



**PANDORA-GILBOA LOCAL SCHOOL DISTRICT  
PUTNAM COUNTY**

**SINGLE AUDIT**

**FOR THE YEAR ENDING JUNE 30, 2010**



**Dave Yost • Auditor of State**



**PANDORA-GILBOA LOCAL SCHOOL DISTRICT  
PUTNAM COUNTY**

TABLE OF CONTENTS

TITLE	PAGE
Independent Accountants' Report.....	1
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances - All Governmental Fund Types For the Year Ended June 30, 2010.....	3
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances - All Proprietary and Similar Fiduciary Fund Types For the Year Ended June 30, 2010.....	4
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances - All Governmental Fund Types For the Year Ended June 30, 2009.....	5
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances - All Proprietary and Similar Fiduciary Fund Types For the Year Ended June 30, 2009.....	6
Notes to the Financial Statements .....	7
Federal Awards Receipts and Expenditures Schedule.....	25
Notes to the Federal Awards Receipts and Expenditures Schedule .....	26
Independent Accountants' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by <i>Government Auditing Standards</i> .....	27
Independent Accountants' Report on Compliance with Requirements Applicable to Each Major Federal Program and on Internal Control Over Compliance in Accordance with OMB Circular A-133 .....	29
Schedule of Findings.....	31
Schedule of Prior Audit Findings.....	35
Independent Accountants' Report on Applying Agreed-Upon Procedures.....	37

**This page intentionally left blank.**



# Dave Yost • Auditor of State

## INDEPENDENT ACCOUNTANTS' REPORT

Pandora-Gilboa Local School District  
Putnam County  
410 Rocket Ridge  
Pandora, Ohio 45877-9607

To the Board of Education:

We have audited the accompanying financial statements of Pandora-Gilboa Local School District, Putnam County (the District) as of and for the years ended June 30, 2010 and 2009. These financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require that we plan and perform the audit to reasonably assure whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe our audit provides a reasonable basis for our opinion.

Ohio Administrative Code Section 117-2-03 (B) requires the District to prepare its annual financial report in accordance with accounting principles generally accepted in the United States of America. However, as discussed in Note 2, the accompanying financial statements and notes have been prepared on an accounting basis not in accordance with these generally accepted accounting principles. The accompanying financial statements and notes omit entity wide statements, and assets, liabilities, fund equities, and disclosures that, while material, we cannot determine at this time.

In our opinion, the accompanying financial statements do not present fairly, the financial position, results of operations, and cash flows, where applicable, of the District as of and for the years ended June 30, 2010 and 2009 in accordance with accounting principles generally accepted in the United States of America.

The District has not presented Management's Discussion and Analysis, which accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not required to be part of, the financial statements.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated January 20, 2011, on our consideration of the District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. While we did not opine on the internal control over financial reporting or on compliance, that report describes the scope of our testing of internal control over financial reporting and compliance, and the results of that testing. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*. You should read it in conjunction with this report in assessing the results of our audit.

We conducted our audit to opine on the District's financial statements. The Federal Awards Receipts and Expenditure Schedule presents additional information and is required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. It is not a required part of the financial statements. We subjected this schedule to the auditing procedures applied in our audit of the District's financial statements. For reasons stated in the third paragraph, the financial statements do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the District, as of June 30, 2010 and 2009, or its changes in financial position or its cash flows for the year then ended. Therefore we are unable to express, and we do not express, an opinion on the Federal Awards Receipts and Expenditures Schedule.

A handwritten signature in black ink that reads "Dave Yost". The signature is written in a cursive style with a large, looping "D" and "Y".

**Dave Yost**  
Auditor of State

January 20, 2011

**PANDORA-GILBOA LOCAL SCHOOL DISTRICT  
PUTNAM COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES - ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED JUNE 30, 2010**

	Governmental Fund Types				Totals (Memorandum Only)
	General	Special Revenue	Debt Service	Capital Projects	
<b>Cash receipts:</b>					
Property tax and other local taxes	\$2,300,080	\$23,905	\$330,224		\$2,654,209
Intergovernmental	2,939,529	447,033	49,946		3,436,508
Tuition	179,418				179,418
Earnings on investments	16,265			\$850	17,115
Extracurricular Activities		95,547			95,547
Classroom Materials and Fees	22,723				22,723
Donations		27,068			27,068
Miscellaneous	33,160	7,599			40,759
Total cash receipts	<u>5,491,175</u>	<u>601,152</u>	<u>380,170</u>	<u>850</u>	<u>6,473,347</u>
<b>Cash disbursements:</b>					
Instruction:					
Regular	2,713,915	144,058			2,857,973
Special	493,769	26,452			520,221
Vocational Education	98,345				98,345
Supporting Services:					
Pupils	86,374	2,561			88,935
Instructional Staff	338,750	7,895			346,645
Board of Education	15,795				15,795
Administration	498,003	54,769			552,772
Fiscal Services	170,403	5,695	9,377		185,475
Operation and Maintenance of Plant	365,124	161,901			527,025
Pupil Transportation	282,665	78,913			361,578
Central	11,992				11,992
Non-Instructional Services	4,306				4,306
Extracurricular Activities	193,803	112,850			306,653
Facilities Acquisition and Construction				106,593	106,593
Debt Service:					
Principal Retirement			69,411		69,411
Interest and Fiscal Charges			189,776		189,776
Bond Issuance Fees			75,888		75,888
Total cash disbursements	<u>5,273,244</u>	<u>595,094</u>	<u>344,452</u>	<u>106,593</u>	<u>6,319,383</u>
Total cash receipts over/(under) cash disbursements	217,931	6,058	35,718	(105,743)	153,964
<b>Other financing receipts/disbursements:</b>					
Bond Proceeds			2,979,997		2,979,997
Bond Premium			294,379		294,379
Payment to Bond Escrow Agent			(3,198,488)		(3,198,488)
Advance-In	1,600				1,600
Advances-Out	(3,040)	(1,600)			(4,640)
Reduction of Prior Year Expenditures	40	70			110
Transfers-In		2,190			2,190
Total other financing receipts/(disbursements)	<u>(1,400)</u>	<u>660</u>	<u>75,888</u>		<u>75,148</u>
Excess of cash receipts and other financing receipts over/ (under) cash disbursements and other financing disbursements	216,531	6,718	111,606	(105,743)	229,112
Fund cash balances, July 1	<u>2,051,401</u>	<u>327,473</u>	<u>185,162</u>	<u>549,546</u>	<u>3,113,582</u>
Fund cash balances, June 30	<u>\$2,267,932</u>	<u>\$334,191</u>	<u>\$296,768</u>	<u>\$443,803</u>	<u>\$3,342,694</u>
Reserves for encumbrances, June 30	<u>\$65,838</u>	<u>\$31,698</u>		<u>\$8,432</u>	<u>\$105,968</u>

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

**PANDORA-GILBOA LOCAL SCHOOL DISTRICT  
PUTNAM COUNTY**

COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS,  
AND CHANGES IN FUND CASH BALANCES  
ALL PROPRIETARY AND SIMILAR FIDUCIARY FUND TYPES  
FOR THE YEAR ENDED JUNE 30, 2010

