



**ZANE TRACE  
LOCAL SCHOOL DISTRICT**

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**ROSS COUNTY**

**SINGLE AUDIT**

**For the Fiscal Year Ended June 30, 2009**

**J.L. UHRIG**  
AND ASSOCIATES INC.

CERTIFIED PUBLIC ACCOUNTANT AND MANAGEMENT CONSULTANTS







Mary Taylor, CPA  
Auditor of State

Board of Education  
Zane Trace Local School District  
946 State Route 180  
Chillicothe, Ohio 45601

We have reviewed the *Independent Auditor's Report* of the Zane Trace Local School District, Ross County, prepared by J.L. Uhrig and Associates, Inc., for the audit period July 1, 2008 through June 30, 2009. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The Zane Trace Local School District is responsible for compliance with these laws and regulations.

*Mary Taylor*

Mary Taylor, CPA  
Auditor of State

July 14, 2010

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**ZANE TRACE LOCAL SCHOOL DISTRICT**

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*For the Fiscal Year Ended June 30, 2009*

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### Independent Auditor's Report

Board of Education  
Zane Trace Local School District  
946 State Route 180  
Chillicothe, Ohio 45601

We have audited the accompanying financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of Zane Trace Local School District (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 *Government Auditing Standards*, issued by the Comptroller General of the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to in the first paragraph above present fairly, in all material respects, the financial position of the governmental activities, the major fund, and the aggregate remaining fund information of the District as of June 30, 2009, and the respective changes in financial position and the cash flows, where applicable, and the budgetary comparison for the General fund for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued a report dated February 18, 2010 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 grants. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report when considering the results of our audit.

Board of Education  
Zane Trace Local School District  
Independent Auditor's Report

Management's Discussion and Analysis on pages 3 through 13 is not a required part of the basic financial statements, but is supplementary information required by accounting principles generally accepted in the United States of America. We applied certain limited procedures, consisting principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. We did not audit the information and express no opinion on it.

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

*J. L. Uhrig and Associates, Inc.*

J. L. UHRIG AND ASSOCIATES, INC.

February 18, 2010



## **ZANE TRACE LOCAL SCHOOL DISTRICT**

### *Management's Discussion and Analysis*

*For the Fiscal Year Ended June 30, 2009*

*(Unaudited)*

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The discussion and analysis of the Zane Trace Local School District's (the District) financial performance provides an overview and analysis of the District's financial activities for the fiscal 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 our notes to the basic financial statements and the financial statements themselves to enhance their understanding of the District's financial performance.

### **Financial Highlights**

- ▶ The assets of Zane Trace Local School District exceeded its liabilities at June 30, 2009 by \$15,230,637. Of this amount, \$11,266,984 represents capital assets, net of related debt and net asset amounts restricted for specific purposes. The remaining \$3,963,653 represents unrestricted net assets.
- ▶ In total, net assets of governmental activities decreased by \$687,017, which represents a 4.32 percent decrease from 2008.
- ▶ General revenues accounted for \$11,390,705 or 81.15 percent of all revenues. Program specific revenues in the form of charges for services and sales, operating grants and contributions and capital grants and contributions accounted for \$2,645,974 or 18.85 percent of total revenues of \$14,036,679.
- ▶ The District had \$14,723,696 in expenses related to governmental activities; only \$2,645,974 of these expenses were offset by program specific charges for services and sales, operating grants or contributions and capital grants and contributions. General revenues (primarily taxes and grants and entitlements) of \$11,390,705 and net assets carried over from the prior year were used to provide for the remainder of these programs.
- ▶ The District recognizes one major governmental fund: the General Fund. In terms of dollars received and spent, the General Fund is significantly larger than all the other funds of the District combined. The General Fund had \$12,119,933 in revenues and \$12,646,935 in expenditures in fiscal year 2009.

### **Using this Annual Report**

This annual report consists of a series of financial statements and notes to those statements. These statements are presented following the requirements of GASB Statement No. 34, and are organized so the reader can understand the Zane Trace Local School District as a financial whole, an entire operating entity. The statements then proceed to provide an increasingly detailed look at specific financial activities.

This discussion and analysis is intended to serve as an introduction to the District's basic financial statements. The District's basic financial statements are comprised of three components: the government-wide financial statements, fund financial statements and notes to the basic financial statements.

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Management's Discussion and Analysis*

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**Reporting the District as a Whole**

**Government-Wide Financial Statements**

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to private-sector business. The statement of net assets and statement of activities 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. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. This basis of accounting takes into account all of the current year's revenues and expenses regardless of when cash is received or paid.

The statement of net assets presents information on all of the District's assets and liabilities, with the difference between the two reported as net assets. Over time, increases and decreases in net assets are important because they serve as a useful indicator of whether the financial position of the District as a whole is improving or deteriorating. The cause of this change may be the result of several factors, some financial and some not. Nonfinancial factors include the District's property tax base, current property tax laws in Ohio restricting revenue growth, facility conditions, required but unfunded educational programs, and other factors. Ultimately, the District's goal is to provide services to our students, not to generate profits as commercial entities do.

The statement of activities presents information showing how the District's net assets changed during the recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g. uncollected taxes and earned but unused vacation leave).

In both of the government-wide financial statements, the District activities are shown as governmental activities. All of the District's programs and services, except for the fiduciary fund activities, are reported here including instructional services, support services and operation of non-instructional services. These services are funded primarily by taxes, tuition and fees, and intergovernmental revenues including federal and state grants and other shared revenues.

**Reporting the District's Most Significant Funds**

**Fund Financial Statements**

The analysis of the District's major funds begins on page 16. Fund financial reports provide detailed information about the District's major funds. The District uses many funds to account for a multitude of financial transactions. However, these fund financial statements focus on the District's most significant funds. The District's only major governmental fund is the General Fund.

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Management's Discussion and Analysis*

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A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objective. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the District can be divided into one of three categories: governmental, proprietary and fiduciary funds.

**Governmental Funds**

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on current inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term requirements. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash.

Because the focus of the governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the District's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

**Proprietary Fund**

The District's proprietary fund is an internal service fund. Since the internal service fund operates on a break-even, cost-reimbursement basis, the District reports it as a proprietary fund using the full accrual basis of accounting. Since the internal service fund exclusively benefits governmental functions, it has been included with governmental activities in the government-wide financial statements.

**Fiduciary Fund**

The District's only fiduciary fund is an agency fund. We exclude these activities from the District's other financial statements because the District cannot use these assets to finance its operations. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. Fiduciary funds use the accrual basis of accounting.

**Notes to the Basic Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Management's Discussion and Analysis  
For the Fiscal Year Ended June 30, 2009  
(Unaudited)*

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**Government-Wide Financial Analysis**

Recall that the statement of net assets provides the perspective of the District as a whole, showing assets, liabilities, and the difference between them (net assets). Table 1 provides a summary of the District's net assets for 2009 compared to fiscal year 2008:

Table 1  
**Net Assets**

|   | <u>Governmental Activities</u> |                     |
|---|--------------------------------|---------------------|
|   | 2009                           | 2008                |
| <u>Assets:</u>                                  |                                |                     |
| Current and Other Assets                        | \$12,464,030                   | \$12,601,981        |
| Capital Assets, Net                             | 15,569,020                     | 15,961,333          |
| <i>Total Assets</i>                             | <u>28,033,050</u>              | <u>28,563,314</u>   |
| <u>Liabilities:</u>                             |                                |                     |
| Current and Other Liabilities                   | 5,932,563                      | 5,458,493           |
| Long-Term Liabilities                           | 6,869,850                      | 7,187,167           |
| <i>Total Liabilities</i>                        | <u>12,802,413</u>              | <u>12,645,660</u>   |
| <u>Net Assets:</u>                              |                                |                     |
| Invested in Capital Assets, Net of Related Debt | 9,384,028                      | 9,429,690           |
| Restricted                                      | 1,882,956                      | 2,052,965           |
| Unrestricted                                    | 3,963,653                      | 4,434,999           |
| <i>Total Net Assets</i>                         | <u>\$15,230,637</u>            | <u>\$15,917,654</u> |

Current and other assets decreased \$137,951 from fiscal year 2008 due to a decrease cash and cash equivalents held by the District. Capital assets decreased by \$392,313 or 2.46 percent.

Current (other) liabilities increased by \$474,070 or 8.68 percent due mostly to an increase in deferred revenue related to property taxes receivable.

Long-term liabilities decreased by \$317,317 or 4.42 percent as the result of the District making scheduled debt payments.

The District's largest portion of net assets is related to amounts invested in capital assets, net of related debt. This accounts for 61.61 percent of net assets. The District used these capital assets to provide services to students; consequently, these assets are not available for future spending. Although the District's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since capital assets themselves cannot be used to pay these liabilities.

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Management's Discussion and Analysis  
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The District's next largest portion of net assets is unrestricted. This accounts for 26.03 percent of net assets. These net assets represent resources that may be used to meet the District's ongoing obligations to its students and creditors.

The remaining balance of \$1,882,956 or 12.36 percent is restricted net assets. The restricted net assets are subject to external restrictions on how they may be used.

Table 2 shows the changes in net assets for fiscal year 2009 and provides a comparison to fiscal year 2008.

Table 2  
**Changes in Net Assets**

|                                      | Governmental Activities |                   |
|--------------------------------------|-------------------------|-------------------|
|                                      | 2009                    | 2008              |
| <b><u>Revenues:</u></b>              |                         |                   |
| <i>Program Revenue:</i>              |                         |                   |
| Charges for Services and Sales       | \$1,042,091             | \$827,174         |
| Operating Grants and Contributions   | 1,603,883               | 1,267,526         |
| <i>General Revenue:</i>              |                         |                   |
| Property Taxes                       | 4,245,582               | 4,263,870         |
| Income Taxes                         | 8,621                   | 29,916            |
| Unrestricted Grants and Entitlements | 6,827,021               | 7,029,026         |
| Investment Earnings                  | 188,235                 | 490,806           |
| Miscellaneous                        | 121,246                 | 117,606           |
| <i>Total Revenues</i>                | <u>14,036,679</u>       | <u>14,025,924</u> |
| <b><u>Expenses:</u></b>              |                         |                   |
| <i>Program Expenses:</i>             |                         |                   |
| <i>Instruction:</i>                  |                         |                   |
| Regular                              | 6,463,248               | 7,023,476         |
| Special                              | 1,306,038               | 1,000,628         |
| Vocational                           | 9,989                   | 8,636             |
| Adult/Continuing                     | 140,700                 | 398,540           |

(Continued)

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Management's Discussion and Analysis  
For the Fiscal Year Ended June 30, 2009  
(Unaudited)*

Table 2  
**Changes in Net Assets**  
(Continued)

|   | <u>2009</u>         | <u>2008</u>         |
|---|---------------------|---------------------|
| <i>Support Services:</i>                |                     |                     |
| Pupils                                  | 463,445             | 405,054             |
| Instructional Staff                     | 498,263             | 422,229             |
| Board of Education                      | 157,325             | 154,784             |
| Administration                          | 768,927             | 707,507             |
| Fiscal                                  | 423,560             | 452,977             |
| Operation and Maintenance of Plant      | 1,823,647           | 1,499,921           |
| Pupil Transportation                    | 1,018,507           | 927,716             |
| Central                                 | 254,764             | 219,434             |
| Operation of Non-Instructional Services | 641,766             | 562,114             |
| Extracurricular Activities              | 414,798             | 453,911             |
| Interest and Fiscal Charges             | <u>338,719</u>      | <u>364,505</u>      |
| <i>Total Expenses</i>                   | <u>14,723,696</u>   | <u>14,601,432</u>   |
| <i>Change in Net Assets</i>             | (687,017)           | (575,508)           |
| Net Assets – Beginning of Year          | <u>15,917,654</u>   | <u>16,493,162</u>   |
| Net Assets – End of Year                | <u>\$15,230,637</u> | <u>\$15,917,654</u> |

The most significant program expenses for the District are Regular Instruction, Operation and Maintenance of Plant, Special Instruction, Pupil Transportation, and Administration. These programs account for 77.29 percent of the total governmental activities. Regular Instruction, which accounts for 43.90 percent of the total, represents costs associated with providing general educational services. Operation and Maintenance of Plant, which represents 12.38 percent of the total, represent costs associated with operating and maintaining the District's facilities. Special Instruction, which represents 8.87 percent of the total, represents costs associated with providing educational services for handicapped, disadvantaged and other special needs students. Pupil Transportation, which represents 6.92 percent of the total, represents costs associated with providing transportation services for student between home and school and to school activities. Administration, which represents 5.22 percent of the total, represents costs associated with the overall administrative responsibility for each building and the District as a whole.

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The majority of the funding for the most significant programs indicated above is from property taxes and grants and entitlements not restricted for specific programs. Property taxes and grants and entitlements not restricted for specific programs accounts for 78.88 percent of total revenues.

**Governmental Activities**

Over the past several fiscal years, the District has remained in stable financial condition. This has been accomplished through strong voter support and good fiscal management. The District is heavily dependent on property taxes and intergovernmental revenue and, like most Ohio schools, is hampered by a lack of revenue growth. Property taxes made up 30.25 percent and intergovernmental revenue made up 60.06 percent of the total revenue for the governmental activities in fiscal year 2009.

The Ohio Legislature passed H.B. 920 (1976) and changed the way property taxes function in the State. The overall revenue generated by a levy will not increase solely as a result of inflation. As an example, the District would receive from a home valued at \$100,000 and taxed at 1.0 mill, \$35.00 annually. If three years later the home were reappraised and the value increased to \$200,000 (and this increase in value is comparable to other property owners) the effective tax rate would become 0.5 mill and the District would still receive \$35.00 annually. Therefore, the District must regularly return to the voters to maintain a constant level of service.

The District's intergovernmental revenue consists of school foundation basic allowance, homestead and rollback property tax allocation, and federal and state grants. During fiscal year 2009, the District received \$6,761,670 through the State's foundation program, which represents 48.17 percent of the total revenue for the governmental activities. The District relies heavily on this state funding to operate at the current levels of service.

Instruction accounts for 53.79 percent of governmental activities program expenses. Support services expenses make up 36.73 percent of governmental activities expenses. The statement of activities shows the cost of program services and charges for services and grants offsetting those services.

Table 3 shows, for governmental activities, the total cost of services and the net cost of services for fiscal year 2009 compared with fiscal year 2008. That is, it identifies the cost of these services supported by tax revenue and unrestricted State entitlements.

