



**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

SINGLE AUDIT

FOR THE YEAR ENDED JUNE 30, 2009



Mary Taylor, CPA
Auditor of State

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

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Mary Taylor, CPA

Auditor of State

INDEPENDENT ACCOUNTANTS' REPORT

Ottawa-Glandorf Local School District
Putnam County
630 Glendale Avenue
Ottawa, Ohio 45875-1162

To the Board of Education:

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Ottawa-Glandorf Local School District, Putnam County, Ohio (the District), as of and for the year ended June 30, 2009, which collectively comprise the District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the District's management. Our responsibility is to express opinions 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 the Comptroller General of the United States' *Government Auditing Standards*. Those standards require that we plan and perform the audit to reasonably assure 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 our audit provides a reasonable basis for our opinions.

Ohio Administrative Code § 117-2-03 (B) requires the District to prepare its annual financial report in accordance with accounting principles generally accepted in the United States of America. However, as discussed in Note 2, the accompanying financial statements and notes follow the cash accounting basis. This is a comprehensive accounting basis other than generally accepted accounting principles. The accompanying financial statements and notes omit assets, liabilities, fund equities, and disclosures that, while material, we cannot determine at this time.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective cash financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Ottawa-Glandorf Local School District, Putnam County, Ohio, as of June 30, 2009, and the respective changes in cash financial position and the budgetary comparison for the General Fund, thereof for the year then ended in conformity with the basis of accounting Note 2 describes.

One Government Center / Room 1420 / Toledo, OH 43604-2246
Telephone: (419) 245-2811 (800) 443-9276 Fax: (419) 245-2484
www.auditor.state.oh.us

In accordance with *Government Auditing Standards*, we have also issued our report dated December 21, 2009, on our consideration of the District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. While we did not opine on the internal control over financial reporting or on compliance, that report describes the scope of our testing of internal control over financial reporting and compliance, and the results of that testing. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*. You should read it in conjunction with this report in assessing the results of our audit.

Management's discussion and analysis is not a required part of the basic financial statements but is supplementary information the Governmental Accounting Standards Board requires. We have applied certain limited procedures, consisting principally of inquiries of management regarding the methods of measuring and presenting the required supplementary information. However, we did not audit the information and express no opinion on it.

We conducted our audit to opine on the District's basic financial statements. The Federal Awards Receipts and Expenditure Schedule presents additional information and is required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. It is also not a required part of the basic financial statements. We subjected this schedule to the auditing procedures applied in our audit of the District's basic financial statements. In our opinion, this information is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

A handwritten signature in cursive script that reads "Mary Taylor".

Mary Taylor, CPA
Auditor of State

December 21, 2009

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2009
UNAUDITED**

The discussion and analysis of Ottawa-Glandorf Local School District's (the District) financial performance provides an overall review of the District's financial activities for the year ended June 30, 2009. The intent of this discussion and analysis is to look at the District's financial performance as a whole; readers should also review the basic financial statements and the notes to the basic financial statements to enhance their understanding of the District's financial performance.

Financial Highlights

Key financial highlights for 2009 are as follows:

- Net assets of governmental activities increased \$7,166,206 which represents a 74% increase from 2008, largely due to the Classroom Facilities fund's issuing \$6,000,000 of bond anticipation notes and receiving local proceeds for the building construction project.
- Net assets of business type activities decreased \$34,612 which represents a 10.8% decrease from 2008.
- Governmental general receipts accounted for \$18,128,987 in receipts or 82% of all receipts. Program specific receipts in the form of charges for services and sales, grants and contributions accounted for \$3,985,707 or 18% of total receipts of \$22,114,694.
- Business Type general receipts accounted for \$9,115 in receipts or 17% of all receipts. Program specific receipts in the form of charges for services and sales accounted for \$44,516 or 83% of total receipts of \$53,631.
- The District had \$14,948,488 in disbursements related to governmental activities; only \$3,985,707 of these disbursements was offset by program specific charges for services, grants or contributions. General receipts supporting governmental activities (primarily taxes and unrestricted grants and entitlements) of \$18,128,987 were adequate to provide for these programs.
- The District's major governmental funds are the general fund, building fund and classroom facilities fund. The general fund had \$11,842,977 in receipts and other financing sources and \$11,602,762 in disbursements and other financing uses. During fiscal 2009, the general fund's fund balance increased \$240,215 from \$4,212,459 to \$4,452,674.
- The building fund had \$23,640 in receipts and \$2,398,394 in transfer out. During fiscal 2009, the building fund's fund balance decreased \$2,374,754 from \$2,374,755 to \$1 due to transferring a local portion of money to the classroom facilities fund.
- The classroom facilities fund had \$10,206,626 in receipts and other financing sources and \$69,246 in disbursements. During fiscal 2009, the Classroom Facilities fund's fund balance increased \$10,137,380 from \$0 to \$10,137,380 due to issuing \$6,000,000 of bond anticipation notes and receiving local proceeds for the building construction project.
- The District's business type preschool fund had \$53,631 in receipts and \$88,243 in disbursements. During the fiscal year, the preschool fund's fund balance decreased \$34,612 from \$320,154 to \$285,542.

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2009
UNAUDITED
(Continued)**

Using the Basic Financial Statements

This annual report consists of a series of financial statements and notes to those statements. These statements are organized so the reader can understand the District as a financial whole, an entire operating entity. The statements then proceed to provide an increasingly detailed look at specific financial activities.

The Statement of Net Assets – Cash Basis and Statement of Activities – Cash Basis provide information about the activities of the whole District, presenting both an aggregate view of the District's finances and a longer-term view of those finances.

Fund financial statements provide the next level of detail. For governmental funds and business type funds, these statements tell how services were financed in the short-term as well as what remains for future spending. The fund financial statements also look at the District's most significant funds with all other non-major funds presented in total in one column. In the case of the District, the general fund, building fund, and classroom facilities fund are by far the most significant funds, and the only governmental funds reported as major funds.

Basis of Accounting

The District has elected to present its financial statements on a cash basis of accounting. This cash basis of accounting is a comprehensive basis of accounting other than generally accepted accounting principles. The cash basis of accounting involves the measurement of cash and cash equivalents and changes in cash and cash equivalents resulting from cash receipt and disbursement transactions.

Essentially, the only assets reported on this strictly cash receipt and disbursement basis presentation in a statement of net assets will be cash, cash equivalents and investments. The statement of activities reports cash receipts and disbursements, or in other words, the sources and uses of cash and cash equivalents. Therefore, when reviewing the financial information and discussion within this annual report, the reader should keep in mind the limitations resulting from the use of the cash basis of accounting.

Reporting the District's Most Significant Funds

Fund financial statements provide detailed information about the District's major funds. The District establishes separate funds to better manage its many activities and to help demonstrate that money is restricted and how it may be used.

The funds of the District are split into two categories: governmental and business type. While the District uses many funds to account for its financial transactions, the fund financial statements focus on the District's most significant funds. The District's major governmental funds are the general fund, building fund and classroom facilities fund.

Governmental Funds - Most of the District activities are reported in governmental funds. The governmental fund financial statements provide a detailed view of the District's governmental operations and the basic services it provides. Governmental fund information helps determine whether there are more or fewer financial resources that can be spent to finance educational programs. The District's significant governmental funds are presented on the financial statements in separate columns. The information for non-major funds (funds whose activity or balances are not large enough to warrant separate reporting) is combined and presented in total in a single column.

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2009
UNAUDITED
(Continued)**

The District's major governmental funds are the general fund, building fund and classroom facilities fund.

Business-Type Fund – The Business-Type fund is used to account for the preschool tuition fund of the District. This fund is accounted for separately on the entity wide statements.

Fiduciary Funds - Fiduciary funds are used to account for resources held for the benefit of parties outside the District. Fiduciary funds are not reflected on the government-wide financial statements because the resources of these funds are not available to support the District's programs.

The District as a Whole

The following table provides a summary of the District's net assets for fiscal year 2009 compared to fiscal year 2008 on a cash basis.

Net Assets						
<i>Assets</i>	<i>Governmental Activities</i>		<i>Business-Type Activities</i>		<i>Totals</i>	
	2009	2008	2009	2008	2009	2008
Cash and Cash Equivalents	\$14,820,869	\$8,311,113	\$285,542	\$320,154	\$15,106,411	\$8,631,267
	2,055,659	1,399,209			2,055,659	1,399,209
<i>Total Assets</i>	16,876,528	9,710,322	285,542	320,154	17,162,070	10,030,476
 <i>Net Assets</i>						
Restricted for:						
Capital Projects	11,035,852	4,237,154			11,035,852	4,237,154
Debt Service	618,656	562,414			618,656	562,414
Set Asides	32,039	32,039			32,039	32,039
Other Purposes	792,435	701,767			792,435	701,767
Unrestricted	4,397,546	4,176,948	285,542	320,154	4,683,088	4,497,102
<i>Total Net Assets</i>	\$16,876,528	\$9,710,322	\$285,542	\$320,154	\$17,162,070	\$10,030,476

Over time, net assets can serve as a useful indicator of a government's financial position. At year-end, net assets were \$16,876,528 for governmental activities and \$285,542 for business type activities.

A portion of the District's net assets, \$12,478,982, represents resources that are subject to external restriction on how they may be used. The unrestricted net assets of \$4,683,088 from governmental and business-type activities may be used to meet the District's ongoing obligations to the students and creditors.

The following table reflects the changes in net assets on a cash basis in 2009 and 2008 for governmental activities and business-type activities.

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2009
UNAUDITED
(Continued)**

Change in Net Assets

	2009		2008	
	Governmental	Business-Type	Governmental	Business-Type
	Activities	Activities	Activities	Activities
<i>Receipts:</i>				
<i>Program Receipts:</i>				
Charges For Services and Sales	\$1,461,037	\$44,516	\$1,618,574	\$37,989
Operating Grants and Contributions	1,572,672		1,317,098	
Capital Grants and Contributions	951,998		10,166	
Total Program Receipts:	3,985,707	44,516	2,945,838	37,989
<i>General Cash Receipts and Transfers</i>				
Property Taxes	4,582,453		4,559,930	
Income Taxes	1,022,178		1,027,369	
Grants and Entitlements	6,136,255		5,868,779	
Sale of Notes	6,029,280			
Proceeds from Insurance Settlement	60,010			
Interest	152,843	9,115	206,699	11,438
Transfers	4,623			
Miscellaneous	141,345		209,706	
Total General Receipts and Transfers	18,128,987	9,115	11,872,483	11,438
Total Receipts and Transfers	22,114,694	53,631	14,818,321	49,427
<i>Disbursements:</i>				
<i>Instruction:</i>				
Regular	6,217,485		6,330,713	
Special	1,376,383		1,252,022	
Vocational	217,621		88,186	
Other	228,007		123,679	
<i>Support Services:</i>				
Pupil	473,207		480,848	
Instructional Staff	431,413		418,060	
Board of Education	47,658		45,053	
Administration	962,349		931,698	
Fiscal	349,535		343,821	
Business	1,331		1,492	
Operation and Maintenance of Plant	1,215,077		1,056,057	
Pupil Transportation	660,300		793,851	
Central	3,725		612	
Operation of Non-Instructional Services	329,238		284,065	
Operation of Food Services	578,252		561,853	
Extracurricular Activities	572,003		580,263	
Building Acquisition and Construction	275,342		2,456	
<i>Debt Service:</i>				
Principal Retirement	515,000		520,016	
Interest and Fiscal Charges	494,562		483,086	
Preschool		88,243		74,155
Total Disbursements	14,948,488	88,243	14,297,831	74,155
<i>Change in Net Assets</i>	<i>7,166,206</i>	<i>(34,612)</i>	<i>520,490</i>	<i>(24,728)</i>
Net Assets at Beginning of Year	9,710,322	320,154	9,189,832	344,882
Net Assets at End of Year	\$16,876,528	\$285,542	\$9,710,322	\$320,154

Net assets of the District's governmental activities increased \$7,166,206. Total governmental disbursements of \$14,948,488 were offset by program receipts of \$3,985,707 and general receipts of \$18,128,987. Program receipts supported 26.66% of the total governmental disbursements.