	Proprietary Fund Type	Fiduciary Fund Type		Totals (Memorandum Only)
	Enterprise	Private Purpose Trust	Agency	
<b>Operating cash receipts:</b>				
Food Services	\$175,013			\$175,013
Extracurricular Activities			\$74,815	74,815
Total operating cash receipts	<u>175,013</u>		<u>74,815</u>	<u>249,828</u>
<b>Operating cash disbursements:</b>				
Personal Services	83,333			83,333
Employees Retirement and Insurance	62,152			62,152
Purchased Services	2,323		20,338	22,661
Supplies and Materials	95,543		48,916	144,459
Other Operating Expenses	183		127	310
Total operating cash disbursements	<u>243,534</u>		<u>69,381</u>	<u>312,915</u>
Operating income (loss)	<u>(68,521)</u>		<u>5,434</u>	<u>(63,087)</u>
<b>Non-operating cash receipts:</b>				
Intergovernmental receipts	69,592			69,592
Earnings on Investments	30	\$6		36
Miscellaneous			3,058	3,058
Total non-operating cash receipts	<u>69,622</u>	<u>6</u>	<u>3,058</u>	<u>72,686</u>
Excess of cash receipts over cash disbursements before interfund transfers and advances	1,101	6	8,492	9,599
Transfers-Out			(2,190)	(2,190)
Advances-In	3,040			3,040
Net cash receipts over cash disbursements	4,141	6	6,302	10,449
Fund cash balances, July 1	<u>2,542</u>	<u>5,056</u>	<u>30,208</u>	<u>37,806</u>
<b>Fund cash balances, June 30</b>	<b><u>\$6,683</u></b>	<b><u>\$5,062</u></b>	<b><u>\$36,510</u></b>	<b><u>\$48,255</u></b>
Reserve for encumbrances, June 30	<u>\$34</u>		<u>\$11,836</u>	<u>\$11,870</u>

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.



**PANDORA-GILBOA LOCAL SCHOOL DISTRICT  
PUTNAM COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES - ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED JUNE 30, 2009**

	Governmental Fund Types				Totals (Memorandum Only)
	General	Special Revenue	Debt Service	Capital Projects	
<b>Cash receipts:</b>					
Property tax and other local taxes	\$2,588,216	\$24,223	\$315,827		\$2,928,266
Intergovernmental	3,076,859	154,094	46,986	\$19,637	3,297,576
Tuition	182,181				182,181
Earnings on investments	34,009			2,263	36,272
Extracurricular Activities		103,762			103,762
Classroom Materials and Fees	25,700				25,700
Donations		10,000			10,000
Miscellaneous	4,121	11,945			16,066
Total cash receipts	<u>5,911,086</u>	<u>304,024</u>	<u>362,813</u>	<u>21,900</u>	<u>6,599,823</u>
<b>Cash disbursements:</b>					
Instruction:					
Regular	2,679,858	107,596			2,787,454
Special	445,522				445,522
Vocational Education	65,268				65,268
Other Instruction	5,744				5,744
Supporting Services:					
Pupils	76,581	4,643			81,224
Instructional Staff	324,363	16,593			340,956
Board of Education	16,895				16,895
Administration	545,493	17,013			562,506
Fiscal Services	193,491	5,189	9,996		208,676
Business		22,006			22,006
Operation and Maintenance of Plant	530,359				530,359
Pupil Transportation	376,194				376,194
Central	14,483				14,483
Non-Instructional Services	4,117				4,117
Extracurricular Activities	179,123	79,797			258,920
Facilities Acquisition and Construction	328			15,485	15,813
Debt Service:					
Principal Retirement			167,000		167,000
Interest and Fiscal Charges			165,447		165,447
Total cash disbursements	<u>5,457,819</u>	<u>252,837</u>	<u>342,443</u>	<u>15,485</u>	<u>6,068,584</u>
Total cash receipts over cash disbursements	453,267	51,187	20,370	6,415	531,239
<b>Other financing receipts/disbursements:</b>					
Advance-In		1,600			1,600
Advances-Out	(1,600)				(1,600)
Refund of Prior Year Receipts	(690)				(690)
Transfers-In		15,000		50,000	65,000
Transfers-Out	(65,000)				(65,000)
Total other financing receipts/(disbursements)	<u>(67,290)</u>	<u>16,600</u>		<u>50,000</u>	<u>(690)</u>
Excess of cash receipts and other financing receipts over cash disbursements and other financing disbursements	385,977	67,787	20,370	56,415	530,549
Fund cash balances, July 1	<u>1,665,424</u>	<u>259,686</u>	<u>164,792</u>	<u>493,131</u>	<u>2,583,033</u>
Fund cash balances, June 30	<u>\$2,051,401</u>	<u>\$327,473</u>	<u>\$185,162</u>	<u>\$549,546</u>	<u>\$3,113,582</u>
Reserves for encumbrances, June 30	<u>\$171,736</u>	<u>\$27,035</u>			<u>\$198,771</u>

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

**PANDORA-GILBOA LOCAL SCHOOL DISTRICT  
PUTNAM COUNTY**

COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS,  
AND CHANGES IN FUND CASH BALANCES  
ALL PROPRIETARY AND SIMILAR FIDUCIARY FUND TYPES  
FOR THE YEAR ENDED JUNE 30, 2009

	Proprietary	Fiduciary		Totals (Memorandum Only)
	Fund Type	Fund Types		
	Enterprise	Private Purpose Trust	Agency	
<b>Operating cash receipts:</b>				
Food Services	\$173,723			\$173,723
Extracurricular Activities			\$70,617	70,617
Total operating cash receipts	<u>173,723</u>		<u>70,617</u>	<u>244,340</u>
<b>Operating cash disbursements:</b>				
Personal Services	77,738			77,738
Employees Retirement and Insurance	67,255			67,255
Purchased Services	2,627		24,578	27,205
Supplies and Materials	103,658		46,113	149,771
Capital Outlay			545	545
Other Operating Expenses	189	\$235	377	801
Total operating cash disbursements	<u>251,467</u>	<u>235</u>	<u>71,613</u>	<u>323,315</u>
Operating loss	<u>(77,744)</u>	<u>(235)</u>	<u>(996)</u>	<u>(78,975)</u>
<b>Non-operating cash receipts:</b>				
Intergovernmental receipts	62,401			62,401
Earnings on Investments	61	65		126
Miscellaneous			3,619	3,619
Total non-operating cash receipts	<u>62,462</u>	<u>65</u>	<u>3,619</u>	<u>66,146</u>
Net cash receipts over/(under) cash disbursements	<u>(15,282)</u>	<u>(170)</u>	<u>2,623</u>	<u>(12,829)</u>
Fund cash balances, July 1	<u>17,824</u>	<u>5,226</u>	<u>27,585</u>	<u>50,635</u>
<b>Fund cash balances, June 30</b>	<b><u>\$2,542</u></b>	<b><u>\$5,056</u></b>	<b><u>\$30,208</u></b>	<b><u>\$37,806</u></b>
Reserve for encumbrances, June 30	<u>\$34</u>		<u>\$4,493</u>	<u>\$4,527</u>

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

**PANDORA-GILBOA LOCAL SCHOOL DISTRICT  
PUTNAM COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEARS ENDED JUNE 30, 2010 AND 2009**

**NOTE 1 – DESCRIPTION OF THE SCHOOL DISTRICT**

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

The District was established in 1951 through the consolidation of existing land areas and school districts. The District serves an area of approximately 66 square miles. It is located in Putnam County and includes the entire Villages of Pandora and Gilboa, and portions of Riley, Blanchard, Richland, Pleasant, and Van Buren Townships. The District employs 19 non-certified and 47 certified teaching personnel, and 6 administrative employees to provide services to approximately 574 students in grades K through 12 and other community members. The District currently operates one building.

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

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

Although required by Ohio Administrative Code § 117-2-03(B) to prepare its annual financial report in accordance with accounting principles generally accepted in the United States of America, the District chooses to prepare its financial statements and notes in accordance with standards established by the Auditor of State for governmental entities that are not required to prepare reports in accordance with generally accepted accounting principles. This basis of accounting is similar to the cash receipts and disbursements basis of accounting. Receipts are recognized when received in cash rather than when earned, and disbursements are recognized when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e. when an encumbrance is approved).

