

**NORWOOD CITY SCHOOL DISTRICT**

General Purpose Financial Statements

Year Ended June 30, 1999

**NORWOOD CITY SCHOOL DISTRICT**

General Purpose Financial Statements

Year Ended June 30, 1999

With

Independent Auditors' Report

# NORWOOD CITY SCHOOL DISTRICT

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Board of Education  
Norwood City School District  
Norwood, Ohio 45212

We have reviewed the Independent Auditor's Report of the Norwood City School District, Hamilton County, prepared by Clark, Schaefer, Hackett & Co., for the audit period July 1, 1998 through June 30, 1999. 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 Norwood City School District is responsible for compliance with these laws and regulations.

A handwritten signature in black ink, appearing to read "Jim Petro", written over a large, stylized flourish.

JIM PETRO  
Auditor of State

February 15, 2000

**Clark, Schaefer, Hackett & Co.**  
CERTIFIED PUBLIC ACCOUNTANTS  
BUSINESS CONSULTANTS

**INDEPENDENT AUDITORS' REPORT**

To the Board of Education  
Norwood City School District:

We have audited the accompanying general purpose financial statements of Norwood City School District as of and for the year ended June 30, 1999 as listed in the table of contents. These general purpose financial statements are the responsibility of the School District's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Governmental 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 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 that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of Norwood City School District as of June 30, 1999, and the results of its operations and the cash flows of its proprietary fund type and nonexpendable trust funds for the year then ended in conformity with generally accepted accounting principles.

In accordance with *Government Auditing Standards*, we have also issued our report dated October 22, 1999 on our consideration of the Norwood City School District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Our audit was performed for the purpose of forming an opinion on the general purpose financial statements of Norwood City School District taken as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the general purpose financial statements. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the general purpose financial statements taken as a whole.

The year 2000 supplementary information on page 32 is not a required part of the general purpose financial statements but is supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and do not express an opinion on it. In addition, we do not provide assurance that the School District is or will become year 2000 compliant, that the School District's year 2000 remediation efforts will be successful in whole or in part, or that parties with which the School District does business are or will become year 2000 compliant.

*Clark, Schaefer, Hackett & Co.*

Cincinnati, Ohio  
October 22, 1999

## NORWOOD CITY SCHOOL DISTRICT

Combined Balance Sheet - All Fund Types, Account Groups and Component Unit

June 30, 1999

	Governmental Fund Types			
	General	Special Revenue	Debt Service	Capital Projects
<b>ASSETS AND OTHER DEBITS</b>				
<b>Assets:</b>				
Equity in pooled cash and cash equivalents	\$ 752,866	497,430	-	291,559
Net receivables:				
Taxes	10,494,699	-	-	-
Accounts	4,500	-	-	-
Materials and supply inventory	-	-	-	-
Restricted assets:				
Cash and cash equivalents	262,401	-	-	-
Property, plant and equipment (net of accumulated depreciation where applicable)	-	-	-	-
<b>Other Debits:</b>				
Amount to be provided for retirement of general long-term debt	-	-	-	-
<b>Total assets and other debits</b>	<b>\$ 11,514,466</b>	<b>497,430</b>	<b>-</b>	<b>291,559</b>
 <b>LIABILITIES, EQUITY AND OTHER CREDITS</b>				
<b>Liabilities:</b>				
Accounts payable	\$ 180,953	11,789	-	22,711
Accrued wages and benefits	1,757,222	139,490	-	-
Compensated absences payable	163,008	-	-	-
Due to student groups	-	-	-	-
Deferred revenue	7,387,199	-	-	-
Capital leases payable	-	-	-	-
Pension obligation payable	313,782	20,514	-	-
Notes payable	-	-	-	-
<b>Total liabilities</b>	<b>9,802,164</b>	<b>171,793</b>	<b>-</b>	<b>22,711</b>
<b>Equity and Other Credits:</b>				
Investments in general fixed assets	-	-	-	-
Retained earnings: unreserved	-	-	-	-
Fund balances:				
Reserved for:				
Encumbrances	160,376	131,451	-	47,768
Budget reserve set aside	262,401	-	-	-
Property tax advances	3,107,500	-	-	-
Unreserved - undesignated	(1,817,975)	194,186	-	221,080
<b>Total equity and other credits</b>	<b>1,712,302</b>	<b>325,637</b>	<b>-</b>	<b>268,848</b>
<b>Total liabilities, equity and other credits</b>	<b>\$ 11,514,466</b>	<b>497,430</b>	<b>-</b>	<b>291,559</b>

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

Proprietary Fund Type	Fiduciary Fund Types	Account Groups		Total (Memorandum Only) Primary Government	Component Unit	Total (Memorandum Only) Reporting Entity
		General Fixed Asset	General Long-Term Debt			
Enterprise	Trust & Agency					
109,938	161,466	-	-	1,813,259	180,280	1,993,539
-	-	-	-	10,494,699	-	10,494,699
143	-	-	-	4,643	1,525	6,168
22,703	-	-	-	22,703	9,131	31,834
-	-	-	-	262,401	-	262,401
111,534	-	13,283,097	-	13,394,631	10,919	13,405,550
-	-	-	2,353,693	2,353,693	-	2,353,693
<u>244,318</u>	<u>161,466</u>	<u>13,283,097</u>	<u>2,353,693</u>	<u>28,346,029</u>	<u>201,855</u>	<u>28,547,884</u>
11,450	-	-	-	226,903	356,214	583,117
20,772	-	-	-	1,917,484	-	1,917,484
6,995	-	-	1,228,101	1,398,104	-	1,398,104
-	43,805	-	-	43,805	-	43,805
9,861	-	-	-	7,397,060	-	7,397,060
24,942	-	-	44,464	69,406	-	69,406
54,563	-	-	91,128	479,987	-	479,987
-	-	-	990,000	990,000	-	990,000
<u>128,583</u>	<u>43,805</u>	<u>-</u>	<u>2,353,693</u>	<u>12,522,749</u>	<u>356,214</u>	<u>12,878,963</u>
-	-	13,283,097	-	13,283,097	-	13,283,097
115,735	-	-	-	115,735	-	115,735
-	4,124	-	-	343,719	-	343,719
-	-	-	-	262,401	-	262,401
-	-	-	-	3,107,500	-	3,107,500
-	113,537	-	-	(1,289,172)	(154,359)	(1,443,531)
<u>115,735</u>	<u>117,661</u>	<u>13,283,097</u>	<u>-</u>	<u>15,823,280</u>	<u>(154,359)</u>	<u>15,668,921</u>
<u>244,318</u>	<u>161,466</u>	<u>13,283,097</u>	<u>2,353,693</u>	<u>28,346,029</u>	<u>201,855</u>	<u>28,547,884</u>

## NORWOOD CITY SCHOOL DISTRICT

### Combined Statement of Revenues, Expenditures, and Changes in Fund Balances - All Governmental Fund Types and Similar Trust Funds

For the Year Ended June 30, 1999

	Governmental Fund Types				Fiduciary Fund Type	Totals (Memorandum Only)
	General	Special Revenue	Debt Service	Capital Projects	Expendable Trust	
<b>Revenues:</b>						
Taxes	\$ 10,279,034	-	257,018	-	-	10,536,052
Tuition	13,805	-	-	-	-	13,805
Earnings on investments	145,221	-	-	82,414	2,527	230,162
Other local revenue	199,353	302,772	-	-	2,665	504,790
Intergovernmental - state	8,545,213	873,559	-	113,739	-	9,532,511
Intergovernmental - federal	-	996,415	-	-	-	996,415
Total revenues	<u>19,182,626</u>	<u>2,172,746</u>	<u>257,018</u>	<u>196,153</u>	<u>5,192</u>	<u>21,813,735</u>
<b>Expenditures:</b>						
<b>Instruction:</b>						
Regular	9,485,058	526,820	-	97,120	3,023	10,112,021
Special	1,962,993	518,593	-	-	-	2,481,586
Vocational education	56,429	-	-	-	-	56,429
Other	65,309	34,091	-	-	-	99,400
<b>Support services:</b>						
Pupil	1,142,968	167,275	-	-	-	1,310,243
Instructional staff	894,110	262,158	-	-	-	1,156,268
General administration	12,146	-	-	-	-	12,146
School administration	1,656,856	45,246	-	-	-	1,702,102
Fiscal	638,971	700	-	-	-	639,671
Business	49,357	-	-	-	-	49,357
Operations and maintenance	2,036,851	-	-	26,237	-	2,063,088
Pupil transportation	129,596	-	-	-	-	129,596
Central	189,470	2,078	-	15,208	-	206,756
Community services	85,000	203,231	-	-	-	288,231
Extracurricular activities	288,419	142,575	-	-	-	430,994
<b>Debt Service:</b>						
Principal	86,394	-	180,000	-	-	266,394
Interest	5,829	-	77,018	-	-	82,847
Total expenditures	<u>18,785,756</u>	<u>1,902,767</u>	<u>257,018</u>	<u>138,565</u>	<u>3,023</u>	<u>21,087,129</u>
Excess of revenues over (under) expenditures	396,870	269,979	-	57,588	2,169	726,606
<b>Other financing sources (uses):</b>						
Operating transfers out	(64,052)	-	-	-	-	(64,052)
Other financing sources	890	-	-	-	-	890
Total other financing sources (uses)	<u>(63,162)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(63,162)</u>
Excess of revenues and other sources over (under) expenditures and other (uses)	333,708	269,979	-	57,588	2,169	663,444
Fund balance, beginning of year	1,378,594	55,658	-	211,260	85,053	1,730,565
Fund balance, end of year	<u>\$ 1,712,302</u>	<u>325,637</u>	<u>-</u>	<u>268,848</u>	<u>87,222</u>	<u>2,394,009</u>

