

Pickaway County Educational Service Center
Pickaway County
Regular Audit
For the Fiscal Year Ended June 30, 2013



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Dave Yost • Auditor of State

Members of the Board
Pickaway County Educational Service Center
2050 Stoneridge Drive
Circleville, Ohio 43113

We have reviewed the *Independent Auditor's Report* of the Pickaway County Educational Service Center, Pickaway County, prepared by Millhuff-Stang, CPA, Inc., for the audit period July 1, 2012 through June 30, 2013. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The Pickaway County Educational Service Center is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Dave Yost".

Dave Yost
Auditor of State

November 27, 2013

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Pickaway County Educational Service Center
Pickaway County
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For the Fiscal Year Ended June 30, 2013

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Independent Auditor's Report

Members of the Board
Pickaway County Educational Service Center
2050 Stoneridge Drive
Circleville, Ohio 43113

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Pickaway County Educational Service Center, Ohio (the Center), as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Center's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Center's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Pickaway County Educational Service Center, Ohio, as of June 30, 2013, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 16 to the financial statements, during fiscal year end June 30, 2013, the Center adopted new accounting guidance in Governmental Accounting Standards Board (GASB) Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. We did not modify our opinion regarding this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4-8 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Center's basic financial statements. The budgetary comparison information is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the budgetary comparison information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 21, 2013 on our consideration of the Center's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Center's internal control over financial reporting and compliance.



Natalie Millhuff-Stang, CPA
President/Owner
Millhuff-Stang, CPA, Inc.

October 21, 2013

Pickaway County Educational Service Center
Management's Discussion and Analysis
For the Fiscal Year Ended June 30, 2013
(Unaudited)

The Pickaway County Educational Service Center's (the Center) discussion and analysis of the annual financial report provides a review of the financial performance for the fiscal year ended June 30, 2013. The intent of this discussion and analysis is to look at the Center's financial performance as a whole; readers should also review the notes to the basic financial statements and financial statements to enhance their understanding of the Center's financial performance.

FINANCIAL HIGHLIGHTS

- The Center's assets exceeded its liabilities at June 30, 2013 by \$913,760.
- The Center's net position of governmental activities decreased \$51,817.
- General revenues accounted for \$328,162 in revenue or 8 percent of all revenues. Program specific revenues in the form of charges for services and sales and operating grants and contributions accounted for \$3,999,518 or 92 percent of total revenues of \$4,327,680.
- The Center had \$4,379,497 in expenses related to governmental activities; \$3,999,518 of these expenses were offset by program specific revenues.

USING THIS ANNUAL FINANCIAL REPORT

This annual report consists of a series of financial statements. These statements are presented so that the reader can understand the Center's financial situation as a whole and also give a detailed view of the Center's financial activities.

The statement of net position and statement of activities provide information about the activities of the Center as a whole and present a longer-term view of the Center's finances. Fund financial statements provide the next level of detail. For governmental funds, these statements tell how services were financed in the short-term as well as the amount of funds available for future spending. The fund financial statements also look at the Center's most significant funds with all other non-major funds presented in total in one column.

REPORTING THE CENTER AS A WHOLE

The analysis of the Center as a whole begins with the statement of net position and the statement of activities. These reports provide information that will help the reader to determine whether the Center is financially improving or declining as a result of the year's financial activities. These statements include all assets and liabilities using the accrual basis of accounting similar to the accounting used by private sector companies. All current year revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the Center's net position and changes to net position. This change informs the reader whether the Center's financial position, as a whole, has improved or diminished. In evaluating the overall financial health, the user of these financial statements needs to take into account non-financial factors that also impact the Center's financial well-being. Some of these factors include the condition of capital assets, and required educational support services to be provided.

In the statement of net position and the statement of activities, the Center has only one kind of activity.

- Governmental activities. Most of the Center's programs and services are reported here including instruction, support services, operation and maintenance of plant, and pupil transportation.

Pickaway County Educational Service Center
Management's Discussion and Analysis
For the Fiscal Year Ended June 30, 2013
(Unaudited)

REPORTING THE CENTER'S MOST SIGNIFICANT FUNDS

Fund Financial Statements

The analysis of the Center's funds begins on page 7. Fund financial statements provide detailed information about the Center's major funds – not the Center as a whole. Some funds are required by State law. Other funds may be established by the Treasurer with approval from the Board to help control, manage and report money received for a particular purpose or to show that the Center is meeting legal responsibilities for use of grants. The Center's major funds are the General Fund and the Special Program Special Revenue Fund.

Governmental Funds. Most of the Center's activities are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end available for spending in future periods. These funds are reported using the modified accrual basis of accounting, which measures cash and all other financial assets that can be readily converted to cash. The governmental fund statements provide a detailed short-term view of the Center's general government operations and the basic services it provides. Governmental fund information helps to determine whether there are more or fewer financial resources that can be spent in the near future to finance educational support services. The relationship (or difference) between governmental activities (reported in the statement of net position and the statement of activities) and governmental funds is reconciled in the financial statements.

THE CENTER AS A WHOLE

As stated previously, the statement of net position provides the perspective of the Center as a whole. Table 1 provides a summary of the Center's net position for 2013 compared to 2012.

Table 1
 Net Position
 Governmental Position

	2013	2012
Assets:		
Current Assets	\$915,094	\$907,860
Capital Assets, Net	596,221	628,882
Total Assets	1,511,315	1,536,742
Liabilities:		
Current and Other Liabilities	401,150	383,564
Long-Term Liabilities	196,405	187,601
Total Liabilities	597,555	571,165
Net Position:		
Net Investment in Capital Assets	596,221	628,882
Restricted	55,067	41,705
Unrestricted	262,472	294,990
Total Net Position	\$913,760	\$965,577

Total net position of the Center as a whole decreased \$51,817. The decrease is primarily the result of a decrease in capital assets and an increase in matured compensated absences payable.

Pickaway County Educational Service Center
Management's Discussion and Analysis
For the Fiscal Year Ended June 30, 2013
(Unaudited)

Table 2 shows the changes in net position for the fiscal years ended June 30, 2013 and 2012.

Table 2
Changes in Net Position
Governmental Activities

	2013	2012
Revenues		
Program Revenues:		
Charges for Services and Sales	\$3,214,034	\$3,013,656
Operating Grants and Contributions	785,484	735,199
Total Program Revenues	<u>3,999,518</u>	<u>3,748,855</u>
General Revenues:		
Grants and Entitlements not Restricted	243,638	286,633
Miscellaneous	84,524	34,334
Total General Revenues	<u>328,162</u>	<u>320,967</u>
Total Revenues	<u>4,327,680</u>	<u>4,069,822</u>
Program Expenses:		
Instruction		
Regular	82,787	65,871
Special	373,762	356,023
Adult/Continuing	70,658	63,625
Other	12,852	26,423
Support Services		
Pupils	2,023,385	1,957,609
Instructional Staff	654,717	515,641
Board of Education	46,965	40,359
Administration	451,617	385,789
Fiscal	144,154	156,582
Business	22,468	18,747
Operation and Maintenance of Plant	146,698	167,981
Pupil Transportation	175,283	168,836
Central	173,584	171,867
Operation of Non-Instructional Services	567	3,144
Total Expenses	<u>4,379,497</u>	<u>4,098,497</u>
Change in Net Position	(51,817)	(28,675)
Net Position at Beginning of Year	<u>965,577</u>	<u>994,252</u>
Net Position at End of Year	<u>\$913,760</u>	<u>\$965,577</u>

Charges for services and sales and operating grants and contributions increased slightly between years. Miscellaneous revenue increased between years due to significant rebate from the Bureau of Workers Compensation. Unrestricted grants and entitlements decreased as a result of a decrease in state foundation funding.

Pickaway County Educational Service Center
Management's Discussion and Analysis
For the Fiscal Year Ended June 30, 2013
(Unaudited)

Pupils and instructional staff increased due to an increase in staffing levels. Administration expenses increased as a result of the employment of a Grants Administrator for Circleville City Schools continuing for a full year after the initial year of employment.

Governmental Activities

Charges for services and sales comprised 74 percent of revenue for governmental activities and operating grants and contributions comprised 18 percent, while general revenue grants and entitlements comprised 6 percent of revenue for governmental activities of the Center for fiscal year 2013.

As indicated by governmental program expenses, support services are emphasized. Support services for pupils comprised 46 percent of governmental program expenses with support services for instructional staff comprising 15 percent of governmental expenses.

