



Dave Yost • Auditor of State



**PYMATUNING VALLEY LOCAL SCHOOL DISTRICT  
ASHTABULA COUNTY**

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# Dave Yost • Auditor of State

## INDEPENDENT ACCOUNTANTS' REPORT

Pymatuning Valley Local School District  
Ashtabula County  
5571 U.S. Route 6 West  
Andover, Ohio 44003

To the Board of Education:

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Pymatuning Valley Local School District, Ashtabula County (the District), as of and for the year ended June 30, 2012, which collectively comprise the District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the District's management. Our responsibility is to express opinions on these financial statements based on our audit.

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

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

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective cash financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Pymatuning Valley Local School District, Ashtabula County, as of June 30, 2012, and the respective changes in cash financial position, thereof and the respective budgetary comparison for the General and Classroom Facilities Maintenance Funds thereof for the year then ended in conformity with the accounting basis Note 2 describes.

We conducted our audit to opine on the District's financial statements taken as a whole. Management's Discussion & Analysis includes tables of net assets, changes in net assets, and governmental activities. The federal awards receipts and expenditures schedule (the Schedule) is required by the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. These tables and the Schedule provide additional information, but are not part of the basic financial statements. However these tables and the Schedule are management's responsibility, and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. These tables and the schedule were subject to the auditing procedures we applied to the basic financial statements. We also applied certain additional procedures, including comparing and reconciling this information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, in accordance with auditing standards generally accepted in the United States of America. In our opinion, this information is fairly stated in all material respects in relation to the basic financial statements taken as a whole. Other than the aforementioned procedures applied to the tables, we applied no procedures to any other information in Management's Discussion & Analysis, and we express no opinion or any other assurance on it.

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

**Dave Yost**  
Auditor of State

November 19, 2012

**Pymatuning Valley Local School District**  
*Management's Discussion and Analysis*  
*For the Year Ended June 30, 2012*  
*Unaudited*

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This discussion and analysis of the Pymatuning Valley Local School District's financial performance provides an overall review of the School District's financial activities for the fiscal year ended June 30, 2012. The intent of this discussion and analysis is to look at the School District's financial performance as a whole, readers should also review the basic financial statements and the notes to the basic financial statement to enhance their understanding of the School District's financial performance.

### **Highlights**

Key highlights for fiscal year 2012 are as follows:

- Net assets of governmental activities increased from fiscal year 2011 to fiscal year 2012. This increase is a result of the School District closely monitoring receipts to keep spending under control.
- Certificated and classified employees received a one percent increase in base salary and received step increases as per the negotiated contracts. Certificated step increases average three percent and classified step increases average one to two percent. The School District was able to make cuts for fiscal year 2012 through attrition. Two certified positions were not filled for fiscal year 2012.
- The School District's enrollment decreased 67 students from fiscal year 2011 to fiscal year 2012. As a result of this decrease, there was a decrease to School Foundation revenues from the State of Ohio.
- The general fund had revenues that exceeded expenditures. This resulted in an increase in the general fund's fund balance.
- School District made changes to employee's health care plan during the fiscal year. Employees began paying a portion of their insurance premium. Classified employees pay \$9 for single coverage and \$24 for family coverage. Certified employees pay \$15 for single coverage and \$40 for family coverage. These partially offset an increase of 14.92 percent for health insurance premiums.

### **Using the Basic Financial Statements**

This annual report is presented in a format consistent with the presentation requirements of Governmental Accounting Standards Board Statement No. 34, as applicable to the School District's cash basis of accounting.

### **Report Components**

The statement of net assets and the statement of activities provide information about the cash activities of the School District as a whole.

Fund financial statements provide a greater level of detail. Funds are created and maintained on the financial records of the School District as a way to segregate money whose use is restricted to a particular specified purpose. These statements present financial information by fund, presenting funds with the largest balances or most activity in separate columns.

The notes to basic the financial statements are an integral part of the government-wide and fund financial statements and provide expanded explanation and detail regarding the information reported in the statements.

**Pymatuning Valley Local School District**  
*Management's Discussion and Analysis*  
*For the Year Ended June 30, 2012*  
*Unaudited*

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**Basis of Accounting**

The basis of accounting is a set of guidelines that determine when financial events are recorded. The School District has elected to present its financial statements on a cash basis of accounting. This basis of accounting is a basis of accounting other than generally accepted accounting principles. Under the School District's cash basis of accounting, receipts and disbursements are recorded when cash is received or paid.