**A. The Reporting Entity**

The District's reporting entity has been defined in accordance with GASB Statement No. 14, "The Financial 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 of the District are not misleading. The primary government consists of all funds, departments, boards, and agencies that are not legally separate from the District. For the District, this includes general operations, food service, and student related activities of the District. 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 for the organization. The financial statements of the reporting entity include only those of the District (the primary government). The District has no component units.

The District participates in four jointly governed organizations and three public entity risk pools. The financial statements exclude these entities which perform activities within the District's boundaries for the benefit of its residents because the District is not financially accountable for these entities, nor are these entities fiscally dependent on the District. Notes 8 and 15 to the financial statements provide additional information for these entities. These organizations are:

**PANDORA-GILBOA LOCAL SCHOOL DISTRICT  
PUTNAM COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEARS ENDED JUNE 30, 2010 AND 2009  
(Continued)**

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Jointly Governed Organizations:

Northwest Ohio Area Computer Services Cooperative  
Millstream Cooperative Career Center  
Northwestern Ohio Educational Research Council, Inc.  
State Support Region 1

Public Entity Risk Pools:

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

**B. Fund Accounting**

The District uses fund accounting to segregate cash and investments which are restricted to use. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain District functions or activities.

For financial statement presentation purposes, the various funds of the District are grouped into the following generic fund types under the broad fund categories governmental, proprietary, and fiduciary.

GOVERNMENTAL FUND TYPES

Governmental funds are those through which most governmental functions of the District are financed. The following are the District's governmental fund types:

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 General Fund balance is available to the District for any purpose provided it is expended or transferred according to the general laws of Ohio.

Special Revenue Funds – Special revenue funds are used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditure for specified purposes.

Debt Service Fund – This fund is used for the accumulation of resources for, and the payment of, general obligation long-term debt principal and interest.

Capital Projects Funds – The capital projects funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds).

PROPRIETARY FUND TYPE

Proprietary funds are used to account for the District's ongoing activities which are similar to those found in the private sector.

**PANDORA-GILBOA LOCAL SCHOOL DISTRICT  
PUTNAM COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEARS ENDED JUNE 30, 2010 AND 2009  
(Continued)**

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Enterprise Funds – The Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent is that costs (expenses) of providing services to the general public on a continuing basis be financed or recovered primarily through user charges or where it has been decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

FIDUCIARY FUND TYPES

Fiduciary funds are used to account for assets held by the District in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds. The District's fiduciary funds include agency funds and private purpose trust funds.

**C. Basis of Accounting**

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

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

**D. Budgetary Process**

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

The certificate of estimated resources may be amended during the fiscal year if projected increases or decreases in receipts are identified by the Treasurer.

The appropriation resolution is subject to amendment throughout the year with the restriction that appropriations cannot exceed estimated resources.

**E. Cash and Investments**

To improve cash management, cash received by the District is pooled and invested. Monies for all funds are maintained in this pool. Individual fund integrity is maintained through District records. Interest in the pool is included in the cash balances reported by fund type.

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

**PANDORA-GILBOA LOCAL SCHOOL DISTRICT  
PUTNAM COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEARS ENDED JUNE 30, 2010 AND 2009  
(Continued)**

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

During fiscal years 2010 and 2009, the District invested in nonnegotiable certificates of deposit and STAR Ohio. Investments are reported at cost, except for STAR Ohio. STAR Ohio is an investment pool, managed by the State Treasurer's Office, which allows governments within the State to pool their funds for investment purposes. STAR Ohio is not registered with the SEC as an investment company, but does operate in a manner consistent with Rule 2(a)7 of the Investment Company Act of 1940. Investments in STAR Ohio are valued at STAR Ohio's share price, which is the price the investment could be sold for on June 30, 2010 and 2009.

Following Ohio statutes, the Board of Education has, by resolution, specified the funds to receive an allocation of interest earnings. Interest receipts credited to the General Fund during fiscal year 2010 was \$16,265, which included \$5,384 assigned from other District funds, and during fiscal year 2009 was \$34,009 which included \$11,819 assigned from other District funds.

**F. Restricted Assets**

Assets are reported as restricted when limitations on their use change the nature or normal understanding of the availability of the asset. Such constraints are either imposed by creditors, contributors, grantors, or laws of other governments, or imposed by law through constitutional provisions or enabling legislation. The District reported no restricted assets.

**G. Inventory and Prepaid Items**

The District reports disbursements for inventory and prepaid items when paid. These items are not reflected as assets.

**H. Capital Assets**

Acquisitions of property, plant and equipment are recorded as disbursements when paid. These items are not reflected as assets.

**I. Interfund Receivables/Payables**

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

**J. Accumulated Leave**

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

**K. Employer Contributions to Cost-Sharing Pension Plans**

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

**L. Long-Term Obligations**

The District's cash basis does not report liabilities for bonds and other long-term obligations. Proceeds of debt are reported when cash is received and principal and interest payments are reported when paid.

**PANDORA-GILBOA LOCAL SCHOOL DISTRICT  
PUTNAM COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEARS ENDED JUNE 30, 2010 AND 2009  
(Continued)**

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Since recording a capital asset when entering into a capital lease is not the result of a cash transaction, neither another financing source nor capital outlay expenditure is reported at inception.

**M. Interfund Transactions**

Exchange transactions between funds are reported as receipts in the seller funds and as disbursements in the purchaser funds. Subsidies 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 receipts/cash disbursements in proprietary funds. Repayments from funds responsible for particular cash disbursements to the funds that initially paid for them are not presented in the financial statements.

**N. Total Columns on Financial Statements**

Total columns on the financial statements are captioned “Total - (Memorandum Only)” to indicate that they are presented only to facilitate financial analysis. This data is not comparable to a consolidation. Interfund –type eliminations have not been made in the aggregation of this data.

**NOTE 3 – COMPLIANCE**

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

Expenditures exceed appropriations in the Debt Service Fund at June 30, 2010.

**NOTE 4 – DEPOSITS AND INVESTMENTS**

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

Active monies are public monies determined to be necessary to meet current demands upon the District treasury. Active monies must be maintained either as cash in the District treasury, in commercial accounts payable or withdrawable on demand, including negotiable order of withdrawal (NOW) accounts, or in money market deposit accounts.

Inactive deposits are public deposits that the Board has identified as not required for use within the current five year period of designation of depositories. Inactive deposits must either be evidenced by certificates of deposit maturing not later than the end of the current period of designation of depositories, or by savings or deposit accounts including, but not limited to, passbook accounts.

Interim deposits are deposits of interim monies. Interim monies are those monies which are not needed for immediate use but which will be needed before the end of the current period of designation of depositories. Interim deposits must be evidenced by time certificates of deposit maturing not more than one year from the date of deposit or by savings or deposit accounts including passbook accounts.