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Management's Discussion and Analysis  
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(Unaudited)*

Table 3  
**Net Cost of Governmental Activities**

|  | <u>Total Cost<br/>of Services</u> | <u>Net Cost<br/>of Services</u> | <u>Total Cost<br/>of Services</u> | <u>Net Cost<br/>of Services</u> |
|--|-----------------------------------|---------------------------------|-----------------------------------|---------------------------------|
|  | <u>2009</u>                       | <u>2009</u>                     | <u>2008</u>                       | <u>2008</u>                     |
| <i>Program Expenses:</i>                   |                                   |                                 |                                   |                                 |
| Instruction                                | \$7,919,975                       | \$6,469,208                     | \$8,431,280                       | \$7,159,405                     |
| Support Services                           | 5,408,438                         | 5,046,518                       | 4,789,622                         | 4,731,164                       |
| Operation of Non-Instructional<br>Services | 641,766                           | 65,803                          | 562,114                           | 8,336                           |
| Extracurricular Activities                 | 414,798                           | 157,474                         | 453,911                           | 243,322                         |
| Interest and Fiscal Charges                | 338,719                           | 338,719                         | 364,505                           | 364,505                         |
| Total Expenses                             | <u>\$14,723,696</u>               | <u>\$12,077,722</u>             | <u>\$14,601,432</u>               | <u>\$12,506,732</u>             |

**The District's Funds**

The District's governmental funds are accounted for using the modified accrual basis of accounting (See Note 2 for discussion of significant accounting policies). All governmental funds had total revenues and other financing sources of \$14,115,046 and expenditures and other financing uses of \$15,065,684.

Total governmental fund balance decreased by \$950,638. The decrease in fund balance for the year was most significant in the General Fund, which decreased by \$621,484 during fiscal year 2009.

The District should remain stable in fiscal years 2010 and 2011. However, projections beyond fiscal year 2011 show the District may be unable to meet inflationary cost increases in the long-term without additional tax levies or a meaningful change in state funding of public schools as directed by the Ohio Supreme Court.

**Budget Highlights - General Fund**

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

During the course of fiscal year 2009, the District amended its General Fund budget several times. The District uses a modified site-based budget technique that is designed to control site budgets while providing building administrators and supervisors flexibility for site management.

The District prepares and monitors a detailed cashflow plan for the General Fund. Actual cashflow is compared to monthly and year-to-date estimates.



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For the General Fund, the final budget basis revenue was \$12,098,264 representing a \$130,029 increase from the original budget estimates \$11,968,235. The final budget reflected a 1.09 percent increase from the original budgeted amount. Most of this difference was due to receiving more intergovernmental revenue than was originally estimated. For the General Fund, the final budget basis expenditures were \$14,404,592 representing an increase of \$9,116,224 from the original budget expenditures of \$5,288,368. The final budget reflected a 172.38 percent increase from the original budgeted amount.

**Capital Assets and Debt Administration**

**Capital Assets**

At the end of fiscal year 2009, the District had \$22.1 million invested in land, land improvements, buildings and improvements, furniture, fixtures, equipment and textbooks, and vehicles, of which all was in governmental activities. That total carries an accumulated depreciation of \$6.6 million. Table 4 shows fiscal year 2009 balances compared to fiscal year 2008.

Table 4  
**Capital Assets & Accumulated Depreciation at Year End**

|  | <u>Governmental Activities</u> |                     |
|--|--------------------------------|---------------------|
|  | <u>2009</u>                    | <u>2008</u>         |
| <i>Nondepreciable Capital Assets:</i>        |                                |                     |
| Land   | \$137,750                      | \$137,750           |
| <i>Depreciable Capital Assets:</i>           |                                |                     |
| Land Improvements                            | 411,016                        | 411,016             |
| Buildings and Improvements                   | 17,599,426                     | 17,598,331          |
| Furniture, Fixtures, Equipment and Textbooks | 2,638,322                      | 2,497,975           |
| Vehicles                                     | 1,396,801                      | 1,443,929           |
| <i>Total Capital Assets</i>                  | <u>22,183,315</u>              | <u>22,089,001</u>   |
| <i>Less Accumulated Depreciation:</i>        |                                |                     |
| Land Improvements                            | (140,396)                      | (122,156)           |
| Buildings and Improvements                   | (3,680,755)                    | (3,424,886)         |
| Furniture, Fixtures, Equipment and Textbooks | (1,684,128)                    | (1,479,138)         |
| Vehicles                                     | (1,109,016)                    | (1,101,488)         |
| <i>Total Accumulated Depreciation</i>        | <u>(6,614,295)</u>             | <u>(6,127,668)</u>  |
| Capital Assets, Net                          | <u>\$15,569,020</u>            | <u>\$15,961,333</u> |

**ZANE TRACE LOCAL SCHOOL DISTRICT**  
*Management's Discussion and Analysis*  
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*(Unaudited)*

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More detailed information pertaining to the District's capital asset activity can be found in the notes to the basic financial statements.

**Debt Administration**

At June 30, 2009, the District had \$6,184,992 in general obligation debt, certificate of participation obligations and capital leases outstanding with \$350,992 due within one year. Table 5 summarizes amounts outstanding for fiscal year 2009 compared to fiscal year 2008.

Table 5  
**Outstanding Debt, Governmental Activities at Year End**

| Purpose                       | 2009               | 2008               |
|-------------------------------|--------------------|--------------------|
| 1997 School Improvement Bonds | \$3,205,000        | \$3,405,000        |
| Certificate of Participation  | 2,978,000          | 3,111,000          |
| Capital Leases                | 1,992              | 15,643             |
| Total                         | <u>\$6,184,992</u> | <u>\$6,531,643</u> |

More detailed information pertaining to the District's long-term debt activity can be found in the notes to the basic financial statements.

**Current Issues**

The Zane Trace Local School District is financially stable at the current time. While this appears to be a positive condition, the financial stability of the District is dwindling at a steady pace. The District continues to carry a reasonable cash balance, but our five year forecast shows that expenditures will continue to exceed our revenues again in the fiscal year 2009. Each and every financial decision from this point forward is being weighed with great caution and many factors are being considered to continue the District's financial stability.

As with every School District in the State of Ohio, State funding is an unpredictable issue. The State provides the majority of the revenue received within our District. Current revenue projections do not seem to reflect increases that will keep up with the continuing operational increases the District is beginning to suffer from health/medical insurance, utility costs and continuing growth enrollment. The State also continues to reduce funding of federal and State programs which cause other funds to pick up costs or reduce provided services.

With careful planning and monitoring of our finances, the Zane Trace Board of Education is committed to providing a quality education for our students and a secure financial future for the District.

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Management's Discussion and Analysis  
For the Fiscal Year Ended June 30, 2009  
(Unaudited)*

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**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 any questions about this report or need additional information contact Tambrea L. Irwin, Treasurer at Zane Trace Local School District, 946 State Route 180, Chillicothe, OH 45601 or email [Tirwin@mail.gsn.k12.oh.us](mailto:Tirwin@mail.gsn.k12.oh.us).

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Statement of Net Assets*

*June 30, 2009*

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|   | <u>Governmental<br/>Activities</u> |
|---|------------------------------------|
| <b><u>Assets:</u></b>                           |                                    |
| Equity in Pooled Cash and Cash Equivalents      | \$6,652,970                        |
| Cash and Cash Equivalents with Fiscal Agents    | 424,995                            |
| Property Taxes Receivable                       | 4,479,576                          |
| Accounts Receivable                             | 12,350                             |
| Intergovernmental Receivable                    | 118,274                            |
| Materials and Supplies Inventory                | 15,736                             |
| Inventory Held for Resale                       | 9,000                              |
| Prepaid Items                                   | 38,495                             |
| <i>Restricted Assets:</i>                       |                                    |
| Equity Pooled in Cash and Cash Equivalents      | 712,634                            |
| Nondepreciable Capital Assets                   | 137,750                            |
| Depreciable Capital Assets, Net                 | <u>15,431,270</u>                  |
| <br><i>Total Assets</i>                         | <br><u>28,033,050</u>              |
| <br><b><u>Liabilities:</u></b>                  |                                    |
| Accounts Payable                                | 121,774                            |
| Accrued Wages and Benefits                      | 1,124,806                          |
| Intergovernmental Payable                       | 403,108                            |
| Accrued Interest Payable                        | 27,063                             |
| Deferred Revenue                                | 3,947,097                          |
| Claims Payable                                  | 308,715                            |
| <i>Long-Term Liabilities:</i>                   |                                    |
| Due within One Year                             | 383,541                            |
| Due in More Than One Year                       | <u>6,486,309</u>                   |
| <br><i>Total Liabilities</i>                    | <br><u>12,802,413</u>              |
| <br><b><u>Net Assets:</u></b>                   |                                    |
| Invested in Capital Assets, Net of Related Debt | 9,384,028                          |
| <i>Restricted for:</i>                          |                                    |
| Set Asides                                      | 712,634                            |
| Capital Outlay                                  | 604,076                            |
| Debt Service                                    | 370,501                            |
| Other Purposes                                  | 195,745                            |
| Unrestricted                                    | <u>3,963,653</u>                   |
| <br><i>Total Net Assets</i>                     | <br><u><u>\$15,230,637</u></u>     |

See accompanying notes to the basic financial statements.

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Statement of Activities*

*For the Fiscal Year Ended June 30, 2009*

|   | <u>Program Revenues</u>    |   |   | Net (Expense)<br>Revenue and<br>Changes in<br>Net Assets |
|---|----------------------------|---|---|--|
|   | <u>Expenses</u>            | <u>Charges for<br/>Services and<br/>Sales</u> | <u>Operating<br/>Grants and<br/>Contributions</u> | <u>Governmental<br/>Activities</u>                       |
| <b><u>Governmental Activities:</u></b>                      |                            |   |   |  |
| <i>Instruction:</i>   |                            |   |   |  |
| Regular   | \$6,463,248                | \$420,436                                     | \$107,396   | (\$5,935,416)  |
| Special   | 1,306,038                  | 0   | 921,701   | (384,337)  |
| Vocational  | 9,989                      | 0   | 1,234   | (8,755)  |
| Other   | 140,700                    | 0   | 0   | (140,700)  |
| <i>Support Services:</i>                                    |                            |   |   |  |
| Pupils  | 463,445                    | 0   | 3,513   | (459,932)  |
| Instructional Staff   | 498,263                    | 0   | 0   | (498,263)  |
| Board of Education  | 157,325                    | 0   | 0   | (157,325)  |
| Administration  | 768,927                    | 0   | 13,637  | (755,290)  |
| Fiscal  | 423,560                    | 0   | 1,950   | (421,610)  |
| Operation and Maintenance of Plant                          | 1,823,647                  | 0   | 9,218   | (1,814,429)  |
| Pupil Transportation  | 1,018,507                  | 0   | 323,387   | (695,120)  |
| Central   | 254,764                    | 0   | 10,215  | (244,549)  |
| Operation of Non-Instructional Services                     | 641,766                    | 375,300                                       | 200,663   | (65,803)   |
| Extracurricular Activities                                  | 414,798                    | 246,355                                       | 10,969  | (157,474)  |
| <i>Debt Service:</i>  |                            |   |   |  |
| Interest and Fiscal Charges                                 | 338,719                    | 0   | 0   | (338,719)  |
| <b><i>Total Governmental Activities</i></b>                 | <b><u>\$14,723,696</u></b> | <b><u>\$1,042,091</u></b>                     | <b><u>\$1,603,883</u></b>                         | <b><u>(12,077,722)</u></b>                               |
| <b><u>General Revenues:</u></b>                             |                            |   |   |  |
| <i>Property Taxes Levied for:</i>                           |                            |   |   |  |
| General Purposes  |                            |   |   | 3,853,255  |
| Debt Service  |                            |   |   | 325,759  |
| Capital Outlay  |                            |   |   | 66,568   |
| Income Taxes  |                            |   |   | 8,621  |
| Grants and Entitlements not Restricted to Specific Programs |                            |   |   | 6,827,021  |
| Investment Earnings   |                            |   |   | 188,235  |
| Miscellaneous   |                            |   |   | 121,246  |
| <b><i>Total General Revenues</i></b>                        |                            |   |   | <b><u>11,390,705</u></b>                                 |
| Change in Net Assets  |                            |   |   | (687,017)  |
| <b><i>Net Assets at Beginning of Year</i></b>               |                            |   |   | <b><u>15,917,654</u></b>                                 |
| <b><i>Net Assets at End of Year</i></b>                     |                            |   |   | <b><u><u>\$15,230,637</u></u></b>                        |

See accompanying notes to the basic financial statements.

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Balance Sheet  
Governmental Funds  
June 30, 2009*

|  | General                   | Other<br>Governmental<br>Funds | Total<br>Governmental<br>Funds |
|--|---------------------------|--------------------------------|--------------------------------|
| <b><u>Assets:</u></b>                                |                           |                                |                                |
| Equity in Pooled Cash and Cash Equivalents           | \$5,112,028               | \$1,492,213                    | \$6,604,241                    |
| Property Taxes Receivable                            | 4,057,176                 | 422,400                        | 4,479,576                      |
| Accounts Receivable                                  | 11,541                    | 809                            | 12,350                         |
| Intergovernmental Receivable                         | 0                         | 118,274                        | 118,274                        |
| Prepaid Items  | 37,106                    | 1,389                          | 38,495                         |
| Inventory Held for Resale                            | 0                         | 9,000                          | 9,000                          |
| Materials and Supplies Inventory                     | 13,423                    | 2,313                          | 15,736                         |
| <b><u>Restricted Assets:</u></b>                     |                           |                                |                                |
| Equity in Pooled Cash and Cash Equivalents           | 712,634                   | 0                              | 712,634                        |
| <b><i>Total Assets</i></b>                           | <b><u>\$9,943,908</u></b> | <b><u>\$2,046,398</u></b>      | <b><u>\$11,990,306</u></b>     |
| <b><u>Liabilities and Fund Balances:</u></b>         |                           |                                |                                |
| <b><u>Liabilities:</u></b>                           |                           |                                |                                |
| Accounts Payable                                     | 87,705                    | 34,069                         | 121,774                        |
| Accrued Wages and Benefits                           | 1,020,092                 | 104,714                        | 1,124,806                      |
| Intergovernmental Payable                            | 366,166                   | 36,942                         | 403,108                        |
| Deferred Revenue                                     | 3,713,743                 | 386,028                        | 4,099,771                      |
| <b><i>Total Liabilities</i></b>                      | <b><u>5,187,706</u></b>   | <b><u>561,753</u></b>          | <b><u>5,749,459</u></b>        |
| <b><u>Fund Balances:</u></b>                         |                           |                                |                                |
| Reserved for Encumbrances                            | 407,576                   | 282,985                        | 690,561                        |
| Reserved for Prepays                                 | 37,106                    | 1,389                          | 38,495                         |
| Reserved for Property Taxes                          | 343,433                   | 36,372                         | 379,805                        |
| Reserved for Textbooks and Instructional Material    | 226,738                   | 0                              | 226,738                        |
| Reserved for Capital Improvements                    | 268,759                   | 0                              | 268,759                        |
| Reserved for Budget Stabilization                    | 217,137                   | 0                              | 217,137                        |
| <b><i>Unreserved, Undesignated, Reported in:</i></b> |                           |                                |                                |
| General Fund   | 3,255,453                 | 0                              | 3,255,453                      |
| Special Revenue Funds                                | 0                         | 436,543                        | 436,543                        |
| Debt Service Fund                                    | 0                         | 356,220                        | 356,220                        |
| Capital Projects Funds                               | 0                         | 371,136                        | 371,136                        |
| <b><i>Total Fund Balances</i></b>                    | <b><u>4,756,202</u></b>   | <b><u>1,484,645</u></b>        | <b><u>6,240,847</u></b>        |
| <b><i>Total Liabilities and Fund Balances</i></b>    | <b><u>\$9,943,908</u></b> | <b><u>\$2,046,398</u></b>      | <b><u>\$11,990,306</u></b>     |

See accompanying notes to the basic financial statements.