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



NORWOOD CITY SCHOOL DISTRICT

Combined Statement of Revenues, Expenditures, and Changes in Fund Balances  
Budget and Actual (Budget Basis) - All Governmental Fund Types and Similar Trust Funds

For the Year Ended June 30, 1999

	General Fund			Special Revenue Funds		
	Revised Budget	Actual	Variance Favorable (Unfavorable)	Revised Budget	Actual	Variance Favorable (Unfavorable)
<b>Revenues:</b>						
From local sources:						
Taxes	\$ 10,122,034	10,122,034	-	-	-	-
Tuition	13,805	13,805	-	-	-	-
Earnings on investments	152,876	152,876	-	-	-	-
Classroom materials and fees	35,755	35,755	-	-	-	-
Other local revenues	160,638	160,638	-	302,772	302,772	-
Intergovernmental - state and local	8,545,214	8,545,214	-	876,862	876,862	-
Intergovernmental - federal	-	-	-	1,138,861	1,149,508	10,647
<b>Total revenues</b>	<b>19,030,322</b>	<b>19,030,322</b>	<b>-</b>	<b>2,318,495</b>	<b>2,329,142</b>	<b>10,647</b>
<b>Expenditures:</b>						
Current:						
Instruction:						
Regular	9,580,578	9,531,482	49,096	566,169	564,739	1,430
Special	2,047,804	2,008,380	39,424	620,195	488,062	132,133
Vocational	56,132	55,032	1,100	-	-	-
Other	68,966	65,309	3,657	37,396	35,202	2,194
Support services:						
Pupil	1,073,950	1,054,756	19,194	173,553	167,591	5,962
Instructional staff	1,009,913	980,045	29,868	401,381	362,854	38,527
General administration	13,182	12,146	1,036	-	-	-
School administration	1,638,137	1,617,490	20,647	80,163	54,071	26,092
Fiscal	674,647	663,540	11,107	700	700	-
Business	56,306	54,963	1,343	-	-	-
Operations and maintenance	2,315,639	2,231,840	83,799	-	-	-
Pupil transportation	133,999	128,753	5,246	200	-	200
Central	274,587	270,593	3,994	2,078	2,078	-
Community services	85,000	85,000	-	217,078	210,337	6,741
Extracurricular activities	299,053	288,333	10,720	178,434	148,829	29,605
Debt Service:						
Principal	-	-	-	-	-	-
Interest	-	-	-	-	-	-
<b>Total expenditures</b>	<b>19,327,893</b>	<b>19,047,662</b>	<b>280,231</b>	<b>2,277,347</b>	<b>2,034,463</b>	<b>242,884</b>
Excess of revenues over (under) expenditures	(297,571)	(17,340)	280,231	41,148	294,679	253,531
Other financing sources (uses):						
Operating transfers (out)	(64,052)	(64,052)	-	-	-	-
Refund of prior year expenditures	890	890	-	-	-	-
<b>Total other financing sources (uses)</b>	<b>(63,162)</b>	<b>(63,162)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Excess of revenues and other sources over (under) expenditures and other (uses)	(360,733)	(80,502)	280,231	41,148	294,679	253,531
Fund balance, beginning of year	299,256	299,256	-	11,154	11,154	-
Prior year encumbrances appropriated	455,185	455,185	-	48,356	48,356	-
<b>Fund balance, end of year</b>	<b>\$ 393,708</b>	<b>673,939</b>	<b>-</b>	<b>100,658</b>	<b>354,189</b>	<b>-</b>

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

Debt Service Fund			Capital Projects Funds			Expendable Trust Fund		
Revised Budget	Actual	Variance Favorable (Unfavorable)	Revised Budget	Actual	Variance Favorable (Unfavorable)	Revised Budget	Actual	Variance Favorable (Unfavorable)
257,018	257,018	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	82,525	82,525	-	2,708	2,708	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	2,665	2,665	-
-	-	-	113,739	113,739	-	-	-	-
-	-	-	-	-	-	-	-	-
<u>257,018</u>	<u>257,018</u>	-	<u>196,264</u>	<u>196,264</u>	-	<u>5,373</u>	<u>5,373</u>	-
-	-	-	141,303	141,288	15	6,195	6,147	48
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	29,000	26,237	2,763	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	23,000	21,308	1,692	-	-	-
-	-	-	-	-	-	1,000	1,000	-
-	-	-	-	-	-	-	-	-
180,000	180,000	-	-	-	-	-	-	-
<u>77,018</u>	<u>77,018</u>	-	-	-	-	-	-	-
<u>257,018</u>	<u>257,018</u>	-	<u>193,303</u>	<u>188,833</u>	<u>4,470</u>	<u>7,195</u>	<u>7,147</u>	<u>48</u>
-	-	-	<u>2,961</u>	<u>7,431</u>	<u>4,470</u>	<u>(1,822)</u>	<u>(1,774)</u>	<u>48</u>
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	2,961	7,431	4,470	(1,822)	(1,774)	48
-	-	-	213,649	213,649	-	84,872	84,872	-
-	-	-	-	-	-	-	-	-
-	-	-	<u>216,610</u>	<u>221,080</u>	-	<u>83,050</u>	<u>83,098</u>	-

## NORWOOD CITY SCHOOL DISTRICT

### Combined Statement of Revenues, Expenses and Changes in Retained Earnings/Fund Balance - All Proprietary Fund Types, Similar Trust Funds, and Component Unit

For the Year Ended June 30, 1999

	<u>Proprietary Fund Type</u>	<u>Fiduciary Fund Type</u>	<u>Totals (Memorandum Only)</u>	<u>Component Unit</u>	<u>Totals (Memorandum Only) Reporting Entity</u>
	<u>Enterprise</u>	<u>Non- expendable Trust</u>	<u>Primary Government</u>		
<b>Operating revenues:</b>					
Charges for services	\$ 570,252	-	570,252	107,968	678,220
Other operating revenues	104,727	-	104,727	6,204	110,931
Total operating revenues	674,979	-	674,979	114,172	789,151
<b>Operating expenses:</b>					
Personnel services	557,645	-	557,645	103,856	661,501
Contractual services	36,990	-	36,990	48,888	85,878
Materials and supplies	558,683	-	558,683	26,601	585,284
Depreciation	52,836	-	52,836	2,580	55,416
Other expenses	-	500	500	7,732	8,232
Total operating expenses	1,206,154	500	1,206,654	189,657	1,396,311
Operating income (loss)	(531,175)	(500)	(531,675)	(75,485)	(607,160)
<b>Nonoperating revenues:</b>					
Interest expense	(2,154)	-	(2,154)	-	(2,154)
Interest income	393	806	1,199	6,883	8,082
Operating grants	465,736	-	465,736	-	465,736
Operating grants - donated commodities	38,247	-	38,247	-	38,247
Total nonoperating revenues	502,222	806	503,028	6,883	509,911
Net income before operating transfers	(28,953)	306	(28,647)	(68,602)	(97,249)
Operating transfers in	64,052	-	64,052	-	64,052
Net income (loss)	35,099	306	35,405	(68,602)	(33,197)
Retained earnings/fund balance, beginning of year	80,636	30,133	110,769	(85,757)	25,012
Retained earnings/fund balance, end of year	\$ 115,735	30,439	146,174	(154,359)	(8,185)