As a result of using the cash basis of accounting, certain assets and their related revenues (such as accounts receivable) and certain liabilities and their related expenses (such as accounts payable) are not recorded in the financial statements. Therefore, when reviewing the financial information and discussion within this report, the reader must keep in mind the limitations resulting from the use of the cash basis of accounting.

**Reporting the School District as a Whole**

The statement of net assets and the statement of activities reflect how the School District did financially during 2012, within the limitations of cash basis accounting. The statement of net assets presents the cash balances and investments of the governmental activities of the School District at fiscal year end. The statement of activities compares cash disbursements with program receipts for each governmental program. Program receipts include charges paid by the recipient of the program's goods or services and grants and contributions restricted to meeting the operational or capital requirements of a particular program. General receipts are all receipts not classified as program receipts. The comparison of cash disbursements with program receipts identifies how each governmental function draws from the School District's general receipts.

These statements report the School District's cash position and the changes in cash position. Keeping in mind the limitations of the cash basis of accounting, you can think of these changes as one way to measure the School District's financial health. Over time, increases or decreases in the School District's cash position is one indicator of whether the School District's financial health is improving or deteriorating. When evaluating the School District's financial condition, you should also consider other nonfinancial factors as well such as the School District's property tax base, the condition of the School District's capital assets, the extent of the School District's debt obligations, the reliance on non-local financial resources for operations and the need for continued growth in the major local revenue sources such as property taxes.

In the Statement of Net Assets and the Statement of Activities, all School District activities are classified as governmental. All of the School District's programs and services are reported here including instruction, support services, operation and maintenance, pupil transportation, operation of food service and extracurricular activities.

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

Fund financial statements provide detailed information about the School District's major funds – not the School District as a whole. The School District establishes separate funds to better manage its many activities and to help demonstrate that money that is restricted as to how it may be used is being spent for the intended purpose. The funds of the School District are split into three categories: governmental, proprietary and fiduciary.

Governmental Funds - All of the School District's activities are reported in governmental funds. The governmental fund financial statements provide a detailed view of the School District's governmental operations and the basic services it provides. Governmental fund information helps determine whether there are more or less financial resources that can be spent to finance the School District's programs.



**Pymatuning Valley Local School District**  
*Management's Discussion and Analysis*  
For the Year Ended June 30, 2012  
Unaudited

The School District's significant governmental funds are presented on the financial statements in separate columns. The information for nonmajor funds (funds whose activity or balances are not large enough to warrant separate reporting) is combined and presented in total in a single column. The School District's major governmental funds are the general fund, the classroom facilities maintenance special revenue fund and the bond retirement debt service fund. The programs reported in governmental funds are closely related to those reported in the governmental activities section of the entity-wide statements. The relationship (or differences) between governmental activities (reported in the Statement of Net Assets and the Statement of Activities) and governmental funds is reconciled in the financial statements.

Proprietary Funds – When the School District charges customers for the services it provides, these services are generally reported in proprietary funds. When the services are provided to the general public, the activity is reported as an enterprise fund. The School District has no enterprise funds. When the services are provided to other departments of the School District, the service is reported as an internal service fund. The School District has one internal service fund, for self insurance.

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

**The School District as a Whole**

Table 1 provides a summary of the School District's net assets for 2012 compared to 2011 on a cash basis:

(Table 1)  
**Net Assets**

	Governmental Activities		
	2012	2011	Change
<b>Assets</b>			
Equity in Pooled Cash and Cash Equivalents	\$3,586,452	\$3,245,004	\$341,448
Cash and Cash Equivalents with Fiscal Agents	1,126,779	1,139,872	(13,093)
<b>Total Assets</b>	<b>\$4,713,231</b>	<b>\$4,384,876</b>	<b>\$328,355</b>
<b>Net Assets</b>			
Restricted for:			
Capital Outlay	\$306,047	\$436,187	(\$130,140)
Debt Service	1,026,925	902,269	124,656
Unclaimed Monies	15,626	12,938	2,688
Set Asides	0	598,692	(598,692)
Other Purposes	758,971	770,695	(11,724)
Unrestricted	2,605,662	1,664,095	941,567
<b>Total Net Assets</b>	<b>\$4,713,231</b>	<b>\$4,384,876</b>	<b>\$328,355</b>

As mentioned previously, net assets of governmental activities increased during 2012. This increase is a result of administration closely monitoring spending to keep it in line with current resources.

