



**FAMILY AND CHILDREN FIRST COUNCIL
PICKAWAY COUNTY**

REGULAR AUDIT

FOR THE YEARS ENDED DECEMBER 31, 2000 - 1999



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

**FAMILY AND CHILDREN FIRST COUNCIL
PICKAWAY COUNTY**

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REPORT OF INDEPENDENT ACCOUNTANTS

Family and Children First Council
Pickaway County
P.O. Box 439
Circleville, Ohio 43113

To the Members of Council:

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

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. 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 Family and Children First Council, Pickaway County, Ohio as of December 31, 2000, and December 31, 1999, 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 March 16, 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 the management, audit committee, 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

March 16, 2001

**FAMILY AND CHILDREN FIRST COUNCIL
PICKAWAY 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**

| | GOVERNMENTAL FUND TYPES | | Totals |
|--|------------------------------------|----------------------------|----------------------------|
| | General | Special Revenue | Memorandum Only |
| Cash Receipts: | | | |
| Intergovernmental | \$40,000 | \$141,523 | \$181,523 |
| Interest | 43 | 0 | 43 |
| | 40,043 | 141,523 | 181,566 |
| Total Cash Receipts | 40,043 | 141,523 | 181,566 |
| Cash Disbursements: | | | |
| Purchased Services | 2,230 | 0 | 2,230 |
| Supplies and Materials | 734 | 0 | 734 |
| Travel and Training | 5,364 | 0 | 5,364 |
| Equipment | 1,246 | 0 | 1,246 |
| Wellness Block Grant | 0 | 96,934 | 96,934 |
| Family Stability Project | 0 | 60,288 | 60,288 |
| Welcome Home Grant | 0 | 14,275 | 14,275 |
| Other Expenditures | 13,482 | 0 | 13,482 |
| | 23,056 | 171,497 | 194,553 |
| Total Cash Disbursements | 23,056 | 171,497 | 194,553 |
| Total Receipts Over/(Under) Disbursements | 16,987 | (29,974) | (12,987) |
| Fund Cash Balances, January 1, 2000 | 18,449 | 101,380 | 119,829 |
| Fund Cash Balances, December 31, 2000 | \$35,436 | \$71,406 | \$106,842 |

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

**FAMILY AND CHILDREN FIRST COUNCIL
PICKAWAY 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**

| | GOVERNMENTAL FUND TYPES | | Totals Memorandum Only |
|--|----------------------------|--------------------|------------------------------|
| | General | Special Revenue | |
| Cash Receipts: | | | |
| Intergovernmental | \$0 | \$198,967 | \$198,967 |
| Interest | 100 | 0 | 100 |
| | | | |
| Total Cash Receipts | 100 | 198,967 | 199,067 |
| Cash Disbursements: | | | |
| Purchased Services | 1,933 | 0 | 1,933 |
| Supplies and Materials | 6,485 | 0 | 6,485 |
| Travel and Training | 2,123 | 0 | 2,123 |
| Wellness Block Grant | 0 | 98,941 | 98,941 |
| Other Expenditures | 8,532 | 0 | 8,532 |
| | | | |
| Total Cash Disbursements | 19,073 | 98,941 | 118,014 |
| Total Receipts Over/(Under) Disbursements | (18,973) | 100,026 | 81,053 |
| Other Financing Receipts/(Disbursements): | | | |
| Other Sources/Uses | 20 | 0 | 20 |
| | | | |
| Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements | (18,953) | 100,026 | 81,073 |
| Fund Cash Balances, January 1, 1999 | 37,402 | 1,354 | 38,756 |
| Fund Cash Balances, December 31, 1999 | \$18,449 | \$101,380 | \$119,829 |

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

**FAMILY AND CHILDREN FIRST COUNCIL
PICKAWAY COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2000 - 1999**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. 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 for 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 human 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 largest city 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 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.

**FAMILY AND CHILDREN FIRST COUNCIL
PICKAWAY COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2000 - 1999
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

A. 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:
- b. Refer to the council cabinet those children for whom the county council cannot provide adequate services;
- c. Make periodic reports to the council cabinet regarding the number of children referred to the county council and the progress made in meeting the needs of each child;
- d. 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;
- e. Maintain an accountability system to monitor the county council's progress in achieving its purposes;
- f. Establish a mechanism to insure ongoing input from a broad representation of families who are receiving services within the county system.

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.

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

C. Fund Accounting

The Council maintains its accounting records in accordance with the principles of fund accounting. Fund accounting is a concept developed to meet the needs of governmental entities in which legal or other restraints require the recording of specific receipts and disbursements. The transactions are reflected in a self-balancing group of accounts.