**ZANE TRACE LOCAL SCHOOL DISTRICT**  
*Reconciliation of Total Governmental Fund Balances to  
 Net Assets of Governmental Activities  
 June 30, 2009*

|   |             |                     |
|---|-------------|---------------------|
| <b>Total Governmental Funds Balances</b>  |             | \$6,240,847         |
| <br><i>Amounts reported for governmental activities in the statement of net assets are different because:</i>   |             |                     |
| Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.   |             | 15,569,020          |
| Some of the District's receivables will be collected after fiscal year-end, however are not available soon enough to pay for the current period's expenditures and therefore are deferred in the funds. These receivables consist of: |             |                     |
| Property taxes  |             | 152,674             |
| Some liabilities are not due and payable in the current period and therefore are not reported in the funds. These liabilities consist of:   |             |                     |
| General obligation bonds  | (3,205,000) |                     |
| Accrued interest on bonds   | (27,063)    |                     |
| Capital leases and Certificate of Participation   | (2,979,992) |                     |
| Compensated absences  | (684,858)   |                     |
|   |             |                     |
| Total liabilities not reported in funds   |             | (6,896,913)         |
| An internal service fund is used by management to charge the costs of insurance to individual funds. The assets and liabilities of the internal service fund are included in governmental activities in the statement of net assets.  |             | 165,009             |
|   |             | 165,009             |
| <i>Net Assets of Governmental Activities</i>  |             | <b>\$15,230,637</b> |

See accompanying notes to the basic financial statements.

**ZANE TRACE LOCAL SCHOOL DISTRICT**  
*Statement of Revenues, Expenditures and Changes in Fund Balances*  
*Governmental Funds*  
*For the Fiscal Year Ended June 30, 2009*

|   | General            | Other<br>Governmental<br>Funds | Total<br>Governmental<br>Funds |
|---|--------------------|--------------------------------|--------------------------------|
| <b><u>Revenues:</u></b>                             |                    |                                |                                |
| Property Taxes                                      | \$3,838,644        | \$390,823                      | \$4,229,467                    |
| Income Taxes  | 8,621              | 0                              | 8,621                          |
| Intergovernmental                                   | 7,549,142          | 843,570                        | 8,392,712                      |
| Interest  | 188,235            | 0                              | 188,235                        |
| Tuition and Fees                                    | 360,616            | 809                            | 361,425                        |
| Gifts and Donations                                 | 0                  | 38,192                         | 38,192                         |
| Extracurricular Activities                          | 24,698             | 221,657                        | 246,355                        |
| Charges for Services                                | 59,011             | 375,300                        | 434,311                        |
| Miscellaneous                                       | 90,966             | 30,280                         | 121,246                        |
| <i>Total Revenues</i>                               | <u>12,119,933</u>  | <u>1,900,631</u>               | <u>14,020,564</u>              |
| <b><u>Expenditures:</u></b>                         |                    |                                |                                |
| <i>Current:</i>                                     |                    |                                |                                |
| <i>Instruction:</i>                                 |                    |                                |                                |
| Regular   | 6,314,007          | 162,179                        | 6,476,186                      |
| Special   | 837,298            | 466,364                        | 1,303,662                      |
| Vocational  | 9,989              | 0                              | 9,989                          |
| Other   | 140,700            | 0                              | 140,700                        |
| <i>Support Services:</i>                            |                    |                                |                                |
| Pupils  | 474,735            | 7,078                          | 481,813                        |
| Instructional Staff                                 | 469,134            | 0                              | 469,134                        |
| Board of Education                                  | 156,752            | 900                            | 157,652                        |
| Administration                                      | 730,313            | 31,081                         | 761,394                        |
| Fiscal  | 410,199            | 12,410                         | 422,609                        |
| Operation and Maintenance of Plant                  | 1,446,444          | 226,481                        | 1,672,925                      |
| Pupil Transportation                                | 922,982            | 0                              | 922,982                        |
| Central   | 221,871            | 11,245                         | 233,116                        |
| Operation of Non-Instructional Services             | 0                  | 619,964                        | 619,964                        |
| Extracurricular Activities                          | 211,688            | 206,962                        | 418,650                        |
| Capital Outlay                                      | 0                  | 193,280                        | 193,280                        |
| <i>Debt Service:</i>                                |                    |                                |                                |
| Principal Retirement                                | 146,651            | 200,000                        | 346,651                        |
| Interest and Fiscal Charges                         | 154,172            | 186,323                        | 340,495                        |
| <i>Total Expenditures</i>                           | <u>12,646,935</u>  | <u>2,324,267</u>               | <u>14,971,202</u>              |
| <i>Excess of Revenues Over (Under) Expenditures</i> | <u>(527,002)</u>   | <u>(423,636)</u>               | <u>(950,638)</u>               |
| <b><u>Other Financing Sources:</u></b>              |                    |                                |                                |
| Transfers In  | 0                  | 94,482                         | 94,482                         |
| Transfers Out                                       | (94,482)           | 0                              | (94,482)                       |
| <i>Total Other Financing Sources</i>                | <u>(94,482)</u>    | <u>94,482</u>                  | <u>0</u>                       |
| <i>Net Change in Fund Balances</i>                  | <u>(621,484)</u>   | <u>(329,154)</u>               | <u>(950,638)</u>               |
| <i>Fund Balances at Beginning of Year</i>           | <u>5,377,686</u>   | <u>1,813,799</u>               | <u>7,191,485</u>               |
| <i>Fund Balances at End of Year</i>                 | <u>\$4,756,202</u> | <u>\$1,484,645</u>             | <u>\$6,240,847</u>             |

See accompanying notes to the basic financial statements.



**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Reconciliation of the Statement of Revenues, Expenditures and Changes  
in Fund Balances of Governmental Funds to the Statement of Activities  
For the Fiscal Year Ended June 30, 2009*

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**Net Change in Fund Balances - Total Governmental Funds** (950,638)

***Amounts reported for governmental activities in the statement of activities are different because:***

Governmental funds report capital outlay as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlay exceeded depreciation in the current period.

|                         |                  |           |
|-------------------------|------------------|-----------|
| Capital asset additions | 243,248          |           |
| Depreciation expense    | <u>(622,609)</u> |           |
| Total                   |                  | (379,361) |

Governmental funds only report the disposal of capital assets to the extent proceeds are received from the sale. In the statement of activities, a gain or loss is reported for each disposal. (12,952)

Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds. These revenues consist of:

|                |        |
|----------------|--------|
| Property taxes | 16,115 |
|----------------|--------|

Repayment of bond and certificate of participation principal and capital leases is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net assets. 346,651

In the statement of activities, interest is accrued on outstanding bonds, whereas in governmental funds, an interest expenditure is reported when due. 1,776

Some items reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds. These activities consist of:

|                      |          |
|----------------------|----------|
| Compensated absences | (29,334) |
|----------------------|----------|

The internal service fund used by management to charge the cost of insurance to individual funds is not reported in the government-wide statement of activities. Governmental expenditures and the related internal service fund revenue are eliminated. The net revenue (expense) of the internal service fund is allocated among activities. 320,726

*Change in Net Assets of Governmental Activities* (\$687,017)

See accompanying notes to the basic financial statements.

**ZANE TRACE LOCAL SCHOOL DISTRICT**  
*Statement of Revenues, Expenditures 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<br>Final Budget<br>Positive<br>(Negative) |
|---|------------------|-------------|-------------|---|
|   | Original         | Final       |             |   |
| <b><u>Revenues:</u></b>                             |                  |             |             |   |
| Property Taxes                                      | \$4,052,910      | \$3,804,755 | \$3,804,755 | \$0   |
| Income Taxes  | 9,183            | 8,621       | 8,621       | 0   |
| Intergovernmental                                   | 7,204,031        | 7,549,142   | 7,549,142   | 0   |
| Interest  | 179,630          | 188,235     | 188,235     | 0   |
| Tuition and Fees                                    | 344,130          | 360,616     | 360,616     | 0   |
| Extracurricular Activities                          | 23,569           | 24,698      | 24,698      | 0   |
| Charges for Services                                | 56,313           | 59,011      | 59,011      | 0   |
| Miscellaneous                                       | 98,469           | 103,186     | 103,186     | 0   |
| <i>Total Revenues</i>                               | 11,968,235       | 12,098,264  | 12,098,264  | 0   |
| <b><u>Expenditures:</u></b>                         |                  |             |             |   |
| <i>Current:</i>                                     |                  |             |             |   |
| <i>Instruction:</i>                                 |                  |             |             |   |
| Regular   | 3,762,139        | 6,820,553   | 6,488,793   | 331,760   |
| Special   | 295,725          | 950,990     | 840,157     | 110,833   |
| Vocational  | 3,500            | 11,501      | 9,989       | 1,512   |
| Other   | 116,802          | 266,802     | 184,272     | 82,530  |
| <i>Support Services:</i>                            |                  |             |             |   |
| Pupils  | 243,449          | 520,519     | 490,638     | 29,881  |
| Instructional Staff                                 | 138,019          | 483,659     | 440,167     | 43,492  |
| Board of Education                                  | 13,900           | 400,964     | 177,444     | 223,520   |
| Administration                                      | 146,921          | 810,079     | 733,013     | 77,066  |
| Fiscal  | 147,748          | 421,886     | 414,707     | 7,179   |
| Operation and Maintenance of Plant                  | 403,821          | 1,734,798   | 1,499,745   | 235,053   |
| Pupil Transportation                                | 15,385           | 1,209,600   | 1,088,035   | 121,565   |
| Central   | 959              | 248,037     | 232,776     | 15,261  |
| Extracurricular Activities                          | 0                | 239,765     | 214,992     | 24,773  |
| <i>Debt Service:</i>                                |                  |             |             |   |
| Principal   | 0                | 133,000     | 133,000     | 0   |
| Interest  | 0                | 152,439     | 152,439     | 0   |
| <i>Total Expenditures</i>                           | 5,288,368        | 14,404,592  | 13,100,167  | 1,304,425   |
| <i>Excess of Revenues Over (Under) Expenditures</i> | 6,679,867        | (2,306,328) | (1,001,903) | 1,304,425   |
| <b><u>Other Financing Sources (Uses):</u></b>       |                  |             |             |   |
| Transfers In  | 0                | 512,676     | 0           | (512,676)   |
| Transfers Out                                       | 0                | (750,714)   | (94,482)    | 656,232   |
| <i>Total Other Financing Sources (Uses)</i>         | 0                | (238,038)   | (94,482)    | 143,556   |
| Net Change in Fund Balances                         | 6,679,867        | (2,544,366) | (1,096,385) | 1,447,981   |
| <i>Fund Balance at Beginning of Year</i>            | 6,197,910        | 6,197,910   | 6,197,910   | 0   |
| Prior Year Encumbrances Appropriated                | 224,891          | 224,891     | 224,891     | 0   |
| <i>Fund Balance at End of Year</i>                  | \$13,102,668     | \$3,878,435 | \$5,326,416 | \$1,447,981   |

See accompanying notes to the basic financial statements.

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Statement of Fund Net Assets*

*Internal Service Fund*

*June 30, 2009*

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|  | <u>Governmental<br/>Activities</u> |
|--|------------------------------------|
|  | <u>Internal<br/>Service Fund</u>   |
| <b><u>Assets:</u></b>                        |                                    |
| <i>Current Assets:</i>                       |                                    |
| Equity in Pooled Cash and Cash Equivalents   | \$48,729                           |
| Cash and Cash Equivalents with Fiscal Agents | 424,995                            |
|  | <hr/>                              |
| <i>Total Current Assets</i>                  | 473,724                            |
|  | <hr/>                              |
| <i>Total Assets</i>                          | 473,724                            |
|  | <hr/>                              |
| <b><u>Liabilities:</u></b>                   |                                    |
| <i>Current Liabilities:</i>                  |                                    |
| Claims Payable                               | 308,715                            |
|  | <hr/>                              |
| <i>Total Current Liabilities</i>             | 308,715                            |
|  | <hr/>                              |
| <i>Total Liabilities</i>                     | 308,715                            |
|  | <hr/>                              |
| <b><u>Net Assets:</u></b>                    |                                    |
| Unrestricted (Deficit)                       | \$165,009                          |
|  | <hr/>                              |
| <i>Total Net Assets</i>                      | \$165,009                          |
|  | <hr/> <hr/>                        |

See accompanying notes to the basic financial statements.

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Statement of Revenues,  
Expenses and Changes in Fund Net Assets  
Internal Service Fund  
For the Fiscal Year Ended June 30, 2009*

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|  | <u>Governmental<br/>Activities</u><br><u>Internal<br/>Service Fund</u> |
|--|--|
| <b><u>Operating Revenues:</u></b>                |  |
| Other Revenues                                   | <u>\$2,379,385</u>   |
| <i>Total Operating Revenues</i>                  | <u>2,379,385</u>   |
| <b><u>Operating Expenses:</u></b>                |  |
| Purchased Services                               | 135,268  |
| Claims   | <u>1,923,391</u>   |
| <i>Total Operating Expenses</i>                  | <u>2,058,659</u>   |
| <i>Change in Net Assets</i>                      | 320,726  |
| <i>Net Assets (Deficit) at Beginning of Year</i> | <u>(155,717)</u>   |
| <i>Net Assets (Deficit) at End of Year</i>       | <u><u>\$165,009</u></u>  |

See accompanying notes to the basic financial statements.