General receipts represent 81.98% of the District's total governmental receipts, and of this amount, 33.85% is made up of unrestricted grants and entitlements, 30.92% are local taxes and 33.26% are from the sale of notes. Other receipts are insignificant and somewhat unpredictable revenue sources.

The major program disbursements for governmental activities are for regular instruction, which accounts for 41.59% of all governmental disbursements. Other programs which support the instruction process, including pupils, instructional staff, and pupil transportation account for 10.47% of governmental

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2009
UNAUDITED
(Continued)**

The major program disbursements for governmental activities are for regular instruction, which accounts for 41.59% of all governmental disbursements. Other programs which support the instruction process, including pupils, instructional staff, and pupil transportation account for 10.47% of governmental disbursements. Administrative and fiscal services accounted for 8.78%. Maintenance of the District facilities is 8.13%.

Net assets of the District's business type activities decreased \$34,612. Total business type disbursements of \$88,243 were offset by program receipts of \$44,516 and general receipts of \$9,115. Program receipts supported 50.45 % of the total business type disbursements.

Governmental and Business Type Activities

The Statement of Activities shows the cost of program services and the charges for services and grants offsetting those services. The following table shows the total cost of services and the net cost of services. That is, it identifies the cost of these services supported by tax revenue and unrestricted state grants and entitlements.

	2009				2008			
	Governmental Activities		Business-Type Activities		Governmental Activities		Business-Type Activities	
	Total Cost of Service	Net Cost of Service	Total Cost of Service	Net Cost of Service	Total Cost of Service	Net Cost of Service	Total Cost of Service	Net Cost of Service
<i>Disbursements:</i>								
<i>Instruction:</i>								
Regular	\$6,217,485	\$5,679,751	\$88,243	\$43,727	\$6,330,713	\$5,724,748	\$74,155	\$36,166
Special	1,376,383	720,753			1,252,022	751,994		
Vocational	217,621	182,247			88,186	59,474		
Other	228,007	74,076			123,679	123,679		
<i>Support Services:</i>								
Pupil	473,207	395,417			480,848	416,091		
Instructional Staff	431,413	405,053			418,060	381,611		
Board of Education	47,658	47,658			45,053	44,967		
Administration	962,349	851,211			931,698	791,370		
Fiscal	349,535	349,535			343,821	343,821		
Business	1,331	1,331			1,492	1,492		
Operation and Maintenance of Plant	1,215,077	1,215,077			1,056,057	1,034,405		
Pupil Transportation	660,300	606,409			793,851	751,488		
Central	3,725	3,725			612	612		
Operation of Non-Instructional Services	329,238	129,444			284,065	58,034		
Operation of Food Services	578,252	(34,584)			561,853	(70,034)		
Extracurricular Activities	572,003	123,558			580,263	143,714		
Building Acquisition and Construction	275,342	(775,720)			2,456	(180,141)		
Debt Service	1,009,562	987,840			1,003,102	974,668		
<i>Total Disbursements</i>	<u>\$14,948,488</u>	<u>\$10,962,781</u>	<u>\$88,243</u>	<u>\$43,727</u>	<u>\$14,297,831</u>	<u>\$11,351,993</u>	<u>\$74,155</u>	<u>\$36,166</u>

The dependence upon tax and other general receipts for governmental activities is apparent, 82.80% of instruction activities are supported through taxes and other general receipts. For all governmental activities, general receipts support is 73.34%. The District's taxpayers, as a whole, are by far the primary support for District's students.

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2009
UNAUDITED
(Continued)**

The District's Funds

Total governmental funds had receipts and other financing sources of \$25,337,867 and disbursements and other financing uses of \$18,171,661. The greatest change within governmental funds occurred within the classroom facilities fund. Receipts were in excess of disbursements in the classroom facilities fund by \$10,137,380. Fiscal year 2009 general fund deficit spending was avoided partially due to the increase in property taxes, and intergovernmental revenues. The District will continue to look for ways to reduce expenditures without hurting the educational process.

General Fund Budgeting Highlights

The District's budget is prepared according to Ohio law and is based on accounting for certain transactions on a basis of cash receipts, disbursements and encumbrances. The most significant budgeted fund is the general fund.

During 2009, the District did not amend its general fund budget. For the general fund, original and final budgeted receipts and other financing sources were \$11,790,000. Actual receipts and other financing sources for 2009 were \$11,842,977.

General fund original and final budgeted appropriations (appropriated disbursements plus other financing uses) totaled \$12,106,703. The actual budget basis disbursements and other financing uses for 2009 totaled \$11,871,360.

Capital Assets and Debt Administration

Capital Assets

The District's capital assets are not reflected in the other comprehensive basis of accounting statements, however the District does track capital assets through the State provided software program.

Debt Administration

At June 30, 2009, the District had \$11,354,995 in general obligation bonds outstanding. Of this total \$379,654 is due within one year and \$10,975,341 is due within greater than one year. The District also issued \$6,000,000 in bond anticipation notes during 2009 for the construction of two new elementary buildings. See Notes 11 and 12 to the basic financial statements for additional information on the District's debt administration.

Current Financial Related Activities

Ottawa-Glandorf Local School District continues to receive strong support from the residents of the District. As the preceding information shows, the District relies heavily on its local property taxpayers.

Calendar year 2005 was a reappraisal year for the District and as a result, real estate tax collections for 2007 showed a modest increase. Tangible personal property tax is being phased out beginning January 1, 2006. The tax is being phased out in equal installments of 25% a year from 2006 to 2009. Tangible personal property tax is collected concurrent with the calendar year. The last year the District will collect the tax will be 2010. The District will receive reimbursements from the state for the first five years of the phase out. After that the reimbursements will be phased out.

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2009
UNAUDITED
(Continued)**

The District's income tax collections were steady. Collections for 2009 were \$1,022,178. This represents a .51% decrease from 2008.

The District's management will continue to be challenged to provide the resources necessary to meet student needs and stay within the budget anticipated in the five-year forecast. The five-year forecast is utilized by management to effectively and efficiently manage the District's resources. The Superintendent utilizes a Superintendent's Advisory Committee and the Treasurer has a Community Finance & Audit Committee. These committees are used to both help get information out to the community and to solicit input on the goals, program needs and current focus of the District. Both of these committees are made up of District residents with a wide variety of backgrounds. These committees have proven instrumental in both reviewing where the District is currently and in planning for the future.

Contacting the District's Financial Management

This financial report is designed to provide our citizens, taxpayers, and investors and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. If you have questions about this report or need additional financial information contact Mrs. Kathy Fruchey, Treasurer, Ottawa-Glandorf Local School District, 630 Glendale Avenue, Ottawa, Ohio 45875-1162.

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**Statement of Net Assets - Cash Basis
June 30, 2009**

	Governmental Activities	Business - Type Activities	Total
Assets			
Equity in Pooled Cash & Cash Equivalents	\$14,820,869	\$285,542	\$15,106,411
Investments	2,055,659		2,055,659
<i>Total Assets</i>	<u>\$16,876,528</u>	<u>\$285,542</u>	<u>\$17,162,070</u>
Net Assets			
Restricted for:			
Capital Projects	\$11,035,852		\$11,035,852
Debt Service	618,656		618,656
Set Asides	32,039		32,039
Other Purposes	792,435		792,435
Unrestricted	4,397,546	\$285,542	4,683,088
<i>Total Net Assets</i>	<u>\$16,876,528</u>	<u>\$285,542</u>	<u>\$17,162,070</u>

See accompanying notes to the basic financial statements

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**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**Statement of Activities - Cash Basis
For the Fiscal Year Ended June 30, 2009**

	Program Cash Receipts			
	Cash Disbursements	Charges for Services and Sales	Operating Grants and Contributions	Capital Grants and Contributions
Governmental Activities				
Instruction:				
Regular	\$6,217,485	\$420,916	\$116,818	
Special	1,376,383		655,630	
Vocational	217,621		35,374	
Other	228,007		153,931	
Support Services:				
Pupil	473,207		77,790	
Instructional Staff	431,413		26,360	
Board of Education	47,658			
Administration	962,349		111,138	
Fiscal	349,535			
Business	1,331			
Operation and Maintenance of Plant	1,215,077			
Pupil Transportation	660,300	13,615	20,659	\$19,617
Central	3,725			
Operation of Non-Instructional Services	329,238	2,014	197,780	
Operation of Food Services	578,252	443,961	168,875	
Extracurricular Activities	572,003	440,128	8,317	
Building Acquisition and Construction	275,342	118,681		932,381
Debt Service:				
Principal Retirement	515,000	21,722		
Interest and Fiscal Charges	494,562			
<i>Total Governmental Activities</i>	14,948,488	1,461,037	1,572,672	951,998
Business Type Activity				
Preschool	88,243	44,516		
Total	\$15,036,731	\$1,505,553	\$1,572,672	\$951,998

General Receipts

Property Taxes Levied for:

General Purposes

Debt Service

Capital Outlay

Classroom Facilities Maintenance

Income Taxes

Grants and Entitlements not Restricted to Specific Programs

Interest

Sale of Bond Anticipation Notes

Proceeds From Insurance Settlement

Transfers

Miscellaneous

Total General Receipts and Transfers

Change in Net Assets

Net Assets Beginning of Year

Net Assets End of Year

See accompanying notes to the basic financial statements

Net (Disbursements) Receipts and Changes in Net Assets

<u>Governmental Activities</u>	<u>Business-Type Activities</u>	<u>Total</u>
(5,679,751)		(5,679,751)
(720,753)		(720,753)
(182,247)		(182,247)
(74,076)		(74,076)
(395,417)		(395,417)
(405,053)		(405,053)
(47,658)		(47,658)
(851,211)		(851,211)
(349,535)		(349,535)
(1,331)		(1,331)
(1,215,077)		(1,215,077)
(606,409)		(606,409)
(3,725)		(3,725)
(129,444)		(129,444)
34,584		34,584
(123,558)		(123,558)
775,720		775,720
(493,278)		(493,278)
(494,562)		(494,562)
(10,962,781)		(10,962,781)
	<u>(\$43,727)</u>	<u>(43,727)</u>
<u>(\$10,962,781)</u>	<u>(\$43,727)</u>	<u>(\$11,006,508)</u>
3,540,466		3,540,466
878,407		878,407
122,176		122,176
41,404		41,404
1,022,178		1,022,178
6,136,255		6,136,255
152,843	9,115	161,958
6,029,280		6,029,280
60,010		60,010
4,623		4,623
141,345		141,345
<u>18,128,987</u>	<u>9,115</u>	<u>18,138,102</u>
7,166,206	(34,612)	7,131,594
<u>9,710,322</u>	<u>320,154</u>	<u>10,030,476</u>
<u>\$16,876,528</u>	<u>\$285,542</u>	<u>\$17,162,070</u>