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

## NORWOOD CITY SCHOOL DISTRICT

Combined Statement of Cash Flows - All Proprietary Fund Types, Similar Trust Funds and Component Unit

For the Year Ended June 30, 1999

	Proprietary Fund Type	Fiduciary Fund Type	Total (Memorandum Only)	Component Unit	Total (Memorandum Only)
	Enterprise	Nonexpend- able Trust	Primary Government		Reporting Entity
<b>Cash flows from operating activities:</b>					
Cash received from customers	\$ 576,416	-	576,416	108,779	685,195
Cash received from other operations	104,727	-	104,727	-	104,727
Cash received from other sources	-	-	-	6,204	6,204
Cash payments for personal services	(525,993)	-	(525,993)	(54,120)	(580,113)
Cash payments for contract services	(43,987)	-	(43,987)	(48,888)	(92,875)
Cash payments for supplies and materials	(516,503)	-	(516,503)	(30,806)	(547,309)
Cash payments for other expenses	-	(500)	(500)	(7,732)	(8,232)
Net cash provided (used)					
by operating activities	(405,340)	(500)	(405,840)	(26,563)	(432,403)
<b>Cash flows from noncapital financing activities:</b>					
Cash repaid for interfund loans	(12,320)	-	(12,320)	-	(12,320)
Cash received from operating grants	477,990	-	477,990	-	477,990
Net cash provided by					
noncapital financing activities	465,670	-	465,670	-	465,670
<b>Cash flows from capital and related financing activities:</b>					
Acquisition of capital assets	(1,769)	-	(1,769)	-	(1,769)
Interest paid on capital leases	(2,154)	-	(2,154)	-	(2,154)
Principal paid on capital leases	(41,493)	-	(41,493)	-	(41,493)
Net cash used by capital and					
related financing activities	(45,416)	-	(45,416)	-	(45,416)
<b>Cash flows from investing activities:</b>					
Interest received	393	855	1,248	6,883	8,131
Net cash provided by investing activities	393	855	1,248	6,883	8,131
Net change in cash	15,307	355	15,662	(19,680)	(4,018)
Cash, beginning of year	94,631	30,084	124,715	44,012	168,727
Cash, end of year	109,938	30,439	140,377	24,332	164,709

(Continued)

## NORWOOD CITY SCHOOL DISTRICT

Combined Statement of Cash Flows - All Proprietary Fund Types, Similar Trust Funds and Component Unit

For the Year Ended June 30, 1999

(Continued)

	Proprietary Fund Type	Fiduciary Fund Type Nonexpend- able Trust	Total (Memorandum Only) Primary Government	Component Unit	Total (Memorandum Only) Reporting Entity
	<u>Enterprise</u>				
Reconciliation of operating loss to net cash used by operating activities:					
Operating income (loss)	(531,175)	(500)	(531,675)	(75,485)	(607,160)
Adjustments to reconcile operating loss to net cash used by operating activities:					
Depreciation	52,836	-	52,836	2,580	55,416
Donated commodities used	38,247	-	38,247	-	38,247
Changes in assets and liabilities:					
Decrease in accounts receivable	6,164	-	6,164	811	6,975
Increase in pension obligation payable	19,198	-	19,198	-	19,198
Decrease in accounts payable	(5,376)	-	(5,376)	49,736	44,360
Decrease in supplies inventory	3,414	-	3,414	(4,205)	(791)
Increase in accrued wages and benefits	13,469	-	13,469	-	13,469
Decrease in deferred revenue	(1,062)	-	(1,062)	-	(1,062)
Decrease in compensated absences payable	(1,055)	-	(1,055)	-	(1,055)
Net cash used by operating activities	\$ <u>(405,340)</u>	<u>(500)</u>	<u>(405,840)</u>	<u>(26,563)</u>	<u>(432,403)</u>

Reconciliation of Nonexpendable Trust to Balance Sheet:

Cash and Cash Equivalents - All Fiduciary Funds	\$	161,466
Cash and Cash Equivalents - Expendable Trust and Agency Funds		<u>(131,027)</u>
Cash and Cash Equivalents - Nonexpendable Trust Fund	\$	<u>30,439</u>

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

**NORWOOD CITY SCHOOL DISTRICT**  
**Notes to the General Purpose Financial Statements**  
**For the Year Ended June 30, 1999**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Reporting Entity**

Norwood City School District (the "School District") operates under current standards prescribed by the Ohio State Board of Education as provided in division (D) of Section 3301.07 and Section 119.01 of the Ohio Revised Code. The School District operates under a locally-elected Board form of government consisting of five members elected at-large for staggered four year terms. The School District provides educational services as authorized by state statute and/or federal guidelines.

The reporting entity is comprised of the primary government. The primary government consists of all funds, departments, boards, and agencies that are not legally separate from the School District. For the Norwood City School District, this includes general operations, food service, and student related activities of the School District.

Component units are legally separate organizations for which the School District is financially accountable. The School District is financially accountable for an organization if the School District appoints a voting majority of the organization's governing board and (1) the School District is able to significantly influence the programs or services performed or provided by the organization; or (2) the School District is legally entitled to or can otherwise access the organization's resources; the School District is legally obligated or has otherwise assumed the responsibility to finance the deficits of, or provide financial support to, the organization; or the School District is obligated for the debt of the organization. Component units may also include organizations that are fiscally dependent on the School District in that the School District approves the budget, the issuance of debt, or the levying of taxes.

In conformity with generally accepted accounting principles, the financial statements of the following component unit have been included in the financial reporting entity as a discretely presented component unit. The component unit is reported in a separate column to emphasize that it is legally separate from the School District:

*Tri-State Education and Technology Foundation* – An agreement was entered into December 14, 1989 between the Tri-State Education and Technology Foundation and the Board of Education of the School District. The Foundation is a non-profit corporation formed under Section 1702.01 of the Ohio Revised Code to provide educational benefits to students of the School District as well as serving all schools in the tri-state area who wish to participate. The Board is the principal recipient of the funds provided by the Foundation to benefit students. The Board's planetarium program and the multi-media television program are the primary beneficiaries of the Foundation's assistance. Under mutual covenants, the Board hires as a regular full time employee of the Board, one person who shall exclusively serve the interests of the Foundation. The Foundation shall pay to the Board, according to terms established by the Treasurer, an amount equal to the total cost of employment of such person.

The following activities are included within the reporting entity:

*Parochial Schools* - Within the School District boundaries, Holy Trinity is located within the boundaries of the School District. Current State legislation provides funding to this parochial school. This money is received and disbursed on behalf of the parochial school by the Treasurer of the School District, as directed by the parochial school. The activity of the State monies by the School District are reflected in a special revenue fund for financial reporting purposes.

The following entity which conducts its activities near or within the School District's boundaries or for the benefit of the School District or its students is excluded from the accompanying financial statements because they are autonomous and are not controlled or funded by the Board of Education:

*City of Norwood, Ohio* - The government of the City of Norwood is a separate political body and corporate. A mayor, vice mayor and nine council members are elected independent of any School District relationships and administer the provisions of traditional city services. The Council acts as the taxing authority for these services.

The School District is associated with two organizations; one of which is defined as a jointly governed organization and one is an insurance purchasing pools. These organizations include the Great Oaks Joint Vocational School and the Ohio School Boards Association Workers' Compensation Group Rating Plan. These organizations are presented in Notes 13 and 14 to the general purpose financial statements.

## **B. Measurement Focus, Basis of Accounting and Basis of Presentation**

The financial statements of the Norwood City School District have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The School District also applies Financial Accounting Standards Board (FASB) statements and interpretations issued on or before November 30, 1989, to its proprietary activities provided they do not conflict with or contradict GASB pronouncements. The more significant of the School District's accounting policies are described below.

### **Basis Of Presentation - Fund Accounting**

The School District uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain School District functions or activities.

A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special restrictions or limitations. An account group is a financial reporting device designed to provide accountability for certain assets and

liabilities not recorded in the funds because they do not directly affect net available expendable resources.

For financial statement presentation purposes, the various funds of the School District are grouped into the following generic fund types under the broad fund categories governmental, proprietary, and fiduciary.