**ZANE TRACE LOCAL SCHOOL DISTRICT**

Statement of Cash Flows

Internal Service Fund

For the Fiscal Year Ended June 30, 2009

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|  | <u>Governmental<br/>Activities</u> |
|--|------------------------------------|
|  | <u>Internal<br/>Service Fund</u>   |
| <b><u>Increase (Decrease) in Cash and Cash Equivalents:</u></b>                                    |                                    |
| <b><u>Cash Flows from Operating Activities:</u></b>  |                                    |
| Cash Received from Customers   | \$2,379,476                        |
| Cash Payments for Goods and Services   | (142,837)                          |
| Cash Payments for Claims   | <u>(1,818,807)</u>                 |
| <i>Net Cash from Operating Activities</i>  | 417,832                            |
| <i>Cash and Cash Equivalents at Beginning of Year</i>  | <u>55,892</u>                      |
| <i>Cash and Cash Equivalents at End of Year</i>  | <u><u>\$473,724</u></u>            |
| <br>   |                                    |
| <b><u>Reconciliation of Operating Income<br/>to Net Cash from Operating Activities:</u></b>        |                                    |
| Operating Income   | \$320,726                          |
| <br>   |                                    |
| <b><u>Adjustments to Reconcile Operating Income<br/>to Net Cash from Operating Activities:</u></b> |                                    |
| <i>(Increase) Decrease in Assets:</i>  |                                    |
| Intergovernmental Receivable   | 91                                 |
| <i>Increase (Decrease) in Liabilities:</i>   |                                    |
| Accounts Payable   | (7,569)                            |
| Claims Payable   | <u>104,584</u>                     |
| <i>Net Cash from Operating Activities</i>  | <u><u>\$417,832</u></u>            |

See accompanying notes to the basic financial statements.

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Statement of Fiduciary Net Assets*

*Fiduciary Fund*

*June 30, 2009*

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|  | <u>Agency</u>   |
|--|-----------------|
| <b><u>Assets:</u></b>                      |                 |
| Equity in Pooled Cash and Cash Equivalents | <u>\$24,820</u> |
| <b><u>Liabilities:</u></b>                 |                 |
| Undistributed Monies                       | <u>\$24,820</u> |

See accompanying notes to the basic financial statements.

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Notes to the Basic Financial Statements*

*For the Fiscal Year Ended June 30, 2009*

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**NOTE 1 - DESCRIPTION OF THE DISTRICT AND REPORTING ENTITY**

**Description of the District**

Zane Trace 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 statute and federal guidelines.

The District was established in 1965 through the consolidation of existing land areas and school districts. The District serves an area of approximately 104 square miles. It is located in Ross County, and includes all of the Village of Kingston and portions of Green North, Green South, Springfield, and Colerain Townships. It is staffed by 61 non-certificated employees, 98 certificated full time teaching personnel and 4 administrative employees who provide services to 1,588 students and other community members. The District currently operates one instructional building.

**Reporting Entity**

A reporting entity is comprised of the primary government, component units, and other organizations that are included to insure that the financial statements are not misleading. The primary government of the District consists of all funds, departments, boards, and agencies that are not legally separate from the District. For Zane Trace Local School District, this includes general operations, food service, and student related activities of the District.

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. Component units may also include organizations that are fiscally dependent on the District in that the District approves the budget, the issuance of debt, or the levying of taxes. The District does not have any component units.

The District participates in eight organizations, five of which are defined as jointly governed organizations, one as a claims servicing pool, and two as insurance purchasing pools. These organizations are the South Central Ohio Computer Association, the Pickaway-Ross Career and Technology Center, the Great Seal Education Network of Tomorrow, Coalition of Rural and Appalachian Schools, Pilasco-Ross Special Education Regional Resource Center, the Ross County School Employees Insurance Consortium, the Ohio School Boards Association Workers' Compensation Group Rating Plan, and the Ohio School Plan. These organizations are presented in Notes 17 and 18 to the basic financial statements.

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Notes to the Basic Financial Statements*

*For the Fiscal Year Ended June 30, 2009*

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

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

**A. Basis of Presentation**

The District's basic financial statements consist of government-wide 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 activity of the internal service fund is eliminated to avoid "doubling up" revenues and expenses.

The statement of net assets presents the financial condition of the governmental activities of the District at year-end. The statement of activities presents a comparison between direct expenses and program revenues for each program or function of the District's governmental activities. Direct expenses are those that are specifically associated with a service, program or department and are therefore clearly identifiable to a particular function. Program revenues include charges paid by the recipient of the goods or services offered by the program, grants and contributions that are restricted to meeting the operational requirements of a particular program and interest earned on grants that is required to be used to support a particular program. Revenues which are not classified as program revenues are presented as general revenues of the District, with certain limited exceptions. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self financing or draws from the general revenues of the District.

**Fund Financial Statements**

During the fiscal year, the District segregates transactions related to certain District functions or activities into 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 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. The internal service fund is presented on the face of the proprietary fund statements. Fiduciary funds are reported by fund type.

**B. Fund Accounting**

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



**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Notes to the Basic Financial Statements*

*For the Fiscal Year Ended June 30, 2009*

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (Continued)

**Governmental Funds**

Governmental funds are those through which most governmental functions of the District are financed. Governmental fund reporting focuses on the sources, uses and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used. Current liabilities are assigned to the fund from which they will be paid. The difference between governmental fund assets and liabilities is reported as fund balance. The following is the District's major governmental fund:

**General Fund** - The General Fund is the operating fund of the District and is used to account for all financial resources except those required to be accounted for in another fund.

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

**Proprietary Fund**

Proprietary fund reporting focuses on the determination of operating income, changes in net assets, financial position and cash flows. Proprietary funds are classified as enterprise or internal service; the District has no enterprise funds. The following is a description of the District's internal service fund:

**Internal Service Fund** - The internal service fund is used to account for the medical, surgical, and dental benefits provided to employees.

**Fiduciary Funds**

Fiduciary fund reporting focuses on net assets and changes in net assets. The fiduciary fund category is split into four classifications: pension trust funds, investment trust funds, private purpose trust funds and agency funds. Trust funds are used to account for assets held by the District under a trust agreement for individuals, private organizations, or other governments and are therefore not available to support the District's own programs. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. The District's only fiduciary fund is an agency fund. The District's agency fund accounts for student activity programs.

**C. Measurement Focus**

**Government-wide Financial Statements**

The government-wide statements are prepared using the economic resources measurement focus. All assets and liabilities associated with the operation of the District are included on the statement of net assets. The statement of activities presents increases (e.g., revenues) and decreases (e.g., expenses) in total net assets.

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Notes to the Basic Financial Statements*

*For the Fiscal Year Ended June 30, 2009*

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (Continued)

**Fund Financial Statements**

All governmental funds are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. The statement of revenues, expenditures and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements therefore include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds.

Like the government-wide statements, the internal service fund is accounted for on a flow of economic resources measurement focus. All assets and all liabilities associated with the operation of this fund is included on the statement of net assets. The statement of changes in fund net assets presents increases (e.g., revenues) and decreases (e.g., expenses) in net total assets. The statement of fund cash flows provides information about how the District finances and meets the cash flow needs of its internal service activities.

The agency fund does not report a measurement focus as it does not report operations.

**D. Basis of Accounting**

Basis of accounting determines when transactions are recorded in the financial records and reported on the financial statements. The government-wide financial statements and the financial statements of the internal service fund and fiduciary funds are prepared using the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting. Differences in the accrual and the modified accrual basis of accounting arise in the recognition of revenue, the recording of deferred revenue, and in the presentation of expenses versus expenditures.

**Revenues - Exchange and Non-exchange Transactions**

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. "Measurable" means the amount of the transaction can be determined and "available" means that the resources are collectible within the current fiscal year, or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For the District, available means expected to be received within sixty days of fiscal year-end.

Nonexchange transactions, in which the District receives value without directly giving equal value in return, include property taxes, grants, entitlements and donations. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied (see Note 7). Revenue from grants, entitlements and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the year when use is first permitted, matching requirements, in which the District must provide local resources to be used for a specified purpose, and expenditure requirements, in which the resources are provided to the District on a reimbursement basis. On a modified accrual basis, revenue from nonexchange transactions must also be available before it can be recognized.

Under the modified accrual basis, the following revenue sources are considered to be both measurable and available at year-end: property taxes available for advance and grants.

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Notes to the Basic Financial Statements*

*For the Fiscal Year Ended June 30, 2009*

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (Continued)

**Deferred Revenue**

Deferred revenue arises when assets are recognized before revenue recognition criteria have been satisfied.

Property taxes for which there is an enforceable legal claim as of June 30, 2009, but which were levied to finance fiscal year 2010 operations, have been recorded as deferred revenue.

On governmental fund financial statements, receivables that will not be collected within the available period have also been reported as deferred revenue.

**Expenses/Expenditures**

On the accrual basis of accounting, expenses are recognized at the time they are incurred. The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Expenditures are generally recognized in the accounting period in which the related fund liability is incurred, if measurable, except for (1) principal and interest on long term debt and capital lease obligations which is recorded when due and (2) the costs of accumulated unpaid vacation and sick leave are reported as fund liabilities as payments come due each period upon the occurrence of employer resignations and terminations. Allocations of cost, such as depreciation and amortization, are not recognized in the governmental funds.

**E. Cash and Cash Equivalents**

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

Following Ohio statutes, the Board of Education has, by resolution, specified the funds to receive an allocation of interest earnings. Interest revenue credited to the General Fund during fiscal year 2009 amounted to \$188,235 which includes \$41,460 assigned from other District funds.

Investments of the cash management pool and investments with an original maturity of three months or less at the time they are purchased by the District are presented on the financial statements as cash equivalents.

**F. Inventory**

Inventories are presented at cost on a first-in, first-out basis and are expensed when used. Inventories consist of materials and supplies held for consumption and donated and purchased food.

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Notes to the Basic Financial Statements*

*For the Fiscal Year Ended June 30, 2009*

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (Continued)

**G. Prepaid Items**

Payments made to vendors for services that will benefit periods beyond June 30, 2009, are recorded as prepaid items using the consumption method. A current asset for the prepaid amount is recorded at the time of the purchase and an expenditure/expense is reported in the year in which services are consumed.

**H. Restricted Assets**

Assets are reported as restricted when limitations on their use change the normal understanding of the availability of the asset. Such constraints are either imposed by creditors, contributors, grantors or laws of other governments or are imposed by law through constitutional provisions or enabling legislation. Restricted assets in the General Fund represent cash and cash equivalents legally required to be set-aside by the District for capital improvements, the purchase of textbooks and instructional material and to create a reserve for budget stabilization. See Note 19 for additional information regarding set-asides.

**I. Capital Assets**

The District's only capital assets are general assets. General capital assets are those assets specifically related to governmental activities. These assets generally result from expenditures in the governmental funds. These assets are reported in the governmental activities column of the government-wide statement of net assets but are not reported in the fund financial statements.

All capital assets are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the year. Donated capital assets are recorded at their fair market values as of the date received. The District maintains a capitalization threshold of five hundred dollars. The District does not possess any infrastructure. Improvements are capitalized; the costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not capitalized.

All reported capital assets except land are depreciated. Improvements are depreciated over the remaining useful lives of the related capital assets. Depreciation is computed using the straight-line method over the following useful lives:

| <u>Description</u>                | <u>Estimated Lives</u> |
|-----------------------------------|------------------------|
| Land Improvements                 | 20 years               |
| Buildings and Improvements        | 30 - 50 years          |
| Furniture, Fixtures and Equipment | 5 - 20 years           |
| Vehicles                          | 4 - 8 years            |

**J. Compensated Absences**

Vacation benefits are accrued as a liability as the benefits are earned if the employees' rights to receive compensation are attributable to services already rendered and it is probable that the District will compensate the employees for the benefits through paid time off or some other means. The District records a liability for accumulated unused vacation time when earned for all employees with more than one year of service.

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Notes to the Basic Financial Statements*

*For the Fiscal Year Ended June 30, 2009*

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (Continued)

Sick leave benefits are accrued as a liability using the vesting method. The liability includes the employees who are currently eligible to receive termination benefits and those the District has identified as probable of receiving payment in the future. The amount is based on accumulated sick leave and employees' wage rates at year-end, taking into consideration any limits specified in the District's termination policy. The District records a liability for accumulated unused sick leave for classified and certified employees after ten years of current service with the District.

The entire compensated absence liability is reported on the government-wide financial statements. On governmental fund financial statements, compensated absences are recognized as liabilities and expenditures to the extent payments come due each period upon the occurrence of employee resignations and retirements.

**K. Accrued Liabilities and Long-term Obligations**

All payables, accrued liabilities and long-term obligations are reported in the government-wide financial statements, and all payables, accrued liabilities and long-term obligations payable from the internal service fund are reported on the fund financial statements.

In general, governmental fund payables and accrued liabilities that, once incurred, are paid in a timely manner and in full from current financial resources, are reported as obligations of the funds. However, compensated absences, and special termination benefits that will be paid from governmental funds are reported as a liability in the fund financial statements only to the extent that they are due for payment in the current year. Bonds and capital leases that will be paid from governmental funds are recognized as a liability in the fund financial statements when due.

**L. Net Assets**

Net assets represent the difference between assets and liabilities. Net assets invested in capital assets, net of related debt consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction or improvement of those 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 activities for music and athletic programs and federal and state grants restricted to expenditures for specified purposes.

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

**M. Fund Balance Reserves**

The District reserves those portions of fund equity which are legally segregated for a specific future use or which do not represent available expendable resources and therefore are not available for appropriation or expenditure. Unreserved fund balance indicates that portion of fund equity which is available for appropriation in future periods. Fund equity reserves have been established for encumbrances, property taxes, textbook and instructional materials, budget stabilization, prepaid assets, and capital improvements.

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Notes to the Basic Financial Statements*

*For the Fiscal Year Ended June 30, 2009*

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (Continued)

The reserve for property taxes represents taxes recognized as revenue under generally accepted accounting principles but not available for appropriations under State statute. The reserve for set-asides represents money required to be set-aside by statute for textbooks, capital improvements and budget stabilization. See Note 19 for additional information regarding set-asides.