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**Statement of Assets and Fund Balances - Cash Basis
Governmental Funds
June 30, 2009**

	General	Building	Classroom Facilities	Other Governmental Funds	Total Governmental Funds
Assets					
Equity in Pooled Cash and Cash Equivalents	\$4,397,546	\$1	\$8,081,721	\$2,286,473	\$14,765,741
Investments			2,055,659		2,055,659
Restricted Assets:					
Equity in Pooled Cash and Cash Equivalents	55,128				55,128
<i>Total Assets</i>	<u>\$4,452,674</u>	<u>\$1</u>	<u>\$10,137,380</u>	<u>\$2,286,473</u>	<u>\$16,876,528</u>
Fund Balances					
Reserved for Encumbrances	\$268,598		\$572,319	\$50,492	\$891,409
Reserved for Bus Purchases	23,089				23,089
Reserved for Bureau of Workers Compensation Refunds	32,039				32,039
Unreserved:					
Designated for Budget Stabilization	197,862				197,862
Designated for Termination Benefits				319,044	319,044
Undesignated, Reported in:					
General Fund	3,931,086				3,931,086
Special Revenue Funds				409,445	409,445
Debt Service Fund				618,656	618,656
Capital Projects Funds		\$1	9,565,061	888,836	10,453,898
<i>Total Fund Balances</i>	<u>\$4,452,674</u>	<u>\$1</u>	<u>\$10,137,380</u>	<u>\$2,286,473</u>	<u>\$16,876,528</u>

See accompanying notes to the basic financial statements

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**Statement of Cash Receipts, Disbursements and Changes in Fund Balances - Cash Basis
Governmental Funds
For the Fiscal Year Ended June 30, 2009**

	General	Building	Classroom Facilities	Other Governmental Funds	Total Governmental Funds
Receipts					
Taxes					
Property Taxes	\$3,540,466			\$1,041,987	\$4,582,453
Income Taxes	1,022,178				1,022,178
Intergovernmental	6,505,311		\$932,381	1,223,233	8,660,925
Interest	152,843	\$23,640	55,919	67,542	299,944
Tuition and Fees	420,916				420,916
Extracurricular Activities				440,128	440,128
Transportation Fees	13,615				13,615
Charges for Services				439,277	439,277
Miscellaneous	113,511			27,834	141,345
<i>Total Receipts</i>	<u>11,768,840</u>	<u>23,640</u>	<u>988,300</u>	<u>3,240,001</u>	<u>16,020,781</u>
Disbursements					
Instruction:					
Regular	6,108,933			108,552	6,217,485
Special	1,156,574			219,809	1,376,383
Vocational	217,621				217,621
Other Instruction	93,206			134,801	228,007
Support Services:					
Pupil	387,950			85,257	473,207
Instructional Staff	394,682			36,731	431,413
Board of Education	47,658				47,658
Administration	842,796			119,553	962,349
Fiscal	317,527			32,008	349,535
Business	1,331				1,331
Operation and Maintenance of Plant	1,068,581			146,496	1,215,077
Pupil Transportation	635,789			24,511	660,300
Central	3,725				3,725
Operation of Non-Instructional Services	2,052			327,186	329,238
Operation of Food Services				578,252	578,252
Extracurricular Activities	296,028			275,975	572,003
Facilities acquisition and improvement	8,309		40,196	226,837	275,342
Debt Service:					
Principal Retirement				515,000	515,000
Interest and Fiscal Charges			29,050	465,512	494,562
<i>Total Disbursements</i>	<u>11,582,762</u>	<u>23,640</u>	<u>69,246</u>	<u>3,296,480</u>	<u>14,948,488</u>
<i>Excess of Receipts Over/(Under) Disbursements</i>	<u>186,078</u>	<u>23,640</u>	<u>919,054</u>	<u>(56,479)</u>	<u>1,072,293</u>
Other Financing Sources (Uses)					
Sale of Notes			6,000,000		6,000,000
Discount on Debt Issue			29,280		29,280
Proceeds from Insurance Settlement	60,010				60,010
Transfers In			3,189,046	24,623	3,213,669
Transfers Out	(20,000)	(2,398,394)		(790,652)	(3,209,046)
Advances In	14,127				14,127
Advances Out				(14,127)	(14,127)
<i>Total Other Financing Sources (Uses)</i>	<u>54,137</u>	<u>(2,398,394)</u>	<u>9,218,326</u>	<u>(780,156)</u>	<u>6,093,913</u>
<i>Net Change in Fund Balances</i>	240,215	(2,374,754)	10,137,380	(836,635)	7,166,206
<i>Fund Balances Beginning of Year</i>	<u>4,212,459</u>	<u>2,374,755</u>	<u> </u>	<u>3,123,108</u>	<u>9,710,322</u>
<i>Fund Balances End of Year</i>	<u>\$4,452,674</u>	<u>\$1</u>	<u>\$10,137,380</u>	<u>\$2,286,473</u>	<u>\$16,876,528</u>

See accompanying notes to the basic financial statements

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**Statement of Receipts, Disbursements and Changes in Fund Balance
Budget and Actual - Budget Basis
General Fund
For the Fiscal Year Ended June 30, 2009**

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
Receipts				
Property Taxes	\$3,541,132	\$3,541,132	\$3,540,466	(\$666)
Income Taxes	1,022,500	1,022,500	1,022,178	(322)
Intergovernmental	6,489,997	6,489,997	6,505,311	15,314
Interest	125,000	125,000	152,843	27,843
Tuition and Fees	423,737	423,737	420,916	(2,821)
Transportation Fees	12,000	12,000	13,615	1,615
Miscellaneous	101,480	101,480	113,511	12,031
<i>Total Receipts</i>	<u>11,715,846</u>	<u>11,715,846</u>	<u>11,768,840</u>	<u>52,994</u>
Disbursements				
Instruction:				
Regular	6,244,355	6,244,355	6,169,514	74,841
Special	1,136,844	1,136,844	1,156,574	(19,730)
Vocational	242,791	242,791	242,620	171
Other	91,354	91,354	93,206	(1,852)
Support Services:				
Pupil	394,831	394,831	388,131	6,700
Instructional Staff	412,121	412,121	395,572	16,549
Board of Education	53,195	53,195	47,658	5,537
Administration	925,640	925,640	860,845	64,795
Fiscal	333,023	333,023	323,434	9,589
Business	10	10	1,331	(1,321)
Operation and Maintenance of Plant	1,188,091	1,188,091	1,154,444	33,647
Pupil Transportation	759,420	759,420	705,390	54,030
Central	4,747	4,747	4,251	496
Operation of Non-Instructional Services	2,349	2,349	2,052	297
Extracurricular Activities	305,432	305,432	296,028	9,404
Facilities acquisition and construction	12,500	12,500	10,310	2,190
<i>Total Disbursements</i>	<u>12,106,703</u>	<u>12,106,703</u>	<u>11,851,360</u>	<u>255,343</u>
<i>Excess of Disbursements Over Receipts</i>	<u>(390,857)</u>	<u>(390,857)</u>	<u>(82,520)</u>	<u>308,337</u>
Other Financing Sources (Uses)				
Proceeds from Insurance Settlement	60,027	60,027	60,010	(17)
Transfers Out			(20,000)	(20,000)
Advances In	14,127	14,127	14,127	
<i>Total Other Financing Sources (Uses)</i>	<u>74,154</u>	<u>74,154</u>	<u>54,137</u>	<u>(20,017)</u>
<i>Net Change in Fund Balance</i>	(316,703)	(316,703)	(28,383)	288,320
<i>Fund Balance Beginning of Year</i>	3,913,289	3,913,289	3,913,289	
Prior Year Encumbrances Appropriated	299,170	299,170	299,170	
<i>Fund Balance End of Year</i>	<u>\$3,895,756</u>	<u>\$3,895,756</u>	<u>\$4,184,076</u>	<u>\$288,320</u>

See accompanying notes to the basic financial statements

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**Statement of Fund Net Assets - Cash Basis
Preschool Fund
For the Fiscal Year Ended June 30, 2009**

	<u>Preschool Fund</u>
Assets	
Equity in Pooled Cash and Cash Equivalents	<u><u>\$285,542</u></u>
Net Assets	
Unrestricted	<u><u>\$285,542</u></u>

See accompanying notes to the basic financial statements

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**Statement of Cash Receipts, Disbursements and Changes in
Fund Net Assets - Cash Basis
Preschool Fund
For the Fiscal Year Ended June 30, 2009**

	<u>Preschool Fund</u>
Operating Receipts	
Charges for Services	<u>\$44,516</u>
Operating Disbursements	
Personal Services	81,892
Materials and Supplies	<u>6,351</u>
<i>Total Operating Disbursements</i>	<u>88,243</u>
<i>Operating Loss</i>	(43,727)
Non-Operating Receipts	
Interest	<u>9,115</u>
<i>Change in Net Assets</i>	(34,612)
<i>Net Assets Beginning of Year</i>	<u>320,154</u>
<i>Net Assets End of Year</i>	<u><u>\$285,542</u></u>

See accompanying notes to the basic financial statements

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**Statement of Fiduciary Net Assets - Cash Basis
Fiduciary Funds
For the Fiscal Year Ended June 30, 2009**

	<u>Agency</u>
Assets	
Equity in pooled cash and cash equivalents	<u><u>\$33,088</u></u>
Net Assets	
Held in trust for students	<u><u>\$33,088</u></u>

See accompanying notes to the basic financial statements

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2009**

NOTE 1 – REPORTING ENTITY

Ottawa-Glandorf Local School District (the District) is organized under Article VI, Sections 2 and 3 of the Constitution of the State of Ohio. The District operates under a locally-elected Board form of government consisting of five members elected at-large for staggered four year terms. The District provides educational services as authorized by state and federal guidelines.

The District was established in 1962 through the consolidation of existing land areas and school districts. The District serves an area of approximately 66 square miles. It is located in Putnam County and includes the entire Village of Ottawa and Glandorf, all of and portions of surrounding townships. The District is the 313 largest in the State of Ohio (among 612 school districts) in terms of enrollment. It is staffed by 70 classified employees, 99 certified teaching personnel, and 7 administrative employees who provide services to 1,482 students and other community members. The District currently operates 3 buildings.

The reporting entity is composed of the primary government and other organizations that are included to insure the financial statements are not misleading.