**PANDORA-GILBOA LOCAL SCHOOL DISTRICT  
PUTNAM COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEARS ENDED JUNE 30, 2010 AND 2009  
(Continued)**

**NOTE 4 – DEPOSITS AND INVESTMENTS (CONTINUED)**

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

1. United States Treasury bills, bonds, notes, or any other obligation or security issued by the United States Treasury, or any other obligation guaranteed as to principal and interest by the United States;
2. Bonds, notes, debentures, or any other obligation or security issued by any federal government agency or instrumentality including, but not limited to, the Federal National Mortgage Association, Federal Home Loan Bank, Federal Farm Credit Bank, Federal Home Loan Mortgage Corporation, Government National Mortgage Association, and Student Loan Marketing Association. All federal agency securities shall be direct issuances of federal government agencies or instrumentalities;
3. Written repurchase agreements in the securities listed above provided the market value of the securities subject to the repurchase agreement must exceed the principal value of the agreement by at least 2 percent and be marked to market daily, and the term of the agreement must not exceed thirty days;
4. Bonds and other obligations of the State of Ohio or Ohio local governments;
5. Time certificates of deposit or savings or deposit accounts including, but not limited to, passbook accounts;
6. No-load money market mutual funds consisting exclusively of obligations described in division (1) or (2) and repurchase agreements secured by such obligations, provided that investments in securities described in this division are made only through eligible institutions;
7. The State Treasurer's investment pool (STAR Ohio).

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

Deposits

Custodial credit risk is the risk that in the event of bank failure, the District will not be able to recover deposits or collateral securities that are in the possession of an outside party. At June 30, 2010, \$876,307 of the District's bank balance of \$3,240,850 and at June 30, 2009, \$873,498 of the District's bank balance of \$1,368,587 was exposed to custodial credit risk because those deposits were uninsured and collateralized with securities held by the pledging financial institution's trust department or agent, but not in the District's name.

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



**PANDORA-GILBOA LOCAL SCHOOL DISTRICT  
PUTNAM COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEARS ENDED JUNE 30, 2010 AND 2009  
(Continued)**

**NOTE 4 – DEPOSITS AND INVESTMENTS (CONTINUED)**

Investments

As of June 30, 2010 and 2009, the District had investments with STAR Ohio with a carrying balance of \$217,921 and \$1,887,461, respectively.

STAR Ohio carries a rating of AAAm by Standard and Poor's. The District has no investment policy dealing with investment credit risk beyond the requirements in state statutes. Ohio law requires that STAR Ohio maintain the highest rating provided by at least on nationally recognized standard rating service.

**NOTE 5 – BUDGETARY ACTIVITY**

Budgetary activity for the years ending June 30, 2010 and 2009 follows:

2010 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$5,488,724	\$5,491,215	\$2,491
Special Revenue	643,863	603,412	(40,451)
Debt Service	380,171	3,654,546	3,274,375
Capital Projects	850	850	
Enterprise	255,120	244,635	(10,485)
Fiduciary	5	6	1
Total	<u>\$6,768,733</u>	<u>\$9,994,664</u>	<u>\$3,225,931</u>

2010 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$5,776,563	\$5,339,082	\$437,481
Special Revenue	679,925	626,792	53,133
Debt Service	268,564	3,542,940	(3,274,376)
Capital Projects	115,025	115,025	
Enterprise	247,837	243,568	4,269
Fiduciary	60	60	60
Total	<u>\$7,087,974</u>	<u>\$9,867,407</u>	<u>(\$2,779,433)</u>

2009 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$5,853,074	\$5,911,086	\$58,012
Special Revenue	324,097	319,024	(5,073)
Debt Service	363,478	362,813	(665)
Capital Projects	71,897	71,900	3
Enterprise	241,189	236,185	(5,004)
Fiduciary	65	65	
Total	<u>\$6,853,800</u>	<u>\$6,901,073</u>	<u>\$47,273</u>

**PANDORA-GILBOA LOCAL SCHOOL DISTRICT  
PUTNAM COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEARS ENDED JUNE 30, 2010 AND 2009  
(Continued)**

**NOTE 5 – BUDGETARY ACTIVITY (CONTINUED)**

2009 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$6,118,968	\$5,695,245	\$423,723
Special Revenue	332,835	279,872	52,963
Debt Service	343,474	342,443	1,031
Capital Projects	23,746	15,485	8,261
Enterprise	258,401	251,501	6,900
Fiduciary	291	235	56
Total	\$7,077,715	\$6,584,781	\$492,934

**NOTE 6 – PROPERTY TAXES**

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

Property taxes include amounts levied against all real property, public utility property, and tangible personal (used in business) property located in the District. Real property tax receipts received in calendar years 2010 and 2009 represent the collection of calendar years 2009 and 2008 taxes. Real property taxes received in calendar years 2010 and 2009 were levied after April 1, 2009 and 2008, on the assessed values as of January 1, 2009 and 2008, respectively, the lien dates. Assessed values for real property taxes are established by State statute at 35 percent of appraised market value. Real property taxes are payable annually or semiannually. If paid annually, payment is due December 31; if paid semiannually, the first payment is due December 31, with the remainder payable by June 20. Under certain circumstances, State statute permits alternate payment dates to be established.

Public utility property tax receipts received in calendar years 2010 and 2009 represent the collection of calendar years 2009 and 2008 taxes, respectively. Public utility real and tangible personal property taxes received in calendar years 2010 and 2009 became a lien on December 31, 2008 and 2007, were levied after April 1, 2009 and 2008, and are collected with real property taxes. Public utility real property is assessed at 35 percent of true value; public utility tangible personal property is currently assessed at varying percentages of true value.

Tangible personal property tax revenues received in calendar years 2010 and 2009 (other than public utility property) represent the collection of calendar years 2010 and 2009 taxes levied against local and inter-exchange telephone companies, respectively. Tangible personal property tax on business inventory, manufacturing machinery and equipment, and furniture and fixtures is no longer levied and collected. The October 2008 tangible personal property tax settlement was the last property tax settlement for general personal property taxes. Tangible personal property taxes received from telephone companies in calendar year 2010 and 2009 were levied after October 1, 2009 and 2008, respectively, on the values as of December 31, 2009 and 2008. Amounts paid by multi-county taxpayers are due September 20. Single county taxpayers may pay annually or semiannually. If paid annually, payment is due April 30; if paid semiannually, the first payment is due April 30, with the remainder payable by September 20. Tangible personal property taxes paid by April 30 are usually received by the District prior to June 30.

**PANDORA-GILBOA LOCAL SCHOOL DISTRICT  
PUTNAM COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEARS ENDED JUNE 30, 2010 AND 2009  
(Continued)**

**NOTE 6 – PROPERTY TAXES (CONTINUED)**

The District receives property taxes from Putnam County. The County Auditor periodically advances to the District its portion of the taxes collected. Second-half real property tax payments collected by the counties by June 30, 2010 and 2009 are available to finance fiscal years 2010 and 2009 operations, respectively. The amount available to be advanced can vary based on the date the tax bills are sent.

The assessed values upon which fiscal year 2010 taxes were collected are:

	2009 Second- Half Collections		2010 First- Half Collections	
	Amount	Percent	Amount	Percent
Real Property:				
Agricultural/Residential	\$58,750,730	91.48%	\$59,310,620	91.08%
Industrial/Commercial	3,829,420	5.96%	4,084,280	6.27%
Public Utility Property	1,591,310	2.48%	1,658,120	2.55%
Tangible Personal Property	49,770	0.08%	68,610	0.10%
Total Assessed Value	<u>\$64,221,230</u>	<u>100%</u>	<u>\$65,121,630</u>	<u>100%</u>
Tax rate per \$1,000 of assessed valuation	\$42.80		\$42.80	

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

	2008 Second- Half Collections		2009 First- Half Collections	
	Amount	Percent	Amount	Percent
Real Property:				
Agricultural/Residential	\$50,302,200	88.44%	\$58,750,730	91.48%
Industrial/Commercial	3,235,580	5.69%	3,829,420	5.96%
Public Utility Property	1,557,220	2.74%	1,591,310	2.48%
Tangible Personal Property	1,782,540	3.13%	49,770	0.08%
Total Assessed Value	<u>\$56,877,540</u>	<u>100%</u>	<u>\$64,221,230</u>	<u>100%</u>
Tax rate per \$1,000 of assessed valuation	\$42.80		\$42.80	

**NOTE 7 – INCOME TAXES**

The District levies a voted tax of .75% for general operations on the income of residents and of estates. The tax was renewed for a period of five years on January 1, 2008. Employers of residents are required to withhold income tax on compensation and remit the tax to the State. Taxpayers are required to file an annual return. The State makes quarterly distributions to the District after withholding amounts for administrative fees and estimated refunds. Income tax receipts are recorded in the General Fund.