**N. Interfund Transactions**

Exchange transactions between funds are reported as revenues in the seller funds and as expenditures/expenses in the purchaser funds. Flows of cash or goods from one fund to another without a requirement for repayment are reported as interfund transfers. Interfund transfers are reported as other financing sources/uses in governmental funds and after nonoperating revenues/expenses in the proprietary fund. Repayments from funds responsible for particular expenditures/expenses to the funds that initially paid for them are not presented on the financial statements. Interfund transfers are eliminated in the statement of activities. The District had no such transactions for fiscal year 2009.

**O. Estimates**

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

**P. Budgetary Process**

All funds, other than the agency fund, are legally required to be budgeted and appropriated. The major documents prepared are the tax budget, the appropriation resolution and the certificate of estimated resources, 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 amounts that the Board of Education may appropriate. The appropriation resolution is the Board's authorization to spend resources and sets annual limits on expenditures plus encumbrances at a level of control selected by the Board. The legal level of control has been established by the Board of Education at the object level. Any revisions that alter the total of any object appropriation must be approved by the Board of Education.

The certificate of estimated resources may be amended during the year if projected increases or decreases in revenue are identified by the District Treasurer. The amounts reported as the original budgeted amounts in the budgetary statement reflect the amounts in the certificate when the original appropriations were adopted. The amounts reported as the final budgeted amounts in the budgetary statement reflect the amounts in the amended certificate that was in effect at the time the final appropriations were passed.

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

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Notes to the Basic Financial Statements*

*For the Fiscal Year Ended June 30, 2009*

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (Continued)

**Q. Operating Revenues and Expenses**

Operating revenues are those revenues that are generated directly from the primary activity of the internal service fund. For the District, these revenues are charges for services for self-insurance programs. Operating expenses are necessary costs incurred to provide the service that is the primary activity of the fund.

**NOTE 3- NEW GASB PRONOUNCEMENTS**

For fiscal year 2009, the District implemented GASB Statement No. 52, "Land and Other Real Estate Held as Investments by Endowments", and GASB No. 55, "The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments", and GASB Statement No. 56, "Codification of Accounting and Financial Reporting Guidance Contained in the AICPA Statements on Auditing Standards". The implementation of GASB Statements No. 52, 55 and 56 had no effect on the disclosure requirements and there was no effect on the prior period fund balances of the District.

**NOTE 4 - ACCOUNTABILITY**

At June 30, 2009, the Title VI-R Fund had a deficit fund balance of \$4,005. The deficit in this fund is the result of the application of generally accepted accounting principles and the requirement to accrue liabilities when incurred. The General Fund provides transfers to cover deficit balances; however this is done when cash is needed rather than when accruals occur. This deficit does not exist on the cash basis.

**NOTE 5 - BUDGETARY BASIS OF ACCOUNTING**

While the District is reporting financial position, results of operations, and changes in fund balances on the basis of generally accepted accounting principles (GAAP), the budgetary basis as provided by law is based upon accounting for certain transactions on a basis of cash receipts, disbursements, and encumbrances. The Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual (Budget Basis) – General Fund is presented on the budgetary basis to provide a meaningful comparison of actual results with the budget.

The major differences between the budget basis and GAAP basis are that:

1. Revenues are recorded when received in cash (budget basis) as opposed to when susceptible to accrual (GAAP basis).
2. Expenditures are recorded when paid in cash (budget basis) as opposed to when the liability is incurred (GAAP basis).
3. Encumbrances are treated as expenditures (budget basis) rather than as a reservation of fund balance (GAAP basis).

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Notes to the Basic Financial Statements*

*For the Fiscal Year Ended June 30, 2009*

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**NOTE 5 - BUDGETARY BASIS OF ACCOUNTING** (Continued)

The following table summarizes the adjustments necessary to reconcile the GAAP and budgetary basis statements for the General Fund.

| Net Change in Fund Balance | General                   |
|----------------------------|---------------------------|
| Budget Basis               | (\$1,096,385)             |
| <i>Adjustments:</i>        |                           |
| Revenue Accruals           | 21,669                    |
| Expenditure Accruals       | 225,401                   |
| Encumbrances               | 227,831                   |
| GAAP Basis                 | <u><u>(\$621,484)</u></u> |

**NOTE 6 - DEPOSITS AND INVESTMENTS**

State statutes classify monies held by the District into three categories.

Active deposits are public deposits necessary to meet current demands on the treasury. Such monies must be maintained either as cash in the 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 of Education 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 accounts, including passbook accounts.

Protection of the District's deposits is provided by the Federal Deposit Insurance Corporation (FDIC), by eligible securities pledged by the financial institution as security for repayment, by surety company bonds deposited with the Treasurer by the financial institution, or by a single collateral pool established by the financial institution to secure the repayment of all public monies deposited with the institution.



**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2009*

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**NOTE 6 - DEPOSITS AND INVESTMENTS** (Continued)

Interim monies may be deposited or invested in the following securities:

1. United States Treasury Notes, Bills, Bonds, or any other obligation or security issued by the United States Treasury or any other obligation guaranteed as to payment of principal and interest by the United States
2. Bonds, notes, debentures, or any other obligations or securities 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 that the market value of the securities subject to the repurchase agreement must exceed the principal value of the agreement by at least two percent and be marked to market daily, and that the term of the agreement must not exceed thirty days;
4. Bonds and other obligations of the State of Ohio, its political subdivisions or other units or agencies of this state or its political subdivision;
5. No-load money market mutual funds consisting exclusively of obligations described in division (1) or (2) of this section and repurchase agreements secured by such obligations, provided that investments in securities described in this division are made only through eligible institutions;
6. The State Treasurer's investment pool (STAROhio);
7. Certain bankers' acceptances and commercial paper notes for a period not to exceed two hundred seventy days from the date of purchase in an amount not to exceed twenty-five percent of the interim monies available for investment at any one time; and
8. Under limited circumstances, debt interests rated in either of the two highest rating classifications by at least two nationally recognized rating agencies.
9. Time certificates of deposit or savings or deposits accounts, including, but not limited to, passbook accounts.

Investments in stripped principal or interest obligation, reverse repurchase agreements and derivatives are prohibited. The issuance of taxable notes for the purpose of arbitrage, the use of leverage and short selling are also prohibited. An investment must mature within five years from the date of purchase unless matched to a specific obligation or debt of the District, and must be purchased with the expectation that it will be held to maturity.

Investments may only be made through specified dealers and institutions. Payment for investments may be made only upon delivery of the securities representing the investments to the Treasurer or qualified trustee or, if the securities are not represented by a certificate, upon receipt of confirmation of transfer from the custodian.

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Notes to the Basic Financial Statements*

*For the Fiscal Year Ended June 30, 2009*

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**NOTE 6 - DEPOSITS AND INVESTMENTS** - (Continued)

**Deposits with Financial Institutions**

At June 30, 2009, the carrying amount of all the District deposits were \$7,815,419, which includes \$424,995 with fiscal agents. Based on the criteria described in GASB Statement No. 40, "Deposits and Investment Risk Disclosures", as of June 30, 2009, \$7,147,327 of the District's bank balance of \$7,397,327 was exposed to custodial risk as discussed below, while \$250,000 was covered by Federal Deposit Insurance Corporation.

Custodial credit risk is the risk that, in the event of bank failure, the District's deposits may not be returned. All deposits are collateralized with eligible securities. Such collateral, as permitted by the Ohio Revised Code, is held in single financial institution collateral pools at Federal Reserve Banks, or at member banks of the federal reserve system, in the name of all the respective depository banks and pledged as a pool of collateral against all of the public deposits it holds.

**NOTE 7 - 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 collections are received by the District in the second half of the fiscal year. Second half distributions occur in a new fiscal year. Property taxes include amounts levied against all real, public utility and tangible personal (used in business) property located in the District. Property tax revenue received during the calendar year 2009 for real and public utility property taxes represents collections of calendar year 2008 taxes. Property tax payments received during calendar year 2009 for tangible personal property (other than public utility property) are for calendar year 2009 taxes. Real property taxes are levied after April 1 on the assessed value listed as of the prior January 1, the lien date. Public utility property taxes attached as a lien on December 31, of the prior year, were levied April 1 and are collected with real property taxes. Assessed values for real property is required to be revalued every six years. Public utility property taxes are assessed on tangible personal property at varying percentages of true value and on real property at 35 percent of true value. Tangible personal property taxes are levied after April 1 on the value listed as of December 31. Tangible personal property assessments are 6.25 percent of true value for 2008 and will reduce to zero for 2009.

Real property taxes are paid by taxpayers annually or semi-annually. If paid annually, payment is due December 31, unless extended; if paid semi-annually, the first payment is due December 31 with the remainder payable by June 20, unless extended. Under certain circumstances, State statute permits earlier or later payment dates to be established.

Tangible personal property taxes paid by multi-county taxpayers are due September 20. Single county taxpayers may pay annually or semi-annually. If paid annually, payment is due April 30; if paid semi-annually, the first payment is due April 30, with the remainder payable by September 20. Beginning in fiscal year 2006, the District began receiving personal property loss reimbursement from the State. These payments are being received due to the scheduled elimination of personal property taxes over the next several years.

The District receives property taxes from Ross County. The Ross County Auditor periodically advances to the District their portion of the taxes collected. Second-half real property tax payments collected by the County 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.

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2009*

**NOTE 7 - PROPERTY TAXES** (Continued)

Accrued property taxes receivable represent delinquent taxes outstanding and real property, tangible personal property and public utility taxes which became measurable as of June 30, 2009 and for which there is an enforceable legal claim. Although total property tax collections for the next fiscal year are measurable, only the amount available as an advance at June 30, 2009 is intended to finance current year operations. The receivable is therefore offset by a credit to deferred revenue for that portion not intended to finance current year operations. The amounts available as an advance at June 30, 2009 were \$343,433 for the General Fund, \$6,016 for the Classroom Facilities Maintenance Nonmajor Special Revenue Fund and \$30,356 for the Bond Retirement Nonmajor Debt Service Fund.

The assessed values upon which the fiscal year 2008 taxes were collected are:

|   | 2008 Second-<br>Half Collections |                | 2009 First -<br>Half Collections |                |
|---|----------------------------------|----------------|----------------------------------|----------------|
|   | Amount                           | Percent        | Amount                           | Percent        |
| Agricultural/Residential<br>and Other Real Estate | \$168,031,820                    | 88.31%         | \$170,227,280                    | 90.30%         |
| Public Utility                                    | 14,030,530                       | 4.32%          | 10,322,370                       | 5.48%          |
| Tangible Personal Property                        | 8,220,230                        | 7.37%          | 7,984,320                        | 4.22%          |
| Total Assessed Value                              | <u>\$190,282,580</u>             | <u>100.00%</u> | <u>\$188,533,970</u>             | <u>100.00%</u> |
| Tax rate per \$1,000 of assessed valuation        |                                  | \$32.60        |                                  | \$32.60        |

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2009*

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***NOTE 8 - RECEIVABLES***

Receivables at June 30, 2009 consisted of taxes, accounts (tuition and fees), and intergovernmental grants and entitlements. All receivables are considered collectible in full due to the ability to foreclose for the nonpayment of taxes, the stable condition of State programs, and the current year guarantee of federal funds. A summary of the principal items of intergovernmental receivables follow:

|  | <u>Amounts</u>              |
|--|-----------------------------|
| <i>Nonmajor Special Revenue Funds:</i>         |                             |
| Title VI-B                                     | \$58,243                    |
| Chapter I                                      | 50,419                      |
| Chapter II                                     | 107                         |
| Safe and Drug Free Schools                     | 1,103                       |
| Title VI-R                                     | 7,162                       |
| Miscellaneous Federal Grants                   | 1,240                       |
| <i>Total Nonmajor Special Revenue Funds</i>    | <u>118,274</u>              |
| <br><i>Total Intergovernmental Receivables</i> | <br><u><u>\$118,274</u></u> |

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2009*

**NOTE 9- CAPITAL ASSETS**

A summary of the changes in capital assets during fiscal year 2009 follows:

|  | Balance at<br>June 30, 2008 | Additions   | Deletions  | Balance at<br>June 30, 2009 |
|--|-----------------------------|-------------|------------|-----------------------------|
| <u>Governmental Activities</u>               |                             |             |            |                             |
| <i>Nondepreciable Capital Assets:</i>        |                             |             |            |                             |
| Land   | \$137,750                   | \$0         | \$0        | \$137,750                   |
| <i>Depreciable Capital Assets:</i>           |                             |             |            |                             |
| Land Improvements                            | 411,016                     | 0           | 0          | 411,016                     |
| Building and Improvements                    | 17,598,331                  | 1,095       | 0          | 17,599,426                  |
| Furniture, Fixtures, Equipment and Textbooks | 2,497,975                   | 242,153     | (101,806)  | 2,638,322                   |
| Vehicles                                     | 1,443,929                   | 0           | (47,128)   | 1,396,801                   |
| Total Depreciable Capital Assets             | 21,951,251                  | 243,248     | (148,934)  | 22,045,565                  |
| Total Capital Assets                         | 22,089,001                  | 243,248     | (148,934)  | 22,183,315                  |
| <i>Less Accumulated Depreciation:</i>        |                             |             |            |                             |
| Land Improvements                            | (122,156)                   | (18,240)    | 0          | (140,396)                   |
| Building and Improvements                    | (3,424,886)                 | (344,723)   | 88,854     | (3,680,755)                 |
| Furniture, Fixtures, Equipment and Textbooks | (1,479,138)                 | (204,990)   | 0          | (1,684,128)                 |
| Vehicles                                     | (1,101,488)                 | (54,656)    | 47,128     | (1,109,016)                 |
| Total Accumulated Depreciation               | (6,127,668)                 | (622,609)   | 135,982    | (6,614,295)                 |
| Depreciable Capital Assets, Net              | 15,823,583                  | (379,361)   | (12,952)   | 15,431,270                  |
| Governmental Activities Capital Assets, Net  | \$15,961,333                | (\$379,361) | (\$12,952) | \$15,569,020                |

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2009*

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**NOTE 9 - CAPITAL ASSETS** (Continued)

Depreciation expense was charged to governmental functions as follows:

|   |                         |
|---|-------------------------|
| <i>Instruction:</i>                     |                         |
| Regular Instruction                     | \$236,393               |
| Special Instruction                     | 29,734                  |
| <i>Support Services:</i>                |                         |
| Pupils                                  | 10,498                  |
| Instructional Staff                     | 38,659                  |
| Administration                          | 25,768                  |
| Fiscal                                  | 8,527                   |
| Operation and Maintenance of Plant      | 94,838                  |
| Pupil Transportation                    | 107,859                 |
| Central                                 | 26,079                  |
| Operation of Non-Instructional Services | 30,990                  |
| Extracurricular Activities              | 13,264                  |
| Total Depreciation                      | <u><u>\$622,609</u></u> |

**NOTE 10 - RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During fiscal year 2009, the District contracted with Ohio Casualty for property and fleet insurance and for boiler and machinery coverage. Insurance coverage provided includes the following:

|  |              |
|--|--------------|
| Building and Contents (\$2,500 deductible) | \$30,414,689 |
| Boiler and Machinery (\$2,500 deductible)  | No Limit     |
| Automobile Liability (\$1000 deductible)   | 1,000,000    |
| <i>General Liability:</i>                  |              |
| Per occurrence                             | 1,000,000    |
| Total per year                             | 1,000,000    |

For fiscal year 2009, the District joined together with other school districts in Ohio to participate in the Ohio School Plan (OSP), a public entity insurance purchasing pool. Each individual school district enters into an agreement with the OSP and its premium is based on types of coverage, limits of coverage, and deductibles that it selects. The District pays this annual premium to the OSP (See Note 18).

