



**FAMILY AND CHILDREN FIRST COUNCIL  
GUERNSEY COUNTY**

**REGULAR AUDIT**

**FOR THE YEARS ENDED DECEMBER 31, 2000 - 1999**



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

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**STATE OF OHIO**



**FAMILY AND CHILDREN FIRST COUNCIL  
GUERNSEY COUNTY**

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STATE OF OHIO  
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## REPORT OF INDEPENDENT ACCOUNTANTS

Family and Children First Council  
Guernsey County  
324 Highland Avenue  
Cambridge, Ohio 43725

To the Family and Children First Council:

We have audited the accompanying financial statements of the Family and Children First Council, Guernsey County, Ohio (the Council), as of and for the years ended December 31, 2000 and 1999. 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 audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the 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.

As discussed in Note 2, 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 Family and Children First Council, Guernsey County, as of December 31, 2000 and 1999, and its combined cash receipts and disbursements for the years then ended on the basis of accounting described in Note 2.

In accordance with *Government Auditing Standards*, we have also issued a report dated July 30, 2001 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. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

This report is intended solely for the information and use of management, the Council, and other officials authorized to receive this report under § 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

July 30, 2001

**FAMILY AND CHILDREN FIRST COUNCIL  
GUERNSEY COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND  
CASH BALANCES  
ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 2000**

	<u>Governmental Fund Types</u>		<u>Totals (Memorandum Only)</u>
	<u>General</u>	<u>Special Revenue</u>	
<b>Cash Receipts:</b>			
Intergovernmental	\$23,500	\$262,122	\$285,622
Donations	125	3,000	3,125
Miscellaneous		12,531	12,531
	<hr/>	<hr/>	<hr/>
Total Cash Receipts	23,625	277,653	301,278
	<hr/>	<hr/>	<hr/>
<b>Cash Disbursements:</b>			
Supplies and Materials	98	11,403	11,501
Conferences and Training		1,990	1,990
Equipment		10,914	10,914
Contracted Services	12,682	269,920	282,602
Advertising	2,609		2,609
Miscellaneous	197	2,824	3,021
	<hr/>	<hr/>	<hr/>
Total Cash Disbursements	15,586	297,051	312,637
	<hr/>	<hr/>	<hr/>
Total Cash Receipts Over/(Under) Cash Disbursements	8,039	(19,398)	(11,359)
	<hr/>	<hr/>	<hr/>
<b>Other Financing Sources/(Uses):</b>			
Transfers-in		3,494	3,494
Transfers-out	(763)	(2,731)	(3,494)
Refund of Grant Funding to State		(29,901)	(29,901)
	<hr/>	<hr/>	<hr/>
Total Other Financing Sources/(Uses)	(763)	(29,138)	(29,901)
	<hr/>	<hr/>	<hr/>
Excess of Cash Receipts and Other Financing Sources Over/(Under) Cash Disbursements and Other Financing (Uses)	7,276	(48,536)	(41,260)
	<hr/>	<hr/>	<hr/>
Fund Cash Balances, January 1	27,257	157,645	184,902
	<hr/>	<hr/>	<hr/>
<b>Fund Cash Balances, December 31</b>	<b>\$34,533</b>	<b>\$109,109</b>	<b>\$143,642</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

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

**FAMILY AND CHILDREN FIRST COUNCIL  
GUERNSEY COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND  
CASH BALANCES  
ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 1999**