In May 2006, the voters approved an additional 1% income tax for general operations. The levy is effective January 1, 2007, and expires on December 31, 2012.

**PANDORA-GILBOA LOCAL SCHOOL DISTRICT  
PUTNAM COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEARS ENDED JUNE 30, 2010 AND 2009  
(Continued)**

**NOTE 8 – RISK MANAGEMENT**

A. Risk Pool Membership

The District is a member of the Schools of Ohio Risk Sharing Authority (SORSA). SORSA is a member owned organization having approximately 75 members. SORSA is a joint self-insurance pool. SORSA assumes the risk of loss up to the limits of the District's policy. SORSA covers the following risks:

- General liability
- Commercial liability
- Employee Benefits Liability
- School Leaders Errors and Omissions
- Theft, Forgery, Employee Dishonesty
- Vehicle.

The District contributes to the funding, operating and maintaining of the SORSA joint self insurance pool. The District's contributions cover deductible losses, loss fund contribution, insurance costs, and administration cost.

The District paid \$33,635 in premiums to the pool for fiscal year 2010 coverage and the District paid \$33,660 in premiums to the pool for fiscal year 2009 coverage.

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

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

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

C. Putnam County Schools Insurance Group

The District participates as a member of the Putnam County School Insurance Group, a public entity risk pool, administered by Huntington Trust. The District converted its fully-insured medical insurance program to partial self insurance through participation in this public entity risk pool. Medical Mutual of Ohio provides claim review and processing. The District maintains stop-loss coverage for its medical insurance program. Aggregate stop loss is maintained for expected claims.

**PANDORA-GILBOA LOCAL SCHOOL DISTRICT  
PUTNAM COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEARS ENDED JUNE 30, 2010 AND 2009  
(Continued)**

**NOTE 9 – DEFINED BENEFIT PENSION PLANS**

**A. State Teachers Retirement System**

Plan Description - The District contributes to the State Teachers Retirement System of Ohio (STRS Ohio), a cost-sharing multiple-employer public employee retirement plan. 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 the State Teachers Retirement System of Ohio, 275 East Broad Street, Columbus, Ohio 43215-3771, by calling (888) 227-7877, 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 Plan (DBP), a Defined Contribution Plan (DCP), and a Combined Plan (CP). The DBP offers an annual retirement allowance based on final average salary multiplied by a percentage that varies based on years of service or on an allowance based on a member's lifetime contributions and earned interest matched by STRS Ohio funds divided by an actuarially determined annuity factor. The DCP 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 fifty and termination of employment. The member may elect to receive a lifetime monthly annuity or a lump sum withdrawal. The CP offers features of both the DBP and the DCP. In the CP, 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 DBP. The DBP portion of the CP payment is payable to a member on or after age sixty; the DCP portion of the account may be taken as a lump sum payment or converted to a lifetime monthly annuity at age fifty. Benefits are established by Chapter 3307 of the Ohio Revised Code.

A DBP or CP 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 DCP who become disabled are entitled only to their account balance. If a member of the DCP dies before retirement benefits begin, the member's designated beneficiary is entitled to receive the member's account balance.

Funding Policy - For the fiscal year ended June 30, 2010, plan members were required to contribute 10 percent of their annual covered salary. The District was required to contribute 14 percent; 13 percent was the portion used to fund pension obligations. For fiscal year 2009, the portion used to fund pension obligations was also 13 percent. Contribution rates are established by the STRS Ohio 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.

The District's required contribution for pension obligations to STRS Ohio for the fiscal years ended June 30, 2010, 2009, and 2008 was \$220,500, \$208,971, and \$273,708 respectively; 77.15 percent has been contributed for fiscal year 2010 and 100 percent for fiscal years 2009 and 2008.

**B. School Employees Retirement System**

Plan Description - The District contributes to the School Employees Retirement System (SERS), a cost-sharing multiple-employer public employee retirement plan. SERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Authority to establish and amend benefits is provided by Chapter 3309 of the Ohio Revised Code. SERS issues a stand-alone financial report that may be obtained by writing to the School Employees Retirement System, 300 East Broad Street, Suite 100, Columbus, Ohio 43215-3746.

**PANDORA-GILBOA LOCAL SCHOOL DISTRICT  
PUTNAM COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEARS ENDED JUNE 30, 2010 AND 2009  
(Continued)**

**NOTE 9 – DEFINED BENEFIT PENSION PLANS (CONTINUED)**

Funding Policy - For the fiscal years ended June 30, 2010 and June 30, 2009, plan members were required to contribute 10 percent of their annual covered salary and the District was 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 2010, 12.78 percent of annual covered salary was the portion used to fund pension obligations and 9.09 percent for fiscal year 2009. The contribution requirements of plan members and employers are established and may be amended 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 member and employer contributions. The District's required contribution for pension obligations to SERS for the fiscal years ended June 30, 2010, 2009, and 2008 was \$90,066, \$60,717, and \$56,372 respectively; 44.05 percent has been contributed for fiscal year 2010 and 100 percent for fiscal years 2009 and 2008.

**NOTE 10 – POSTEMPLOYMENT BENEFITS**

**A. State Teachers Retirement System**

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

Funding Policy - Ohio law authorizes STRS Ohio to offer the Health Care Plan and gives the Retirement Board authority over how much, if any, of the health care costs will be absorbed by STRS Ohio. Active employee members do not contribute to the Health Care Plan. All benefit recipients pay a monthly premium. Under Ohio law, funding for postemployment health care may be deducted from employer contributions. For fiscal year 2010, STRS Ohio allocated employer contributions equal to 1 percent of covered payroll to the Health Care Stabilization Fund. The District's contribution for health care for the fiscal years ended June 30, 2010, 2009, and 2008 was \$16,962, \$16,075, and \$21,054 respectively; 77 percent has been contributed for fiscal year 2010 and 100 percent for fiscal years 2009 and 2008.

**B. School Employees Retirement System**

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

Funding Policy - State statute permits SERS to fund the health care benefits through employer contributions. Each fiscal year, after the allocation for statutorily required benefits, the Retirement Board allocates the remainder of the employer contribution of 14 percent of covered payroll to the Health Care Fund. The Health Care Fund was established and is administered in accordance with Internal Revenue Code Section 401h. For fiscal year 2010, .46 percent of covered payroll was allocated to health care. In

**PANDORA-GILBOA LOCAL SCHOOL DISTRICT  
PUTNAM COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEARS ENDED JUNE 30, 2010 AND 2009  
(Continued)**

**NOTE 10 – POSTEMPLOYMENT BENEFITS (CONTINUED)**

In addition, employers pay a surcharge for employees earning less than an actuarially determined amount. For fiscal years 2010 and 2009, the surcharge amounts were \$22,952 and \$35,800 respectively.

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

The District's contribution for health care for the fiscal years ended June 30, 2010, 2009, and 2008 was \$13,885, \$37,866, and \$35,002 respectively; 87 percent has been contributed for fiscal year 2010 and 100 percent for fiscal years 2009 and 2008.