A. Primary Government

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

B. Component Units

Component units are legally separate organizations for which the District is financially accountable. The District is financially accountable for an organization if the District appoints a voting majority of the organization's governing board and (1) the District is able to significantly influence the programs or services performed or provided by the organization; or (2) the District is legally entitled to or can otherwise access the organization's resources; the District is legally obligated or has otherwise assumed the responsibility to finance the deficits of, or provide financial support to, the organization; or the District is obligated for the debt of the organization. The District is also financially accountable for any organizations that are fiscally dependent on the District in that the District approves the budget, the issuance of debt, or the levying of taxes. Component units also include legally separate, tax-exempt entities whose resources are for the direct benefit of the District, are accessible to the District and are significant in amount to the District. The District has no component units.

C. Joint Venture

The District participates in three jointly governed organizations and three public entity risk pools. These organizations are:

Jointly Governed Organizations:

Northwest Ohio Area Computer Services Cooperative;
Millstream Cooperative Career Center;
Northwestern Ohio Educational Research Council, Inc.

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2009
(Continued)**

NOTE 1 – REPORTING ENTITY (CONTINUED)

Public Entity Risk Pools:

Schools of Ohio Risk Sharing Authority
Ohio School Board Association Workers' Compensation Group Rating Program
Putnam County School Insurance Group

These organizations are presented in Notes 8 and 15 to the basic financial statements.

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

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

As discussed further in Note 2.C, these financial statements are presented on a cash basis of accounting. This cash basis of accounting differs from accounting principles generally accepted in the United States of America (GAAP). Generally accepted accounting principles include all relevant Governmental Accounting Standards Board (GASB) pronouncements, which have been applied to the extent they are applicable to the cash basis of accounting. In the government-wide financial statements and the fund financial statements for the proprietary funds, Financial Accounting Standards Board (FASB) pronouncements and Accounting Principles Board (APB) opinions issued on or before November 30, 1989, have been applied, to the extent they are applicable to the cash basis of accounting, unless those pronouncements conflict with or contradict GASB pronouncements, in which case GASB prevails. The District does not apply FASB statements issued after November 30, 1989, to its business-type activities and to its enterprise funds. Following are the more significant of the District's accounting policies.

A. Basis of Presentation

The District's basic financial statements consist of government-wide financial statements, including a statement of net assets and a statement of activities, and fund financial statements which provide a more detailed level of financial information.

Government-Wide Financial Statements

The statement of net assets and the statement of activities display information about the District as a whole. These statements include the financial activities of the primary government, except for fiduciary funds. The statements distinguish between those activities of the District that are governmental in nature and those that are considered business-type activities. Governmental activities generally are financed through taxes, intergovernmental receipts or other nonexchange transactions. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services.

The statement of net assets presents the cash balance of the governmental (and business-type) activities of the District at fiscal year end. The statement of activities compares disbursements with program receipts for each function or program of the District's governmental (and business-type) activities. Disbursements are reported by function. A function is a group of related activities designed to accomplish a major service or regulatory program for which the District is responsible. Program receipts include charges paid by the recipient of the program's goods or services, grants and contributions restricted to meeting the operational or capital requirements of a particular program, and receipts of interest earned on grants that are required to be used to support a particular program. General receipts are all receipts not classified as program receipts, with certain limited exceptions. The comparison of direct disbursements

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2009
(Continued)**

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

with program receipts identifies the extent to which each governmental function is self-financing on a cash basis or draws from the District's general receipts.

Fund Financial Statements

During the fiscal year, the District segregates transactions related to certain District functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. Fund financial statements are designed to present financial information of the District at this more detailed level. The focus of governmental and enterprise fund financial statements is on major funds. Each major fund is presented in a separate column. Nonmajor funds are aggregated and presented in a single column. Fiduciary funds are reported by type.

Proprietary fund statements distinguish operating transactions from nonoperating transactions. Operating receipts generally result from exchange transactions such as charges for services directly relating to the fund's principal services. Operating disbursements include costs of sales and services and administrative costs. The fund statements report all other receipts and disbursements as nonoperating.

B. Fund Accounting

The District uses funds to maintain its financial records during the fiscal year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. The funds of the District are divided into three categories, governmental, proprietary and fiduciary.

Governmental Funds

The District classifies funds financed primarily from taxes, intergovernmental receipts (e.g. grants), and other nonexchange transactions as governmental funds. The following are the District's major governmental funds:

General Fund – The General Fund is used to account for all financial resources, except those required to be accounted for in another fund. The General Fund balance is available for any purpose provided it is disbursed or transferred according to Ohio law.

Building Fund – The Building Fund accounts for debt proceeds and interest accumulated for the District's Ohio School Facilities Commission project.

Classroom Facilities Fund – The Classroom Facilities Fund accounts for the receipts and disbursements related to the District's Ohio School Facilities Commission project to build two new elementary schools.

The other governmental funds of the District account for grants and other resources whose use is restricted to a particular purpose.

Proprietary Funds

A District fund operates similar to business enterprises, where user charges (i.e. charges for services) provide significant resources for the activity. The District classifies this as an enterprise fund. The following is the District's enterprise fund:

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2009
(Continued)**

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Enterprise Fund – The District’s major enterprise fund accounts for preschool tuition and fees.

Fiduciary Funds

The fiduciary fund category is split into four classifications: pension trust funds, investment trust funds, private purpose trust funds, and agency funds. Agency funds are custodial in nature. The District’s agency fund accounts for various student-managed activities.

C. Basis of Accounting

The District’s financial statements are prepared using the cash basis of accounting. Receipts are recorded in the District’s financial records and reported in the financial statements when cash is received rather than when earned and disbursements are recorded when cash is paid rather than when a liability is incurred.

As a result of the use of this cash basis of accounting, certain assets and their related receipts (such as accounts receivable and revenue for billed or provided services not yet collected) and certain liabilities and their related disbursements (such as accounts payable and disbursements for goods or services received but not yet paid, and accrued disbursements and liabilities) are not recorded in these financial statements.

D. Budgetary Process

All funds, except agency funds, are legally required to be budgeted and appropriated. The major documents prepared are the tax budget, the certificate of estimated resources, and the appropriations resolution, all of which are prepared on the budgetary basis of accounting. The tax budget demonstrates a need for existing or increased tax rates. The certificate of estimated resources establishes a limit on the amount the Board of Education may appropriate. The appropriations resolution is the Board’s authorization to spend resources and sets annual limits on cash disbursements plus encumbrances at the level of control selected by the Board. The legal level of control has been established by the Board at the fund level for all funds. Budgetary allocations at the function and object level within all funds are made by the Treasurer.

The certificate of estimated resources may be amended during the fiscal year if projected increases or decreases in receipts are identified by the Treasurer. The amounts reported as the original budgeted amounts on the budgetary statements reflect the amounts on the certificate of estimated resources when the original appropriations were adopted. The amounts reported as the final budgeted amounts on the budgetary statements reflect the amounts on the amended certificate of estimated resources in effect at the time final appropriations were passed by the Board.

The appropriation resolution is subject to amendment throughout the year with the restriction that appropriations cannot exceed estimated resources. The amounts reported as the original budgeted amounts reflect the first appropriation resolution for that fund that covered the entire fiscal year, including amounts automatically carried forward from prior fiscal years. The amounts reported as the final budgeted amounts represent the final appropriation amounts passed by the Board during the fiscal year.

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2009
(Continued)**

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

E. Cash and Investments

To improve cash management, cash received by the District is pooled and invested. Monies for all funds are maintained in this pool. Individual fund integrity is maintained through District records. Interest in the pool is presented as “Equity in Pooled Cash and Cash Equivalents”.

Investments of the District’s cash management pool and investments with an original maturity of three months or less at the time they are purchased by the District are presented on the financial statements as cash equivalents. Investments with an initial maturity of more than three months that were not purchased from the pool are reported as investments.

Investments are reported as assets. Accordingly, purchases of investments are not recorded as disbursements, and sales of investments are not recorded as receipts. Gains or losses at the time of sale are recorded as receipts or negative receipts (contra revenue), respectively.

During 2009, the District invested in federal agency securities. Investments are reported at cost.

Following Ohio statutes, the Board of Education has, by resolution, specified the funds to receive an allocation of interest earnings. Interest receipts credited to the general fund during fiscal year 2009 was \$152,843 which included \$32,186 assigned from other District funds.

F. Restricted Assets

Assets are reported as restricted when limitations on their use change the nature or normal understanding of the availability of the asset. Such constraints are either imposed by creditors, contributors, grantors, or laws of other governments, or imposed by law through constitutional provisions or enabling legislation. Restricted assets represent amounts required by State statute to be set aside for Bureau of Workers Compensation refunds and school bus purchases.

G. Inventory and Prepaid Items

The District reports disbursements for inventory and prepaid items when paid. These items are not reflected as assets in the accompanying financial statements.

H. Capital Assets

Acquisitions of property, plant and equipment are recorded as disbursements when paid. These items are not reflected as assets in the accompanying financial statements.

I. Interfund Receivables/Payables

The District reports advances-in and advances-out for interfund loans. These items are not reflected as assets and liabilities in the accompanying financial statements.

J. Accumulated Leave

In certain circumstances, such as upon leaving employment or retirement, employees are entitled to cash payments for unused leave. Unpaid leave is not reflected as a liability under the District’s cash basis of accounting.

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2009
(Continued)**

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

K. Employer Contributions to Cost-Sharing Pension Plans

The District recognizes the disbursement for employer contributions to cost-sharing pension plans when they are paid. As described in Notes 9 and 10, the employer contributions include portions for pension benefits and for postretirement health care benefits.

L. Long-Term Obligations

The District's cash basis financial statements do not report liabilities for bonds and other long-term obligations. Proceeds of debt are reported when cash is received and principal and interest payments are reported when paid. Since recording a capital asset when entering into a capital lease is not the result of a cash transaction, neither another financing source nor capital outlay expenditure are reported at inception. Lease payments are reported when paid.

M. Net Assets

Net assets are reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the District or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. Net assets restricted for other purposes include resources restricted for food service operations, music and athletic programs, and federal and state grants restricted to cash disbursement for specified purposes.

The District applies restricted resources when an expense is incurred for purpose for which both restricted and unrestricted net assets are available.

N. Fund Balance Reserves

The District reserves any portion of fund balances which is not available for appropriation or which is legally segregated for a specific future use. A designation of fund balance represents a self-imposed limitation on the use of available expendable resources by the Board of Education. The designation for termination benefits represents monies set aside by the Board for future payment of termination benefits. The amount set-aside by the Board for budget stabilization is reported as a designation of fund balance in the general fund. Unreserved and undesignated fund balance indicates that portion of fund balance which is available for appropriation in future periods. Fund balance reserves have been established for encumbrances, bus purchases, and Bureau of Workers Compensation refunds.

NOTE 3 – COMPLIANCE

Ohio Administrative Code, Section 117-2-03 (B), requires the District to prepare its annual financial report in accordance with generally accepted accounting principles. However, the District prepared its financial statements on a cash basis, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. The accompanying financial statements omit assets, liabilities, net assets/fund balances, and disclosures that, while material, cannot be determined at this time. The District can be fined and various other administrative remedies may be taken against the District.