	<u>Governmental Fund Types</u>		<u>Totals (Memorandum) Only</u>
	<u>General</u>	<u>Special Revenue</u>	
<b>Cash Receipts:</b>			
Intergovernmental	\$25,800	\$512,196	\$537,996
Miscellaneous		59	59
Total Cash Receipts	<u>25,800</u>	<u>512,255</u>	<u>538,055</u>
<b>Cash Disbursements:</b>			
Supplies and Materials	63	14,355	14,418
Conferences and Training	100	1,681	1,781
Equipment		9,213	9,213
Contracted Services	20,847	413,293	434,140
Advertising		2,195	2,195
Miscellaneous	360	195	555
Total Cash Disbursements	<u>21,370</u>	<u>440,932</u>	<u>462,302</u>
Total Cash Receipts Over/(Under) Cash Disbursements	<u>4,430</u>	<u>71,323</u>	<u>75,753</u>
<b>Other Financing Sources/(Uses):</b>			
Transfers-in	2,500	5,989	8,489
Transfers-out	(51)	(8,438)	(8,489)
Refund of Grant Funding to State		(17,217)	(17,217)
Total Other Financing Sources/(Uses)	<u>2,449</u>	<u>(19,666)</u>	<u>(17,217)</u>
Excess of Cash Receipts and Other Financing Sources Over/(Under) Cash Disbursements and Other Financing (Uses)	6,879	51,657	58,536
Fund Cash Balances, January 1	<u>20,378</u>	<u>105,988</u>	<u>126,366</u>
<b>Fund Cash Balances, December 31</b>	<u><u>\$27,257</u></u>	<u><u>\$157,645</u></u>	<u><u>\$184,902</u></u>

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



**FAMILY AND CHILDREN FIRST COUNCIL  
GUERNSEY COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2000 AND 1999**

**1. DESCRIPTION OF THE ENTITY**

Section 121.37, Revised Code, created the Ohio Family and Children First Cabinet Council and permitted Counties to establish County Family and Children First Councils. Statutory membership of a County Council consists of the following individuals:

- a. The Director of the Board of Alcohol, Drug Addiction, and Mental Health Services that serves the County, or, in the case of a County that has a Board of Alcohol and Drug Addiction Services and a Community Mental Health Board, the Directors of both Boards;
- b. The Health Commissioner of the Board of Health of each City or General Health District in the County, or their designees;
- c. The Director of the County Department of Job and Family Services;
- d. The Executive Director of the County agency responsible for the administration of Children Services Pursuant to Section 5153.15 of the Revised Code;
- e. The Superintendent of the County Board of Mental Retardation and Developmental Disabilities;
- f. The County's Juvenile Court Judge senior in service;
- g. The Superintendent of the City, Exempted Village, or Local School District with the largest number of pupils residing in the County, as determined by the Department of Education, which shall notify each County of its determination at least biennially;
- h. A School Superintendent representing all other School Districts with territory in the County, as designated at a biennial meeting of the Superintendents of those Districts;
- i. A representative of the municipal corporation with the largest population in the County;
- j. The Chair of the Board of County Commissioners, or an individual designated by the Board;
- k. A representative of the regional office of the Ohio Department of Youth Services;
- l. A representative of the County's Head Start agencies, as defined in section 3301.31 of the Revised Code;
- m. A representative of the County's Early Intervention Collaborative established pursuant to the federal early intervention program operated under the "Education of the Handicapped Act Amendments of 1986";
- n. At least three individuals representing the interests of families in the County. Where possible, the number of members representing families shall be equal to twenty per cent of the Council's remaining membership; and
- o. An Executive Director of a non-profit agency that funds, advocates, or provides services to children and families.

**FAMILY AND CHILDREN FIRST COUNCIL  
GUERNSEY COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2000 AND 1999  
(Continued)**

**1. DESCRIPTION OF THE ENTITY (Continued)**

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. 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";
- e. Maintain an accountability system to monitor the Council's progress in achieving its purposes;
- f. Establish a mechanism to ensure ongoing input from a broad representation of families who are receiving services within the County system.

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Basis of Accounting**

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

These statements include adequate disclosure of material matters, as prescribed or permitted by the Auditor of State.

**B. Fund Accounting**

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

**1. 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.

**FAMILY AND CHILDREN FIRST COUNCIL  
GUERNSEY COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2000 AND 1999  
(Continued)**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**B. Fund Accounting (Continued)**

**2. Special Revenue Funds**

These funds are used to account for proceeds from specific sources that are restricted to expenditure for specific purposes. The Special Revenue Funds are as follows:

Ohio Wellness Block Grant Fund - This fund receives a state grant to focus on reducing teenage pregnancy and provide latitude to local Councils to make decisions for funding prevention services.