The Retirement Board, acting with advice of the actuary, allocates a portion of the employer contribution to the Medicare Part B Fund. For fiscal year 2010, this actuarially required allocation was .76 percent of covered payroll. The District's contribution for Medicare Part B for the fiscal years ended June 30, 2010, 2009, and 2008 was \$5,356, \$5,010, and \$4,062 respectively; 44 percent has been contributed for fiscal year 2010 and 100 percent for fiscal years 2009 and 2008.

**NOTE 11 – DEBT**

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

	Principal Outstanding 6/30/08	Reductions	Principal Outstanding 6/30/09	Amounts Due in One Year
<u>General Obligation Bonds:</u>				
General obligation bonds	\$3,145,000	\$160,000	\$2,985,000	
Capital appreciation bonds	116,000		116,000	\$61,411
Total General Obligation Bonds	<u>\$3,261,000</u>	<u>\$160,000</u>	<u>\$3,101,000</u>	<u>\$61,411</u>

The changes in the District's long-term obligations during fiscal year 2010 were as follows:

	Principal Outstanding 6/30/09	Additions	Reductions	Principal Outstanding 6/30/10	Amounts Due in One Year
<u>General Obligation Bonds:</u>					
General obligation bonds – 2002	\$2,985,000		\$2,985,000		
Capital appreciation bonds – 2002	116,000		\$61,411	\$54,589	\$54,589
General obligation bonds – 2010		\$2,840,000		2,840,000	90,000
Capital appreciation bonds – 2010		139,997		139,997	
Total General Obligation Bonds	<u>\$3,101,000</u>	<u>\$2,979,997</u>	<u>\$3,046,411</u>	<u>\$3,034,586</u>	<u>\$144,589</u>

**PANDORA-GILBOA LOCAL SCHOOL DISTRICT  
PUTNAM COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEARS ENDED JUNE 30, 2010 AND 2009  
(Continued)**

**NOTE 11 – DEBT (CONTINUED)**

*2010 Advance Refunding of 2002 Bonds – Interest Rates 3.55 – 4.375%:* Proceeds from the outstanding bonds were used for the purpose of advance refunding of general obligation bonds, dated July 1, 2001, which were issued for the purpose of renovating and otherwise improving school facilities. The bonds were issued on May 18, 2010. The bonds consisted of \$2,840,000 in current interest serial bonds and \$139,997, in capital appreciation bonds. This current refunding was undertaken to reduce total debt service payments over the next 13 years by \$128,616 and resulted in an economic gain of \$129,910.

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

<u>Fiscal Year</u>	<u>Principal Amount</u>	<u>Interest Rate</u>
2011	\$90,000	2.000%
2012	210,000	2.000%
2013	220,000	2.000%
2014	225,000	2.250%
2015	230,000	2.500%
2018	250,000	3.375%
2019	250,000	3.500%
2020	255,000	4.000%
2021	260,000	4.000%
2022	275,000	4.000%
2023	285,000	4.000%
2024	290,000	4.000%

The capital appreciation bonds were issued in the aggregate original principal amount of \$139,997 and mature on December 1, in the years, have the original principal amounts and mature with the accreted values at maturity, as follows:

<u>Fiscal Year</u>	<u>Original Principal Amount</u>	<u>Accreted Value at Maturity</u>
2016	\$76,352	\$235,000
2017	63,645	240,000

At June 30, 2010, the total amount of these bonds including accretion was \$141,028. The bonds are being retired through the Bond Retirement Debt Service Fund.

*Series 2002 School Improvement General Obligation Bonds – Interest Rates 4.00 – 5.125%:* During fiscal year 2002, the voters of the District authorized the issuance of \$4,025,000 in general obligation bonds, for the purpose of renovating and otherwise improving school facilities. During 2010, \$2,985,000 of the current interest bonds were advance refunded. The remaining bonds will be retired from proceeds of a bonded debt tax levy and will be paid from the Bond Retirement Fund.

The Series 2002 school improvement general obligation bond issue included both current interest bonds, par value \$4,025,000, and capital appreciation bonds, par value \$330,000. The capital appreciation bonds mature on December 1, 2009 and 2010, at a redemption price equal to 100% of the principal, plus accrued interest to the redemption date. The current interest bonds maturing on or after December 1, 2011, are subject to early redemption at the sole option of the District, at the following redemption prices, plus accrued interest:



**PANDORA-GILBOA LOCAL SCHOOL DISTRICT  
PUTNAM COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEARS ENDED JUNE 30, 2010 AND 2009  
(Continued)**

**NOTE 11 – DEBT (CONTINUED)**

<u>Redemption Date</u>	<u>Redemption Price</u>
December 1, 2011 and thereafter	100% of par

Interest payments on the current interest bonds are due on June 1, and December 1 of each year. The final maturity stated in the issue is December 1, 2023.

Principal and interest requirements to retire long-term liabilities outstanding at June 30, 2010, are as follows:

<u>Year Ended</u>	<u>General Obligation Bonds</u>			<u>Capital Appreciation Bonds</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2011	\$90,000	\$95,458	\$185,458	\$54,589	\$110,411	\$165,000
2012	210,000	89,100	299,100			
2013	220,000	84,800	304,800			
2014	225,000	80,069	305,069			
2015	230,000	74,663	304,663			
2016-2020	755,000	319,619	1,074,619	139,997	335,003	475,000
2021-2024	1,110,000	90,800	1,200,800			
<b>Total</b>	<b><u>\$2,840,000</u></b>	<b><u>\$834,509</u></b>	<b><u>\$3,674,509</u></b>	<b><u>\$194,586</u></b>	<b><u>\$445,414</u></b>	<b><u>\$640,000</u></b>

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

The effects of these debt limitations at June 30, 2010 are a voted debt margin of \$3,123,130 and an unvoted debt margin of \$65,122.

**NOTE 12 – LEASES**

The District entered into a lease-purchase agreement, through the OASBO Expanded Asset Pooled Financing Program, to supplement the local cost of an amendment to the new school construction with the Ohio School Facilities Commission. Lease payments are reflected as debt service expenditures on the combined financial statements for governmental funds. Assets were acquired by the lease in the amount of \$374,990. Principal payments in fiscal year 2010 and 2009 were \$8,000 and \$7,000 respectively.

Principal and interest requirements to retire lease-purchase commitments outstanding at June 30, 2010, were as follows:

**PANDORA-GILBOA LOCAL SCHOOL DISTRICT  
PUTNAM COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEARS ENDED JUNE 30, 2010 AND 2009  
(Continued)**

**NOTE 12 – LEASES (CONTINUED)**

Year	Principal	Interest	Total
2011	\$9,000	\$10,184	\$19,184
2012	10,000	9,767	19,767
2013	16,000	9,198	25,198
2014	17,000	8,475	25,475
2015	17,000	7,731	24,731
2016-2020	99,000	26,302	125,302
2021-2023	69,000	4,621	73,621
Total	<u>\$237,000</u>	<u>\$76,278</u>	<u>\$313,278</u>

**NOTE 13 – SET ASIDE REQUIREMENTS**

The District is required by State statute to annually set aside, in the General Fund, an amount based on a statutory formula for the purchase of textbooks and other instructional materials, and an equal amount for the acquisition and construction of capital improvements. Amounts not spent by the end of the fiscal year or offset by similarly restricted resources received during the fiscal year must be held in cash at fiscal year end. These amounts must be carried forward and used for the same purposes in future years.

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

	Textbooks	Capital Improvements
Set Aside Reserve Balance June 30, 2008		
Current Year Set Aside Requirement	\$93,981	\$93,981
Current Year Qualifying Expenditures	(79,918)	(93,981)
Excess Qualified Expenditures from Prior Years	(78,283)	
Total	<u>(\$64,220)</u>	
Balance Carried Forward to Fiscal Year 2010	<u>(\$64,220)</u>	
Set Aside Reserve Balance June 30, 2009		

The following cash basis information identifies the changes in the fund balance reserves for textbooks and capital improvements during fiscal year 2010.