The statement of activities shows the cost of program services and the charges for services and sales and operating grants and contributions offsetting those services. Table 3 shows, for governmental activities, the total cost of services and the net cost of services. That is, it identifies the cost of these services supported by general revenues of the Center.

Table 3
 Total and Net Cost of Program Services
 Governmental Activities

	2013		2012	
	Total Cost of Services	Net Cost of Services	Total Cost of Services	Net Cost of Services
Instruction	\$540,059	(\$150,616)	\$511,942	(\$162,220)
Support Services	3,838,871	530,501	3,583,411	511,379
Operation of Non-Instructional Services	567	94	3,144	483
Total Expenses	<u>\$4,379,497</u>	<u>\$379,979</u>	<u>\$4,098,497</u>	<u>\$349,642</u>

THE CENTER'S FUNDS

Governmental funds are accounted for using the modified accrual basis of accounting. All governmental funds had total revenues and other financing sources of \$4,327,680 and expenditures of \$4,338,032.

The General Fund had \$3,450,791 in revenues and other financing sources and \$3,476,713 in expenditures resulting in a \$25,922 decrease in fund balance. The Special Program Special Revenue Fund had \$530,293 in revenues and \$517,698 in expenditures resulting in a \$12,595 increase in fund balance.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

At the end of fiscal year 2013, the Center had \$596,221 invested in its capital assets, net of accumulated depreciation. Table 4 shows the fiscal year 2013 balances compared to 2012.

Pickaway County Educational Service Center
Management's Discussion and Analysis
For the Fiscal Year Ended June 30, 2013
(Unaudited)

Table 4
Capital Assets
(Net of Accumulated Depreciation)
Governmental Activities

	<u>2013</u>	<u>2012</u>
Land	\$66,900	\$66,900
Building	495,441	518,495
Furniture and Equipment	<u>33,880</u>	<u>43,487</u>
Totals	<u>\$596,221</u>	<u>\$628,882</u>

Changes in capital assets from the prior year resulted from the purchase of furniture and equipment and current year depreciation expense. See Note 4 to the basic financial statements for more detailed information related to capital assets.

Debt

At June 30, 2013, the Center had no outstanding debt obligations. See Note 5 to the basic financial statements for more detailed information related to other long-term obligations.

CONTACTING THE CENTER'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, creditors, and investors with a general overview of the Center's financial condition and to show the Center's accountability for the money it receives. If you have any questions about this report or need additional financial information, contact Shannon Clark, Treasurer, Pickaway County Educational Service Center, 2050 Stoneridge Drive, Circleville, Ohio 43113.

Pickaway County Educational Service Center
Statement of Net Position
June 30, 2013

	Governmental Activities
Assets	
Current Assets:	
Equity in Pooled Cash and Cash Equivalents	\$837,171
Accounts Receivable	52,254
Intergovernmental Receivable	25,669
Noncurrent Assets:	
Non-Depreciable Capital Assets	66,900
Depreciable Capital Assets, Net	529,321
Total Assets	1,511,315
Liabilities	
Current Liabilities:	
Accounts Payable	15,643
Accrued Wages and Benefits	296,227
Intergovernmental Payable	69,371
Matured Compensated Absences Payable	19,909
Noncurrent Liabilities:	
Long-Term Liabilities:	
Due within One Year	17,355
Due in More Than One Year	179,050
Total Liabilities	597,555
Net Position	
Net Investment in Capital Assets	596,221
Restricted For:	
Other Purposes	55,067
Unrestricted	262,472
Total Net Position	\$913,760

See the accompanying notes to the basic financial statements.

Pickaway County Educational Service Center
Statement of Activities
For the Fiscal Year Ended June 30, 2013

	Program Revenues			Net Revenues (Expenses) and Changes in Net Position
	Expenses	Charges for Services and Sales	Operating Grants and Contributions	
Governmental Activities				
Instruction				
Regular	\$82,787	\$24,250	\$52,483	(\$6,054)
Special	373,762	308,672	223,356	158,266
Adult/Continuing	70,658	6,620	62,345	(1,693)
Other	12,852	7,402	5,547	97
Support Services				
Pupils	2,023,385	1,594,174	150,317	(278,894)
Instructional Staff	654,717	491,483	70,588	(92,646)
Board of Education	46,965	35,997	360	(10,608)
Administration	451,617	358,390	28,732	(64,495)
Fiscal	144,154	115,245	6,370	(22,539)
Business	22,468	18,559	186	(3,723)
Operation and Maintenance of Plant	146,698	85,432	15,005	(46,261)
Pupil Transportation	175,283	107,159	65,126	(2,998)
Central	173,584	60,183	105,064	(8,337)
Operation of Non-Instructional Services	567	468	5	(94)
Total Governmental Activities	\$4,379,497	\$3,214,034	\$785,484	(379,979)
		General Revenues		
		Grants and Entitlements not Restricted to Specific Programs		243,638
		Miscellaneous		84,524
		Total General Revenues		328,162
		Change in Net Position		(51,817)
		Net Position Beginning of Year		965,577
		Net Position End of Year		\$913,760

See the accompanying notes to the basic financial statements.

Pickaway County Educational Service Center
Balance Sheet
Governmental Funds
June 30, 2013

	General Fund	Special Program Fund	All Other Governmental Funds	Total Governmental Funds
Assets				
Equity in Pooled Cash and Cash Equivalents	\$733,963	\$69,704	\$33,504	\$837,171
Accounts Receivable	40,844	8,525	2,885	52,254
Interfund Receivable	29,494	0	0	29,494
Intergovernmental Receivable	0	369	25,300	25,669
Total Assets	\$804,301	\$78,598	\$61,689	\$944,588
Liabilities				
Accounts Payable	\$11,588	\$1,463	\$2,592	\$15,643
Accrued Wages and Benefits	275,435	13,015	7,777	296,227
Interfund Payable	0	4,182	25,312	29,494
Intergovernmental Payable	57,698	6,803	4,870	69,371
Matured Compensated Absences Payable	19,909	0	0	19,909
Total Liabilities	364,630	25,463	40,551	430,644
Fund Balances				
Restricted	0	53,135	24,006	77,141
Committed	49,416	0	0	49,416
Assigned	286	0	0	286
Unassigned	389,969	0	(2,868)	387,101
Total Fund Balances	439,671	53,135	21,138	513,944
Total Liabilities and Fund Balances	\$804,301	\$78,598	\$61,689	\$944,588

See the accompanying notes to the basic financial statements.

Pickaway County Educational Service Center
Reconciliation of Total Governmental Fund Balances to
Net Position of Governmental Activities
June 30, 2013

Total Governmental Fund Balances \$513,944

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

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. 596,221

Some liabilities are not due and payable in the current period and therefore are not reported in the funds. Those liabilities consist of:

Compensated absences	<u>(196,405)</u>	<u>(196,405)</u>
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Net Position of Governmental Activities \$913,760

See the accompanying notes to the basic financial statements.

Pickaway County Educational Service Center
Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
For the Fiscal Year Ended June 30, 2013

	General Fund	Special Program Fund	Other Governmental Funds	Total Governmental Funds
Revenues				
Intergovernmental	\$492,656	\$221,676	\$292,926	\$1,007,258
Program Services	2,871,648	279,216	0	3,150,864
Charges for Services	0	7,146	53,670	60,816
Gifts and Donations	0	21,864	0	21,864
Rent	2,354	0	0	2,354
Miscellaneous	83,883	391	0	84,274
Total Revenues	3,450,541	530,293	346,596	4,327,430
Expenditures				
Current				
Instruction				
Regular	29,358	0	52,242	81,600
Special	388,487	0	0	388,487
Adult/Continuing	0	11,972	57,566	69,538
Other	1,076	11,776	0	12,852
Support Services				
Pupils	1,727,866	267,258	5,498	2,000,622
Instructional Staff	570,008	37,709	47,000	654,717
Board of Education	43,579	0	0	43,579
Administration	410,240	41,431	4,046	455,717
Fiscal	133,845	5,820	2,550	142,215
Business	22,468	0	0	22,468
Operation and Maintenance of Plant	100,998	3,628	12,625	117,251
Pupil Transportation	37,464	137,819	0	175,283
Central	7,754	285	161,602	169,641
Operation of Non-Instructional Services	567	0	0	567
Capital Outlay	3,003	0	492	3,495
Total Expenditures	3,476,713	517,698	343,621	4,338,032
Excess of Revenues Over (Under) Expenditures	(26,172)	12,595	2,975	(10,602)
Other Financing Sources				
Proceeds from Sale of Assets	250	0	0	250
Total Other Financing Sources	250	0	0	250
Net Change in Fund Balances	(25,922)	12,595	2,975	(10,352)
Beginning Fund Balances, January 1	465,593	40,540	18,163	524,296
Ending Fund Balances, December 31	\$439,671	\$53,135	\$21,138	\$513,944

See the accompanying notes to the basic financial statements.