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2009*

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**NOTE 10 - RISK MANAGEMENT** (continued)

The types and amounts of coverage provided by the Ohio School Plan are as follows:

*General Liability:*

|  |             |
|--|-------------|
| Bodily Injury and Property Damage - Each Occurrence Limit and<br>Sexual Abuse Injury - Each Sexual Abuse Offense Limit | \$1,000,000 |
| Personal and Advertising Injury - Each Offense Limit   | 1,000,000   |
| Fire Damage - Any One Event Limit  | 500,000     |
| Medical Expense - Any One Person Limit   | 10,000      |
| Medical Expense - Each Accident Limit  | 10,000      |
| General Aggregate Limit  | 3,000,000   |
| Products - Completed Operations Limit  | 1,000,000   |

*Employee Benefits Liability Endorsement:*

|   |           |
|---|-----------|
| Employee Benefits Injury - Each Offense Limit | 1,000,000 |
| Employee Benefits Injury - Aggregate Limit    | 3,000,000 |

*Employer's Liability and Stop Gap Endorsement:*

|   |           |
|---|-----------|
| Bodily Injury by Accident - Each Accident Limit | 1,000,000 |
| Bodily Injury by Disease - Endorsement Limit    | 1,000,000 |
| Bodily Injury by Disease - Each Employee Limit  | 1,000,000 |

*Educational Legal Liability Coverage (\$2,500 deductible):*

|   |           |
|---|-----------|
| Errors and Omissions Injury Limit           | 1,000,000 |
| Errors and Omissions Injury Aggregate Limit | 3,000,000 |
| Employment Practices Injury Limit           | 1,000,000 |
| Employment Practices Injury Aggregate Limit | 3,000,000 |

Settled claims have not exceeded this commercial coverage in any of the past three years. There has been no significant decrease in insurance coverage from last year.

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2009*

**NOTE 10 - RISK MANAGEMENT** (Continued)

For fiscal year 2009, the District participated in the Ohio School Boards Association Workers' Compensation Group Rating Plan (GRP), an insurance purchasing pool (Note 18). The intent of the GRP is to achieve the benefit of a reduced premium for the District by virtue of its grouping and representation with other participants in the GRP. The workers' compensation experience of the participating school districts is calculated as one experience and a common premium rate is applied to all school districts in the GRP. Each participant pays its workers' compensation premium to the State based on the rate for the GRP rather than its individual rate. Total savings are then calculated and each participant's individual performance is compared to the overall savings percentage of the GRP. A participant will then either receive money from or be required to contribute to the "Equity Pooling Fund." This "equity pooling" arrangement insures that each participant shares equally in the overall performance of the GRP. Participation in the GRP is limited to school districts that can meet the GRP's selection criteria. The firm of Gates McDonald & Co. provides administrative, cost control and actuarial services to the GRP. Each year, the District pays an enrollment fee to the GRP to cover costs of administering the program.

Medical/surgical and dental insurance is offered to employees through a self-insurance internal service fund. The District is a member of a claims servicing pool, consisting of fourteen school districts within Ross County and its surrounding area, in which monthly premiums are paid to the fiscal agent who in turn pays the claims on the District's behalf. The claims liability of \$308,715 reported in the Internal Service Fund at June 30, 2009 is based on an estimate provided by the third party administrator and the requirements of GASB Statement No. 30 "Accounting and Financial Reporting for Risk Financing and Related Insurance Issues," which requires that a liability for unpaid claim costs, including estimates of costs relating to incurred but not reported claims, be reported. The estimate was not affected by incremental claim adjustment expenses and does not include other allocated or unallocated claim adjustment expenses. Changes in claims activity for the fiscal year are as follows:

|      | Balance at<br>Beginning of<br>Year | Current<br>Year<br>Claims | Claims<br>Payments | Balance at<br>End of Year |
|------|------------------------------------|---------------------------|--------------------|---------------------------|
| 2008 | \$185,859                          | \$1,893,176               | \$1,874,904        | \$204,131                 |
| 2009 | 204,131                            | 1,923,391                 | 1,818,807          | 308,715                   |

**NOTE 11 - DEFINED BENEFIT PENSION PLANS**

**A. School Employees Retirement System**

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 State Statute 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 43215-3746.



**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Notes to the Basic Financial Statements*

*For the Fiscal Year Ended June 30, 2009*

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**NOTE 11 - DEFINED BENEFIT PENSION PLANS** (Continued)

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, 9.84 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 a statutory maximum amount, by the SERS Retirement Board up to a statutory maximum amount of 10 percent for plan members and 14 percent for employers. Chapter 3309 of the Ohio Revised Code provides statutory authority for members and employer contributions. The District's required contributions for pension obligations to SERS for the fiscal years ended June 30, 2009, 2008, and 2007 were \$179,201, \$96,535, and \$85,107, respectively; 50.53 percent has been contributed for fiscal year 2009 and 100 percent for fiscal years 2008 and 2007. \$126,120 represents the unpaid contributions for fiscal year 2009.

**B. State Teachers Retirement System of Ohio**

The District participates in the State Teachers Retirement System of Ohio (STRS Ohio), a costsharing, 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.strsoh.org](http://www.strsoh.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 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. The DB portion of the Combined Plan payment is payable to a member on or after age 60; the DC portion of the account may be taken as a lump sum or converted to a lifetime monthly annuity at age 50. 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.

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 recommendations 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.

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Notes to the Basic Financial Statements*

*For the Fiscal Year Ended June 30, 2009*

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**NOTE 11 - DEFINED BENEFIT PENSION PLANS** (Continued)

The District's required contributions for pension obligations to STRS Ohio for the fiscal years ended June 30, 2009, 2008, and 2007 were \$720,709, \$582,185, and \$556,871, respectively; 83.35 percent has been contributed for fiscal year 2009 and 100 percent for fiscal years 2008 and 2007.

**NOTE 12 - POSTEMPLOYMENT BENEFITS**

**Plan Description** - Ohio law authorizes STRS Ohio to offer a cost-sharing, multiple employer health care plan. STRS Ohio provides access to health care coverage to eligible retirees who participated in the defined benefit or the combined plans. Coverage under the current program includes hospitalization, physicians' fees, prescription drugs, and reimbursement of monthly Medicare Part B premiums.

The State Teachers Retirement Board has statutory authority over how much, if any, of the associated health care costs will be absorbed by STRS Ohio. All benefit recipients, for the most recent year, pay a portion of the health care costs in the form of a monthly premium.

STRS Ohio issues a stand-alone financial report that includes financial information for the health care plan. Interested parties can view the most recent *Comprehensive Annual Financial Report* at [www.strsoh.org](http://www.strsoh.org) or obtain a copy by calling (888)227-7877.

**Funding Policy** - Under Ohio law, funding for postemployment health care may be deducted from employer contributions. Of the 14 percent employer contribution rate, 1 percent of covered payroll was allocated to post-employment health care for the years ended June 30, 2009, 2008 and 2007. The 14 percent contribution is the maximum rate allowed under Ohio law.

All STRS benefit recipients pay a portion of the health care cost in the form of a monthly premium. The Districts' contributions allocated to fund postemployment health care benefits for the years ended June 30, 2009, 2008, and 2007 were \$55,439, \$44,783 and \$49,356 respectively; 100 percent has been contributed for years 2009, 2008, and 2007.

STRS pays health care benefits from the Health Care Stabilization Fund. The balance in the Fund was \$3.7 billion at June 30, 2008 (the latest information year available). For the year ended June 30, 2008, net health care costs paid by STRS were \$288,878,000 and STRS had 126,506 eligible benefit recipients.

**Health Care Plan** - Ohio law authorizes SERS Ohio to offer health care benefits to eligible retirees and beneficiaries. SERS' Retirement Board reserves the right to change or discontinue any health plan or program. SERS offers several types of health plans from various vendors, including HMO's, PPO's and traditional indemnity plans. A prescription drug program is also available to those who elect health coverage. SERS employs two third-party administrators and a pharmacy benefit manager to manage the self-insurance and prescription drug plans, respectively.

The Ohio Revised Code (ORC) postemployment benefits through employer contributions. Active members do not make contributions to the postemployment benefit plans.

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Notes to the Basic Financial Statements*

*For the Fiscal Year Ended June 30, 2009*

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**NOTE 12 - POSTEMPLOYMENT BENEFITS** (Continued)

The Medicare B plan reimburses Medicare Part B premiums paid by eligible retirees and beneficiaries as set forth in Ohio Revised Code (ORC) 3309.69. Qualified benefit recipients who pay Medicare Part B premiums may apply for and receive a monthly reimbursement from SERS. The reimbursement amount is limited by statute to the lesser of the January 1, 1999 Medicare Part B premium or the current premium. The Medicare Part B premium for calendar year 2009 was \$96.40, SERS' reimbursement to retirees was \$45.50.

The Retirement Board, acting with the advice of the actuary, allocates a portion of the current employer contribution rate to the Medicare B Fund. For fiscal year 2009, the actuarially required allocation is .75%. Zane Trace Local School District's contributions for the years ended June 30, 2009, 2008 and 2007 were, \$1,912, \$908, \$1,520, respectively, which equaled the required contributions each year.

The Health Care Fund was established under, and is administrated in accordance with Internal Revenue Code 401(h). Each year after the allocation for statutorily required benefits, the Retirement Board allocates the remainder of the employer 14 percent contribution to the Health Care Fund. At June 30, 2009 the health care allocation was 4.16 percent. An additional health care surcharge on employers is collected for employees earning less than an actuarially determined minimum compensation amount, pro-rated according to service credit earned. Statutes provide that no employer shall pay a health care surcharge greater than 2% of that employer's SERS-covered payroll; nor may SERS collect in aggregate more than 1.5% of the total statewide SERS-covered payroll for the health care surcharge. For fiscal year 2009, the minimum compensation level was established at \$35,800. The surcharge, added to the unallocated portion of the 14% employer contribution rate is the total amount assigned to the Health Care Fund. Zane Trace Local School District's contributions for the years ended June 30, 2009, 2008, 2007 were \$100,285, \$64,614, \$75,518, respectively.

The SERS Retirement Board establishes the rules for the premiums paid by the retirees for health care coverage for themselves and their dependents or for their surviving beneficiaries. Premiums vary depending on the plan selected, qualified years of service, Medicare eligibility, and retirement status.

The financial reports of SERS' Health Care and Medicare B plans are included in its *Comprehensive Annual Financial Report*. The report can be obtained by contacting SERS, 300 East Broad Street, Suite 100, Columbus, Ohio 43215-3746 or by calling toll free (800) 878-5853. It is also posted on SERS' website at [www.ohsers.org](http://www.ohsers.org) under *Forms and Publications*.

**NOTE 13 - EMPLOYEE BENEFITS**

**A. Compensated Absences**

The criteria for determining vacation and sick leave benefits are derived from negotiated agreements and State laws. Eligible classified employees earn ten to twenty-five days of vacation per fiscal year, depending upon length of service. Accumulated, unused vacation time is paid to classified employees and administrators upon termination of employment. Teachers do not earn vacation time. Teachers, administrators, and classified employees earn sick leave at the rate of one and one-fourth days per month. There is no limit of sick leave accumulation for all personnel. Upon retirement, payment is made for one-third of accrued, but unused sick leave credit to a maximum of 60 days for all employees. Teachers earn an additional \$50 for each accumulated sick day in excess of 180 days as additional severance pay.

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Notes to the Basic Financial Statements*

*For the Fiscal Year Ended June 30, 2009*

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**NOTE 13 - EMPLOYEE BENEFITS** - (Continued)

**B. Special Termination Benefit**

The Board of Education approved a special termination benefit program. All individuals who give written notice of their intent to retire on or before March 1 of the year they intend to retire shall receive an additional \$1,000 in their final paycheck.

**C. Life Insurance**

The District provides life insurance to most employees through Safeco.

**D. Deferred Compensation**

The District employees may participate in the Ohio Public Employees Deferred Compensation Plan. This plan was created in accordance with Internal Revenue Code Section 457. Participation is on a voluntary payroll deduction basis. The plan permits deferral of compensation until future years. According to the plan, the deferred compensation is not available until termination, retirement, death, or an unforeseeable emergency.