**PANDORA-GILBOA LOCAL SCHOOL DISTRICT  
PUTNAM COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEARS ENDED JUNE 30, 2010 AND 2009  
(Continued)**

**NOTE 13 – SET ASIDE REQUIREMENTS (CONTINUED)**

	Textbooks	Capital Improvements
Set Aside Reserve Balance June 30, 2009		
Current Year Set Aside Requirement	\$94,593	\$94,593
Current Year Qualifying Expenditures	(91,469)	(94,593)
Excess Qualified Expenditures from Prior Years	(64,220)	
Total	(\$61,096)	
Balance Carried Forward to Fiscal Year 2011	(\$61,096)	
Set Aside Reserve Balance June 30, 2010	\$0	\$0

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

**NOTE 14 – 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, 2010.

B. Litigation

There are currently no matters in litigation with the District as defendant.

**NOTE 15 – JOINTLY GOVERNED ORGANIZATIONS**

A. Northwest Ohio Area Computer Services Cooperative

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

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

**PANDORA-GILBOA LOCAL SCHOOL DISTRICT  
PUTNAM COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEARS ENDED JUNE 30, 2010 AND 2009  
(Continued)**

**NOTE 15 – JOINTLY GOVERNED ORGANIZATIONS (CONTINUED)**

B. Millstream Cooperative Career Center

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

C. Northwestern Ohio Educational Research Council, Inc.

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

D. State Support Team Region 1

The State Support Region 1 (SSTR1) provides specialized core work related to building regional capacity for district, building, and community school implementation of the Ohio Improvement Process (OIP) at a high level. The service region of the SSTR1 includes Defiance, Fulton, Hancock, Henry, Lucas, Ottawa, Paulding, Putnam, Sandusky, Van Wert, Williams, and Wood counties, and Fostoria Community School in Seneca County. The Lucas County Educational Service Center is the fiscal agent for the SSTR1. Executive Director and Single Point of Contact is Sue Zake. Contact information is available at [www.sstr1.org](http://www.sstr1.org).

**PANDORA-GILBOA LOCAL SCHOOL DISTRICT  
PUTNAM COUNTY**

**FEDERAL AWARDS RECEIPTS AND EXPENDITURES SCHEDULE  
FOR THE YEAR ENDED JUNE 30, 2010**

<b>FEDERAL GRANTOR</b> <i>Pass Through Grantor</i>	Federal CFDA		
Program Title	Number	Receipts	Disbursements
<b>UNITED STATES DEPARTMENT OF AGRICULTURE</b>			
<i>Passed Through Ohio Department of Education:</i>			
Nutrition Cluster:			
National School Lunch Program:			
Cash Assistance	10.555	\$62,623	\$62,623
Non-Cash Assistance (Food Distribution)		31,117	31,117
Total National School Lunch Program		93,740	93,740
School Breakfast Program	10.553	5,829	5,829
Total U.S. Department of Agriculture		<b>99,569</b>	<b>99,569</b>
<b>UNITED STATES DEPARTMENT OF EDUCATION</b>			
<i>Passed Through Ohio Department of Education:</i>			
Title I, Part A Cluster:			
Title I Grants to Local Educational Agencies	84.010	60,426	67,175
ARRA - Title I Grants to Local Educational Agencies	84.389	15,021	15,021
Total Title I, Part A Cluster		75,447	82,196
ARRA - Special Education Grants to States	84.391	105,365	105,365
Safe and Drug Free Schools and Communities State Grants	84.186	1,505	1,505
Education Technology State Grants	84.318	544	544
Improving Teacher Quality State Grants	84.367	16,295	16,295
ARRA - State Fiscal Stabilization Fund - Education State Grants	84.394	175,717	175,717
<i>Direct Program</i>			
Rural School Achievement Program	84.358	41,326	41,326
Total U.S. Department of Education		<b>416,199</b>	<b>422,948</b>
<b>Total Federal Awards Receipts and Expenditures</b>		<b>\$515,768</b>	<b>\$522,517</b>

The accompanying notes are an integral part of this Schedule.

**PANDORA-GILBOA LOCAL SCHOOL DISTRICT  
PUTNAM COUNTY**

**NOTES TO THE FEDERAL AWARDS RECEIPTS AND EXPENDITURES SCHEDULE  
FISCAL YEAR ENDED JUNE 30, 2010**

**NOTE A – SIGNIFICANT ACCOUNTING POLICIES**

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

**NOTE B – CHILD NUTRITION CLUSTER**

The District commingles cash receipts from the U.S. Department of Agriculture with similar State grants. When reporting expenditures on this Schedule, the District assumes it expends federal monies first.

**NOTE C – FOOD DONATION PROGRAM**

The District reports commodities consumed on the Schedule at the fair value. The District allocated donated food commodities to the respective program that benefitted from the use of those donated food commodities.



# Dave Yost • Auditor of State

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

Pandora-Gilboa Local School District  
Putnam County  
410 Rocket Ridge  
Pandora, Ohio 45877-9607

To the Board of Education:

We have audited the financial statements of Pandora-Gilboa Local School District, Putnam County, (the District) as of and for the years ended June 30, 2010 and 2009, and have issued our report thereon dated January 20, 2011, wherein we issued an adverse opinion on the District's financial statements because the District prepared its financial statements using accounting practices the Auditor of State prescribes or permits for governments not required to report using accounting principles generally accepted in the United States of America. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the Comptroller General of the United States' *Government Auditing Standards*.

### Internal Control Over Financial Reporting

In planning and performing our audit, we considered the District's internal control over financial reporting as a basis for designing our audit procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of opining 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 was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. Therefore, we cannot assure that we have identified all deficiencies, significant deficiencies or material weaknesses. However, as described in the accompanying schedule of findings we identified a certain deficiency in internal control over financial reporting, that we consider a material weakness.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and timely corrected. We consider finding 2010-003 described in the accompanying schedule of findings to be a material weakness.

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

### **Compliance and Other Matters**

As part of reasonably assuring whether the District's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express an opinion. The results of our tests disclosed instances of noncompliance we must report under *Government Auditing Standards* which are described in the accompanying schedule of findings as items 2010-001 and 2010-002.

We also noted certain matters not requiring inclusion in this report that we reported to the District's management in a separate letter dated January 20, 2011.

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

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



**Dave Yost**  
Auditor of State

January 20, 2011





# Dave Yost • Auditor of State

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

Pandora-Gilboa Local School District  
Putnam County  
410 Rocket Ridge  
Pandora, Ohio 45877-9607

To the Board of Education:

### Compliance

We have audited the compliance of Pandora-Gilboa Local School District, Putnam County, (the District) with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Circular A-133, Compliance Supplement* that could directly and materially affect each of the District's major federal programs for the year ended June 30, 2010. The summary of auditor's results section of the accompanying schedule of findings identifies the District's major federal programs. The District's management is responsible for complying with the requirements of laws, regulations, contracts, and grants applicable to each major federal program. Our responsibility is to express an opinion on the District's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits included in the Comptroller General of the United States' *Government Auditing Standards*; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to reasonably assure whether noncompliance occurred with the compliance requirements referred to above that could directly and materially affect a major federal program. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing other procedures we considered necessary in the circumstances. We believe our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the District's compliance with those requirements.

In our opinion, Pandora-Gilboa Local School District complied, in all material respects, with the requirements referred to above that could directly and materially affect each of its major federal programs for the year ended June 30, 2010.