*Governmental Fund Types:*

Governmental funds are those through which most governmental functions of the School District are financed. The acquisition, use, and balances of the School District's expendable financial resources and the related current liabilities (except those accounted for in proprietary funds and trust funds) are accounted for through governmental funds. The following are the School District's governmental fund types:

*General Fund* - The General Fund is the operating fund of the School District and is used to account for all financial resources except those required to be accounted for in another fund. The General Fund balance is available to the School District for any purpose provided it is expended or transferred according to the general laws of Ohio.

*Special Revenue Funds* - Special revenue funds are used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditure for specified purposes.

*Debt Service Fund* - The debt service fund is used to account for the accumulation of resources for, and the payment of, general long-term obligation principal, interest, and related costs.

*Capital Projects Fund* - The capital projects funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds or trust funds).

*Proprietary Fund Type:*

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

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



### *Fiduciary Fund Types:*

Fiduciary funds are used to account for assets held by the School District in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds. The School District's fiduciary funds include expendable trust, nonexpendable trust and agency funds. Expendable trust funds are accounted for in essentially the same manner as governmental funds while nonexpendable trust funds are accounted for in essentially the same manner as proprietary funds. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

### *Account Groups:*

To make a clear distinction between fixed assets related to specific funds and those of general government, and between long-term liabilities related to specific funds and those of a general nature, the following account groups are used:

*General Fixed Assets Account Group* - This account group is established to account for all fixed assets of the School District, other than those accounted for in the proprietary funds.

*General Long-Term Obligations Account Group* - This account group is established to account for all long-term obligations of the School District except those accounted for in the proprietary funds.

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

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental fund types and expendable trust funds are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

All proprietary funds and nonexpendable trust funds are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the balance sheet. Fund equity (i.e., net total assets) is segregated into contributed capital and retained earnings components. Proprietary fund operating statements present increases (i.e., revenues) and decreases (i.e., expenses) in net total assets.

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made.

The modified accrual basis of accounting is followed for the governmental, expendable trust, and agency funds. Under this basis, revenues are recognized in the accounting period when they become both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current fiscal year or soon enough thereafter

to be used to pay liabilities of the current fiscal year. The available period for the School District is sixty days after fiscal year end.

In applying the susceptible to the accrual concept under the modified accrual basis, the following revenue sources are deemed both measurable and available: property taxes available for advance, tax payer assessed income taxes, interest, and accounts and grants.

The School District reports deferred revenues on its combined balance sheet. Deferred revenues arise when a potential revenue does not meet both the measurable and available criteria recognition in the current period. In the subsequent period, when both revenue recognition criteria are met, the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized. Property taxes measurable as of June 30, 1998, and delinquent property taxes, whose availability is indeterminable and which are intended to finance fiscal year 1999 operations, have been recorded as deferred revenue.

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 the governmental funds.

The accrual basis of accounting is utilized for reporting purposes by the proprietary fund types and nonexpendable trust funds. Revenues are recognized in the accounting period in which they are earned, and expenses are recognized at the time they are incurred. The fair value of donated commodities used during the year is reported on the operating statement as an expense with a like amount reported as donated commodities revenue. Unused donated commodities are reported as deferred revenue.

### **Budgetary Process**

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 appropriation resolution, all of which are prepared on the budgetary basis of accounting. The certificate of estimated resources and the appropriations cannot exceed estimated resources, as certified.

All funds, other than agency funds, are legally required to be budgeted and appropriated. The primary level of budgetary control is at the object level within each function. Any budgetary modifications at this level may only be made by resolution of the Board of Education.

#### *Tax Budget:*

Prior to January 15, the Superintendent and Treasurer submit to the Board of Education a proposed operating budget for the fiscal year commencing the following July 1. The budget includes proposed expenditures and the means of financing for all funds. Public hearings are publicized and conducted to obtain taxpayers' comments. The express purpose of this budget document is to reflect the need for existing (or increased) tax rates. By no later than January 20, the Board-adopted budget is filed with the Hamilton County Budget Commission for rate determination.

### *Estimated Resources:*

Prior to April 1, the Board of Education accepts, by formal resolution, the tax rates as determined by the County Budget Commission and receives the commission's certificate of estimated resources which states the projected revenue of each fund. Prior to June 30, the School District must revise its budget so that total contemplated expenditures from any fund during the ensuing year will not exceed the amount stated in the certificate of estimated resources. The revised budget then serves as the basis for the appropriation measure. On or about July 1, the certificate is amended to include any unencumbered cash balances from the preceding year. The certificate may be further amended during the year if projected increases or decreases in revenue are identified by the School District Treasurer. The amounts reported in the budgetary statements reflect the amounts in the final amended certificate issued during fiscal year 1999.

### *Appropriations:*

Upon receipt from the County Auditor of an amended certificate of estimated resources based on final assessed values and tax rates or a certificate saying no new certificate is necessary, the annual appropriation resolution must be legally enacted by the Board of Education at the fund, function, and object level of expenditures, which are the legal levels of budgetary control. Prior to the passage of the annual appropriation measure, the Board may pass a temporary appropriation measure to meet the ordinary expenses of the School District. The appropriate resolutions, by fund, must be within the estimated resources as certified by the County Budget Commission and the total of expenditures and encumbrances may not exceed the appropriation totals at any level of control. Any revisions that alter the total of any fund appropriation, or alter total function appropriations within a fund, or alter object appropriations within functions, must be approved by the Board of Education.

The Board may pass supplemental fund appropriations so long as the total appropriations by fund do not exceed the amounts set forth in the most recent certificate of estimated resources. The budget figures which appear in the statements of budgetary comparisons represent the final appropriation amounts, including all supplemental appropriations. Formal budgetary integration is employed as a management control device during the year for all funds other than agency funds, consistent with statutory provisions.

### *Encumbrances:*

As part of formal budgetary control, purchase orders, contracts, and other commitments for the expenditure of monies are recorded as the equivalent of expenditures on the non-GAAP budgetary basis in order to reserve that portion of the applicable appropriation and to determine and maintain legal compliance. On the GAAP basis, encumbrances outstanding at fiscal year end are reported as a reservation of fund balance for subsequent-year expenditures for governmental funds and reported in the notes to the financial statements for proprietary funds.

### *Lapsing of Appropriations:*

At the close of each fiscal year, the unencumbered balance of each appropriation reverts to the respective fund from which it was appropriated and becomes subject to future appropriation. Encumbered appropriations are carried forward to the succeeding fiscal year and are not reappropriated.

### **Cash and Cash Equivalents**

To improve cash management, all cash received by the School District is pooled in a central bank account. Monies for all funds, including proprietary funds, are maintained in this account or temporarily used to purchase short term investments. Individual fund integrity is maintained through School District records. Each fund's interest in the pool is presented as "Equity in Pooled Cash and Cash Equivalents" on the balance sheet. During fiscal year 1999, investments were limited to STAROhio and certificates of deposit.

Governmental Accounting Standards Board Statement No. 31 (GASB 31), "Accounting and Financial Reporting for Certain Investments and for External Investment Pools", requires that investments be recorded at their fair value and that changes in the fair value be reported in the operating statement. At June 30, 1999, the market value of investments approximates cost.

The School District has invested funds in the State Treasury Asset Reserve of Ohio (STAROhio) during fiscal year 1998. STAROhio is an investment pool managed by the State Treasurer's Office which allows governments within the State to pool their funds for investment purposes. STAROhio 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 STAROhio are valued at STAROhio's share price which is the price the investment could be sold for on June 30, 1999.

Under existing Ohio statutes, all investment earnings accrue to the general fund except those specifically related to agency funds, certain trust funds, and those other funds individually authorized by Board resolution. Interest earnings are allocated to these funds based on average monthly cash balance.

For purposes of the combined statement of cash flows and for presentation on the combined balance sheet, investments of the cash management pool and investments with an original maturity of three months or less at the time they are purchased by the School District are considered to be cash equivalents.

### **Inventory**

Inventories of proprietary funds are stated at the lower of cost or market. Cost is determined on a first-in, first-out basis. Inventories of proprietary funds consist of donated food, purchased food, and school supplies held for resale and are expensed when used.