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2009
(Continued)**

NOTE 4 – BUDGETARY BASIS OF ACCOUNTING

The budgetary basis as provided by law is based upon accounting for certain transactions on the basis of cash receipts, disbursements, and encumbrances. The Statement of Receipts, Disbursements and Changes in Fund Balance – Budget and Actual – Budgetary Basis presented for the general fund is prepared on the budgetary basis to provide a meaningful comparison of actual results with the budget. The difference between the budgetary basis and the cash basis is outstanding year end encumbrances are treated as cash disbursements (budgetary basis) rather than as a reservation of fund balance (cash basis).

The encumbrances outstanding at year end (budgetary basis) amounted to \$268,598 in the General Fund.

NOTE 5 – DEPOSITS AND INVESTMENTS

Monies held by the District are classified by State statute into three categories.

Active monies are public monies determined to be necessary to meet current demands upon the District treasury. Active monies must be maintained either as cash in the 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 five 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 passbook accounts.

Interim monies held by the District can be deposited or invested in the following securities:

1. United States Treasury bills, bonds, notes, or any other obligation or security issued by the United States Treasury, or any other obligation guaranteed as to principal and interest by the United States;
2. Bonds, notes, debentures, or any other obligation or security issued by any 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 the market value of the securities subject to the repurchase agreement must exceed the principal value of the agreement by at least 2 percent and be marked to market daily, and the term of the agreement must not exceed thirty days;
4. Bonds and other obligations of the State of Ohio or Ohio local governments;

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2009
(Continued)**

NOTE 5 – DEPOSITS AND INVESTMENTS (CONTINUED)

5. Time certificates of deposit or savings or deposit accounts including, but not limited to, passbook accounts;
6. No-load money market mutual funds consisting exclusively of obligations described in division (1) or (2) and repurchase agreements secured by such obligations, provided that investments in securities described in this division are made only through eligible institutions;
7. The State Treasurer's investment pool (STAR Ohio).

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.

At year end, the District had \$1,075 in undeposited cash on hand which is included as part of "Equity in Pooled Cash and Cash Equivalents".

Deposits

Custodial credit risk for deposits is the risk that in the event of bank failure, the District will not be able to recover deposits or collateral securities that are in the possession of an outside party. At year end, \$800,431 of the District's bank balance of \$11,787,282 was exposed to custodial credit risk because it was uninsured and collateralized with securities held by the pledging financial institution's trust department or agent, but not in the District's name.

The District has no deposit policy for custodial risk beyond the requirements of State statute. Ohio law requires that deposits be either insured or be protected by eligible securities pledged to and deposited either with the District or a qualified trustee by the financial institution as security for repayment, or by a collateral pool of eligible securities deposited with a qualified trustee and pledged to secure the repayment of all public monies deposited in the financial institution whose market value at all times shall be at least one hundred five percent of the deposits being secured.

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2009
(Continued)**

NOTE 5 – DEPOSITS AND INVESTMENTS (CONTINUED)

Investments

As of June 30, 2009, the District had the following investments:

<u>Investment Type</u>	<u>Balance at Fair Value</u>	<u>6 Months or Less</u>	<u>13 to 18 Months</u>	<u>19 to 24 Months</u>	<u>Over 24 Months</u>
Federal Home Loan Bank	\$1,012,673	\$100,219	\$351,858	\$106,000	\$454,596
Federal National Mortgage Association	2,813,779			551,892	2,261,887
Federal Home Loan Mortgage Corporation	953,725			953,725	
Federal Farm Credit Banks	350,875			350,875	
Total Investments	<u>\$5,131,052</u>	<u>\$100,219</u>	<u>\$351,858</u>	<u>\$1,962,492</u>	<u>\$2,716,483</u>

The weighted average maturity of investments is 2.16 years.

Interest Rate Risk: Interest rate risk arises because potential purchasers of debt securities will not agree to pay face value for those securities if interest rates subsequently increase. As a means of limiting its exposure to fair value losses arising from rising interest rates and according to state law, the District's investment policy limits portfolio maturities to five years or less.

Credit Risk: The Federal Home Loan Bank Notes, Federal National Mortgage Association Notes, Federal Home Loan Mortgage Corporation Notes, and the Federal Farm Credit Bank Notes carry a rating of AAA and Aaa by Standards & Poor's and Moody's Investor Services, respectively. The District has no investment policy dealing with investment credit risk beyond the requirements in state statutes.

Concentration of Credit Risk: The District places no limit on the amount that may be invested in any one issuer. The following table includes the percentage of each investment type held by the District at June 30, 2009:

	<u>Fair Value</u>	<u>Percent of Balance</u>
Federal Home Loan Bank	\$1,012,673	19.73%
Federal National Mortgage Association	2,813,779	54.84%
Federal Home Loan Mortgage Corporation	953,725	18.59%
Federal Farm Credit Bank	350,875	6.84%
Total Investments	<u>\$5,131,052</u>	<u>100.00%</u>

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2009
(Continued)**

NOTE 6 – PROPERTY TAXES

Property taxes are levied and assessed on a calendar year basis while the District's fiscal year runs from July through June. First half tax distributions are received by the District in the second half of the fiscal year. Second half tax distributions are received in the first half of the following fiscal year.

Property taxes include amounts levied against all real property, public utility property, and tangible personal (used in business) property located in the District. Real property tax receipts received in calendar year 2009 represent the collection of calendar year 2008 taxes. Real property taxes received in calendar year 2009 were levied after April 1, 2008, on the assessed values as of January 1, 2008, the lien date. Assessed values for real property taxes are established by State statute at 35 percent of appraised market value. Real property taxes are payable annually or semiannually. If paid annually, payment is due December 31; if paid semiannually, 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.

Public utility property tax receipts received in calendar year 2009 represent the collection of calendar year 2008 taxes. Public utility real and tangible personal property taxes received in calendar year 2009 became a lien on December 31, 2007, were levied after April 1, 2008, and are collected with real property taxes. Public utility real property is assessed at 35 percent of true value; public utility tangible personal property is currently assessed at varying percentages of true value.

The District receives property taxes from Putnam County. The County Auditors periodically advance to the District its portion of the taxes collected. Second-half real property tax payments collected by the counties by June 30, 2009, are available to finance fiscal year 2009 operations. The amount available to be advanced can vary based on the date the tax bills are sent.

The assessed values upon which fiscal year 2009 taxes were collected are:

	2008 Second- Half Collections		2009 First- Half Collections	
	Amount	Percent	Amount	Percent
Real Property:				
Agricultural/Residential	\$164,836,650	95.04%	\$174,172,350	97.03%
Public Utility Property	5,182,220	2.99	5,211,790	2.90
Tangible Personal Property	3,414,900	1.97	126,600	.07
Total Assessed Value	<u>\$173,433,770</u>	<u>100.00%</u>	<u>\$179,510,740</u>	<u>100.00%</u>
Tax rate per \$1,000 of assessed valuation	\$29.78		\$30.01	

NOTE 7 – INCOME TAXES

The District levies a voted tax of one-half percent for general operations on the income of residents and of estates. The tax was effective on January 1, 1993, and is a continuing tax. Employers of residents are required to withhold income tax on compensation and remit the tax to the State. Taxpayers are required to file an annual return. The State makes quarterly distributions to the District after withholding amounts for administrative fees and estimated refunds. Income tax receipts are recorded in the general fund.

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2009
(Continued)**

NOTE 8 – RISK MANAGEMENT

A. Schools of Ohio Risk Sharing Authority

The 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 disaster. During fiscal year 2009, the District contracted for the following insurance coverage.

Coverage provided through the Schools of Ohio Risk Sharing Authority (SORSA) is as follows:

	<u>Coverage</u>
Property including inland marine – replacement cost (\$500 deductible)	\$40,526,562
Employee Dishonesty Liability	100,000
Automobile Liability	11,000,000
Uninsured Motorists	2,000,000
Medical Payments - per occurrence	5,000
Educator's Legal Liability – errors or omissions	11,000,000
General District Liability	
Per occurrence	11,000,000
Total per year	11,000,000
Umbrella Liability	13,000,000

Settled claims have none exceeded this commercial coverage in any of the past three years.

SORSA financial statements are available by contacting Patrick Shaver, Schools of Ohio Risk Sharing Authority, 8050 North High St., Columbus, Ohio 43235.

B. Ohio School Boards Association Workers' Compensation Group Rating Program

The District participates in the Ohio School Board Association's Worker's Compensation Group Rating Program (GRP), an insurance purchasing pool. The GRP is intended to reduce premiums for the participants. 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. Participation in the GRP is limited to educational entities that can meet the GRP's selection criteria. Each participant must apply annually. The GRP provides the participants with a centralized program for processing, analysis and management of worker's compensation claims and a risk management program to assist in developing safer work environments. Each participant must pay its premiums, enrollment or other fees, and perform its obligations in accordance with the terms of the agreement. The GRP's business and affairs are conducted by a 25 member Board of Directors consisting of two representatives from each county elected by a majority vote of all charter member schools within each county plus one representative from the fiscal agency A-site. The Treasurer of Findlay City Schools 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.

C. Putnam County Schools Insurance Group

The District participates as a member of the Putnam County School Insurance Group, a public entity risk pool, administered by Huntington Trust. The District converted its fully-insured medical insurance program to partial self insurance through participation in this public entity risk pool. Medical Mutual of

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2009
(Continued)**

NOTE 8 – RISK MANAGEMENT (CONTINUED)

Ohio provides claim review and processing. The District maintains stop-loss coverage for its medical insurance program. Aggregate stop loss is maintained for expected claims.

The District provides prescription drug insurance benefits to employees through a self-insurance program. The premiums and related disbursements are accounted for in the general fund. All claims are paid by the District with the request for reimbursement submitted by the employee on behalf of the District. The District has no stop loss insurance and has not set a maximum amount payable per beneficiary. However, the District's liability is limited to the employee's unpaid deductible and maximum out of pocket expense.

Post employment health care is provided to plan participants or their beneficiaries through the respective retirement systems discussed in Note 10. As such, no funding provisions are required by the District.

NOTE 9 – DEFINED BENEFIT PENSION PLANS

A. School Employees Retirement System

Plan Description - The District contributes to the School Employees Retirement System (SERS), a cost-sharing multiple employer defined benefit pension plan. SERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Authority to establish and amend benefits is provided by Chapter 3309 of the Ohio Revised Code. SERS issues a publicly available, stand-alone financial report that includes financial statements and required supplementary information. That report may be obtained by writing to the School Employees Retirement System, 300 East Broad Street, Suite 100, Columbus, Ohio 43215-3476 or by calling (614) 222-5853.

Funding Policy - Plan members are required to contribute 10 percent of their annual covered salary and the District is required to contribute at an actuarially determined rate. The current District rate is 14 percent of annual covered payroll. A portion of the District's contribution is used to fund pension obligations with the remainder being used to fund health care benefits; for fiscal year 2009, 9.09 percent of annual covered salary was the portion used to fund pension obligations. The contribution requirements of plan members and employers are established and may be amended, up to statutory maximum amounts, by the SERS Retirement Board. The District's required contributions for pension obligations to SERS for the fiscal years ended June 30, 2009, 2008 and 2007 were \$132,466, \$127,139, and \$135,459; 44.42 percent has been contributed for fiscal year 2009 and 100 percent for fiscal years 2008 and 2007.