Table 2 shows the change in net assets for the year ended June 30, 2012 compared to the year ended June 30, 2011 for governmental activities.

**Pymatuning Valley Local School District**  
*Management's Discussion and Analysis*  
For the Year Ended June 30, 2012  
Unaudited

	Governmental Activities		
	2012	2011	Change
<b>Receipts</b>			
<i>Program Receipts:</i>			
Charges for Services and Sales	\$628,907	\$623,798	\$5,109
Operating Grants and Contributions	1,285,192	1,543,094	(257,902)
Total Program Revenues	<u>1,914,099</u>	<u>2,166,892</u>	<u>(252,793)</u>
<i>General Receipts:</i>			
Property Taxes	4,396,049	4,006,390	389,659
Grants and Entitlements	7,494,427	7,604,774	(110,347)
Sale of Capital Assets	9,750	44,160	(34,410)
General Obligation Bonds Issued	5,104,984	718,250	4,386,734
Premium on General Obligation Bonds	342,917	0	342,917
Interest	20,788	42,929	(22,141)
Miscellaneous	133,333	25,505	107,828
Total General Revenues	<u>17,502,248</u>	<u>12,442,008</u>	<u>5,060,240</u>
Total Receipts	<u>19,416,347</u>	<u>14,608,900</u>	<u>4,807,447</u>
<b>Disbursements</b>			
<i>Instruction</i>			
Regular	5,362,142	5,710,021	347,879
Special	1,554,560	1,467,164	(87,396)
Vocational	232,303	224,878	(7,425)
Student Intervention Services	165,033	112,496	(52,537)
<i>Support Services:</i>			
Pupil	715,936	778,891	62,955
Instructional Staff	39,890	59,071	19,181
Board of Education	21,199	23,404	2,205
Administration	1,054,878	1,057,133	2,255
Fiscal	328,131	325,538	(2,593)
Business	41,617	40,621	(996)
Operation and Maintenance of Plant	1,078,399	1,461,154	382,755
Pupil Transportation	1,225,471	1,337,436	111,965
Central	82,561	75,145	(7,416)
Operation of Non Instructional Services	564,712	587,008	22,296
Extracurricular Activities	411,205	434,221	23,016
Capital Outlay	86,929	1,013,103	926,174
Debt Service	6,123,026	744,388	(5,378,638)
Total Disbursements	<u>19,087,992</u>	<u>15,451,672</u>	<u>(3,636,320)</u>
Increase (Decrease) in Net Assets	328,355	(842,772)	1,171,127
Net Assets Beginning of Year	<u>4,384,876</u>	<u>5,227,648</u>	<u>(842,772)</u>
Net Assets End of Year	<u>\$4,713,231</u>	<u>\$4,384,876</u>	<u>\$328,355</u>

Grants and entitlements are the School District's largest source of receipts, followed by property taxes. The School District carefully monitors both these receipts and uses both a five year forecast and a spending plan to predict future receipts and disbursements of the School District.

**Pymatuning Valley Local School District**  
*Management's Discussion and Analysis*  
*For the Year Ended June 30, 2012*  
*Unaudited*

During fiscal year 2012, the School District sold the two aged school buses. The proceeds of this sale are shown above as sale of capital assets.

Some of the significant disbursements during fiscal year 2012 were in the categories of regular instruction, capital outlay and debt service. Regular instruction disbursements are primarily salary and benefit costs for the School District's teachers. As mentioned earlier, salary and benefit costs were increased due to base and step increases as well as increases in health benefits.

The School District advanced refunded a portion of the 2002 school improvement bonds during the year to take advantage of lower interest rates. The School District decreased its total debt service payments by \$772,132 as a result of the advance refunding.

Capital outlay disbursements were related to the replacement of fencing around the football and baseball fields. A new bus was purchased to replace one of the two buses sold during the school year.

**Governmental Activities**

If you look at the Statement of Activities on page 12, you will see that the first column lists the major services provided by the School District. The next column identifies the costs of providing these services. The major program disbursements for governmental activities are for instruction and capital outlay. The next three columns of the Statement entitled Program Receipts identify amounts paid by people who are directly charged for the service and grants received by the School District that must be used to provide a specific service. The Net Receipt (Disbursement) column compares the program receipts to the cost of the service. This "net cost" amount represents the cost of the service which ends up being paid from money provided by local taxpayers. These net costs are paid from the general receipts which are presented at the bottom of the Statement. A comparison between the total cost of services and the net cost is presented in Table 3.