## **Fixed Assets and Depreciation**

General fixed assets are not capitalized in the funds used to acquire or construct them. Instead, capital acquisition and construction costs are reflected as expenditures in governmental funds, and the related assets are reported in the general fixed assets account group. Fixed assets utilized in the proprietary funds are capitalized in the fund. All fixed assets are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the year. Donated fixed assets are recorded at their fair market values as of the date received. The School District maintains a capitalization threshold of two hundred dollars.

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 capitalized. Improvements are capitalized. Improvements to fund fixed assets are depreciated over the remaining useful lives of the related fixed assets.

Assets in the general fixed assets account group are not depreciated. Depreciation of equipment in the enterprise funds is computed using the straight-line method over an estimated useful life of five to ten years.

## **Intergovernmental Revenues**

For governmental funds, intergovernmental revenues, such as entitlements and grants awarded on a non-reimbursement basis, are recorded as receivables and revenues when measurable and available. Reimbursement type grants are recorded as receivables and revenues when the related expenditures are incurred. Other than commodities, grants and entitlements for proprietary fund operations are recognized as non-operating revenues in the accounting period in which they are earned and become measurable.

The School District currently participates in several State and Federal programs, categorized as follows:

### *Entitlements*

#### *General Fund*

- State Foundation Program
- State Property Tax Relief

#### *Non-Reimbursable Grants*

#### *Special Revenue Funds*

- Auxiliary Services
- Education Management Information Systems
- Professional Development Block Grant
- School Net Plus Professional Development
- Disadvantaged Pupil Impact Aid
- Title I
- Title VI
- Title VI-B
- Drug-Free Schools

#### *Capital Projects Fund*

- School Net

*Reimbursable Grants*

*General Fund*

Driver Education

*Proprietary Funds*

National School Lunch Program

National School Breakfast Program

Government Donated Commodities

Grants and entitlements amounted to approximately forty-eight percent of the School District's operating revenue during the 1999 fiscal year.

**Compensated Absences**

Vacation benefits are accrued as a liability as the benefits are earned if the employees' rights to receive compensation are attributable to services already rendered and it is probable that the School District will compensate the employees for the benefits through paid time off or some other means. Sick leave benefits are accrued as a liability using the vesting method. The liability includes the employees who are currently eligible to receive termination benefits and those the School District has identified as probable of receiving payment in the future. The amount is based on accumulated sick leave and employees' wage rates at fiscal year end, taking into consideration any limits specified in the School District's termination policy.

For governmental funds, the School District records a liability for accumulated unused vacation time when earned for all employees with more than one year of service. The School District records a liability for accumulated unused sick leave for all employees after twenty years of service. The current portion of unpaid compensated absences is the amount expected to be paid using available expendable resources. These amounts are recorded in the account "compensated absences payable" in the fund from which the employees who have accumulated unpaid leave are paid. The remainder is reported in the general long-term obligations account group. In proprietary funds, the entire amount of compensated absences is reported as a fund liability.

**Accrued Liabilities and Long-Term Obligations**

In general, governmental fund payables and accrued liabilities are reported as obligations of the funds regardless of whether they will be liquidated with current resources. However, compensated absences and contractually required pension contributions that will be paid from governmental funds are reported as a liability in the general long-term obligations account group to the extent that they will not be paid with current available expendable financial resources. Payments made more than two months after fiscal year-end are considered not to have used current available financial resources. Bonds and long-term loans are reported as a liability of the general long-term obligations account group until due.<sup>2</sup>

Long-term debt and other obligations financed by proprietary funds are reported as liabilities in the appropriate proprietary funds.

### **Interfund Transactions**

Quasi-external transactions are accounted for as revenues and expenditures or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed.

Nonrecurring or nonroutine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers.

### **Restricted Assets**

Restricted assets in the general fund represent cash and cash equivalents set aside to establish a budget stabilization reserve. This reserve is required by State statute and can only be used after receiving approval from the State Superintendent of Public Instruction. A corresponding fund balance reserve has also been established.

### **Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that effect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

### **Fund Balance Reserves**

The School District records reservations for portions of fund equity which are legally segregated for specific future use or which do not represent available expendable resources and therefore are not available for appropriation or expenditure. Unreserved fund balances indicates that portion of fund equity which is available for appropriation in future periods. Fund equity reserves are established for encumbrances, property taxes, and budget set-asides. The reserve for property taxes represents taxes recognized as revenue under generally accepted accounting principles but not available for appropriations under State statutes.

### **Total Columns on General Purpose Financial Statements**

Total columns on the general purpose financial statements are captioned "Total - (Memorandum Only)" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations, or cash flows in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

## 2. BUDGETARY BASIS OF ACCOUNTING

While the School District is reporting financial position, results of operations, and changes in fund balances 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 Combined Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual (Budget Basis)-All Governmental Fund Types and Similar Trust Funds is 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 that:

1. Revenues are recorded when received in cash (budget basis) as opposed to when susceptible to accrual (GAAP basis).
2. Expenditures are recorded when paid in cash (budget basis) as opposed to when the liability is incurred (GAAP basis).
3. Encumbrances are treated as expenditures for all funds (budget basis) rather than as a reservation of fund balance for governmental fund types and as note disclosure in the proprietary fund type (GAAP basis).

The following tables summarize the adjustments necessary to reconcile the GAAP and budgetary basis statements by fund type.

Excess of Revenues and Other Financing Sources  
Over (Under) Expenditures and Other Financing Sources (Uses)  
All Governmental Fund Types and Expendable Trust Funds

	General	Special Revenue	Debt Service	Capital Projects	Expendable Trust
GAAP Basis	\$ 333,708	269,979	-	57,588	2,169
Revenue Accruals	(152,304)	156,396	-	111	181
Expenditure Accruals	79,422	11,544	-	20,211	-
Other sources		-	-	-	(4,124)
Encumbrances	(341,328)	(143,240)	-	(70,479)	-
Budget Basis	<u>\$ (80,502)</u>	<u>294,679</u>	<u>-</u>	<u>7,431</u>	<u>(1,774)</u>



### 3. DEPOSITS AND INVESTMENTS

State statutes classify monies held by the District 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 School District 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 the Board has identified as not required for use within the current two year period of designation of depositories. Inactive deposits must either 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 of 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 deposits must be evidenced by time certificates of deposit maturing not more than one year from the date of deposit or by savings or deposit accounts including pass book accounts. Protection of the District's deposits is provided by the Federal Deposit Insurance Corporation, 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 monies deposited with the institution.

Interim monies are permitted to be deposited or invested in the following securities:

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 the 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;
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 division (1) or (2) of this section and repurchase agreements secured by such obligations, provided that investments in securities described in this division are made only through eligible institutions; and
6. The State Treasurer's investment pool (STAROhio).

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 District, 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 treasurer or, if the securities are not represented by a certificate, upon receipt of confirmation of transfer from the custodian.

The following information classifies deposits and investments by categories of risk as defined in GASB Statement 3, "Deposits with Financial Institutions, Investments and Reverse Repurchase Agreements".

Deposits: At year-end, the carrying amount of the District's deposits was \$1,617,000 (including restricted cash) and the bank balance was \$1,777,375. Of the bank balance, \$100,000 was covered by federal depository insurance and \$1,677,375 was uninsured and uncollateralized as defined by GASB Statement 3. The securities serving as collateral were held by the pledging financial institution's trust department, but not in the District's name, and all State statutory requirements for the deposit of money had been followed.

The carrying amount of deposits for the Tri-State Education and Technology Foundation was \$180,280 and the bank balance was \$188,923. Of the bank balance, \$32,975 was covered by federal depository insurance and \$155,948 was uninsured and uncollateralized as defined by GASB Statement 3.

Investments: The District's investments are categorized below to give an indication of the level of risk assumed by the District at year-end. Category 1 includes investments that are insured or registered or for which the securities are held by the District or its agent in the District's name. Category 2 includes uninsured and unregistered investments which are held by the counter party's trust department or agent in the District's name. Category 3 includes uninsured and unregistered investments for which the securities are held by the counter party, or by its trust department or agent but not in the District's name. The District's investment in STAROhio is unclassified because it is not evidenced by securities that exist in physical or book entry form.