B. State Teachers Retirement System

Plan Description - The District participates in the State Teachers Retirement System of Ohio (STRS Ohio), a cost-sharing, multiple-employer public employee retirement system. STRS Ohio provides retirement and disability benefits to members and death and survivor benefits to beneficiaries. STRS Ohio issues a stand-alone financial report that may be obtained by writing to STRS Ohio, 275 E. Broad St., Columbus, OH 43215-3371, by calling (614) 227-4090, or by visiting the STRS Ohio Web site at www.strs.org.

New members have a choice of three retirement plans, a Defined Benefit (DB) Plan, a Defined Contribution (DC) Plan and a Combined Plan. The DB plan offers an annual retirement allowance based on final average salary times a percentage that varies based on years of service, or an allowance based on member contributions and earned interest matched by STRS Ohio funds times an actuarially determined annuity factor. The DC Plan allows members to place all their member contributions and

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2009
(Continued)**

NOTE 9 – DEFINED BENEFIT PENSION PLANS (CONTINUED)

employer contributions equal to 10.5 percent of earned compensation into an investment account. Investment decisions are made by the member. A member is eligible to receive a retirement benefit at age 50 and termination of employment. The Combined Plan offers features of both the DC Plan and the DB Plan. In the Combined Plan, member contributions are invested by the member, and employer contributions are used to fund the defined benefit payment at a reduced level from the regular DB Plan. DC and Combined Plan members will transfer to the Defined Benefit Plan during their fifth year of membership unless they permanently select the DC or Combined Plan. Existing members with less than five years of service credit as of June 30, 2001, were given the option of making a one time irrevocable decision to transfer their account balances from the existing DB Plan into the DC Plan or the Combined Plan. This option expired on December 31, 2001. Benefits are established by Chapter 3307 of the Ohio Revised Code.

A DB or Combined Plan member with five or more years credited service who becomes disabled may qualify for a disability benefit. Eligible spouses and dependents of these active members who die before retirement may qualify for survivor benefits. Members in the DC Plan who become disabled are entitled only to their account balance. If a member dies before retirement benefits begin, the member's designated beneficiary is entitled to receive the member's account balance.

Funding Policy - For the fiscal year ended June 30, 2009, plan members were required to contribute 10 percent of their annual covered salaries. The District was required to contribute 14 percent; 13 percent was the portion used to fund pension obligations. For fiscal year 2008, the portion used to fund pension obligations was also 13 percent. Contribution rates are established by the State Teachers Retirement Board, upon recommendation of its consulting actuary, not to exceed statutory maximum rates of 10 percent for members and 14 percent for employers. Chapter 3307 of the Ohio Revised Code provides statutory authority for member and employer contributions.

The District's required contributions for pension obligations to the DB Plan for the fiscal years ended June 30, 2009, 2008, and 2007 were \$744,103, \$735,968, and \$718,807; 83.38 percent has been contributed for fiscal year 2009 and 100 percent for fiscal years 2008 and 2007.

NOTE 10 – POSTEMPLOYMENT BENEFITS

A. School Employees Retirement System

Plan Description - The District participates in two cost-sharing multiple employer defined benefit OPEB plans administered by the School Employees Retirement System for non-certificated retirees and their beneficiaries, a Health Care Plan and a Medicare Part B Plan. The Health Care Plan includes hospitalization and physicians' fees through several types of plans including HMO's, PPO's and traditional indemnity plans as well as a prescription drug program. The Medicare Part B Plan reimburses Medicare Part B premiums paid by eligible retirees and beneficiaries up to a statutory limit. Benefit provisions and the obligations to contribute are established by the System based on authority granted by State statute. The financial reports of both Plans are included in the SERS Comprehensive Annual Financial Report which is available by contacting SERS at 300 East Broad St., Suite 100, Columbus, Ohio 43215-3746.

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2009
(Continued)**

NOTE 10 – POSTEMPLOYMENT BENEFITS (Continued)

Funding Policy - State statute permits SERS to fund the health care benefits through employer contributions. Each year, after the allocation for statutorily required benefits, the Retirement Board allocates the remainder of the employer contribution of 14 percent of covered payroll to the Health Care Fund. The Health Care Fund was established and is administered in accordance with Internal Revenue Code Section 401h. For 2009, 4.16 percent of covered payroll was allocated to health care. In addition, employers pay a surcharge for employees earning less than an actuarially determined amount; for 2009, this amount was \$35,800.

Active employee members do not contribute to the Health Care Plan. Retirees and their beneficiaries are required to pay a health care premium that varies depending on the plan selected, the number of qualified years of service, Medicare eligibility and retirement status.

The District's contributions for health care for the fiscal years ended June 30, 2009, 2008, and 2007 were \$81,795, \$78,540, and \$64,993, respectively; 58.47 percent has been contributed for fiscal year 2009 and 100 percent for fiscal years 2008 and 2007.

The Retirement Board, acting with advice of the actuary, allocates a portion of the employer contribution to the Medicare B Fund. For 2009, this actuarially required allocation was 0.75 percent of covered payroll. The District's contributions for Medicare Part B for the fiscal years ended June 30, 2009, 2008, and 2007, were \$10,930, \$9,161, and \$9,211 respectively; 44.42 percent has been contributed for fiscal year 2009 and 100 percent for fiscal years 2008 and 2007.

B. State Teachers Retirement System

Plan Description - The District contributes to the cost sharing multiple employer defined benefit Health Plan administered by the State Teachers Retirement System of Ohio (STRS Ohio) for eligible retirees who participated in the defined benefit or combined pension plans offered by STRS Ohio. Benefits include hospitalization, physicians' fees, prescription drugs and reimbursement of monthly Medicare Part B premiums. The Plan is included in the report of STRS Ohio which may be obtained by visiting www.strsoh.org or by calling (888) 227-7877.

Funding Policy - Ohio law authorizes STRS Ohio to offer the Plan and gives the Retirement Board authority over how much, if any, of the health care costs will be absorbed by STRS Ohio. Active employee members do not contribute to the Plan. All benefit recipients pay a monthly premium. Under Ohio law, funding for post-employment health care may be deducted from employer contributions. For 2009, STRS Ohio allocated employer contributions equal to 1 percent of covered payroll to the Health Care Stabilization Fund. The District's contributions for health care for the fiscal years ended June 30, 2009, 2008, and 2007, were \$57,239, \$56,613, and \$55,293 respectively; 83.38 percent has been contributed for fiscal year 2009 and 100 percent for fiscal years 2008 and 2007.

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2009
(Continued)**

NOTE 11 – DEBT

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

	Principal Outstanding 6/30/08	Reductions	Principal Outstanding 6/30/09	Amounts Due in One Year
<u>General Obligation Bonds:</u>				
General obligation bonds – 1986	\$150,000	\$50,000	\$100,000	\$50,000
General obligation bonds – 2003	2,450,000	465,000	1,985,000	125,000
Capital appreciation bonds – 2003	20,000		20,000	
General obligation bonds – 2007	8,890,000		8,890,000	
Capital appreciation bonds – 2007	359,995		359,995	204,654
Total Governmental Activities	<u>\$11,869,995</u>	<u>\$515,000</u>	<u>\$11,354,995</u>	<u>\$379,654</u>

2007 Advance Refunding of 2003 Bonds – Interest Rates 3.55 – 4.375%: Proceeds from the outstanding bonds were used for the purpose of advance refunding of general obligation bonds, dated September 15, 2002, which were issued for the purpose of renovating and otherwise improving school facilities. The bonds were issued on November 28, 2006. The bonds consisted of \$6,890,000 in current interest serial bonds and \$2,040,000 in term bonds and \$359,995, in capital appreciation bonds. This current refunding was undertaken to reduce total debt service payments over the next 24 years by \$652,293 and resulted in an economic gain of \$422,390.

The serial bonds shall bear interest at the rates per year and will mature in the principal amounts and on the following dates:

<u>Fiscal Year</u>	<u>Principal Amount</u>	<u>Interest Rate</u>
2011	305,000	4.000%
2012	230,000	4.000%
2013	130,000	3.875%
2014	135,000	3.875%
2015	130,000	4.000%
2016	85,000	4.000%
2019	495,000	4.000%
2020	520,000	4.000%
2021	550,000	4.125%
2022	585,000	4.125%
2023	615,000	4.000%
2024	650,000	4.125%
2027	765,000	4.000%
2028	805,000	4.000%
2029	850,000	4.000%

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2009
(Continued)**

NOTE 11 – DEBT (CONTINUED)

The term bond which matures on December 1, 2025, has an interest rate of 4.125 percent per year, and is subject to mandatory sinking fund redemption at a redemption price of 100.529 percent of the principal amount to be redeemed, plus accrued interest to the date of redemption, on December 1, in the year in the respective principal amounts as follows:

<u>Fiscal Year</u>	<u>Principal Amount to be Redeemed</u>
2026	\$755,000

The term bond which matures on December 1, 2030, has an interest rate of 4.375 percent per year, and is subject to mandatory sinking fund redemption at a redemption price of 102.403 percent of the principal amount to be redeemed, plus accrued interest to the date of redemption, on December 1, in the year in the respective principal amounts as follows:

<u>Fiscal Year</u>	<u>Principal Amount to be Redeemed</u>
2031	\$1,285,000

The capital appreciation bonds were issued in the aggregate original principal amount of \$359,995 and mature on December 1, in the years, have the original principal amounts and mature with the accreted values at maturity, as follows:

<u>Fiscal Year</u>	<u>Original Principal Amount</u>	<u>Accreted Value at Maturity</u>
2010	\$204,654	\$345,000
2017	83,590	475,000
2018	71,751	485,000

At June 30, 2009, the total amount of these bonds including accretion was \$556,417. The bonds are being retired through the Bond Retirement Debt Service Fund.

Series 2003 School Improvement General Obligation Bonds – Interest Rates 1.55 – 5.375%: During fiscal year 2003, the voters of the District authorized the issuance of \$13,485,000 in general obligation bonds, for the purpose of renovating and otherwise improving school facilities. During 2007, \$9,289,995 of the current interest bonds were advance refunded. The remaining bonds will be retired from proceeds of a bonded debt tax levy and will be paid from the Bond Retirement Fund.

The Series 2003 school improvement general obligation bond issue included both current interest bonds, par value \$13,465,000, and capital appreciation bonds, par value \$1,005,000. The capital appreciation bonds mature on December 1, 2013-2015, at a redemption price equal to 100% of the principal, plus accrued interest to the redemption date. At June 30, 2009, the total amount of these bonds including accretion was \$786,149. The current interest bonds maturing on or after December 1, 2012, are subject to early redemption at the sole option of the District, at the following redemption prices, plus accrued interest:

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2009
(Continued)**

NOTE 11 – DEBT (CONTINUED)

<u>Redemption Date</u>	<u>Redemption Price</u>
December 1, 2012 and thereafter	100% of par

Interest payments on the current interest bonds are due on June 1, and December 1 of each year. The final maturity stated in the issue is December 1, 2030.

Series 1986 School Improvement General Obligation Bonds – Interest Rate 7.5%: The 1986 general obligation bonds have been issued to provide funds for the acquisition and construction of equipment and facilities and are general obligations of the District for which the full faith and credit of the District is pledged for repayment. Payments of principal and interest relating to these bonds are recorded as disbursements in the debt service fund. The source of payment is derived from a current .80 mill bonded debt tax levy.