### Internal Control Over Compliance

The District's management is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered the District's internal control over compliance with requirements that could directly and materially affect a major federal program, to determine our auditing procedures for the purpose of opining on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of opining on the effectiveness of internal control over compliance. Accordingly, we have not opined on the effectiveness of the District's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, when performing their assigned functions, to prevent, or to timely detect and correct, noncompliance with a federal program compliance requirement. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a federal program compliance requirement will not be prevented, or timely detected and corrected.

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

We noted a matter involving federal compliance not requiring inclusion in this report, that we reported to the District's management in a separate letter dated January 20, 2011.

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



**Dave Yost**  
Auditor of State

January 20, 2011

**PANDORA-GILBOA LOCAL SCHOOL DISTRICT  
PUTNAM COUNTY**

**SCHEDULE OF FINDINGS  
OMB CIRCULAR A -133 § .505  
JUNE 30, 2010**

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

<b>(d)(1)(i)</b>	<b>Type of Financial Statement Opinion</b>	Adverse
<b>(d)(1)(ii)</b>	<b>Were there any material control weaknesses reported at the financial statement level (GAGAS)?</b>	Yes
<b>(d)(1)(ii)</b>	<b>Were there any significant deficiencies in internal control reported at the financial statement level (GAGAS)?</b>	No
<b>(d)(1)(iii)</b>	<b>Was there any reported material noncompliance at the financial statement level (GAGAS)?</b>	Yes
<b>(d)(1)(iv)</b>	<b>Were there any material internal control weaknesses reported for major federal programs?</b>	No
<b>(d)(1)(iv)</b>	<b>Were there any significant deficiencies in internal control reported for major federal programs?</b>	No
<b>(d)(1)(v)</b>	<b>Type of Major Programs' Compliance Opinion</b>	Unqualified
<b>(d)(1)(vi)</b>	<b>Are there any reportable findings under § .510(a)?</b>	No
<b>(d)(1)(vii)</b>	<b>Major Program:</b>	ARRA - State Fiscal Stabilization Fund – Education State Grants CFDA # 84.394  Special Education Cluster: ARRA - Special Education – Grants to States CFDA #84.391
<b>(d)(1)(viii)</b>	<b>Dollar Threshold: Type A/B Programs</b>	Type A: > \$ 300,000 Type B: all others
<b>(d)(1)(ix)</b>	<b>Low Risk Auditee?</b>	No

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

**FINDING NUMBER 2010-001**

**Noncompliance Finding**

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

**Ohio Administrative Code § 117-2-03(B)**, which further clarifies the requirements of Ohio Revised Code § 117.38, requires the District to prepare its annual financial report in accordance with accounting principles generally accepted in the United States of America.

The District prepares its financial statements in accordance with standards established by the Auditor of State for governmental entities not required to prepare annual reports in accordance with generally accepted accounting principles. The accompanying financial statements and notes omit assets, liabilities, fund equities, and disclosures, while material, cannot be determined at this time. The District can be fined and various other administrative remedies may be taken against the District.

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

**Officials' Response:**

Officials for the District believe since the District operates on a cash basis throughout the year, the cash basis of accounting statements included in this report provide the reader with an accurate depiction of the District's financial activity for the audit period and fairly represent the District's cash basis financial position as of June 30, 2010 and 2009, as well as saving the District thousands of dollars in costs of preparation and audit fees by not presenting statements on GAAP basis

**FINDING NUMBER 2010-002**

**Noncompliance Finding**

**Ohio Revised Code § 5705.41(B)** states in part no subdivision is to expend money unless it has been appropriated as provided in this chapter.

Expenditures of \$3,542,940, in the Debt Service Fund, exceeded appropriations of \$268,564 by \$3,274,376 during fiscal year 2010.

The Treasurer should not certify the availability of funds and should deny payment requests exceeding appropriations. The Treasurer may request the Board approve increased expenditure levels by increasing appropriations and amending estimated resources, if necessary.

**Officials' Response:**

The variance occurred because of the refinancing of the District's construction bonds. At the time the appropriations were made, neither the District's bond counsel nor the county auditor's office felt the transaction should be recorded on the District's books as no money came into or out of the accounts of the District. Thus, no appropriation modifications were made. Should the District refinance construction bonds in the future, appropriations will be modified and the transactions will be posted accordingly.

**FINDING NUMBER 2010-003**

**Material Weakness**

**Monitoring Financial Statements**

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

The fiscal year 2010 and 2009 financial statements contained material errors, such as the following:

- Intergovernmental revenue from OSFC of \$19,637 was recorded as interest revenue in 2009.
- Donation revenue of \$10,000 and extracurricular activity revenue of \$13,715 were recorded as miscellaneous revenue in the Special Revenue Funds in 2009.
- Donation revenue of \$27,068 and extracurricular activity revenue of \$8,581 were recorded as miscellaneous revenue in the Special Revenue Funds in 2010.
- Transfers Out in the Agency Fund of \$2,190 was recorded as operating expense in fiscal year 2010.
- An advance in the amount of \$3,040 in the Enterprise Funds was recorded as miscellaneous revenue in 2010.

The financial statements presented have been adjusted to reflect these corrections.

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

**Officials' Response:**

The revenue cited in the second and third bullets was recorded to the proper 1800 level receipt codes of the USAS manual which is defined as "Miscellaneous". While this was the proper level used for the receipts, the District will further define the items in this category on the financial statements in the future. The fourth bullet was recorded to the object code of 911 of the USAS manual which is defined as "Transfers". The fifth bullet was recorded to receipt code 5210 of the USAS manual which is defined as "Advance-in-initial". The District feels these transactions are recorded properly according to the Auditor of State's Uniform School Accounting System (USAS) User Manual. Again, the District will further define these items on future financial statements. The first bulleted item was because of the OSFC requesting an in and out transaction of the 2003 building project fund during the process of finally beginning to close out the project. This transaction was to record expenses paid by the OSFC on the District's behalf. The fund no longer had any active receipt codes other than interest, and because the fund has had little to no activity in years, the Treasurer did not feel the necessity to create a new account code while handling the requested transaction while on the phone with the OSFC offices. The District agrees that a new receipt code should have been created and used. Officials of the District will continue to work toward properly coding all entries as required by the Ohio Department of Education through USAS and will continue to do our best to conform to auditing standards for financial statement presentation.

<b>3. FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS</b>
--

None

**PANDORA-GILBOA LOCAL SCHOOL DISTRICT  
PUTNAM COUNTY**

**SCHEDULE OF PRIOR AUDIT FINDINGS  
JUNE 30, 2010**

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <b><i>Explain</i></b>
2008-001	Ohio Revised Code §117.38 and Ohio Administrative Code 117-2-03(B) for reporting on basis of accounting other than generally accepted accounting principles.	No	Finding has not been corrected and is repeated in this report as item 2010-001.
2008-002	Recommendation to improve monitoring of Financial Statements	No	Finding has not been corrected and is repeated in this report as item 2010-003.

**This page intentionally left blank.**





# Dave Yost • Auditor of State

## INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Pandora-Gilboa Local School District  
Putnam County  
410 Rocket Ridge  
Pandora, Ohio 45877-9607

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

1. We noted the Board adopted an anti-harassment policy at its meeting on December 17, 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;

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

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

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

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



**Dave Yost**  
Auditor of State

January 20, 2011



# Dave Yost • Auditor of State

PANDORA-GILBOA LOCAL SCHOOL DISTRICT

PUTNAM COUNTY

## CLERK'S CERTIFICATION

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

*Susan Babbitt*

CLERK OF THE BUREAU

CERTIFIED  
FEBRUARY 8, 2011