Pickaway County Educational Service Center
*Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund
Balances of Governmental Funds to the Statement of Activities*
For the Fiscal Year Ended June 30, 2013

Net Change in Fund Balances - Total Governmental Funds (\$10,352)

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

Capital outlays are reported as expenditures in governmental funds. However, in the statement of activities, the cost of capital assets is allocated over their estimated useful lives as depreciation expense. In the current period, these amounts are:

Capital asset additions	3,495	
Current year depreciation	<u>(36,156)</u>	(32,661)

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

Increase in compensated absences	<u>(8,804)</u>	<u>(8,804)</u>
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Change in Net Position of Governmental Activities (\$51,817)

See the accompanying notes to the basic financial statements.

Pickaway County Educational Service Center

Notes to the Basic Financial Statements

For the Fiscal Year Ended June 30, 2013

NOTE 1 - DESCRIPTION OF THE CENTER AND REPORTING ENTITY

Description of the Entity:

The Pickaway County Educational Service Center (the Center) is a body politic and corporate established for the purpose of exercising the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The Center is a County School District as defined by Section 313 of the Ohio Revised Code (ORC).

The Center is governed by a five member Governing Board elected by the citizens of Pickaway County and is responsible for the provision of special education and support services to public school districts located in the County. The Center also provides support services for the pupils and instructional staff, general administration, business and fiscal services.

The Center serves local school districts: Logan Elm Local, Teays Valley Local, and Westfall Local as provided by Senate Bill 140, ORC Section 3313.483. Circleville City School District and other school districts outside Pickaway County are served on an individual contract basis for various services.

Reporting Entity:

The reporting entity is comprised of the primary government, component units and other organizations that are included to ensure that the financial statements of the Center are not misleading. The primary government consists of all funds, departments, boards and agencies that are not legally separate from the Center. For the Center, this includes general operations.

Component units are legally separate organizations for which the Center is financially accountable. The Center is financially accountable for an organization if the Center appoints a voting majority of the organization's governing board and (1) the Center is able to significantly influence the programs or services performed or provided by the organization; or (2) the Center is legally entitled to or can otherwise access the organization's resources; the Center is legally obligated or has otherwise assumed the responsibility to finance the deficits of, or provide financial support to, the organization; or the Center is obligated for the debt of the organization. Component units may also include organizations for which the Center approves the budget, the issuance of debt or levying of taxes. As of June 30, 2013, the Center had no component units.

During fiscal year 2013, the Center was associated with three jointly governed organizations and two insurance purchasing pools. These organizations are South Central Ohio Computer Association, Pickaway-Ross Career and Technical Center, School Study Council of Ohio, the Ohio Association of School Business Officials Workers' Compensation Group Rating Program, and Schools of Ohio Risk Sharing Authority. These organizations are discussed in Notes 10 and 13.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Fund Accounting

The basic financial statements of the Center have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Center's accounting policies are described below.

Pickaway County Educational Service Center

Notes to the Basic Financial Statements

For the Fiscal Year Ended June 30, 2013

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

The Center's accounts are maintained on the basis of funds, each of which is considered a separate accounting entity. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to specific Center functions or activities. The operation of each fund is accounted for within a separate set of self-balancing accounts.

Governmental Funds:

Governmental funds are those through which most governmental functions of the Center are financed. The acquisition, use, and balances of the Center's expendable financial resources and the related current liabilities are accounted for through governmental funds. The following are the Center's major governmental funds:

General Fund - The General Fund is the general operating fund of the Center and is used to account for all financial resources, not accounted for and reported in another fund. The General Fund is available to the Center for any purpose provided it is expended or transferred according to the school laws of Ohio.

Special Program Special Revenue Fund - The Special Program Special Revenue Fund is used to account for financial resources received and expended for various programs provided by the Center. The major sources of revenue of this fund are intergovernmental grants and charges for services provided by the Center.

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

B. Basis of Presentation

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

Government-wide Financial Statements:

The statement of net position and the statement of activities display information about the Center as a whole. These statements include the financial activities of the primary government. The statement of net position presents the financial condition of governmental activities of the Center at year-end. The statement of activities presents a comparison between direct expenses and program revenues for each program or function of the Center's governmental activities. Direct expenses are those that are specifically associated with a service, program or department and therefore clearly identifiable to a particular function. Program revenues include charges paid by the recipient of the goods or services offered by the program. Revenues which are not classified as program revenues are presented as general revenues of the Center. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the Center.

Fund Financial Statements:

During the year, the Center segregates transactions related to certain Center functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. Fund financial statements are designed to present financial information of the Center at this more detailed level. The focus of fund financial statements is on major funds rather than reporting funds by type. Each major fund is presented in a separate column. Non-major funds are aggregated and presented in a single column.

Pickaway County Educational Service Center

Notes to the Basic Financial Statements

For the Fiscal Year Ended June 30, 2013

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Measurement Focus and Basis of Accounting

Government-wide Financial Statements - The government-wide financial statements are prepared using the economic resources measurement focus. All assets and all liabilities associated with the operation of the Center are included on the statement of net position. The statement of activities presents increases (i.e., revenues) and decreases (i.e., expenses) in total net position.

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

Basis of Accounting - Basis of accounting determines when transactions are recorded in the financial records and reported on the financial statements. Government-wide financial statements are prepared using the accrual basis of accounting. The fund financial statements are prepared using the modified accrual basis of accounting for governmental funds or the accrual basis of accounting for fiduciary funds. Differences in the accrual and modified accrual bases of accounting arise in the recognition of revenue, the recording of deferred inflows/outflows of resources, and in the presentation of expenses versus expenditures.

Revenues - Exchange and Non-exchange Transactions - Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. Available means that the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For the Center, available means expected to be received within sixty days of fiscal year end.

Non-exchange transactions, in which the Center receives value without directly giving equal value in return, include grants, entitlements and donations. Revenue from grants, entitlements and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the fiscal year when use is first permitted, matching requirements, in which the Center must provide local resources to be used for a specified purpose, and expenditure requirements, in which the resources are provided to the Center on a reimbursement basis. On a modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

The modified accrual basis is utilized for reporting purposes by the governmental fund types. Under the modified accrual basis, the following revenue sources are considered to be both measurable and available at fiscal year-end: grants and program services.

Deferred Inflows/Outflows of Resources - In addition to assets, the statement of net position and balance sheet will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of fund balances and net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expenditure/expense) until then. The Center does not have any items that qualify for reporting in this category.

Pickaway County Educational Service Center

Notes to the Basic Financial Statements

For the Fiscal Year Ended June 30, 2013

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

In addition to liabilities, the statement of net position and balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of fund balance and net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Center does not have any items that qualify for reporting in this category.

Expenses/Expenditures - The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Expenditures are generally recognized in the accounting period in which the related fund liability is incurred, if measurable. Allocations of cost, such as depreciation and amortization, are not recognized in the governmental funds.

D. Budgetary Process

Although not legally required, the Center adopts its budget for all funds. The budget includes the estimated resources and expenditures for each fund and consists of three parts: Part (A) includes entitlement funding from the State, Part (B) includes the cost of all other lawful expenditures of the Center (which are apportioned by the State Department of Education to each local board of education under the supervision of the Center), and Part (C) includes the adopted appropriation resolution.

In fiscal year 2004, the Center's requirement to file budgetary information with the Ohio Department of Education was eliminated. Even though the budgetary process for the Center was discretionary, the Center continued to have its Board approve appropriations and estimated revenues. The Center's Board adopts an annual appropriation resolution, which is the Board's authorization to spend resources and sets annual limits on expenditures plus encumbrances at the level of control selected by the Board. The level of control has been established by the Board at the fund level for all funds. The Treasurer has been authorized to allocate appropriations to the function and object levels without resolution by the Board. Throughout the year, estimated resources and appropriations may be amended or supplemented as circumstances warrant.

E. Cash and Cash Equivalents

To improve cash management, all cash received by the Center is pooled. Monies for all funds are maintained in this pool. Individual fund integrity is maintained through the Center's records. Each fund's interest in the pool is presented as "Equity in Pooled Cash and Cash Equivalents" on the balance sheet and the statement of net position.

As of June 30, 2013, the Center had no investments.