Principal and interest requirements to retire long-term liabilities outstanding at June 30, 2009 are as follows:

<u>Year Ended</u>	<u>General Obligation Bonds</u>			<u>Capital Appreciation Bonds</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2010	\$175,000	\$452,461	\$627,461			
2011	505,000	437,855	942,855			
2012	455,000	418,455	873,455	\$204,654	\$140,346	\$345,000
2013	415,000	367,844	782,844			
2014	135,000	391,209	526,209			
2015-2019	710,000	1,897,770	2,607,770	103,590	1,376,410	1,480,000
2020-2024	2,920,000	1,517,328	4,437,328	71,751	413,249	485,000
2025-2029	3,830,000	813,766	4,643,766			
2030-2031	1,830,000	84,220	1,914,220			
Total	<u>\$10,975,000</u>	<u>\$6,380,908</u>	<u>\$17,355,908</u>	<u>\$379,995</u>	<u>\$1,930,005</u>	<u>\$2,310,000</u>

The Ohio Revised Code provides that voted net general obligation debt of the District shall never exceed 9% of the total assessed valuation of the District. The code further provides that unvoted indebtedness shall not exceed 1/10 of 1% of the property valuation of the District.

The District exceeded the voted debt margin by \$615,373 due to its participation in a project entered into under Chapter 3318 of the Revised Code. The District had an unvoted debt margin of \$179,511.

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2009
(Continued)**

NOTE 12 – NOTES PAYABLE

The District's notes payable activity for the fiscal year ended June 30, 2009, was as follows:

	Principal Outstanding 6/30/08	Additions	Principal Outstanding 6/30/09	Amounts Due in One Year
<u>Bond Anticipation Notes:</u>				
School Facilities Construction and Improvement Note - 2009	\$6,000,000		\$6,000,000	\$6,000,000

The District passed a bond issue in November 2008 to issue \$6,000,000 in bonds for the construction of two new elementary buildings as part of a Ohio School Facilities Commission project. Bond anticipation notes were sold on March 19, 2009 and the District plans to sell bonds in early 2010.

NOTE 13 – INTERFUND TRANSFERS

During 2009 the following transfers were made:

	Transfers Out			Total
	General	Building	Other Governmental	
Transfers In				
Governmental Activities:				
Classroom Facilities		\$2,398,394	\$790,652	\$3,189,046
Other Governmental	\$20,000			20,000
Total	\$20,000	\$2,398,394	\$790,652	\$3,209,046

Transfers from the District's agency funds to the Other Governmental Funds in the amount of \$4,623 are not included in totals above. However, they are included in transfers in on the financial statements.

Transfers are used to move receipts from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them, move receipts restricted to debt service from the funds collecting the receipts to the debt service fund as debt service payments become due, and use unrestricted receipts collected in the General Fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2009
(Continued)**

NOTE 14 – SET ASIDE REQUIREMENTS

The District is required by State statute to annually set aside, in the general fund, an amount based on a statutory formula for the purchase of textbooks and other instructional materials, and an equal amount for the acquisition and construction of capital improvements. Amounts not spent by the end of the fiscal year or offset by similarly restricted resources received during the fiscal year must be held in cash at fiscal year end. These amounts must be carried forward and used for the same purposes in future years. In prior years, the District was also required to set aside money for budget stabilization. In addition, to the amounts required to be set aside for budget stabilization the District voluntarily has set aside an additional \$197,862 designated for budget stabilization.

The following cash basis information identifies the changes in the fund balance reserves for textbooks, capital improvements, and budget stabilization during 2009.

	<u>Textbooks/ Instructional Materials</u>	<u>Capital Maintenance</u>	<u>Designated for Budget Stabilization</u>	<u>Reserved for Bureau of Workers Compensation Refund</u>
Balance at June 30, 2008	(\$161,840)		\$197,862	\$32,039
Current Year Set Aside Requirement	236,286	\$236,286		
Qualifying Cash Disbursements	(221,520)	(203,444)		
Offsets		<u>(32,842)</u>		
Balance at June 30, 2009	<u>(\$147,074)</u>		<u>\$197,862</u>	<u>\$32,039</u>

The District had qualifying expenditures during the fiscal year that reduced the textbook set aside amount below zero. This amount may be used to reduce the set aside requirement in future fiscal years. The District also had current year offsets during the fiscal year that reduced the capital improvements set aside amount to below zero. However, this amount can not be carried forward to reduce future set aside requirements, and therefore is not reflected in this schedule.

In addition to the above statutory reserves, the District also received monies restricted for school bus purchases.

A schedule of the governmental fund restricted assets at June 30, 2009 follows:

Amount restricted for Bureau of Workers Compensation refunds	\$32,039
Amount restricted for school bus purchases	<u>23,089</u>
Total restricted assets	<u>\$55,128</u>

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2009
(Continued)**

NOTE 15 – JOINTLY GOVERNED ORGANIZATIONS

A. Northwest Ohio Area Computer Services Cooperative

The District is a participant in the Northwest Ohio Area Computer Services Cooperative (NOACSC) which is a computer consortium. NOACSC is an association of public school districts within the boundaries of Allen, Hancock, Paulding, Putnam, and Van Wert counties, and the cities of St. Marys and Wapakoneta. The organization was formed for the purpose of applying modern technology (with the aid of computers and other electronic equipment) to administrative and instructional functions among member school districts.

The governing board of NOACSC consists of two representatives from each county elected by majority vote of all charter member school districts within each county plus one representative from the fiscal agent school district. Financial information can be obtained from Michael Wildermuth, who serves as director, at 645 South Main Street, Lima, Ohio 45804.

B. Millstream Cooperative Career Center

The Millstream Cooperative Career Center is a distinct political subdivision of the State of Ohio established under Section 3313.90. The Career Center operates under the direction of an Advisory Council consisting of the superintendent of each participating school district and one additional representative appointed by the Findlay City School District. The Putnam and Hancock Counties Educational Service Centers serve in an ex-officio capacity for all meetings. To obtain financial information write to the Findlay City School District, Michael Barnhart, Treasurer, at 227 South West Street, Findlay, Ohio 45840-3377.

C. Northwestern Ohio Educational Research Council, Inc.

The Northwestern Ohio Educational Research Council, Inc. (NOERC) is a jointly governed organization formed to bring educational entities into a better understanding of their common educational problems, facilitate and conduct practical educational research, coordinate educational research among members, provide a means for evaluating and disseminating the results of research, serve as a repository for research and legislative materials, and provide opportunities for training. The NOERC serves a twenty-five county area in Northwest Ohio. The Board of Directors consists of superintendents from two educational service centers, two exempted village school districts, five local school districts, and five city school districts, as well as representative from two private or parochial schools and three institutions of higher education. Each active member is entitled to one vote on all issues addressed by the Board of Directors. Financial information can be obtained from the Northwestern Ohio Educational Research Council, Inc., Box 456, Ashland, Ohio 44805

NOTE 16 – CONTINGENCIES

The District receives financial assistance from Federal and State agencies in the form of grants. Disbursing grant funds generally requires compliance with terms and conditions specified in the grant agreements and are subject to audit. Any disallowed claims resulting from such audits could become a liability. However, in the opinion of management, any such disallowed claims through June 30, 2009, will not have a material adverse effect on the District.

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2009
(Continued)**

NOTE 17 – CONTRACTUAL COMMITMENTS

At June 30, 2009, the District had a \$1,667,952 outstanding in contractual commitments for the commissioning and architectural service contracts on the Ohio School Facilities Commission project.

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**FEDERAL AWARDS RECEIPTS AND EXPENDITURES SCHEDULE
FOR THE YEAR ENDED JUNE 30, 2009**

FEDERAL GRANTOR <i>Pass Through Grantor</i> Program Title	Federal CFDA Number	Receipts	Disbursements
UNITED STATES DEPARTMENT OF AGRICULTURE			
<i>Passed Through Ohio Department of Education</i>			
Nutrition Cluster:			
National School Lunch Program:			
Cash Assistance	10.555	\$146,304	\$146,304
Non-Cash Assistance (Food Distribution)		88,283	88,283
Total National School Lunch Program		<u>234,587</u>	<u>234,587</u>
School Breakfast Program	10.553	<u>19,238</u>	<u>19,238</u>
		-----	-----
Total Department of Agriculture		<u>253,825</u>	<u>253,825</u>
UNITED STATES DEPARTMENT OF EDUCATION			
<i>Passed Through Ohio Department of Education</i>			
Special Education Cluster:			
Special Education - Grants to States	84.027	351,308	352,896
Special Education - Preschool Grants	84.173	<u>9,451</u>	<u>9,451</u>
Total Special Education Cluster		360,759	362,347
Title I Grants to Local Educational Agencies	84.010	77,963	74,739
Safe and Drug Free Schools and Communities - State Grants	84.186	2,758	2,758
State Grants for Innovative Programs	84.298	1,307	1,561
Education Technology State Grants	84.318	915	240
Improving Teacher Quality - State Grants	84.367	55,515	52,290
<i>Passed Through Auglaize County Educational Service Center</i>			
English Language Acquisition Grants	84.365	<u>1,260</u>	<u>1,260</u>
Total Department of Education		<u>500,477</u>	<u>495,195</u>
UNITED STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES			
<i>Passed through Putnam County Department of Jobs and Family Services</i>			
Temporary Assistance for Needy Families	93.558	<u>28,292</u>	<u>25,599</u>
UNITED STATES DEPARTMENT OF FEDERAL EMERGENCY MANAGEMENT			
<i>Passed Through Ohio Department of Public Safety</i>			
Public Assistance Program	97.036	<u>9,210</u>	<u>9,210</u>
Total		<u>\$791,804</u>	<u>\$783,829</u>

The accompanying notes are an integral part of this schedule

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**NOTES TO THE FEDERAL AWARDS RECEIPTS AND EXPENDITURES SCHEDULE
FOR THE YEAR ENDED JUNE 30, 2009**

NOTE A – SIGNIFICANT ACCOUNTING POLICIES

The accompanying Federal Awards Receipts and Expenditures Schedule (the Schedule) summarizes activity of the District's federal award programs. The schedule has been prepared on the cash basis of accounting.

NOTE B – CHILD NUTRITION CLUSTER

Cash receipts from the U.S. Department of Agriculture are commingled with State grants. It is assumed federal monies are expended first.

Program regulations do not require the District to maintain separate inventory records for purchased food and food received from the U.S. Department of Agriculture. This non-monetary assistance (expenditures) is reported in the Schedule at the fair value of the commodities received.

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.