General Fund

The General Fund is the general operating fund of the Council. It is used to account for all financial resources except those required to be accounted for in another fund.

**FAMILY AND CHILDREN FIRST COUNCIL
PICKAWAY COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2000 - 1999
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Fund Accounting (Continued)

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 funds:

Wellness Block Grant Fund- this fund receives monies for the purpose of the grant provisions.

Welcome Home Grant Fund- this fund receives monies for the purpose of the grant provisions.

Family Stability Incentive Fund- this fund receives monies for the purpose of the grant provisions.

D. Fiscal Agent

The Pickaway County Department of Jobs and Family Services is the Council's fiscal agent. Council funds are maintained in a separate agency fund maintained by Pickaway County.

E. Budgetary Process

The Council is required by law to submit a budget annually to its administrative agent, the county auditor, and the board of county commissioners. The council adopted a budget at the object level. The Council follows the same encumbrance method of accounting as its administrative agent. A summary of budgetary activity appears in Note 3.

2. EQUITY IN POOLED CASH

The fiscal agent maintains a cash and investments pool used by all funds. The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of cash and investments at December 31 was as follows:

| | <u>2000</u> | <u>1999</u> |
|-----------------|-------------|-------------|
| Demand deposits | \$106,842 | \$119,829 |

3. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 2000 and December 31, 1999 follows:

| 2000 Budgeted vs. Actual Receipts | | | |
|--|--------------------------|------------------------|-------------------|
| <u>Fund Type</u> | <u>Budgeted Receipts</u> | <u>Actual Receipts</u> | <u>Variance</u> |
| General | \$50,000 | \$40,043 | (\$9,957) |
| Special Revenue | <u>185,000</u> | <u>141,523</u> | <u>(43,477)</u> |
| Total | <u>\$235,000</u> | <u>\$181,566</u> | <u>(\$53,434)</u> |

**FAMILY AND CHILDREN FIRST COUNCIL
PICKAWAY COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2000 - 1999
(Continued)**

3. BUDGETARY ACTIVITY (Continued)

2000 Budgeted vs. Actual Budgetary Basis Expenditures

| <u>Fund Type</u> | <u>Appropriation Authority</u> | <u>Budgetary Expenditures</u> | <u>Variance</u> |
|------------------|------------------------------------|-----------------------------------|-----------------|
| General | \$50,000 | \$23,056 | \$26,944 |
| Special Revenue | <u>185,000</u> | <u>171,497</u> | <u>13,503</u> |
| Total | <u>\$235,000</u> | <u>\$194,553</u> | <u>\$40,447</u> |

1999 Budgeted vs. Actual Receipts

| <u>Fund Type</u> | <u>Budgeted Receipts</u> | <u>Actual Receipts</u> | <u>Variance</u> |
|------------------|--------------------------|------------------------|-----------------|
| General | \$50,000 | \$100 | (\$49,900) |
| Special Revenue | <u>120,000</u> | <u>198,967</u> | <u>78,967</u> |
| Total | <u>\$170,000</u> | <u>\$199,067</u> | <u>\$29,067</u> |

1999 Budgeted vs. Actual Budgetary Basis Expenditures

| <u>Fund Type</u> | <u>Appropriation Authority</u> | <u>Budgetary Expenditures</u> | <u>Variance</u> |
|------------------|------------------------------------|-----------------------------------|-----------------|
| General | \$50,000 | \$19,073 | \$30,927 |
| Special Revenue | <u>120,000</u> | <u>98,941</u> | <u>21,059</u> |
| Total | <u>\$170,000</u> | <u>\$118,014</u> | <u>\$51,986</u> |



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

Family and Children First Council
Pickaway County
P.O. Box 439
Circleville, Ohio 43113

To the Members of Council:

We have audited the accompanying financial statements of Family and Children First Council, Pickaway County, Ohio (the Council), as of and for the years ended December 31, 2000, and December 31, 1999, and have issued our report thereon dated March 16, 2001. 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 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 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 is required to be reported under *Government Auditing Standards*. However, we noted an immaterial instance of noncompliance that we have reported to management of the Council in a separate letter dated March 16, 2001.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered 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.

Family and Children First Council
Pickaway County
Report on Compliance and on
Internal Control Required by *Government Auditing Standards*
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This report is intended for the information and use of the audit committee, management, and Council, and is not intended to be and should not be used by anyone other than these specified parties.

JIM PETRO
Auditor of State

March 16, 2001



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FAMILY AND CHILDREN FIRST COUNCIL

PICKAWAY 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
JUNE 26, 2001**