F. Capital Assets and Depreciation

All capital assets of the Center are general capital assets that are associated with governmental activities. General capital assets result from expenditures in the governmental funds. These assets are reported in the governmental activities column of the government-wide statement of net position, but are not reported in the fund financial statements.

All capital assets are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the year. Donated capital assets are recorded at their fair market values as of the date received. The Center maintains a capitalization threshold of \$300. The Center does not possess any infrastructure.

Improvements are capitalized; the costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not.

Pickaway County Educational Service Center

Notes to the Basic Financial Statements

For the Fiscal Year Ended June 30, 2013

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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

<u>Description</u>	<u>Estimated Lives</u>
Building	30 Years
Land Improvements	5 Years
Furniture and Equipment	5-10 Years

G. Interfund Balances

On the fund financial statements, receivables and payables resulting from transactions between funds for services provided or goods received are classified as “Due to/from Other Funds.” Also, receivables and payables resulting from short-term interfund loans and unpaid amounts for interfund services are classified as “interfund receivables/payables.” These amounts are eliminated in the governmental activities column of the statement of net position.

H. Intergovernmental Revenues

In governmental funds, intergovernmental revenues, such as entitlements and grants awarded on a nonreimbursement basis, are recorded as receivables and revenues when measurable and available. Reimbursement type grants are recorded as receivables and revenues when the related expenditures are incurred and the funding is available.

I. Interfund Transactions

During the course of normal operations the Center had transactions between funds. The most significant included routine transfers of resources, from one fund to another fund, through which resources to be expended are recorded as transfers. These transactions are eliminated in the governmental activities column of the statement of activities. The Center had no transfers during fiscal year 2013.

J. Compensated Absences

GASB Statement No. 16, “Accounting for Compensated Absences”, specifies that compensated absences should be accrued as they are earned by employees if both of the following conditions are met:

1. The employee’s right to receive compensation is attributable to services already rendered.
2. It is probable that the employer will compensate the employee for the benefits through paid time off or cash payments.

Vacation benefits are accrued as a liability as the benefits are earned if the employees’ rights to receive compensation are attributable to services already rendered and it is probable that the Center will compensate the employees for the benefits through paid time off or some other means. The Center records a liability for accumulated unused vacation time when earned for all employees.

Sick leave benefits are accrued as a liability using the vesting method. The liability includes the employees who are currently eligible to receive termination benefits and those the Center has identified as probable of receiving payment in the future. The amount is based on accumulated sick leave and employees’ wage rates at fiscal year-end, taking into consideration any limits specified in the Center’s termination policy. The Center records all liability for accumulated unused sick leave for classified employees after 10 years of current service with the Center and for certified employees and administrators after 10 years of service.

Pickaway County Educational Service Center

Notes to the Basic Financial Statements

For the Fiscal Year Ended June 30, 2013

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

The entire compensated absence liability is reported on the government-wide financial statements.

On the governmental fund financial statements, compensated absences are recognized as liabilities and expenditures as payments come due each period upon the occurrence of employee resignations and retirements. These amounts are recorded in the account “matured compensated absences payable” in the fund from which the employee will be paid.

K. Long-Term Obligations

All payables, accrued liabilities and long-term obligations are reported in the government-wide financial statements.

In general, governmental fund payables and accrued liabilities, once incurred, that are paid in full and in a timely manner from current financial resources, are reported as obligations of the funds. However, compensated absences that will be paid from governmental funds upon the occurrence of employee resignations and retirements are reported as a liability in the fund financial statements. The Center had no long-term obligations other than compensated absences at June 30, 2013 as disclosed in Note 5.

L. Net Position

Net position represents the difference between assets and liabilities. Investment in capital assets consists of capital assets, net of accumulated depreciation. Net position is reported as restricted when there are limitations imposed on its use either through the enabling legislation adopted by the Center or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. Net position restricted for other purposes represents balances in special revenue funds for grants whose use is restricted by grant agreements.

The Center applies restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

Of the Center’s \$55,067 in restricted net position, none is restricted by enabling legislation.

M. Fund Balance

Fund balance is divided into five classifications based primarily on the extent to which the Center is bound to observe constraints imposed upon the use of the resources in the governmental funds. The classifications are as follows:

Nonspendable – The nonspendable fund balance classification includes amounts that cannot be spent because they are not in spendable form, or are legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash.

Restricted – Fund balance is reported as restricted when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or is imposed by law through constitutional provisions.

Committed – The committed fund balance classification includes amounts that can be used only for the specific purposes imposed by a formal action (resolution) of the Center Board. Those committed amounts cannot be used for any other purpose unless the Center Board removes or changes the specified use by taking the same type of action (resolution) it employed to previously commit those amounts. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

Pickaway County Educational Service Center

Notes to the Basic Financial Statements

For the Fiscal Year Ended June 30, 2013

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Assigned – Amounts in the assigned fund balance classification are intended to be used by the Center for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the General Fund, assigned fund balance represents the remaining amount that is not restricted or committed. In the General Fund, assigned amounts represent intended uses established by policies of the Center Board.

Unassigned – Unassigned fund balance is the residual classification for the General Fund and includes all spendable amounts not contained in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

The Center applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

N. Estimates

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

NOTE 3 – DEPOSITS AND INVESTMENTS

State statutes classify monies held by the Center into three categories. Active deposits are public deposits necessary to meet current demands on the treasury. Such monies must be maintained either as cash in the Center 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 Center 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 monies may be deposited or invested in the following securities:

1. United States treasury notes, bills, bonds, or other obligations of or securities issued by the United States treasury or any other obligation guaranteed as to the payment of principal and interest by the United States;
2. Bonds, notes, debentures, or other obligations or securities issued by any federal government agency or instrumentality, including, but not limited to, the federal national mortgage association, federal home loan bank, federal farm credit bank, federal home loan mortgage corporation, government national mortgage association, and student loan marketing association. All federal agency securities shall be direct issuances of federal government agencies or instrumentalities;
3. Written repurchase agreements in the securities listed above, provided that the market value of the securities subject to the repurchase agreement must exceed the principal value of the agreement by at least two percent and be marked to market daily, and that the term of the agreement must not exceed thirty days;

Pickaway County Educational Service Center

Notes to the Basic Financial Statements

For the Fiscal Year Ended June 30, 2013

NOTE 3 – DEPOSITS AND INVESTMENTS (CONTINUED)

4. Bonds and other obligations of the State of Ohio;
5. Interim deposits in the eligible institutions applying for interim money as provided in section 135.08 of the Revised Code;
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);
8. Certain bankers' acceptances for a period not to exceed one hundred eighty days and commercial paper notes for a period not to exceed one hundred eighty days in an amount not to exceed twenty-five percent of the interim moneys available for investment at any one time;
9. Linked deposits as authorized by ordinance adopted pursuant to section 135.80 of the Revised Code;
10. Commercial paper notes issued by any entity that is defined in division (D) of section 1705.01 of the Revised Code and has assets exceeding five hundred million dollars, and to which notes are rated at the time of purchase in the highest classification established by at least two standard rating services; the aggregate value of the notes does not exceed ten percent of the aggregate value of the outstanding commercial paper of the issuing corporation; the notes mature no later than one hundred eighty days after purchase; and
11. Bankers' acceptances of banks that are members of the federal deposit insurance corporation to which obligations both the following apply: obligations are eligible for purchase by the federal reserve system and the obligations mature no later than one hundred eighty days after purchase.

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

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 Center, and must be purchased with the expectation that it will be held to maturity.

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

Deposits – Custodial credit risk is the risk that in the event of a bank failure, the Center's deposits may not be returned to it. According to state law, public depositories must give security for all public funds on deposit in excess of those funds that are insured by the Federal Deposit Insurance Corporation (FDIC) or by any other agency or instrumentality of the federal government. These institutions may either specifically collateralize individual accounts in lieu of amounts insured by the FDIC, or may pledge a pool of government securities valued at least 105% of the total value of public monies on deposit at the institution. The Center's policy is to deposit money with financial institutions that are able to abide by the laws governing insurance and collateral of public funds.

As of June 30, 2013, the Center's bank balance of \$972,926 is either covered by FDIC or collateralized by the financial institution's public entity deposit pool in the manner described above.