Early Start Subsidy Grant Fund - This fund receives state grant funds to be used for families with children ages birth to three years and pregnant women who are at risk for abuse, neglect or developmental delay.

Early Start Expansion Fund - This fund receives contract service funds from the Guernsey County Department of Job and Family Services to be used for families with children ages birth to three years and pregnant women who are at risk for abuse, neglect or developmental delay.

Family Stability Grant Fund - This fund receives a blended pool of state and federal grant funds to be used to reduce the number of children removed from their homes, to encourage the development of interagency diversion teams to provide appropriate services and support to prevent such removals.

Abstinence Grant Fund - This fund receives federal grant funds to be used to promote prevention of teenage pregnancy through abstinence from sexual activity and the development of educational programming directed toward community schools' teenage population.

Welcome Home Grant Fund - This fund receives state grant funds to be used to aid first time and teen mothers in adjusting to living with and caring for a newborn.

**C. Administrative/Fiscal Agent**

Section 121.37 (B)(4), Revised Code, requires each County Council to designate an administrative agent for the Council. The Guernsey County Department of Job and Family Services serves as administrative agent for the Council, and the Guernsey County Auditor is the designated fiscal agent for the Guernsey County Department of Job and Family Services. Guernsey County maintains the Family and Children First Council funds in a special revenue fund on the County's financial records. The administrative agent agrees to:

- a. Serve as the Council's appointing authority;
- b. Exercise spending authority within the limits of the annual budget developed and approved by the Council; and

**FAMILY AND CHILDREN FIRST COUNCIL  
GUERNSEY COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2000 AND 1999  
(Continued)**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**C. Administrative/Fiscal Agent (Continued)**

- c. Perform the following on behalf of Council, but only upon the expressed approval of and direction by Council:
- Enter into written agreements or administer contracts with public or private entities to fulfill Council business.
  - Provide financial stipends, reimbursements, or both, to family representatives for expenses related to Council activity.
  - Receive by gift, grant, devise, or bequest any moneys, land, or other property for the purposes for which the Council is established.

**3. EQUITY IN POOLED CASH**

The Guernsey County Auditor maintains a cash pool used for the County's funds and for the funds of the Council. The Ohio Revised Code prescribes allowable deposits and investments. The Council's carrying amount of cash on deposit with the County at December 31, 2000 and 1999 was \$143,642 and \$184,902, respectively. The Guernsey County Treasurer is responsible for maintaining adequate depository collateral for all funds in the County's pooled and deposit accounts and ensuring that all monies are invested in accordance with the Ohio Revised Code.

**4. CONTINGENT LIABILITIES**

Amounts received from grantor agencies are subject to audit and adjustment by the grantor. Any disallowed costs may require refunding to the grantor. Amounts which may be disallowed, if any, are not presently determinable. However, based on prior experience, management believes such refunds, if any, would not be material.



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**REPORT OF INDEPENDENT ACCOUNTANTS ON COMPLIANCE AND ON  
INTERNAL CONTROL REQUIRED BY *GOVERNMENT AUDITING STANDARDS***

Family and Children First Council  
Guernsey County  
324 Highland Avenue  
Cambridge, Ohio 43725

To the Family and Children First Council:

We have audited the accompanying financial statements of the Family and Children First Council, Guernsey County, Ohio (the Council), as of and for the years ended December 31, 2000 and 1999, and have issued our report thereon dated July 30, 2001. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**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 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*. However, we noted certain immaterial instances of noncompliance that we have reported to management of the Council in a separate letter dated July 30, 2001.

**Internal Control Over Financial Report**

In planning and performing our audit, 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 July 30, 2001.

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

**Jim Petro**  
Auditor of State

July 30, 2001



STATE OF OHIO  
OFFICE OF THE AUDITOR  

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**FAMILY AND CHILDREN FIRST COUNCIL**

**GUERNSEY COUNTY**

**CLERK'S CERTIFICATION**

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

*Susan Babbitt*

**CLERK OF THE BUREAU**

**CERTIFIED  
AUGUST 16, 2001**