



**UNION COUNTY FAMILY AND CHILDREN FIRST COUNCIL  
UNION COUNTY  
REGULAR AUDIT  
FOR THE YEAR ENDED DECEMBER 31, 1998**



**JIM PETRO**  
**AUDITOR OF STATE**  

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**STATE OF OHIO**



**TABLE OF CONTENTS**

<b>TITLE</b>	<b>PAGE</b>
Report of Independent Accountants .....	1
Combined Statement of Cash Receipts, Cash Disbursements, and Changes In Fund Cash Balance - All Governmental Fund Types For the Year Ended December 31, 1998 .....	3
Combined Statement of Cash Receipts, Cash Disbursements, and Changes In Fund Cash Balance - All Governmental Fund Types For the Year Ended December 31, 1997 .....	4
Notes to Financial Statements .....	5
Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i> .....	9

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**REPORT OF INDEPENDENT ACCOUNTANTS**

Family and Children First Council  
Union County  
P.O. Box 277  
Marysville, Ohio 43040

We have audited the accompanying financial statements of the Family and Children First Council, Union County, Ohio, (the Council), as of and for the years ended December 31, 1998 and December 31, 1997. These financial statements are the responsibility of the Council's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with generally accepted auditing standards and *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits 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 audits provide a reasonable basis for our opinion.

As discussed in Note 1, the Council prepares its financial statements on the basis of accounting prescribed or permitted by the Auditor of State, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of the Council as of December 31, 1998 and December 31, 1997, and its combined cash receipts and disbursements for the years then ended on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated January 26, 2000 on our consideration of the Council's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

This report is intended solely for the information and use of the management, Council and other officials authorized to receive this report under Section 117.26, Ohio Revised Code, and is not intended to be and should not be used by anyone other than these specified parties.

**JIM PETRO**  
Auditor of State

January 21, 2000



**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES - ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 1998**

	<b>General</b>	<b>Special Revenue</b>	<b>(Memorandum Only) Total</b>
Cash receipts:			
Intergovernmental	46,000	110,834	156,834
Total cash receipts	46,000	110,834	156,834
Cash disbursements:			
Current:			
Supplies	1,088	0	1,088
Contract Services	30,576	103,913	134,489
Travel/Training	547	0	547
Other/Insurance	2,861	0	2,861
Total cash disbursements	35,072	103,913	138,985
Total cash receipts over/(under) cash disbursements	10,928	6,921	17,849
Fund cash balances January 1, 1998	49,391	39,956	89,347
Fund cash balances, December 31, 1998	\$60,319	\$46,877	\$107,196

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

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES - ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 1997**

	<u>General</u>	<u>Special Revenue</u>	<u>(Memorandum Only) Total</u>
Cash receipts:			
Intergovernmental	68,950	104,208	173,158
Miscellaneous	6,068	44,066	50,134
	<u>75,018</u>	<u>148,274</u>	<u>223,292</u>
Total cash receipts			
Cash disbursements:			
Current:			
Salaries and Benefits	34,944	36,248	71,192
Supplies	1,511	153	1,664
Contract Services	9,713	97,703	107,416
Travel/Training	1,280	1,119	2,399
Other/Insurance	5,755	1,086	6,841
	<u>53,203</u>	<u>136,309</u>	<u>189,512</u>
Total cash disbursements			
Total cash receipts over/(under) cash disbursements	21,815	11,965	33,780
Fund cash balances January 1, 1997	<u>27,576</u>	<u>27,991</u>	<u>55,567</u>
Fund cash balances, December 31, 1997	<u><u>\$49,391</u></u>	<u><u>\$39,956</u></u>	<u><u>\$89,347</u></u>

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



**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 1998 AND 1997**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Description of The Entity**

Section 121.37, Ohio Rev Code, created the Ohio Family and Children First Cabinet Council permitting counties to establish county family and children first councils. Statutory membership of the council consists of the following individuals:

- a. At least three individuals whose families are or have received services from an agency which is represented on the council. If possible, twenty per cent of the council's membership should consist of members representing families.
- b. The director of the community mental health board.
- c. The director of the county ADAMH board. For counties served by a joint ADAMH board, the joint board's director must designate a member to participate on the county's council.
- d. A representative from each city board of health and general health district in the county. If there are more than two health districts, then the membership is limited to the commissioners of the two districts with the largest populations.
- e. The director of the county department of human services.
- f. The executive director of the county children's services board.
- g. The superintendent for the county board of MRDD.
- h. The administrative or the judge senior in service or his designee for the county's juvenile court.
- i. The superintendent of the city, exempted village, or local school district with the largest numbers of pupils residing in the county.
- j. The school superintendent representing all other school districts within the territory in the county, as designated at a biennial meeting of the superintendents of those districts.
- k. A representative of the municipal corporation with the largest population in the county.
- l. The chair of the board of county commissioners or a designee.
- m. A representative from the regional office of the Ohio Department of Youth Services.
- n. A representative of the county's head start agencies.
- o. A representative of the county's early intervention collaborative.
- p. A representative of the local nonprofit entity that funds, advocates or provide services to children and families.