Pickaway County Educational Service Center

Notes to the Basic Financial Statements

For the Fiscal Year Ended June 30, 2013

NOTE 4 - CAPITAL ASSETS

Capital assets activity for the fiscal year ended June 30, 2013, was as follows:

	Beginning Balance 6/30/12	Additions	Deletions	Ending Balance 6/30/13
<i>Governmental Activities:</i>				
Capital Assets Not Being Depreciated				
Land	\$66,900	\$0	\$0	\$66,900
Total Capital Assets Not Being Depreciated	66,900	0	0	66,900
Capital Assets Being Depreciated				
Land Improvements	19,330	0	0	19,330
Building	691,274	0	0	691,274
Furniture and Equipment	354,940	3,495	0	358,435
Total Capital Assets Being Depreciated	1,065,544	3,495	0	1,069,039
Less Accumulated Depreciation				
Land Improvements	(19,330)	0	0	(19,330)
Building	(172,779)	(23,054)	0	(195,833)
Furniture and Equipment	(311,453)	(13,102)	0	(324,555)
Total Accumulated Depreciation	(503,562)	(36,156)	0	(539,718)
Total Capital Assets Being Depreciated, Net	561,982	(32,661)	0	529,321
Governmental Activities Capital Assets, Net	\$628,882	(\$32,661)	\$0	\$596,221

Depreciation expense was charged to governmental functions as follows:

Instruction:	
Regular	\$1,187
Special	76
Adult/Continuing	1,120
Support Services:	
Pupils	286
Instructional Staff	312
Board of Education	3,386
Fiscal	161
Operation and Maintenance of Plant	29,447
Central	181
Total Depreciation Expense	<u>\$36,156</u>

NOTE 5 - LONG-TERM LIABILITIES

The changes in the Center's long-term liabilities during fiscal year 2013 were as follows:

	Balance at 6/30/12	Increase	Decrease	Balance at 6/30/13	Due within One year
Compensated Absences	\$187,601	\$326,163	\$317,359	\$196,405	\$17,355

Compensated absences will be paid from the fund from which the employee is paid with the primary fund being the General Fund.

Pickaway County Educational Service Center

Notes to the Basic Financial Statements

For the Fiscal Year Ended June 30, 2013

NOTE 6 - DEFINED BENEFIT PENSION PLANS

School Employees Retirement System

The Center contributes to the School Employees Retirement System of Ohio (SERS), a cost-sharing multiple employer defined benefit pension plan. SERS provides retirement, disability, and survivor benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Authority to establish and amend benefits is provided by State statute per Chapter 3309 of the Ohio Revised Code. SERS issues a publicly available, stand-alone financial report that includes financial statements and required supplementary information. That report can be obtained on SERS' website at www.ohsers.org, under *Employers/Audit Resources*.

Plan members are required to contribute 10 percent of their annual covered salary and the Center is required to contribute 14 percent of annual covered payroll. The contribution requirements of plan members and employers are established and may be amended, up to a statutory maximum amounts, by the SERS' Retirement Board. The Retirement Board acting with the advice of the actuary, allocates the employer contribution rate among four of the funds (Pension Trust Fund, Death Benefit Fund, Medicare B Fund, and Health Care Fund) of the System. For fiscal year 2013, the allocation to pension and death benefits is 13.10 percent. The remaining 0.90 percent of the 14 percent employer contribution rate is allocated to the Health Care and Medicare B Funds. The Center's contributions to SERS for the fiscal years ended June 30, 2013, 2012, and 2011 were \$113,250, \$102,992, and \$96,917, respectively, which equaled the required contributions each year.

State Teachers Retirement System

State Teachers Retirement System of Ohio (STRS Ohio) is a cost-sharing, multiple-employer public employee retirement system.

STRS Ohio is a statewide retirement plan for licensed teachers and other faculty members employed in the public schools of Ohio or any school, community school, college, university, institution or other agency controlled, managed and supported, in whole or in part, by the state or any political subdivision thereof.

Plan Options – New members have a choice of three retirement plan options. In addition to the Defined Benefit (DB) Plan, new members are offered a Defined Contribution (DC) Plan and a Combined Plan. The DC Plan allows members to allocate all their member contributions and employer contributions equal to 10.5 percent of earned compensation among various investment choices. The Combined Plan offers features of the DC Plan and the DB Plan. In the Combined Plan, member contributions are allocated to investment choices by the member, and employer contributions are used to fund a defined benefit payment at a reduced level from the regular DB Plan. Contributions into the DC Plan and the Combined Plan are credited to member accounts as employers submit their payroll information to STRS Ohio, generally on a biweekly basis. DC and Combined Plan members will transfer to the DB Plan during their fifth year of membership unless they permanently select the DC or Combined Plan.

DB Plan Benefits – Plan benefits are established under Chapter 3307 of the Revised Code. Any member may retire who has (i) five years of service credit and attained age 60; (ii) 25 years of service credit and attained age 55; or (iii) 30 years of service credit regardless of age. The annual retirement allowance, payable for life, is the greater of the "formula benefit" or the "money-purchase benefit" calculation. Under the "formula benefit," the retirement allowance is based on years of credited service and final average salary, which is the average of the member's three highest salary years. The annual allowance is calculated by using a base percentage of 2.2% multiplied by the total number of years of service credit (including Ohio-valued purchased credit) times the final average salary. The 31st year of earned Ohio service credit is calculated at 2.5%. An additional one-tenth of a percent is added to the calculation for every year of earned Ohio service over 31 years (2.6% for 32 years, 2.7% for 33 years and so on) until 100% of final average salary is reached. For members with 35 or more years of Ohio contributing service, the first 30 years will be calculated at 2.5% instead of 2.2%. Under the "money-purchase benefit" calculation, a member's lifetime contributions plus interest at specified rates are matched by an equal amount from other STRS Ohio funds. This total is then divided by an actuarially determined annuity factor to determine the maximum annual retirement allowance.

Pickaway County Educational Service Center
Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2013

NOTE 6 - DEFINED BENEFIT PENSION PLANS (CONTINUED)

DC Plan Benefits – Benefits are established under Sections 3307.80 to 3307.89 of the Revised Code. For members who select the DC Plan, all member contributions and employer contributions at a rate of 10.5% are placed in an investment account. The member determines how to allocate the member and employer money among various investment choices. A member is eligible to receive a retirement benefit at age 50 and termination of employment. The member may elect to receive a lifetime monthly annuity or a lump-sum withdrawal. Employer contributions into members' accounts are vested after the first anniversary of the first day of paid service. Members in the DC Plan who become disabled are entitled only to their account balance. If a member dies before retirement benefits begin, the member's designated beneficiary is entitled to receive the member's account balance.

Combined Plan Benefits – Member contributions are allocated by the member, and employer contributions are used to fund a defined benefit payment. A member's defined benefit is determined by multiplying 1% of the member's final average salary by the member's years of service credit. The defined benefit portion of the Combined Plan payment is payable to a member on or after age 60. The defined contribution portion of the account may be taken as a lump sum or converted to a lifetime monthly annuity at age 50.

A retiree of STRS Ohio or another Ohio public retirement system is eligible for reemployment as a teacher following the elapse of two months from the date of retirement. Contributions are made by the reemployed member and employer during the reemployment. Upon termination of reemployment or age 65, whichever comes later, the retiree is eligible for an annuity benefit or equivalent lump-sum payment in addition to the original retirement allowance. A reemployed retiree may alternatively receive a refund of only member contributions with interest before age 65, once employment is terminated.

Benefits are increased annually by 3% of the original base amount for DB Plan participants.

The DB and Combined Plans offer access to health care coverage to eligible retirees who participated in the plans and their eligible dependents. Coverage under the current program includes hospitalization, physicians' fees, prescription drugs and partial reimbursement of monthly Medicare Part B premiums. By Ohio law, health care benefits are not guaranteed.

A DB or Combined Plan member with five or more years' credited service who becomes disabled may qualify for a disability benefit. Eligible spouses and dependents of these active members who die before retirement may qualify for survivor benefits. A death benefit of \$1,000 is payable to the beneficiary of each deceased retired member who participated in the DB Plan. Death benefit coverage up to \$2,000 can be purchased by participants in the DB, DC or Combined Plans. Various other benefits are available to members' beneficiaries.

Chapter 3307 of the Revised Code provides statutory authority for member and employer contributions. Contribution rates are established by the State Teachers Retirement Board, upon recommendations of its consulting actuary, not to exceed statutory maximum rates of 10% for members and 14% for employers.

For the fiscal years ended June 30, 2013, 2012, and 2011, plan members were required to contribute 10 percent of their annual covered salaries. The Center was required to contribute 14 percent; 13 percent was the portion used to fund pension obligations. The Center's required contributions for pension obligations to STRS Ohio for the fiscal years ended June 30, 2013, 2012, and 2011 were \$282,311, \$278,508, and \$267,704, respectively; 84 percent has been contributed for fiscal year 2013 and 100 percent for fiscal years 2012 and 2011. \$47,676 represents the unpaid contribution for fiscal year 2013 and is recorded as a liability within the respective funds.