NOTE D – TRANSFERS

During fiscal year 2009, the Ohio Department of Education (ODE) authorized the following transfers:

CFDA Number	Program Title	Pass-Through Entity Number (or Grant Year)	Transfers Out	Transfers In
84.367	Improving Teacher Quality State Grant	2008	\$5,784	
84.367	Improving Teacher Quality State Grant	2009		\$5,784
84.173	Special Education - Grants to States	2008	38,443	
84.173	Special Education - Grants to States	2009		38,443
			<u>\$44,227</u>	<u>\$44,227</u>



Mary Taylor, CPA

Auditor of State

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

Ottawa-Glandorf Local School District
Putnam County
630 Glendale Avenue
Ottawa, Ohio 45875-1162

To the Board of Education:

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Ottawa-Glandorf Local School District, Putnam County, (the District) as of and for the year ended June 30, 2009, which collectively comprise the District's basic financial statements and have issued our report thereon dated December 21, 2009, wherein we noted the District prepared its statements on the cash basis of accounting. 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 the Comptroller General of the United States' *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the District's internal control over financial reporting as a basis for designing our audit procedures for expressing our opinions on the financial statements, but not to opine on the effectiveness of the District's internal control over financial reporting. Accordingly, we have not opined on the effectiveness of the District's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. However, as discussed below, we identified a certain deficiency in internal control over financial reporting that we consider a significant deficiency.

A control deficiency exists when the design or operation of a control does not allow management or employees, in performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the District's ability to initiate, authorize, record, process, or report financial data reliably in accordance with its applicable accounting basis, such that there is more than a remote likelihood that the District's internal control will not prevent or detect a more-than-inconsequential financial statement misstatement.

We consider finding 2009-002 described in the accompanying schedule of findings to be a significant deficiency in internal control over financial reporting.

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Telephone: (419) 245-2811 (800) 443-9276 Fax: (419) 245-2484
www.auditor.state.oh.us

A material weakness is a significant deficiency, or combination of significant deficiencies resulting in more than a remote likelihood that the District's internal control will not prevent or detect a material financial statement misstatement.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies and accordingly, would not necessarily disclose all significant deficiencies that are also material weaknesses. We believe the significant deficiency described above also a material weakness.

We also noted certain internal controls matters that we reported to the District's management in a separate letter dated December 21, 2009.

Compliance and Other Matters

As part of reasonably assuring whether the District's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express an opinion. The results of our tests disclosed an instance of noncompliance that we must report under *Government Auditing Standards* which is described in the accompanying schedule of findings as item 2009-001.

We also noted certain noncompliance matters not requiring inclusion in this report that we reported to the District's management in a separate letter dated December 21, 2009.

The District's responses to the findings identified in our audit are described in the accompanying schedule of findings. We did not audit the District's responses and, accordingly, we express no opinion on them.

We intend this report solely for the information and use of the audit committee, management, the Board of Education, federal awarding agencies, and pass-through entities. We intend it for no one other than these specified parties.



Mary Taylor, CPA
Auditor of State

December 21, 2009



Mary Taylor, CPA

Auditor of State

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

Ottawa-Glandorf Local School District
Putnam County
630 Glendale Avenue
Ottawa, Ohio 45875-1162

To the Board of Education:

Compliance

We have audited the compliance of Ottawa-Glandorf Local School District, Putnam County, (the District) with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Circular A-133, Compliance Supplement* that apply to each of its major federal programs for the year ended June 30, 2009. The summary of auditor's results section of the accompanying schedule of findings identifies the District's major federal programs. The District's management is responsible for complying with the requirements of laws, regulations, contracts, and grants applicable to each major federal program. Our responsibility is to express an opinion on the District's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; 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 reasonably assure whether noncompliance occurred with the types of compliance requirements referred to above that could directly and materially affect a major federal program. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing other procedures we considered necessary in the circumstances. We believe our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the District's compliance with those requirements.

In our opinion, Ottawa-Glandorf Local School District complied, in all material respects, with the requirements referred to above that apply to each of its major federal programs for the year ended June 30, 2009.

Internal Control Over Compliance

The District's management is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered the District's internal control over compliance with requirements that could directly and materially affect a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over compliance.

A *control deficiency* in internal control over compliance exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent or detect noncompliance with a federal program compliance requirement on a timely basis. A *significant deficiency* is a control deficiency, or combination of control deficiencies, that adversely affects the District's ability to administer a federal program such that there is more than a remote likelihood that the District's internal control will not prevent or detect more-than-inconsequential noncompliance with a federal program compliance requirement.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that the District's internal control will not prevent or detect material noncompliance with a federal program's compliance requirements.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

We intend this report solely for the information and use of the audit committee, management, the Board of Education, federal awarding agencies, and pass-through entities. It is not intended for anyone other than these specified parties.



Mary Taylor, CPA
Auditor of State

December 21, 2009

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**SCHEDULE OF FINDINGS
OMB CIRCULAR A -133 § .505
JUNE 30, 2009**

1. SUMMARY OF AUDITOR'S RESULTS

(d)(1)(i)	Type of Financial Statement Opinion	Unqualified
(d)(1)(ii)	Were there any material control weakness conditions reported at the financial statement level (GAGAS)?	Yes
(d)(1)(ii)	Were there any other significant deficiencies in internal control reported at the financial statement level (GAGAS)?	No
(d)(1)(iii)	Was there any reported material noncompliance at the financial statement level (GAGAS)?	Yes
(d)(1)(iv)	Were there any material internal control weakness conditions reported for major federal programs?	No
(d)(1)(iv)	Were there any other significant deficiencies in internal control reported for major federal programs?	No
(d)(1)(v)	Type of Major Programs' Compliance Opinion	Unqualified
(d)(1)(vi)	Are there any reportable findings under § .510?	No
(d)(1)(vii)	Major Programs (list):	Special Education Cluster: Special Education – Grants to States CFDA #84.027 Special Education – Preschool Grants CFDA #84.173 Nutrition Cluster: National School Lunch Program CFDA #10.555 School Breakfast Program CFDA #10.553
(d)(1)(viii)	Dollar Threshold: Type A/B Programs	Type A: > \$ 300,000 Type B: all others
(d)(1)(ix)	Low Risk Auditee?	No

**2. FINDINGS RELATED TO THE FINANCIAL STATEMENTS
REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS**

FINDING NUMBER 2009-001

Noncompliance Citation

Ohio Revised Code § 117.38 provides each public office shall file a financial report for each fiscal year. The auditor of state may prescribe forms by rule or may issue guidelines, or both, for such reports. If the auditor of state has not prescribed a rule regarding the form for the report, the public office shall submit its report on the form utilized by the public office. Ohio Administrative Code § 117-2-03 further clarifies the requirements of Ohio Revised Code § 117.38.

Ohio Administrative Code §117-2-03(B) requires the District to prepare its annual financial report in accordance with accounting principles generally accepted in the United States of America. However, the District prepares its financial statements in accordance with the cash basis of accounting. The accompanying financial statements and notes omit assets, liabilities, fund equities, and disclosures, while material, cannot be determined at this time. The District can be fined and various other administrative remedies may be taken against the District.

We recommend the District prepare its financial statements in accordance with generally accepted accounting principles.

Officials' Response

Officials for the District believe that since the District operates on a cash basis throughout the year, the cash basis statements included in this report provide the reader with an accurate depiction of the District's financial activity for the audit period and fairly represent the District's cash basis financial position as of June 30, 2009. Because this method is also more cost effective, the District will continue to prepare these statements.

FINDING NUMBER 2009-002

Material Weakness

Monitoring Financial Statements

Sound financial reporting is the responsibility of the fiscal officer and governing board and is essential to ensure the information provided to the readers of the financial statements is complete and accurate.

The fiscal year 2009 financial statements contained material errors, such as the following:

- The Building Fund was included in Other Governmental Funds instead of presenting it as a major fund.
- Pooled Cash and Cash Equivalents of \$3,048,168 were shown as Investments in the Governmental Funds.

Twenty adjusting entries ranging in amounts from \$453 to \$3,048,168 were posted to the financial statements to correct these and other errors.

To ensure the District's financial statements and notes to the statements are complete and accurate, we recommend the Fiscal Officer post all transactions in accordance with the guidance established by the Uniform School Accounting System issued by the Auditor of State. Furthermore, the Board should adopt

policies and procedures, including a final review of the statements and notes by the Fiscal Officer and Board, to identify and correct errors and omissions.

Officials' Response

Efforts will be made to improve statements for subsequent audits.

3. FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS
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None

**OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM COUNTY**

**SCHEDULE OF PRIOR AUDIT FINDINGS
JUNE 30, 2009**

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <i>Explain:</i>
2008-001	Finding for Recovery for overpayment to former Treasurer	Yes	
2008-002	OAC §117-2-3(B) reporting on basis other than generally accepted accounting principles	No	Finding has not been corrected and is repeated in this report as item 2009-001.
2008-003	Financial Reporting recommendation for amounts on report not properly classified.	No	Finding has not been corrected and is repeated in this report as item 2009-002.



Mary Taylor, CPA

Auditor of State

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Ottawa-Glandorf Local School District
Putnam County
630 Glendale Avenue
Ottawa, Ohio 45875-1162

To the Board of Education:

Ohio Rev. Code Section 117.53 states "the auditor of state shall identify whether the school district or community school has adopted an anti-harassment policy in accordance with Section 3313.666 of the Revised Code. This determination shall be recorded in the audit report. The auditor of state shall not prescribe the content or operation of any anti-harassment policy adopted by a school district or community school."

Accordingly, we have performed the procedures enumerated below, which were agreed to by the Board, solely to assist the Board in evaluating whether Ottawa-Glandorf Local School District (the District]) has adopted an anti-harassment policy in accordance with Ohio Rev. Code Section 3313.666. Management is responsible for complying with this requirement. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the Board. Consequently; we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

1. We noted the Board adopted an anti-harassment policy at its meeting on April 8, 2003.
2. We read the policy, noting it included the following requirements from Ohio Rev. Code Section 3313.666(B):
 - (1) A statement prohibiting harassment, intimidation, or bullying of any student on school property or at school-sponsored events;
 - (2) A definition of harassment, intimidation, or bullying that includes the definition in division (A) of Ohio Rev. Code Section 3313.666;
 - (3) A procedure for reporting prohibited incidents;
 - (4) A requirement that school personnel report prohibited incidents of which they are aware to the school principal or other administrator designated by the principal;

- (5) A requirement that parents or guardians of any student involved in a prohibited incident be notified and, to the extent permitted by section 3319.321 of the Revised Code and the "Family Educational Rights and Privacy Act of 1974," 88 Stat. 571, 20 U.S.C. 1232q, as amended, have access to any written reports pertaining to the prohibited incident;
- (6) A procedure for documenting any prohibited incident that is reported;
- (7) A procedure for responding to and investigating any reported incident;
- (8) A strategy for protecting a victim from additional harassment, intimidation, or bullying, and from retaliation following a report;
- (9) A disciplinary procedure for any student guilty of harassment, intimidation, or bullying, which shall not infringe on any student's rights under the first amendment to the Constitution of the United States;
- (10) A requirement that the district administration semiannually provide the president of the district board a written summary of all reported incidents and post the summary on its web site, if the district has a web site, to the extent permitted by section 3319.321 of the Revised Code and the "Family Educational Rights and Privacy Act of 1974," 88 Stat. 571, 20 U.S.C. 1232q, as amended.

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on compliance with the anti-harassment policy. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

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



Mary Taylor, CPA
Auditor of State

December 21, 2009



Mary Taylor, CPA
Auditor of State

OTTAWA-GLANDORF LOCAL SCHOOL DISTRICT
PUTNAM 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
JANUARY 14, 2010