	<u>Fair Value</u>
STAR Ohio	\$458,660

The classification of cash and cash equivalents and investments on the combined financial statements is based on criteria set forth in GASB Statement No. 9. A reconciliation between the classifications of cash and investments on the combined financial statements and the classification per GASB Statement No. 3 is as follows:

	Cash and Cash Equivalents/ <u>Deposits</u>	<u>Investments</u>
GASB Statement No. 9	\$ 2,075,660	-
Investments:		
Star Ohio	( 458,660)	<u>458,660</u>
GASB Statement No. 3	<u>\$ 1,617,000</u>	<u>458,660</u>

#### 4. PROPERTY TAXES

Property taxes are levied and assessed on a calendar year basis. Second half distributions occur in a new fiscal year. Property taxes include amounts levied against all real, public utility, and tangible personal (used in business) property located in the School District. Real property taxes are levied after April 1 on the assessed value listed as of the prior January 1, the lien date. Public utility property taxes attached as a lien on December 31 of the prior year, were levied April 1 and are collected with real property taxes. Assessed values for real property taxes are established by State law at 35 percent of appraised market value. All property is required to be revalued every six years. The last update was completed for tax year 1998. Public utility property taxes are assessed on tangible personal property at 88 percent of true value (with certain exceptions) and on real property at 35 percent of true value. Tangible personal property taxes are levied after April 1 on the value listed as of December 31 of the current year. Tangible personal property assessments are 25 percent of true value.

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 alternate payment dates to be established.

Tangible personal property taxes paid by multi-county taxpayers are due September 20. Single county taxpayers may pay annually or semi-annually. If paid annually, payment is due April 30; if paid semi-annually, the first payment is due April 30, with the remainder payable by September 20.

The School District receives property taxes from Hamilton County. The County Auditor periodically advances to the School District its portion of the taxes collected. Second-half real property tax payments collected by the County by June 30, 1999 are available to finance fiscal year 1999 operations. The amount available to be advanced can vary based on the date the tax bills are sent.

Accrued property taxes receivable represents delinquent taxes outstanding and real property, tangible personal property, and public utility taxes which became measurable as of June 30, 1999. Although total property tax collections for the next fiscal year are measurable, only the amount

available as an advance at June 30 is intended to finance current fiscal year operations. The receivable is therefore offset by a credit to deferred revenue for that portion not intended to finance current year operations. The amount available as an advance at June 30, 1999, was \$3,107,500 in the General Fund.

The assessed values upon which fiscal year 1999 taxes were collected are:

	1998 Second-Half Collections		1999 First-Half Collections	
	Amount	Percent	Amount	Percent
Agricultural/Residential and Other Real Estate	\$ 211,643,640	72.97%	212,207,220	72.78%
Public Utility	18,816,890	6.49%	18,483,600	6.34%
Tangible Personal Property	59,576,640	20.54%	60,868,750	20.88%
Total Assessed Value	<u>\$ 290,037,170</u>	<u>100.00%</u>	<u>291,559,570</u>	<u>100.00%</u>

## 5. FIXED ASSETS

A summary of the proprietary funds' fixed assets at June 30, 1999, follows:

	<u>Enterprise</u>
Furniture and Equipment	\$ 388,320
Less Accumulated Depreciation	<u>(276,786)</u>
Net Fixed Assets	<u>\$ 111,534</u>

A summary of the changes in general fixed assets during fiscal year 1999 follows:

Asset Category	Balance at 6/30/98	Additions	Deletions	Balance at 6/30/99
Land and Improvements	\$ 378,868	-	-	378,868
Buildings and Improvements	8,667,148	-	-	8,667,148
Furniture, Fixtures and Equipment	3,974,687	262,394	-	4,237,081
Total General Fixed Assets	<u>\$13,020,703</u>	<u>262,394</u>	<u>-</u>	<u>13,283,097</u>

Fixed assets for the Tri-State Education and Technology Foundation, a discretely presented component unit consisted of equipment with a cost of \$21,353 and accumulated depreciation of \$10,434 for a net book value of \$10,919.

## **6. RISK MANAGEMENT**

The School District is exposed to various risks of loss related to torts; theft or damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During fiscal year 1999, the School District maintained comprehensive insurance coverage with private carriers for real property, building contents, vehicles and general liability coverage. Settled claims have not exceeded this commercial coverage in any of the past three years.

For fiscal year 1999, the School District participated in the Ohio School Boards Association Workers' Compensation Group Rating Program (GRP), an insurance purchasing pool (Note 14). The intent of the GRP is to achieve the benefit of a reduced premium for the School District by virtue of its grouping and representation with other participants in the GRP. The workers' compensation experience of the participating school districts is calculated as one experience and a common premium rate is applied to all school districts in the GRP. Each participant pays its workers' compensation premium to the State based on the rate for the GRP rather than its individual rate. Total savings are then calculated and each participant's individual performance is compared to the overall savings percentage of the GRP. A participant will then either receive money from or be required to contribute to the "Equity Pooling Fund". This "equity pooling" arrangement insures that each participant shares equally in the overall performance of the GRP. Participation in the GRP is limited to school districts that can meet the GRP's selection criteria. The firm of Gates McDonald & Co. provides administrative, cost control and actuarial services to the GRP.

## **7. DEFINED BENEFIT PENSION PLANS**

### **School Employees Retirement System**

The Norwood City School District contributes to the School Employees Retirement System of Ohio (SERS), a cost-sharing multiple employer public employee retirement system administered by the School Employees Retirement Board. SERS provides basic retirement benefits, disability, survivor, and health care benefits based on eligible service credit to members and beneficiaries. Benefits are established by Chapter 3309 of the Ohio Revised Code. SERS issues a publicly available financial report that includes financial statements and required supplementary information for SERS. The report may be obtained by writing to the School Employees Retirement System, 45 North Fourth Street, Columbus, Ohio 43215-3634.

Plan members are required to contribute 9 percent of their annual covered salary and the Norwood City School District is required to contribute 14 percent; 9.02 percent was the portion to fund pension obligations. The contribution rates are not determined actuarially, but are established by SERS's Retirement Board within the rates allowed by State statute. The adequacy of the contribution rates is determined annually. The School District's required contributions for pension obligations to SERS for the fiscal years ended June 30, 1999, 1998, and 1997 were \$211,156, \$231,223, and \$207,519 respectively. 48% has been contributed for fiscal year 1999 and 100% for the fiscal years 1998 and 1997. The unpaid contribution for fiscal year 1999 of \$110,088 is recorded as a liability within the respective funds and the General Long-Term Obligations Account Group.

## **State Teachers Retirement System**

The Norwood City School District contributes to the State Teachers Retirement System of Ohio (STRS), a cost-sharing multiple employer public employee retirement system administered by the State Teachers Retirement Board. STRS provides basic retirement benefits, disability, survivor, and health care benefits based on eligible service credit to members and beneficiaries. Benefits are established by Chapter 3307 of the Ohio Revised Code. STRS issued a publicly available financial report that includes financial statements and required supplementary information for STRS. The report may be obtained by writing to the State Teachers Retirement System, 275 East Broad Street, Columbus, Ohio 43215-3771.

Plan members are required to contribute 9.3 percent of their annual covered salary and the Norwood City School District is required to contribute 14 percent; 6.0 percent was the portion used to fund pension obligations. In the prior year 10.5 percent was used to fund pension obligations and prior to July, 1, 1997, 12 percent was used to fund pension obligations. Contribution rates are established by STRS, upon recommendation of its consulting actuary, not to exceed statutory maximum rates of 10 percent for members and 14 percent for employers. The School District's required contributions for pension obligations to STRS for the fiscal years ended June 30, 1999, 1998, and 1997 were \$620,118, \$1,037,460, and \$1,101,070, respectively. 84% has been contributed for fiscal year 1999 and 100% for the fiscal years 1998 and 1997. The unpaid contribution for fiscal year 1999 of \$101,462 is recorded as a liability within the respective funds.

## **Social Security System**

Effective July 1, 1991, all employees not otherwise covered by the School Employees Retirement System or the State Teachers Retirement System have an option to choose Social Security or the School Employees Retirement System/State Teachers Retirement System. As of June 30, 1999, all members of the Board of Education have elected social security. The Board's liability is 6.2 percent of wages paid.

## **8. POSTEMPLOYMENT BENEFITS**

The School District provides comprehensive health care benefits to retired teachers and their dependents through the State Teachers Retirement Systems (STRS), and to retired non-certified employees and their dependents through the School Employees Retirement System (SERS). Benefits include hospitalization, physicians' fees, prescription drugs, and reimbursement of monthly Medicare premiums. Benefit provisions and the obligations to contribute are established by the Systems based on authority granted by State statute. Both systems are funded on a pay-as-you-go basis.