STRS Ohio issues a stand-alone financial report. Additional information or copies of STRS Ohio's Comprehensive Annual Financial Report can be requested by writing to STRS Ohio, 275 E. Broad St., Columbus, OH 43215-3771, by calling (888) 227-7877, or by visiting the STRS Ohio website at www.strsoh.org.

Pickaway County Educational Service Center

Notes to the Basic Financial Statements

For the Fiscal Year Ended June 30, 2013

NOTE 7 - POSTEMPLOYMENT BENEFITS

School Employees Retirement System

In addition to a cost-sharing multiple-employer defined benefit pension plan, the School Employees Retirement System of Ohio (SERS) administers two postemployment benefit plans.

Medicare Part B Plan

The Medicare B plan reimburses Medicare Part B premiums paid by eligible retirees and beneficiaries as set forth in Ohio Revised Code 3309.69. Qualified benefit recipients who pay Medicare Part B monthly premiums may apply for and receive a monthly reimbursement from SERS. The reimbursement amount is limited by statute to the lesser of the January 1, 1999 Medicare Part B premium or the current premium. The Medicare Part B premium for calendar year 2013 was \$104.90 for most participants, but could be as high as \$335.70 per month depending on their income. SERS' reimbursement to retirees was \$45.50.

The Retirement Board, acting with the advice of the actuary, allocates a portion of the current employer contribution rate to the Medicare B Fund. For fiscal years 2013, 2012, and 2011, the actuarially required allocations were 0.74 percent, 0.75 percent, and 0.76 percent, respectively. For the Center, contributions for the fiscal years ended June 30, 2013, 2012, and 2011 were \$6,397, \$6,106, and \$6,394, which equaled the required contributions for each year.

Health Care Plan

Ohio Revised Code 3309.375 and 3309.69 permit SERS to offer health care benefits to eligible retirees and beneficiaries. SERS' Retirement Board reserves the right to change or discontinue any health plan or program. SERS offers several types of health plans from various vendors, including HMOs, PPOs, Medicare Advantage, and traditional indemnity plans. A prescription drug program is also available to those who elect health coverage. SERS employs two third-party administrators and a pharmacy benefit manager to manage the self-insurance and prescription drug plans, respectively.

The Ohio Revised Code provides the statutory authority to fund SERS' post-employment benefits through employer contributions. Active members do not make contributions to the post-employment benefit plans.

The Health Care Fund was established under, and is administered in accordance with, Internal Revenue Code 105(e). Each year after the allocation for statutorily required benefits, the Retirement Board allocates the remainder of the employer 14 percent contribution to the Health Care Fund. For the years ended June 30, 2013, 2012, and 2011, the health care allocations were 0.16 percent, 0.55 percent, and 1.43 percent, respectively. An additional health care surcharge on employers is collected for employees earning less than an actuarially determined minimum compensation amount, pro-rated according to service credit earned. Statutes provide that no employer shall pay a health care surcharge greater than 2 percent of that employer's SERS-covered payroll; nor may SERS collect in aggregate more than 1.5 percent of the total statewide SERS-covered payroll for the health care surcharge. For fiscal year 2013, the minimum compensation level was established at \$20,525. The surcharge, added to the unallocated portion of the 14 percent employer contribution rate is the total amount assigned to the Health Care Fund. For the Center, contributions assigned to health care for the years ended June 30, 2013, 2012, and 2011 were \$13,302, \$15,022, and \$25,022, respectively.

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

The financial reports of SERS' Health Care and Medicare B plans are included in its *Comprehensive Annual Financial Report*. The report can be obtained on SERS' website at www.ohsers.org under *Employer/Audit Resources*.

Pickaway County Educational Service Center

Notes to the Basic Financial Statements

For the Fiscal Year Ended June 30, 2013

NOTE 7 - POSTEMPLOYMENT BENEFITS (CONTINUED)

State Teachers Retirement System

STRS Ohio administers a pension plan that is comprised of: a defined benefit plan; a self-directed defined contribution plan; and a combined plan, which is a hybrid of the defined benefit and defined contribution plan.

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

Pursuant to Chapter 3307 of the Revised Code, the Retirement Board has discretionary authority over how much, if any, of the associated health care costs will be absorbed by STRS Ohio. All health care plan enrollees, for the most recent year, pay a portion of the health care costs in the form of a monthly premium.

STRS Ohio issues a stand-alone financial report. Interested parties can view the most recent Comprehensive Annual Financial Report by visiting www.strsoh.org or by requesting a copy by calling toll-free 1-888-227-7877.

Under Ohio law, funding for post-employment health care may be deducted from employer contributions. Of the 14 percent contribution rate, 1 percent of covered payroll was allocated to post-employment health care for the years ended June 30, 2013, 2012 and 2011. The 14 percent employer contribution rate is the maximum rate established under Ohio law. For the Center, these amounts equaled \$21,716, \$21,424, and \$21,124 for fiscal years 2013, 2012, and 2011, respectively; 84 percent has been contributed for fiscal year 2013 and 100 percent for fiscal years 2012 and 2011.

NOTE 8- RISK MANAGEMENT

The Center is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters.

The Center contracted with the Schools of Ohio Risk Sharing Authority (SORSA) for general property insurance. The coverage has no deductible with replacement cost coverage of \$2,165,731.

Other types and amounts of coverage provided by SORSA are as follows:

General Liability – Occurrence Form:	
Bodily Injury and Property Damage	\$12,000,000
Personal Injury/Advertising Liability	12,000,000
Products/Completed Operations	12,000,000
Employee Benefits Liability	12,000,000
Employers Stop Gap Liability	
Bodily Injury by Accident	12,000,000
Bodily Injury by Disease - Policy Limit	12,000,000
Bodily Injury by Disease - Each Employee	12,000,000
Aggregate Limit	12,000,000
General Annual Aggregate	14,000,000
Fire Damage Limit – Any One Event	500,000

Pickaway County Educational Service Center

Notes to the Basic Financial Statements

For the Fiscal Year Ended June 30, 2013

NOTE 8- RISK MANAGEMENT (CONTINUED)

Settled claims have not exceeded this commercial coverage in any of the past three years. There have been no significant reductions in coverage from the prior year.

Public officials' bond insurance is provided by The Travelers Casualty and Surety Company of America. The Treasurer is covered by a bond in the amount of \$50,000. The Board President, Vice-President and Superintendent are covered by bonds in the amount of \$20,000 each. Three Secretaries are covered by bonds in the amount of \$5,000 each.

For fiscal year 2013, the Center participated in the Ohio Association of School Business Officials Workers' Compensation Group Rating Program (GRP), an insurance purchasing pool (See Note 13). The intent of the GRP is to achieve the benefit of a reduced premium for the Center by virtue of its grouping and representation with other participants in the GRP. The workers' compensation experience of the participating school districts is calculated as one experience and a common premium rate is applied to all school districts in the GRP. Each participant pays its workers' compensation premium to the State based on the rate for the GRP rather than its individual rate. Total savings are then calculated and each participant's individual performance is compared to the overall savings percentage of the GRP. A participant will then either receive money from or be required to contribute to the "equity pooling fund".

This "equity pooling" arrangement ensures that each participant shares equally in the overall performance of the GRP. Participation in the GRP is limited to school districts that can meet the GRP's selection criteria. The firm of CompManagement provides administrative, cost control and actuarial services to the GRP.

NOTE 9 – INTERFUND TRANSACTIONS

Interfund Payables/Receivables

At June 30, 2013, the Center had short-term interfund loans which are classified as "interfund receivables/payables." An analysis of interfund balances is as follows:

	Receivables	Payables
General Fund	\$29,494	\$0
Special Program Fund	0	4,182
Other Governmental Funds	0	25,312
Total	<u>\$29,494</u>	<u>\$29,494</u>

The General Fund made advances to other funds of the Center in anticipation of grant monies to be received by those funds.

NOTE 10 - JOINTLY GOVERNED ORGANIZATIONS

South Central Ohio Computer Association - The Center is a participant in the South Central Ohio Computer Association (SCOCA) which is a computer consortium. SCOCA is a council of governments that serves public school districts within the boundaries of Highland, Adams, Pike, Scioto, Brown, Ross, Jackson, Pickaway, Gallia, Vinton and Lawrence Counties. The organization was formed for the purpose of applying modern technology with the aid of computers and other electronic equipment to administrative and instructional functions among member school districts. The governing board of SCOCA consists of two representatives from each county in the SCOCA service region designated by the Ohio Department of Education, two representatives of the school treasurers, plus the fiscal agent. Financial information can be obtained from Sandra Benson, Chief Financial Officer, 175 Beaver Creek Road, Suite C, Piketon, Ohio 45661.