A county family and children first council may invite any other local public or private agency or group that funds, advocates, or provides services to children to have a representative become a permanent or temporary member of the council.

A county council's statutory responsibilities include the following:

- a. Refer to the cabinet council those children for whom the council cannot provide adequate services;
- b. Make periodic reports to the cabinet council regarding the number of children referred to the county council and the progress made in meeting the needs of each child;
- c. Develop a plan that reviews and adjusts existing programs, fills service gaps where possible, or invents new approaches to achieve better results for families and children;
- d. Maintain an accountability system to monitor the council's progress in achieving its purposes;
- e. Establish a mechanism to ensure ongoing input from a broad representation of families who are receiving services within the county system.

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 1998 AND 1997  
(Continued)**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**A. Description of the Entity (continued)**

- f. Participate in the development of a county wide, comprehensive, coordinated, multi-disciplinary, interagency system for infants and toddlers with developmental disabilities or delays and their families, as established pursuant to federal grants received and administered by the department of health for early intervention services under the "Education of the Handicapped Act Amendments of 1986";

**B. Basis of Accounting**

These financial statements follow the basis of accounting prescribed or permitted by the Auditor of State, which is similar to the cash receipts and disbursements basis of accounting. Receipts are recognized when received in cash rather than when earned and disbursements are recognized when paid rather than when a liability is incurred.

This statement includes adequate disclosure of material matters, as prescribed or permitted by the Auditor of State.

**C. Fund Accounting**

The Council uses fund accounting to segregate cash that is restricted as to use. The Council classifies its funds into the following types:

**General Fund**

The General Fund is the general operating fund. It is used to account for all financial resources except those required by law or contract to be restricted.

**Special Revenue Funds**

These funds are used to account for proceeds from specific sources (other than from trusts or for capital projects) that are restricted to expenditure for specific purposes. The Council had the following significant Special Revenue Funds:

Wellness Block Grant Fund - This fund is used to account for receipts and expenditures of the Council's Wellness Block Grant.

Therapeutic Foster Care Fund - This fund is used to account for monies received from the Union County Mental Health and Recovery Services Board, Union County Juvenile Court, and Union County Department of Human Services for the provision of therapeutic care to foster children residing in Union County.

**D. Fiscal Agent**

The Council designated the Union County Auditor as the fiscal agent for all funds received in the name of the Council. The Council designated the Union County Department of Human Services as the administrative agent.

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 1998 AND 1997  
(Continued)**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**E. Equity in Pooled Cash**

The Council's cash and investments are maintained by Union County, its statutory fiscal agent. The Ohio Revised Code prescribes allowable deposits and investments, and the County is responsible for compliance. As of December 31, 1998, and December 31, 1997, the Council's share of the County's Cash and Investments pool were as follows:

	<b>1998</b>	<b>1997</b>
Demand deposits	\$107,196	\$89,347
Total deposits	107,196	89,347

All risks associated with such deposits are the responsibility of Union County.

**2. YEAR 2000 ISSUE**

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 fiscal 1999.

The Union County Family and Children First Council relies on Union County, its fiscal agent, for all computerized financial accounting and reporting systems. Union County also provides office space (including HVAC services) to the Council. The Council does not operate mission critical systems. Union County is responsible for remediation of these financial accounting and reporting systems utilized by the Council.

To the best of management's knowledge and belief, as of January 26, 2000, the Council experienced no interruption of operations or services related to the Year 2000 issue. However, because of the unprecedented nature of the Year 2000 issue, matters may yet arise, and parties with whom the Council does business may also experience Year 2000 readiness issues that are as yet unknown.

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

Family and Children First Council  
Union County  
P.O. Box 277  
Marysville, Ohio 43040

We have audited the financial statements of the Family and Children First Council, Union County, Ohio, (the Council) as of and for the years ended December 31, 1998 and December 31, 1997, and have issued our report thereon dated January 26, 2000. We conducted our audits 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 Council'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 audits 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 audits, we considered the Council'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 operation that we consider to be material weaknesses. However, we noted other matters involving the internal control over financial reporting that do not require inclusion in this report, that we have reported to management of the Council in a separate letter dated January 26, 2000.

Family and Children First Council  
Union County  
Report on Compliance and on Internal Control  
over Financial Reporting Based on an Audit of  
Financial Statements Performed in Accordance  
With *Government Auditing Standards*  
page 2.

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

JIM PETRO  
Auditor of State

January 26, 2000



STATE OF OHIO  
OFFICE OF THE AUDITOR  

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**UNION COUNTY FAMILY AND CHILDREN FIRST COUNCIL**

**UNION 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  
FEBRUARY 29, 2000**