**NOTE 14 - INTERFUND ACTIVITY**

Interfund balances at June 30, 2009 were comprised of the following interfund receivable and interfund payables:

| <u>Transfers From</u> | <u>Transfers To</u>                           |   | <u>Total</u>    |
|-----------------------|---|---|-----------------|
|                       | <u>Nonmajor<br/>Special<br/>Revenue Funds</u> | <u>Nonmajor<br/>Debt<br/>Service Fund</u> |                 |
| General               | <u>\$21,075</u>                               | <u>\$73,407</u>                           | <u>\$94,482</u> |

Transfers are used to (1) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them, (2) move receipts restricted to debt service from the funds collecting the receipts to the debt service fund as debt service payments become due, and (3) use unrestricted revenues collected in the General Fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2009*

**NOTE 15 - LONG-TERM OBLIGATIONS**

The changes in the District's long-term obligations during fiscal year 2009 for its governmental activities were as follows:

|   | Amount<br>Outstanding<br>June 30, 2008 | Additions        | Deletions        | Amount<br>Outstanding<br>June 30, 2009 | Due Within<br>One Year |
|---|--|------------------|------------------|--|------------------------|
| <u>General Obligation Bonds:</u>                      |  |                  |                  |  |                        |
| 1997 School Improvement<br>Bonds, 5.45%<br>Term Bonds | \$2,995,000                            | \$0              | \$0              | \$2,995,000                            | \$0                    |
| Serial Bonds 3.60% - 7.45%                            | 410,000                                | 0                | 200,000          | 210,000                                | 210,000                |
| Total General Obligation Bonds                        | 3,405,000                              | 0                | 200,000          | 3,205,000                              | 210,000                |
| <u>Other Long-Term Obligations:</u>                   |  |                  |                  |  |                        |
| Capital Leases  | 15,643                                 | 0                | 13,651           | 1,992                                  | 1,992                  |
| Certificate of Participation                          | 3,111,000                              | 0                | 133,000          | 2,978,000                              | 139,000                |
| Compensated Absences                                  | 655,524                                | 249,387          | 220,053          | 684,858                                | 32,549                 |
| Total Long-Term Obligations                           | <u>\$7,187,167</u>                     | <u>\$249,387</u> | <u>\$566,704</u> | <u>\$6,869,850</u>                     | <u>\$383,541</u>       |

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2009*

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**NOTE 15 - LONG-TERM OBLIGATIONS** (Continued)

*1997 School Improvement Bonds* - In July 1997, the District issued \$4,990,000 of voted general obligation bonds for the purpose of constructing a new high school building. \$1,995,000 was issued as serial bonds with interest rates ranging from 3.60% to 7.45%. \$2,995,000 was issued as term bonds with an interest rate of 5.45%. The bonds were issued for a twenty-three year period, with final maturity December 1, 2019. The bonds will be retired from the Bond Retirement Debt Service Fund.

The term bonds maturing on December 1, 2019 (fiscal year 2020) are subject to mandatory sinking fund redemption at a redemption price of 100 percent of the principal amount to be redeemed plus accrued interest to the date of redemption, on December 1, in the fiscal years and respective principal amounts as follows:

| <u>Year</u> | <u>Amount</u> |
|-------------|---------------|
| 2011        | \$230,000     |
| 2012        | 245,000       |
| 2013        | 260,000       |
| 2014        | 280,000       |
| 2015        | 290,000       |
| 2016        | 310,000       |
| 2017        | 325,000       |
| 2018        | 335,000       |
| 2019        | 355,000       |
| 2020        | 365,000       |

Term bonds maturing on December 1, 2019 are subject to optional redemption, in whole or in part on any date at the option of the issuer on or after December 1, 2007, as follows:

| <u>Redemption Dates<br/>(Dates Inclusive)</u> | <u>Redemption<br/>Prices</u> |
|---|------------------------------|
| December 1, 2007 through November 30, 2008    | 101%                         |
| December 1, 2008 and thereafter               | 100%                         |

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2009*

**NOTE 15 - LONG-TERM OBLIGATIONS** (Continued)

Principal and interest requirements to retire the School Improvement Bonds outstanding at June 30, 2009, are as follows:

| <u>Fiscal Year<br/>Ending June 30,</u> | <u>Term<br/>Bonds</u> | <u>Serial<br/>Bonds</u> | <u>Interest</u>    | <u>Total</u>       |
|--|-----------------------|-------------------------|--------------------|--------------------|
| 2010                                   | \$0                   | \$210,000               | \$171,050          | \$381,050          |
| 2011                                   | 230,000               | 0                       | 156,960            | 386,960            |
| 2012                                   | 245,000               | 0                       | 144,016            | 389,016            |
| 2013                                   | 260,000               | 0                       | 130,255            | 390,255            |
| 2014                                   | 280,000               | 0                       | 115,540            | 395,540            |
| 2015-2019                              | 1,615,000             | 0                       | 327,954            | 1,942,954          |
| 2020                                   | 365,000               | 0                       | 9,946              | 374,946            |
| Totals                                 | <u>\$2,995,000</u>    | <u>\$210,000</u>        | <u>\$1,055,721</u> | <u>\$4,260,721</u> |

The following table represents the payments required on the Certificate of Participation for the amount outstanding at June 30, 2009:

| <u>Fiscal Year<br/>Ending June 30,</u> | <u>Total Payment</u> |
|--|----------------------|
| 2010                                   | \$289,589            |
| 2011                                   | 289,578              |
| 2012                                   | 289,215              |
| 2013                                   | 289,500              |
| 2014                                   | 288,381              |
| 2015-2019                              | 1,440,092            |
| 2020-2024                              | <u>1,432,234</u>     |
| Total                                  | 4,318,589            |
| Less: Amount representing interest     | <u>(1,340,589)</u>   |
| Total Principal Outstanding            | <u>\$2,978,000</u>   |

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Notes to the Basic Financial Statements*

*For the Fiscal Year Ended June 30, 2009*

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**NOTE 15 - LONG-TERM OBLIGATIONS** (Continued)

Capital leases will be paid from the General Fund and the Public School Support Nonmajor Special Revenue Fund. Compensated absences will be paid from the General Fund and the Food Service, Title VI-B, Chapter I, and Safe and Drug Free School Nonmajor Special Revenue Funds.

The District's overall legal debt margin was \$10,098,207 with an unvoted debt margin of \$188,534 at June 30, 2009.

The certificate of participation obligation relates to the construction of additions and improvements to the high school and middle school and the athletic facility. The District is leasing the project from the Columbus Airport Authority. The Columbus Airport Authority has assigned US Bank as trustee. US Bank deposited \$3,575,000 in the District's name with the escrow agent for the construction projects, in fiscal year 2005. During 2006, the District requested all of the funds previously held by the escrow agent. The District makes semi annual payments to US Bank. Interest rates are based on a calculation of the TBMA Index. The certificate is renewable annually and expires in 2025. The intention of the District is to renew the certificate annually. The payments for this debt will be paid from the General Fund.

**NOTE 16 - CAPITAL LEASE - LESSEE DISCLOSURE**

General capital assets consisting of copier equipment have been capitalized in the amount of \$119,118. This amount represents the present value of the minimum lease payments at the time of acquisition. Principal payments in fiscal year 2009 totaled \$13,651 in the governmental funds. The assets acquired through capital lease as of June 30, 2009, are as follows:

|                  | <u>Asset<br/>Value</u> | <u>Accumulated<br/>Depreciation</u> | <u>Net Book<br/>Value</u> |
|------------------|------------------------|-------------------------------------|---------------------------|
| Copier Equipment | \$119,118              | \$118,692                           | \$426                     |

The following is a schedule of the future long-term minimum lease payments required under the capital leases and the present value of the minimum lease payments as of June 30, 2009.

| <u>Fiscal Year Ending June 30,</u>          | <u>Total Payments</u> |
|---|-----------------------|
| 2010  | \$2,056               |
| Less: Amount Representing Interest          | (64)                  |
| Present Value of Net Minimum Lease Payments | <u><u>\$1,992</u></u> |



**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Notes to the Basic Financial Statements*

*For the Fiscal Year Ended June 30, 2009*

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**NOTE 17 - JOINTLY GOVERNED ORGANIZATIONS**

**A. South Central Ohio Computer Association**

The District is a participant in the South Central Ohio Computer Association (SCOCA) which is a computer consortium. SCOCA is an association of public school districts within the boundaries of Highland, Adams, Pike, Scioto, Brown, Ross, Vinton, Jackson, Gallia, Pickaway, and Lawrence Counties. 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 SCOCA consists of two representatives from each county in the SCOCA service region designated by the Ohio Department of Education, two representatives of the school treasurers, plus a representative of the fiscal agent. The District paid SCOCA \$35,745 for services provided during the year.

Financial information can be obtained from their fiscal agent, the Pike County Career and Technology Center, Tonya Cooper, who serves as Treasurer, at P. O. Box 577, 175 Beaver Creek Road, Piketon, Ohio 45661.

**B. Pickaway-Ross Career and Technology Center**

The Pickaway-Ross Career and Technology Center is a distinct political subdivision of the State of Ohio operated under the direction of a Board consisting of eleven representatives from the various City and County Boards within Pickaway and Ross Counties, which possesses its own budgeting and taxing authority. The Center provides vocational instruction to students in both Pickaway and Ross Counties. To obtain financial information write to the Pickaway-Ross Career and Technology Center, Ben Van Horn, who serves as Treasurer, at 895 Crouse Chapel Road, Chillicothe, Ohio 45601.

**C. Great Seal Education Network of Tomorrow**

The Great Seal Education Network of Tomorrow is a regional council of governments (the "Council") consisting of twelve city, local and joint vocational school districts, two educational service centers and the Ohio University-Chillicothe Campus for the purpose of promoting the use of advanced telecommunications and technology to provide enhanced educational opportunities to the communities of Ross and Pickaway Counties. The Council is operated under the direction of a Board of Directors consisting of one representative (the superintendent or another person appointed by the board of education) of each of the members. The Council possesses its own budgeting and taxing authority. To obtain financial information, write to the Ohio University-Chillicothe Campus, who acts as fiscal agent, at 571 West Fifth Street, Chillicothe, Ohio 45601.

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2009*

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**NOTE 17 - JOINTLY GOVERNED ORGANIZATIONS** (Continued)

**D. Pilasco-Ross Special Education Regional Resource Center**

The Pilasco-Ross Special Education Regional Resource Center (SERRC) is a special education service center which represents Lawrence, Pike, Ross and Scioto Counties. The SERRC selects its own governing board, adopts its own budget and receives direct Federal and State grants for its operation. The jointly-governed organization was formed for the purpose of initiating, expanding and improving special education programs and services for children with disabilities and their parents.

The SERRC is governed by a Board composed of superintendents of participating schools, parents of children with disabilities, representatives of county boards of MR/DD, Joint Vocational Schools, Pickaway-Ross Career and Technology Center, Shawnee State University, and Ross-Pike, Lawrence and South Central Ohio Educational Service Centers, whose terms rotate every year. The degree of control exercised by any participating school district is limited to its representation on the board. The fiscal agent for the SERRC is Dawson-Bryant Local School District. Financial information can be obtained by contacting Donald Washburn, Director of Pilasco-Ross, at the South Central Ohio Educational Service Center, 411 Court Street, Portsmouth, Ohio 45622.

**E. Coalition of Rural and Appalachian Schools**

The Coalition of Rural and Appalachian Schools is a jointly governed organization of over one hundred school districts in southeastern Ohio. The Coalition is operated by a Board which is composed of fourteen members. The Board members are composed of one superintendent from each county elected by the school districts within the county. The Council provides various services for school district administrative personnel; gathers data regarding conditions of education in the region; cooperates with other professional groups to assess and develop programs designed to meet the needs of member districts; and provides staff development programs for school district personnel. The Council is not dependent upon the continued participation of the District and the District does not maintain and equity interest in or a financial responsibility for the Council. The District paid \$300 to the Coalition for services provided during the fiscal year.

**NOTE 18 - CLAIMS SERVICING AND INSURANCE PURCHASING POOLS**

**A. Ross County School Employees Insurance Consortium**

The District is a member of the Ross County School Employees Insurance Consortium (the "Consortium"), a claims servicing pool consisting of fourteen school districts within Ross County and its surrounding area. Medical/surgical insurance is administered through a third party administrator, Medical Mutual. The Consortium's business and affairs are managed by a Council consisting of one representative for each participating school. The participating school districts pay an administrative fee to the fiscal agent to cover the costs of administering the Consortium. To obtain financial information, write to the Ross-Pike County Educational Service Center, Erin Kirby, who serves as Treasurer, at 475 Western Avenue, Suite E, Chillicothe, Ohio 45601.

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Notes to the Basic Financial Statements*

*For the Fiscal Year Ended June 30, 2009*

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**NOTE 18 - CLAIMS SERVICING AND INSURANCE PURCHASING POOLS** - (Continued)

**B. Ohio School Boards Association Workers' Compensation Group Rating Plan**

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

**C. Ohio School Plan**

For Members with Ohio Plan policies renewing after November 1, 2005.

**Risk Pool Membership**

The school belongs to the Ohio School Plan (the "Plan"), an unincorporated non-profit association providing a formalized, jointly administered self-insurance risk management program and other administrative services to approximately 400 Ohio schools ("Members").

Pursuant to Section 2744.081 of the Ohio Revised Code, the Plan is deemed a separate legal entity. The Plan provides property, general liability, educator's legal liability, automobile and violence coverages, modified for each member's needs. The Plan pays judgments, settlements and other expenses resulting from covered claims that exceed the member's specific deductible.

The Plan issues its own policies and reinsures the Plan with reinsurance carriers. Only if the Plan's paid liability loss ratio exceeds 65% and is less than 80% does the Plan contribute to paid claims. (See the Plan's audited financial statements on the website for more details.) The individual members are responsible for their self-retention (deductible) amounts, which vary from member to member.

The Plan's audited financial statements conform with generally accepted accounting principles, and reported the following assets, liabilities and retained earnings at December 31, 2008 and 2007 (the latest information available):

|                | <u>2008</u>               | <u>2007</u>               |
|----------------|---------------------------|---------------------------|
| Assets         | \$3,273,989               | \$2,646,185               |
| Liabilities    | <u>1,873,157</u>          | <u>1,621,941</u>          |
| Members Equity | <u><u>\$1,400,832</u></u> | <u><u>\$1,024,244</u></u> |

You can read the complete audited financial statements for the Ohio School Plan at the Plan's website, [www.ohioschoolplan.org](http://www.ohioschoolplan.org).

**ZANE TRACE LOCAL SCHOOL DISTRICT**

*Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2009*

**NOTE 19- SET-ASIDE CALCULATIONS AND FUND RESERVES**

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 or construction of capital improvements. Amounts not spent by year-end or offset by similarly restricted resources received during the year must be held in cash at year-end and carried forward to be used for the same purposes in future years. For the fiscal year ended June 30, 2009, the District was no longer required to set aside funds in the budget reserve set-aside, with the exception of monies received from the Bureau of Workers' Compensation, which must be retained for budget stabilization or spent for specified purposes. This amount is shown as Reserved for Budget Stabilization on the balance sheet in the amount of \$217,137.