Pickaway County Educational Service Center

Notes to the Basic Financial Statements

For the Fiscal Year Ended June 30, 2013

NOTE 10 - JOINTLY GOVERNED ORGANIZATIONS (CONTINUED)

Pickaway-Ross Career and Technical Center – The Pickaway-Ross Career and Technical Center is a distinct political subdivision of the State of Ohio. The Pickaway-Ross Career and Technical Center has an eleven-member board of education. The Center has three board members as representatives on the Pickaway-Ross Career and Technical Center Board. The Pickaway-Ross Career and Technical Center possesses its own budgeting and taxing authority. The Center has no ongoing financial interest in or financial responsibility to the Pickaway-Ross Career and Technical Center. To obtain financial information write to the Pickaway-Ross Career and Technical Center, 895 Crouse Chapel Road, Chillicothe, Ohio 45601-9010.

School Study Council of Ohio – The School Study Council of Ohio (SSCO), created in 1965, is a non-profit consortium of thirty-three school districts, seven educational service centers, two career centers, five colleges, one related educational agency, one Board of Developmental Disabilities, two specialized boards/schools, one community school, one Catholic Diocese, and three partner organizations. It is owned and governed by the member organizations with the Board of Trustees representing member organizations. The Center's Superintendent represents the Center on the Board of Trustees. Their mission is to enable improvement through planning assistance, professional development, funding and related resource acquisition, research, system assessment and impact evaluation, leadership development, and other personalized technical assistance. The Center has no ongoing financial interest or ongoing financial responsibility to SSCO. To obtain the SSCO annual report, write to School Study Council of Ohio, 5747 Perimeter Drive, Suite 100A, Dublin, Ohio 43017.

NOTE 11 – STATE FUNDING

The Center is funded by the Ohio Department of Education from State funds for the cost of salaries, the employer's retirement contributions, and travel expenses of supervisory teachers approved by the State Board of Education. To cover all other expenditures, the Center receives \$43.50 for each of the 9,427 students who are provided services. The \$43.50 is comprised of the following: \$6.50 times the ADM (total number of pupils under the Center's supervision). Funds are apportioned by the State Board of Education among the local school districts to which the Center provides services. These payments are received through the State's foundation program. Simultaneously, \$37.00 times the ADM is paid by the State Board of Education from State funds.

If additional funding is required, and if a majority of the boards of education of the local school districts approve, the cost for all other lawful expenditures in excess of \$43.50 times the ADM approved by the State Board of Education is apportioned back to the local school districts and received through the state foundation program. The State Board of Education initiates and supervises the procedure by which the local boards approve or disapprove the apportionment.

NOTE 12 - CONTINGENCIES

A. Grants

The Center 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 are 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. Management is unable to estimate possible claims from such audits until the audits have been completed. However, in the opinion of management, any such disallowed claims will not have a material adverse effect on the overall financial position of the Center at June 30, 2013.

B. Litigation

The Center is not party to legal proceedings.

Pickaway County Educational Service Center

Notes to the Basic Financial Statements

For the Fiscal Year Ended June 30, 2013

NOTE 13 – INSURANCE PURCHASING POOLS

A. Ohio Association of School Business Officials Workers' Compensation Group Rating Program

The Center participates in the Ohio Association of School Business Officials Workers' Compensation Group Rating Program (GRP), an insurance purchasing pool. The intent of the GRP is to achieve the benefit of a reduced premium for the Center by virtue of its grouping and representation with other participants in the GRP. The workers' compensation experience of the participating school districts is calculated as one experience and a common premium rate is applied to all school districts in the GRP. Each participant pays its workers' compensation premium to the State based on the rate for the GRP rather than its individual rate. Total savings are then calculated and each participant's individual performance is compared to the overall savings percentage of the GRP. A participant will then either receive money from or be required to contribute to the "equity pooling fund". This "equity pooling" arrangement ensures that each participant shares equally in the overall performance of the GRP. Participation in the GRP is limited to school districts that can meet the GRP's selection criteria. The firm of CompManagement provides administrative, cost control and actuarial services to the GRP.

B. Schools of Ohio Risk Sharing Authority

The Center participates in the Schools of Ohio Risk Sharing Authority (SORSA), a risk sharing pool serving school districts in Ohio for their building insurance coverage. SORSA was formed as an Ohio non-profit corporation for the purpose of administering a joint self-insurance pool and assisting members to prevent and reduce losses and injuries to Center persons and property which might result in claims being made against members of SORSA. Member school districts agree to jointly participate in coverage of losses and pay all contributions necessary for the specified insurance coverages provided by SORSA. These coverages include comprehensive general liability, automotive liability, certain property insurance and educators' errors and omissions liability insurance.

Each member school district has one vote on all matters requiring a vote, to be cast by a designated representative. The affairs of SORSA are managed by an elected board of not more than nine directors. Only superintendents, treasurers, or business managers of member school districts are eligible to serve on the board. No school district may have more than one representative on the board at any time. Each member school district's control over the budgetary and financing of SORSA is limited to its voting authority and any representative it may have on the board of directors. Financial information can be obtained from SORSA at 655 Metro Place South, Suite 900, Dublin, Ohio 43017.

NOTE 14 – ACCOUNTABILITY

Fund Balance Deficits

At June 30, 2013, the ABLE Special Revenue Fund had a fund balance deficit of \$2,868, which was created by the application of accounting principles generally accepted in the United States of America. The General Fund provides transfers to cover deficit balances; however, this is done when cash is needed rather than when accruals occur.

Pickaway County Educational Service Center

Notes to the Basic Financial Statements

For the Fiscal Year Ended June 30, 2013

NOTE 15 – FUND BALANCES

Fund balance is classified as nonspendable, restricted, committed, assigned and/or unassigned based primarily on the extent to which the Center is bound to observe constraints imposed upon the use of the resources in the governmental funds. The constraints placed on the fund balance for the major governmental funds and all other governmental funds are presented below:

	General	Special Program	All Other Governmental	Total Governmental Funds
<i>Restricted for</i>				
Special Programs	\$0	\$53,135	\$0	\$53,135
Bus Driver Safety	0	0	24,006	24,006
Total Restricted	0	53,135	24,006	77,141
<i>Committed for</i>				
Severance Benefits	39,416	0	0	39,416
Other Purposes	10,000	0	0	10,000
Total Committed	49,416	0	0	49,416
<i>Assigned to</i>				
Other Purposes	286	0	0	286
<i>Unassigned</i>				
	389,969	0	(2,868)	387,101
Total Fund Balances	\$439,671	\$53,135	\$21,138	\$513,944

NOTE 16 – CHANGE IN ACCOUNTING PRINCIPLES

For the year ended June 30, 2013, the Center implemented Governmental Accounting Standard Board (GASB) Statement No. 60, “Accounting and Financial Reporting for Service Concession Arrangements”, Statement No. 61, “The Financial Reporting Entity: Omnibus – an amendment of GASB Statements No. 14 and No. 34”, Statement No. 62, “Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements”, Statement No. 63, “Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position”, and Statement No. 65, “Items Previously Reported as Assets and Liabilities.”

GASB Statement No. 60 provides guidance on accounting and reporting for service concession arrangements (SCAs). This statement had no impact on the Center’s financial statements.

GASB Statement No. 61 provides guidance on information presented about the financial reporting entity and its component units. It also amends the criteria for blending in certain circumstances. This statement had no impact on the Center’s financial statements.

GASB Statement No. 62 incorporates FASB, APB, and ARB pronouncements, not conflicting with GASB pronouncements, issued on or before November 30, 1989, into the GASB authoritative literature. This statement had no impact on the Center’s financial statements.

GASB Statement No. 63 provides guidance for reporting deferred outflows of resources, deferred inflows of resources, and net position in a statement of financial position and related disclosures. GASB No. 63 standardizes the presentation of deferred outflows of resources and deferred inflows of resources and their effects on a government’s net position. This change was incorporated in the Center’s 2013 financial statements; however, there was no effect on beginning net position/fund balance.