For STRS, most benefit recipients are required to pay a portion of the health care cost in the form of a monthly premium. By Ohio law, the cost of coverage paid from STRS funds shall be included in the employer contribution rate, currently 14 percent of covered payroll. For the year ended June 30, 1999, the Retirement Board allocated employer contributions equal to 8 percent of covered payroll to the Health Care Reserve Fund for which payments for health care benefits are paid. For the School District, this amount equaled \$826,824 during the 1999 fiscal year. For the

year ended June 30, 1998, net health care costs paid by STRS were \$219,224,000 and there were 91,999 eligible benefit recipients.

For SERS, coverage is made available to service retirees with ten or more fiscal years of qualifying service credit, disability, and survivor benefit recipients. Members retiring on or after August 1, 1989, with less than twenty-five years of service credit must pay a portion of their premium for health care. The portion is based on years of service up to a maximum of 75 percent of the premium.

For this fiscal year, employer contributions to fund health care benefits were 4.21 percent of covered payroll, an increase from 3.5 percent for fiscal year 1997. In addition, SERS levies a surcharge to fund health care benefits equal to 14 percent of the difference between a minimum pay and the member's pay, pro-rated for partial service credit. For fiscal year 1998, the minimum pay has been established at \$12,400. The surcharge rate added to the unallocated portion of the 14 percent employer contribution rate, provides for maintenance of the asset target level for the health care fund.

For this fiscal year, employer contributions to fund health care benefits were 4.98 percent of covered payroll. In addition, SERS levies a surcharge to fund health care benefits equal to 14 percent of the difference between a minimum pay and the member's pay, pro-rated for partial service credit. For fiscal year 1999, the minimum pay has been established at \$12,400. The surcharge rate added to the unallocated portion of the 14 percent employer contribution rate provides for maintenance of the asset target level for the health care fund. For the School District, this amount equaled \$188,955 during the 1999 fiscal year. The number of participants currently receiving health care benefits is approximately 50,000. For the fiscal year ended June 30, 1998, net health care costs paid by SERS were \$111,900,575.

## **9. EMPLOYEE BENEFITS**

### **Compensated Absences**

The criteria for determining vacation and sick leave components are derived from negotiated agreements and State laws. Classified employees earn ten to twenty days of vacation per fiscal year, depending upon length of service. Accumulated, unused vacation time is paid to classified employees and administrators upon termination of employment. Teachers do not earn vacation time. Teachers, administrators, and classified employees earn sick leave at the rate of one and one-fourth days per month. Sick leave may be accumulated up to maximum of 230 days for classified employees, 260 days for administrators, and 206 days for teachers. Upon retirement of certified employees, payment is made for one-fourth of accrued, but unused sick leave up to a maximum of 45 days for classified employees, 60 days for administrators, and 50 days for teachers.

### **Life Insurance**

The School District provides life insurance and accidental death and dismemberment insurance to most employees.

## 10. LONG-TERM OBLIGATIONS

The changes in the School District's long-term obligations during fiscal year 1999 were as follows:

	Principal Outstanding 6/30/98	Additions	Deductions	Principal Outstanding 6/30/99
Energy Conservation HB264 Notes 1994 6.75%	\$ 1,170,000	-	180,000	990,000
Pension Obligation	114,360	91,128	114,360	91,128
Capital Leases	130,858	-	86,394	44,464
Compensated Absences	1,188,286	39,815	-	1,228,101
Total General Long-Term Obligations	<u>\$ 2,603,505</u>	<u>130,943</u>	<u>380,754</u>	<u>2,353,693</u>

The School District's voted legal debt margin was \$26,240,360 with an unvoted debt margin of \$291,560 at June 30, 1999.

Principal and interest requirements to retire general obligation notes outstanding at June 30, 1999, are as follows:

Fiscal year Ending June 30,	Principal	Interest	Total
2000	\$ 180,000	64,868	244,868
2001	180,000	52,380	232,380
2002	180,000	40,061	220,061
2003	180,000	27,743	207,743
2004	180,000	15,458	195,458
2005	90,000	3,105	93,105
Total	<u>\$ 990,000</u>	<u>203,615</u>	<u>1,193,615</u>

## 11. CAPITALIZED LEASES - LESSEE

The School District is obligated under certain leases accounted for as capital leases. The leased assets are accounted for in the General Fixed Asset Account Group and an Enterprise Fund. The related obligations are recorded in both the General Long-Term Debt Account Group and an Enterprise Fund. Assets under capital leases totaled \$512,369 at June 30, 1999.



The following is a schedule of future minimum lease payments under capital leases, together with the net present value of the minimum lease payments as of June 30, 1999.

	Year Ending June 30	
	<u>2000</u>	\$ 69,402
	2001	<u>1,952</u>
Minimum lease payments		71,354
Less: Amount representing interest		<u>(1,948)</u>
Present value of minimum lease payments		\$ <u>69,406</u>

## 12. SEGMENT INFORMATION FOR ENTERPRISE FUND

The School District maintains two enterprise funds to account for the operations of food service and uniform school supplies. The table below reflects in a summarized format the more significant financial data relating to the enterprise funds of the School District as of and for the fiscal year ended June 30, 1999.

	<u>Food Service</u>	<u>School Supplies</u>	<u>Total</u>
Operating revenues	\$ 500,506	174,473	674,979
Operating expenses before depreciation	1,036,256	117,062	1,153,318
Depreciation	17,464	35,372	52,836
Operating income (loss)	(553,214)	22,039	(531,175)
Donated commodities	38,247	-	38,247
Operating grants	465,737	-	465,737
Net income (loss)	15,214	19,885	35,099
Net working capital	(64,739)	68,940	4,201
Total assets	118,002	126,316	244,318
Total equity	19,708	96,027	115,735
Encumbrances at June 30, 1999	\$ 300	12,681	12,981

### **13. JOINTLY GOVERNED ORGANIZATIONS**

#### *The Great Oaks Joint Vocation School District*

The Great Oaks Joint Vocation School District, a jointly governed organization, is a distinct political subdivision of the State of Ohio operated under the direction of a Board, consisting of one representative from each of the participating school district's elected board. The Board possesses its own budgeting and taxing authority as a separate body politic and corporate, established by the Ohio Revised Code. Great Oaks Joint Vocation School was formed for the purpose of providing vocational education opportunities to the students of the member school districts. The School District has no ongoing financial interest in nor responsibility for the Joint Vocational School. To obtain financial information, write to the Great Oaks Joint Vocational School, at 3254 East Kemper Road, Cincinnati, Ohio 45241.

### **14. INSURANCE PURCHASING POOLS**

#### *Ohio School Boards Association Workers' Compensation Group Rating Plan*

The School District participates in the Ohio School Boards Association Workers' Compensation Group Rating Program (GRP), an insurance purchasing pool. The GRP's business and affairs are conducted by a three member Board of Directors consisting of the President, the President-Elect and the Immediate Past President of the OSBA. The Executive Director of the OSBA, or his designee, serves as coordinator of the program. Each year, the participating school districts pay an enrollment fee to the GRP to cover the costs of administering the program.

### **15. CONTINGENCIES**

#### **Grants**

The School District received financial assistance from federal and state agencies in the form of grants. The expenditure 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 adverse effect on the overall financial position of the School District at June 30, 1999.

#### **Litigation**

The School District is party to legal proceedings. The School District is of the opinion that the ultimate disposition of claims will not have a material effect, if any, on the financial condition of the School District.

## 16. REQUIRED SET-ASIDES

As required by State Statute, the School District created set-asides for textbooks, capital improvements and budget stabilization. Although the School District had qualifying disbursements during the year that reduced the set-aside amounts below zero, these extra amounts may not be used to reduce the set-aside requirements of future years. Negative amounts are therefore not presented as being carried forward to the next fiscal year. The following table reflects the set-aside activity during the year ended June 30, 1999:

	<u>Textbooks</u>	<u>Capital Improvements</u>	<u>Budget Stabilization</u>	<u>Totals</u>
Set-aside cash balance as of June 30, 1998	\$ -	-	104,024	104,024
Current year set-aside requirement	316,755	316,755	158,377	791,887
Less qualifying disbursements	<u>450,831</u>	<u>542,592</u>	-	<u>993,423</u>
Total	<u>(134,076)</u>	<u>(225,837)</u>	<u>262,401</u>	
Cash balance carried forward to FY 2000	<u>-</u>	<u>-</u>	<u>262,401</u>	
Amount restricted for budget stabilization				<u>262,401</u>
Total restricted assets			\$	<u>262,401</u>

## 17. SCHOOL FUNDING DECISION

On March 24, 1997, the Ohio Supreme Court rendered a decision declaring certain portions of the Ohio school funding plan unconstitutional. The Court stayed the effect of its ruling for one year to allow the State's legislature to design a plan to remedy the perceived defects in the system. Declared unconstitutional was the State's "school foundation program", which provides significant amounts of monetary support to this School District. During the fiscal year ended June 30, 1999, the School District received \$7,723,742 of school foundation support for its general fund and \$8,336,396 in total support for all funds.