The following cash-basis information describes the change in the year-end set-aside amounts for textbooks, capital improvements and budget stabilization. Disclosure of this information is required by State statute.

|  | <u>Textbooks</u> | <u>Capital<br/>Improvements</u> | <u>Budget<br/>Stabilization</u> | <u>Total</u>     |
|--|------------------|---------------------------------|---------------------------------|------------------|
| Set-aside Reserve Balance as of June 30, 2008      | \$175,458        | \$184,370                       | \$217,137                       | \$576,965        |
| Current Year Set-aside Requirement                 | 256,338          | 256,338                         | 0                               | 512,676          |
| Qualifying Disbursements                           | (205,058)        | (171,949)                       | 0                               | (377,007)        |
| Set-aside Reserve Balance as of June 30, 2009      | <u>\$226,738</u> | <u>\$268,759</u>                | <u>\$217,137</u>                | <u>\$712,634</u> |
| Set-aside Reserve Balance Carried Forward to FY 08 | <u>\$226,738</u> | <u>\$268,759</u>                | <u>\$217,137</u>                | <u>\$712,634</u> |

**NOTE 20 - CONTINGENCIES**

**A. Grants**

The District received financial assistance from federal and State agencies in the form of grants. The expenditure of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and is subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the General Fund or other applicable funds. However, in the opinion of management, any such disallowed claims will not have a material adverse effect on the overall financial position of the District at June 30, 2009.

**ZANE TRACE LOCAL SCHOOL DISTRICT**

Schedule of Federal Awards Expenditures  
For the Fiscal Year Ended June 30, 2009

| Federal Grantor / Pass Through Grantor /<br>Program Title | Pass Through<br>Entity Number | Federal<br>CFDA<br>Number | Cash<br>Receipts | Non-Cash<br>Receipts | Cash<br>Expenditures | Non-Cash<br>Expenditures |
|---|-------------------------------|---------------------------|------------------|----------------------|----------------------|--------------------------|
| <b><u>U.S. Department of Agriculture</u></b>              |                               |                           |                  |                      |                      |                          |
| <i>Passed Through Ohio Department of Education:</i>       |                               |                           |                  |                      |                      |                          |
| Nutrition Cluster:  |                               |                           |                  |                      |                      |                          |
| National School Breakfast Program                         | 3L70                          | 10.553                    | \$27,035         | \$0                  | \$27,035             | \$0                      |
| National School Lunch Program                             | 3L60                          | 10.555                    | 163,647          | 16,778               | 163,647              | 16,778                   |
| <b>Total U.S. Department of Agriculture</b>               |                               |                           | 190,682          | 16,778               | 190,682              | 16,778                   |
| <b><u>U.S. Department of Education</u></b>                |                               |                           |                  |                      |                      |                          |
| <i>Passed Through Ohio Department of Education:</i>       |                               |                           |                  |                      |                      |                          |
| Title I Grants to Local Educational Agencies              | 3M00                          | 84.010                    | 150,514          | 0                    | 156,388              | 0                        |
| Special Education Cluster:                                |                               |                           |                  |                      |                      |                          |
| Special Education - Grants to States (IDEA Part B)        | 3M20                          | 84.027                    | 287,088          | 0                    | 267,697              | 0                        |
| Safe and Drug-Free Schools and Communities                | 3D10                          | 84.186                    | 2,410            | 0                    | 3,034                | 0                        |
| Innovative Educational Program Strategies                 | 3M10                          | 84.298                    | 2,683            | 0                    | 2,979                | 0                        |
| Technology Literacy Challenge                             | 3S20                          | 84.318                    | 545              | 0                    | 299                  | 0                        |
| Improving Teacher Quality                                 | 3Y60                          | 84.367                    | 60,628           | 0                    | 64,358               | 0                        |
| <b>Total U.S. Department of Education</b>                 |                               |                           | 503,868          | 0                    | 494,755              | 0                        |
| <b>Total Federal Financial Assistance</b>                 |                               |                           | \$694,550        | \$16,778             | \$685,437            | \$16,778                 |

**Note 1 - Noncash Federal Financial Assistance**

During the year ended June 30, 2009, the District received fair value inventory under the Nutrition Cluster - Food Distribution (Commodities) Program, that is included with 10.555 in the above schedule. Program regulations do not require the Government to maintain separate inventory records for purchased food and food received from the U.S. Department of Agriculture. This nonmonetary assistance (expenditures) is reported in the Schedule at the fair market value of the commodities received. Donated commodities are used first, and ending inventory consists of purchased commodities. At June 30, 2009, the District had no significant food commodities inventory.

**Note 2 - Significant Accounting Policies**

The District prepares its Schedule of Federal Awards Expenditures on the cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of the general purpose financial statements.

**Independent Accountant's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Required by Government Auditing Standards**

Board of Education  
Zane Trace Local School District  
946 State Route 180  
Chillicothe, Ohio 45601

We have audited the accompanying financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of Zane Trace Local School District (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 February 18, 2010. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America.

**Internal Control over Financial Reporting**

In planning and performing our audit, we considered the District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to 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 internal control deficiencies 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 to be material weakness.

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 the deficiency described as finding 2009-001 in the accompanying schedule of findings to be a significant deficiency in internal control over financial reporting.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control.

Zane Trace Local School District  
Independent Accountant's Report on Internal Control over Financial  
Reporting and on Compliance and Other Matters Required by  
Government Auditing Standards

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

**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 have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express an opinion. The results of our tests disclosed no instances of noncompliance or other matters we must report under *Government Auditing Standards*.

The District's written response to the finding identified in our audit has not been subjected to the audit procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

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

*J. L. Uhrig and Associates, Inc.*

J. L. UHRIG AND ASSOCIATES, INC.

February 18, 2010

**Independent Accountant's Report on Compliance with Requirements Applicable to  
Each Major Program and Internal Control over Compliance in  
Accordance with OMB Circular A-133**

Board of Education  
Zane Trace Local School District  
946 State Route 180  
Chillicothe, Ohio 45601

**Compliance**

We have audited the compliance of Zane Trace Local School District (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 are applicable to its major federal programs for the year ended June 30, 2009. The District's major federal programs are identified in the summary of auditor's results section of the accompanying Schedule of Findings and Questioned Costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to its major federal programs are the responsibility of the District's management. 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 obtain reasonable assurance about whether noncompliance occurred with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the District's compliance with those requirements.

In our opinion, the District complied, in all material respects, with the requirements referred to above that are applicable to 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 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.



Zane Trace Local School District  
Independent Accountant's Report on Compliance with Requirements Applicable to  
Each Major Program and Internal Control Over Compliance in  
Accordance with OMB Circular A-133

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 the 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.

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

*J. L. Uhrig and Associates, Inc.*

J. L. UHRIG AND ASSOCIATES, INC.

February 18, 2010

**ZANE TRACE LOCAL SCHOOL DISTRICT**

Schedule of Findings and Questioned Costs

For the Fiscal Year Ended June 30, 2009

**A. SUMMARY OF AUDITOR'S RESULTS**

|  |  |
|--|--|
| <b>1. Type of Financial Statement Opinion</b>  | Unqualified  |
| <b>2. Were there any material internal control weaknesses reported at the financial statement level (GAGAS)?</b>         | No   |
| <b>3. Were there any other reportable internal control weaknesses reported at the financial statement level (GAGAS)?</b> | Yes  |
| <b>4. Was there any material noncompliance reported at the financial statement level (GAGAS)?</b>                        | No   |
| <b>5. Were there any material internal control weaknesses reported for major federal programs?</b>                       | No   |
| <b>6. Were there any other reportable internal control weaknesses reported for major federal programs?</b>               | No   |
| <b>7. Type of Major Programs' Compliance Opinion</b>   | Unqualified  |
| <b>8. Are there any reportable findings under § .510?</b>  | No   |
| <b>9. Major Programs (list):</b>   | Title I CFDA # 84.010<br>Special Education Cluster CFDA # 84.027 |
| <b>10. Dollar Threshold: Type A/B Programs</b>   | Type A: >\$300,000<br>Type B: All Other Programs                 |
| <b>11. Low Risk Auditee?</b>   | No   |

**ZANE TRACE LOCAL SCHOOL DISTRICT**

Schedule of Findings and Questioned Costs

For the Fiscal Year Ended June 30, 2009

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

*Finding Number* 2009-001

**Significant Deficiency - Flex Time/Compensatory Time**

During the testing of leave balances and forms, we found several instances where flex time or compensatory time was requested, used and paid to administrative employees of the District. The District does not have a formal policy allowing for the accrual and usage of flex time or compensatory time for the positions listed below. However, on various days throughout fiscal years 2009 and 2010 the following employees worked hours outside of normal business hours and took corresponding time off, for which they were paid their respective normal rates of pay, without taking a type of leave permitted under the District policy:

| <u>Employee</u>       | <u>Position</u>            | <u>Equivalent<br/>Time Off<br/>Taken (Days)</u> | <u>Daily Rate</u> | <u>Amount</u> |
|-----------------------|----------------------------|---|-------------------|---------------|
| Carolyn Everidge-Frey | Superintendent             | 7.19  | \$349.21          | \$2,509.95    |
| Tambrea Irwin         | Treasurer                  | 2.66  | 291.92            | 775.41        |
| Ruth Alley            | Assistant Treasurer        | 2.91  | 166.96            | 485.23        |
| Shelley Harper        | Assistant Treasurer        | 4.06  | 159.12            | 646.43        |
| Jennifer Strawser     | Assistant Treasurer        | 2.84  | 75.54             | 214.82        |
| Marilyn Bowers        | Superintendent's Secretary | 3.00  | 142.96            | 428.88        |
| Robert Cowman         | Food Service Supervisor    | 1.50  | 172.24            | 258.36        |

Per discussions with management, we found that it has been the past practice of the District to allow administrative employees to use flex time or compensatory time leave, but no official action has ever been taken to adopt such a policy. We recommend that the District either not pay any flex time or compensatory time claims for any administrative employees or that the District adopt an appropriate flex time/compensatory time policy.

On March 05, 2010, the above employees vacation and sick leave balances were appropriately reduced by their respective flex or compensatory hours as enumerated above, resulting in the repayment of the above amounts.

**ZANE TRACE LOCAL SCHOOL DISTRICT**

Schedule of Findings and Questioned Costs

For the Fiscal Year Ended June 30, 2009

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**Officials' Response**

During the fiscal year 2009 audit, J.L.Uhrig and Associates performed testing of leave balances and corresponding forms of various District employees, including administrative employees. As a result of this testing, J.L. Uhrig and Associates discovered that the bulk of the District's administrative employees were following a long-standing past practice in the District of flexing or "comping" their work hours during certain work weeks, including but not limited to weeks in which the District was closed due to the declaration of calamity and/or holidays.

J.L. Uhrig and Associates also discovered that the Board of Education had never adopted or authorized a formal written policy approving of this practice. Thus, this practice, without formal policy authorizing same, represented a questionable practice in terms of possible misappropriation or misallocation of funds. J.L. Uhrig and Associates reported their discovery to the Ohio Auditor of State, who determined that Finding Number 2009-001 should be issued.

When the auditors (J.L. Uhrig and Associates and Ohio Auditor of State) reviewed their findings and recommendations with the Board of Education, the Board had several questions about the results of the auditors' investigations. Not the least of which was why this issue ultimately resulted in a finding for recovery when the basis for the finding was a long-standing, well-established past practice in the District, which had apparently been followed by most if not all of the District's administrative employees for the last thirty years. The auditors' response was that the issue was not discovered in previous audits and once the issue was discovered in the fiscal year 2009 audit, it had to be fully investigated.

Another question the Board posed to the auditors was why some administrative employees were cited in the finding and others were not, knowing that the auditors' review indicated that virtually all District administrators were following this same past practice. The auditors' response was that documentation existed to substantiate the finding for recovery against only the named employees; documentation did not exist to substantiate a finding against the administrative employees who were not so named.

Another question the Board posed to the auditors was why the words "compensatory time" were used in the finding when no District administrative employee was found to have accrued time worked at time and one-half and used as such, in accordance with the words "compensatory time" as used in the Fair Labor Standards Act. The auditors' response was that their common usage and understanding of the term "compensatory time," includes not only time accrued at time and one-half hours worked per Fair Labor Standards Act provisions, but also straight time that is accrued in one pay period but subsequently used in a different pay period, one typically much after the fact. After much review, both auditors addressed the Board's concern in the language of the finding and significant deficiency, respectively, specifically eluding to the fact that the issue involved both flex and compensatory time.

**ZANE TRACE LOCAL SCHOOL DISTRICT**

Schedule of Findings and Questioned Costs

For the Fiscal Year Ended June 30, 2009

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**Officials' Response** -(Continued)

Perhaps the biggest question the Board had for the auditors in relation to the finding for recovery was, if no administrative employee ever took flex or "comp" time for any hours for which they had not first worked, how could the issue constitute a finding, as no true monies were lost in the transaction. The auditors' response simply was that the matter resulted in a finding because flex and "comp" leave was taken by District administrative employees without proper Board authorization by way of a formal written policy.

The Board voted by way of resolution at a special meeting held on Tuesday, March 9, 2010, to allow all administrative employees cited in the finding for recovery to repay all amounts owed in favor of the District's general fund and food service fund, respectively, either by full cash payment, or by exchanging, retroactively, equivalent values of vacation and/or sick leave, whichever was appropriate. All cited administrative employees have since reconciled their respective finding amounts owed by submitting equivalent dollar amounts of retroactive vacation and/or sick leave, whichever appropriate.

As of the date of this Response, the administrative employees cited in the finding, in order to repay the finding, have not only previously worked all hours for which they documented flex and/or "comp" time, but now have also cashed in equivalent available vacation and/or sick leave amounts to cover the very same time that they actually already worked. The Board views this entire matter as a highly unfortunate set of circumstances that was caused by a series of breakdowns in communication.

Going forward, the Board of Education will not permit any District administrative and/or exempt employees to use or accrue any forms of flex or compensatory time whatsoever and will be diligent in enforcing this directive. In addition, no bargaining unit member will be permitted to use flex time from this point forward as this is not a negotiated item nor is it covered by Board Policy.

**C. FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS**

There are no findings and questioned costs for federal awards.

**Independent Accountant's Report on Applying Agreed-Upon Procedures**

Zane Trace Local School District  
Ross County  
946 State Route 180  
Chillicothe, Ohio 45601

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 Zane Trace Local School 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 December 12, 2007.
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;

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- (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 an 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 fro 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 semi-annually 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 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 of Education and management and is not intended to be and should not be used by anyone other than these specified parties.

*J.L. Uhrig and Associates, Inc.*

J.L. UHRIG AND ASSOCIATES, INC.

February 18, 2010







Mary Taylor, CPA  
Auditor of State

ZANE TRACE LOCAL SCHOOL DISTRICT  
ROSS 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  
JULY 27, 2010