Pickaway County Educational Service Center

Notes to the Basic Financial Statements

For the Fiscal Year Ended June 30, 2013

NOTE 16 – CHANGE IN ACCOUNTING PRINCIPLES (CONTINUED)

GASB Statement No. 65 establishes accounting and financial reporting standards that reclassify, as deferred outflows of resources or deferred inflows of resources, certain items that were previously reported as assets and liabilities and recognizes, as outflows of resources or inflows of resources, certain items that were previously reported as assets and liabilities. This statement had no impact on the Center's financial statements.

NOTE 17-SUBSEQUENT EVENT

Effective July 1, 2013, the Center became the fiscal agent for the Pickaway County Family and Children First Council.

Pickaway County Educational Service Center
Schedule of Revenues, Expenditures and Change in
Fund Balance - Budget (Non-GAAP Budgetary Basis) and Actual
General Fund
For the Fiscal Year Ended June 30, 2013

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
Intergovernmental	\$772,901	\$505,232	\$505,232	\$0
Program Services	2,119,419	2,871,648	2,871,648	0
Rent	0	2,354	2,354	0
Miscellaneous	200	19,409	19,409	0
Total Revenues	2,892,520	3,398,643	3,398,643	0
Expenditures				
Current				
Instruction				
Regular	41,357	41,655	22,478	19,177
Special	359,565	413,326	390,995	22,331
Other	0	2,200	1,076	1,124
Support Services				
Pupils	1,741,138	1,771,581	1,735,608	35,973
Instructional Staff	369,142	563,710	537,538	26,172
Board of Education	53,651	53,779	45,168	8,611
Administration	691,217	947,895	410,705	537,190
Fiscal	146,090	149,074	143,790	5,284
Business	20,000	26,752	26,752	0
Operation and Maintenance of Plant	144,206	146,426	117,259	29,167
Pupil Transportation	43,601	43,601	37,744	5,857
Central	7,488	7,488	7,296	192
Operation of Non-Instructional Services	2,000	2,000	567	1,433
Total Expenditures	3,619,455	4,169,487	3,476,976	692,511
Excess of Revenues Under Expenditures	(726,935)	(770,844)	(78,333)	692,511
Other Financing Sources (Uses)				
Proceeds from Sale of Assets	0	250	250	0
Advances In	0	0	212,193	212,193
Advances Out	0	0	(180,358)	(180,358)
Total Other Financing Sources (Uses)	0	250	32,085	31,835
Net Change in Fund Balances	(726,935)	(770,594)	(46,248)	724,346
Fund Balance at Beginning of Year	726,138	726,138	726,138	0
Prior Year Encumbrances Appropriated	14,839	14,839	14,839	0
Ending Fund Balances, December 31	\$14,042	(\$29,617)	\$694,729	\$724,346

See the accompanying notes to supplementary information.

Pickaway County Educational Service Center
Schedule of Revenues, Expenditures and Change in
Fund Balance - Budget (Non-GAAP Budgetary Basis) and Actual
Special Program Fund
For the Fiscal Year Ended June 30, 2013

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
Intergovernmental	\$251,576	\$235,939	\$235,560	(\$379)
Program Services	220,000	281,387	281,387	0
Gifts and Donations	163	21,864	21,864	0
Miscellaneous	3,134	7,146	7,146	0
Total Revenues	474,873	546,336	545,957	(379)
Expenditures				
Current				
Instruction				
Regular	838	1,048	0	1,048
Adult/Continuing	25,044	23,988	13,673	10,315
Other	0	11,757	11,757	0
Support Services				
Pupils	297,327	307,476	287,971	19,505
Instructional Staff	4,169	33,118	33,118	0
Administration	0	56,856	42,062	14,794
Fiscal	14,326	5,820	5,820	0
Operation and Maintenance of Plant	5,566	4,279	4,232	47
Pupil Transportation	191,674	152,571	145,089	7,482
Central	513	606	285	321
Total Expenditures	539,457	597,519	544,007	53,512
Excess of Revenues Over (Under) Expenditures	(64,584)	(51,183)	1,950	53,133
Other Financing Sources (Uses)				
Advances In	0	0	165,556	165,556
Advances Out	0	(15,957)	(179,332)	(163,375)
Total Other Financing Sources (Uses)	0	(15,957)	(13,776)	2,181
Net Change in Fund Balances	(64,584)	(67,140)	(11,826)	55,314
Fund Balance at Beginning of Year	61,179	61,179	61,179	0
Prior Year Encumbrances Appropriated	3,400	3,400	3,400	0
Ending Fund Balances, December 31	(\$5)	(\$2,561)	\$52,753	\$55,314

See the accompanying notes to supplementary information.

Pickaway County Educational Service Center
Notes to Supplementary Information
For the Fiscal Year Ended June 30, 2013

Note 1 – Budgetary Process

The Center is not required under State statute to file budgetary information with the Ohio Department of Education. However, the Center's Board does follow the budgetary process for control purposes.

The Center's Governing Board budgets for resources estimated to be received during the fiscal year. The estimated revenues may be amended during the fiscal year if projected increases or decreases in revenue are identified by the Treasurer. The amounts reported as the original budgeted amounts on the budgetary schedules reflect the amounts of estimated revenues when the original appropriations were adopted. The amounts reported as the final budgeted amounts on the budgetary schedules reflect the amounts of the estimated revenues in effect at the time final appropriations were passed by the Governing Board.

The Center's Board adopts an annual appropriation resolution, which is the Board's authorization to spend resources and sets annual limits on expenditures plus encumbrances at the level of control selected by the Governing Board. The level of control has been established by the Governing Board at the fund level for all funds. The Treasurer has been authorized to allocate appropriations to the function and object level within all funds.

Throughout the fiscal year, appropriations may be amended or supplemented as circumstances warrant. The amounts reported as the original budgeted amounts on the budgetary schedules reflect the amounts on the first appropriation resolution for that fund that covered the entire fiscal year, including amounts automatically carried forward from prior fiscal years. The amounts reported as the final budgeted amounts on the budgetary schedules represent the final appropriation amounts passed by the Governing Board during the fiscal year.

Note 2 – Budgetary Basis of Accounting

While the Center is reporting financial position, results of operations, and changes in fund balances on the basis of generally accepted accounting principles (GAAP), the budgetary basis is based upon the accounting for certain transactions on a basis of cash receipts, disbursements, and encumbrances. The schedule of revenues, expenditures and changes in fund balance – budget (non-GAAP budgetary basis) and actual – for the General Fund and the Special Program Special Revenue Fund are presented on the budgetary basis to provide a meaningful comparison of actual results with the budget.

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

1. Revenues are recorded when received in cash (budget basis) as opposed to when susceptible to accrual (GAAP basis).
2. Expenditures are recorded when paid in cash (budget basis) as opposed to when the liability is incurred (GAAP basis).
3. Advances in and advances out are operating transactions (budget basis) as opposed to balance sheet transactions (GAAP basis).
4. Encumbrances are treated as expenditures (budget basis) rather than as a restriction, commitment, or assignment of fund balance (GAAP basis).

Pickaway County Educational Service Center
Notes to Supplementary Information
For the Fiscal Year Ended June 30, 2013

Note 2 – Budgetary Basis of Accounting (Continued)

The following table summarizes the adjustments necessary to reconcile the GAAP and budgetary basis statements/schedules for the General Fund and the Special Program Special Revenue Fund.

Net Changes in Fund Balances		
	General	Special Program
GAAP Basis	(\$25,922)	\$12,595
Adjustments:		
Revenue Accruals	(51,898)	15,664
Expenditure Accruals	24,867	(9,358)
Advances In	212,193	165,556
Advances Out	(180,358)	(179,332)
Encumbrances	(25,130)	(16,951)
Budget Basis	(\$46,248)	(\$11,826)

Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With *Government Auditing Standards*

Independent Auditor's Report

Members of the Board
Pickaway County Educational Service Center
2050 Stoneridge Drive
Circleville, Ohio 43113

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of Pickaway County Educational Service Center, Ohio (the Center) as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Center's basic financial statements, and have issued our report thereon dated October 21, 2013, wherein we noted the Center adopted the provisions of Governmental Accounting Standards Board (GASB) Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Center's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Center's internal control. Accordingly, we do not express an opinion on the effectiveness of the Center's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. 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 Center's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Center's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Center's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Center's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Natalie Millhuff-Stang, CPA
President/Owner
Millhuff-Stang, CPA, Inc.

October 21, 2013

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Dave Yost • Auditor of State

PICKAWAY COUNTY EDUCATIONAL SERVICE CENTER

PICKAWAY COUNTY

CLERK'S CERTIFICATION

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

Susan Babbitt

CLERK OF THE BUREAU

**CERTIFIED
DECEMBER 10, 2013**