Since the Supreme Court ruling, numerous pieces of legislation have been passed by the Ohio General Assembly in an attempt to address the issues identified by the Court. The Court of Common Pleas in Perry County has reviewed the new laws and, in a decision issued on February 26, 1999, determined they are not sufficiently responsive to the constitutional issues raised under the "thorough and efficient" clause of the Ohio Constitution. The State has appealed the decision made by the Court of Common Pleas to the Ohio Supreme Court. At this time, the Ohio Supreme Court has not rendered an opinion on this issue. The decision of the Court of Common Pleas in Perry County has been stayed by the Ohio Supreme Court, and, as such, school districts are still operating under the laws that the Common Pleas Court declared unconstitutional.

As of the date of these financial statements, the School District is unable to determine what effect, if any, this ongoing litigation will have on its future State funding under this program and on its financial operations.

**Norwood City School District**  
**Unaudited Required Supplementary Information**  
**For the Year Ended June 30, 1999**

The year 2000 issue is the result of shortcomings in many electronic data processing systems and other equipment that may adversely affect the government's operations as early as 1999.

The School District has completed an inventory of computer systems and other equipment necessary to conducting School District operations and has identified such systems as being financial reporting, payroll, and employee benefit system.

The District utilizes an external service organization for its financial reporting, payroll and employee benefit system. The service organization is responsible for remediating these systems.

Hamilton County collects property taxes for distribution to the District. Hamilton County is responsible for remediating its tax collection system.

The State of Ohio distributes a substantial sum of money to the District in the form of "Foundation" and federal and state grant payments. Further the State processes a significant amount of financial and non-financial information about the District through EMIS. The State is responsible for remediating these systems.

Because of the unprecedented nature of the Year 2000 issue, its effects and the success of related remediation efforts will not be fully determinable until the Year 2000 and thereafter. Management cannot assure that the District is or will be Year 2000 ready, that the District's remediation efforts will be successful in whole or in part, or that parties with whom the District does business will be Year 2000 ready.

**NORWOOD CITY SCHOOL DISTRICT**

Schedule of Prior Audit Findings

For the Year Ended June 30, 1999

The prior audit disclosed no instances of noncompliance that were required to be reported in accordance with *Government Auditing Standards* or noncompliance with requirements of major federal programs. In addition, no reportable conditions or material weaknesses with respect to internal controls over financial reporting or internal controls over compliance were reported in the prior year.

**NORWOOD CITY SCHOOL DISTRICT**  
 Schedule of Expenditures of Federal Awards  
 For the Year Ended June 30, 1999

<u>Federal Grantor/Program Title</u>	<u>Pass-through Entity Number</u>	<u>Federal CFDA Number</u>	<u>Receipts</u>	<u>Non-cash Receipts</u>	<u>Disbursements</u>	<u>Non-cash Disbursements</u>
<b>U.S. Department of Agriculture:</b> (Passed through Ohio Department of Education)						
<i>Nutrition Cluster:</i>						
Food Distribution	N/A	10.550	\$ -	37,185	-	38,247
School Breakfast Program	05-PU-99	10.553	55,424	-	55,424	-
National School Lunch Program	04-PU-99	10.555	351,633	-	351,633	-
Summer Food Service Program	23-ML-98	10.559	45,576	-	45,576	-
Total U.S. Department of Agriculture			<u>452,633</u>	<u>37,185</u>	<u>452,633</u>	<u>38,247</u>
<b>U.S. Department of Education:</b> (Passed through Ohio Department of Education)						
<i>Special Education Cluster:</i>						
Special Education Grants to States (IDEA Part B)	6B-SF-99	84.027	149,480	-	149,480	-
Special Education Grants to States (IDEA Part B - Preschool)	PG-S1-98	84.173	10,647	-	10,647	-
			160,127	-	160,127	-
Adult and Community Education	AB-S1-99	84.002	31,388	-	31,388	-
Grants to Local Education Agencies (ESEA Title I)	CI-S1-99	84.010	712,117	-	618,902	-
Education Improvement and Consolidation Act (ESEA Title II)	C2-S1-99	84.298	17,678	-	20,621	-
GOALS 2000	G2-S4-99	84.276	3,000	-	2,856	-
Drug Free Schools	DR-S1-99	84.186	75,107	-	45,636	-
Total U.S. Department of Education			<u>999,417</u>	<u>-</u>	<u>879,530</u>	<u>-</u>
Total Federal Awards			<u>\$ 1,452,050</u>	<u>37,185</u>	<u>1,332,163</u>	<u>38,247</u>

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS:**

**NOTE A - SIGNIFICANT ACCOUNTING POLICIES**

The schedule of expenditures of federal awards is a summary of the activity of the District's federal award programs. The schedule has been prepared on the cash basis of accounting.

**NOTE B - FOOD DISTRIBUTION**

Nonmonetary assistance is reported in the schedule at the fair market value of the commodities received and disbursed. Monies are commingled with State grants. It is assumed federal monies are expended first. At June 30, 1999, the District had no significant food commodities in inventory.

**NOTE C - MATCHING REQUIREMENTS**

Certain Federal programs require that the District contribute non-Federal funds (matching funds) to support the Federally-funded programs. The District has complied with the matching requirements. The expenditure of non-Federal matching funds is not included on the Schedule.



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

To the Board of Education  
Norwood City School District:

We have audited the financial statements of the Norwood City School District as of and for the year ended June 30, 1999, and have issued our report thereon dated October 22, 1999. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Norwood City School District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Norwood City School District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operations that we consider to be material weaknesses.

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

*Clark, Schaefer, Hachett & Co.*

Cincinnati, Ohio  
October 22, 1999



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

To the Board of Education  
Norwood City School District:

Compliance

We have audited the compliance of Norwood City School District with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended June 30, 1999. Norwood City School District's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the School District's management. Our responsibility is to express an opinion on the School District's compliance based on our audit.

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

In our opinion, Norwood City School District complied, in all material respects, with the requirements referred to above that are applicable to its major federal program for the year ended June 30, 1999.

Internal Control Over Compliance

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

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

This report is intended for the information of management, the Board of Education, and federal awarding agencies and pass-through entities, and is not intended to be and should not be used by anyone other than these specified parties.

*Clark, Schaefer, Henshelt & Co.*

Cincinnati, Ohio  
October 22, 1999

# NORWOOD CITY SCHOOL DISTRICT

## Schedule of Findings and Questioned Costs

For the Year Ended June 30, 1999

### Section I - Summary of Auditors' Results

#### Financial Statements

Type of report issued on financial statements:	unqualified
Internal control over financial reporting:	
Material weakness(es) identified?	none
Reportable condition(s) identified not considered to be material weaknesses?	none
Noncompliance material to financial statements noted?	none

#### Federal Awards

Internal Control over major programs:	
Material weakness(es) identified?	none
Reportable condition(s) identified not considered to be material weaknesses?	none
Type of auditors' report issued on compliance for major programs:	unqualified
Any audit findings that are required to be reported in accordance with Circular A-133, Section .510(a)?	none

Identification of major programs:

#### *Nutrition Cluster:*

- CFDA 10.550 Food Distribution
- CFDA 10.553 School Breakfast Program
- CFDA 10.555 National School Lunch Program
- CFDA 10.559 Summer Food Service Program

Dollar threshold to distinguish between Type A and Type B Programs:	\$300,000
Auditee qualified as low-risk auditee?	yes

**Section II - Financial Statement Findings**

None.

**Section III - Federal Award Findings and Questioned Costs**

None.



STATE OF OHIO  
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

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-800-282-0370

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NORWOOD CITY SCHOOL DISTRICT

HAMILTON 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.

By: Susan Babbitt

Date: MARCH 7, 2000