**

FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS
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FINDING NUMBER 2017-001

Material Weakness – Financial Reporting

In our audit engagement letter, as required by AU-C Section 210, *Terms of Engagement*, paragraph .06, management acknowledged its responsibility for the preparation and fair presentation of their financial statements; this responsibility includes designing, implementing and maintaining internal control relevant to preparing and fairly presenting financial statements free from material misstatement, whether due to fraud or error as discussed in AU-C Section 210 paragraphs .A14 & .A16. In addition, Governmental Accounting Standards Board (GASB) Statement No. 54 (codified as GASB Cod 1800.165-.179) requires fund balance be divided into one of five classifications based on the extent to which constraints are imposed upon the resources. The following adjustments are included in the accompanying 2017 and 2016 financial statements:

- In 2017, charges for services revenue was improperly posted as special assessment revenue in the Enterprise Fund in the amount of \$17,191
- In 2017, rollback revenues of \$6,300 were posted as special assessments instead of intergovernmental revenue in the Special Revenue Funds. In 2016, rollback revenues of \$7,214 were posted as property taxes instead of intergovernmental revenue in the General Fund.
- In 2017 and 2016, property tax revenue was improperly posted as special assessments in the Special Revenue Funds in the amounts of \$36,377 and \$35,471, respectively.
- In 2017, interest and fiscal charges were improperly posted as principal payments in the Capital Project Funds in the amount of \$2,086. In 2016, principal payments of \$23,974 and interest and fiscal charges of \$3,023 were improperly posted as capital outlay in the Capital Projects Funds.
- In 2017 and 2016, fund balance was improperly classified as unassigned instead of assigned in the General Fund in the amounts of \$54,722 and \$72,630, respectively.
- In 2017 and 2016, fund balance was improperly classified as committed instead of restricted in the Special Revenue Funds in the amounts of \$3,377 and \$26,076, respectively.

These errors were the result of inadequate policies and procedures in reviewing the financial statements. Failure to complete accurate financial statements could lead to Council making misinformed decisions. Additional audit adjustments were made in smaller relative amounts for additional reasons. The accompanying financial statements, notes to the financial statements, and accounting records have been adjusted to correct these errors.

To help ensure the Village's financial statements and notes to the statements are complete and accurate, the Village should adopt and procedures, including a final review of the statements and notes by the Clerk-Treasurer and Council, to identify and correct errors and omissions. The Clerk-Treasurer should also review the Village Handbook and Audit Bulletin 2011-004 for information on GASB Statement No. 54. The Village Council should also review the Village's statements to help ensure all transactions are being properly posted to the financial statements.

Officials' Response:

We did not receive a response from Officials to this finding.

Village of Millbury
Wood County
28430 Main Street
P.O. Box 155
Millbury, Ohio 43447-0155

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
DECEMBER 31, 2017 AND 2016

Finding Number	Finding Summary	Status	Additional Information
2015-001	Material weakness over financial reporting due to lack of monitoring village financial activity resulting in material audit adjustments.	Not corrected and repeated as finding 2017-001 in this report.	The Clerk-Treasurer was unaware of the errors and will review the proper procedures and make corrections in the future.



Dave Yost • Auditor of State

VILLAGE OF MILLBURY

WOOD 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, 4 2018