	<u>Total Cost of Service</u>	<u>Net Cost of Service</u>	<u>Total Cost of Service</u>	<u>Net Cost of Service</u>
	<u>2012</u>	<u>2012</u>	<u>2011</u>	<u>2011</u>
Instruction	\$7,314,038	\$6,237,357	\$7,514,559	\$6,209,652
Support Services:				
Pupil and Instructional Staff	755,826	735,043	837,962	828,796
Board of Education, Administration, Fiscal and Business	1,445,825	1,440,601	1,446,696	1,401,865
Operation and Maintenance of Plant	1,078,399	1,032,629	1,461,154	1,415,522
Pupil Transportation	1,225,471	1,225,471	1,337,436	1,337,436
Central	82,561	73,219	75,145	68,320
Operation of Non Instructional Services	564,712	(11,917)	587,008	9,859
Extracurricular Activities	411,205	231,535	434,221	255,839
Capital Outlay	86,929	86,929	1,013,103	1,013,103
Debt Service	6,123,026	6,123,026	744,388	744,388
Total Expenses	<u>\$19,087,992</u>	<u>\$17,173,893</u>	<u>\$15,451,672</u>	<u>\$13,284,780</u>

**The School District's Funds**

Information about the School District's major funds starts on page 13. All governmental funds had total receipts of \$13,940,885, disbursements of \$13,705,574, and other financing sources and uses of \$106,137.

**Pymatuning Valley Local School District**  
*Management's Discussion and Analysis*  
*For the Year Ended June 30, 2012*  
*Unaudited*

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The net change in fund balance for the year was an increase of \$341,448. The general fund, classroom facilities maintenance special revenue fund and bond retirement debt service fund all had increases in fund balance partly due to increases in property tax revenue. The increase can be contributed to the township of Pierpont joining the School District during fiscal year 2011. Other governmental funds showed a deficit in spending during the current year due to decreases in State grants outpacing decreases in instructional services.

**General Fund Budgeting Highlights**

The School District's budget is prepared according to Ohio law and is based upon accounting for certain transactions on a basis of cash receipts, disbursements and encumbrances. The most significant budgeted fund is the general fund. During 2012, the School District amended its general fund budget several times to allow for changes to the budget. The general fund is often called upon to advance funds to one project or another.

For the general fund, the final budget basis revenue estimate was higher than original budget estimates which can be attributed conservative estimates for taxes and intergovernmental revenues. The final budget appropriations were higher than the original budget appropriations of the general fund. The change was attributed to anticipated increases in regular and special instruction. Overall, the change in the general fund balance was positive.

**Capital Assets and Debt Administration**

Capital Assets

The School District maintains a listing of its capital assets. These records are not required to be presented in the financial statements.

Debt

At June 30, 2012, the School District's outstanding debt of \$6,900,782 in general obligation bonds issued for improvements to buildings and structures. For further information regarding the School District's debt, refer to Note 14 of the basic financial statements.

**Current Issues**

The School District is not without its share of challenges. The need for additional funds for operations will continue in the near future due to several variables. The School District anticipates increases in health insurance premiums over the next few years. Health insurance premiums between fiscal year 2011 and fiscal year 2012 increased 14.92 percent. An additional increase of 9.74 percent is effective fiscal year 2013. Increases after fiscal year 2013 are currently unknown.

School districts dependent upon property taxes are hampered by a lack of revenue growth and must regularly return to the voters to maintain a constant level of service. Management must plan expenses accordingly, staying within the School District's five-year plan. The Board of Education all ways keeps the students as their number one priority when making all planning decisions.

In conclusion, the School District's systems of budgeting and internal controls are well regarded. All of the School District's financial abilities will be needed to meet the challenges of the future.

**Pymatuning Valley Local School District**  
*Management's Discussion and Analysis*  
*For the Year Ended June 30, 2012*  
*Unaudited*

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**Contacting the School District's Financial Management**

This financial report is designed to provide our parents, citizens, taxpayers, investors and creditors with a general overview of the School District's finances and to show the School District's accountability for the money it receives. If you have questions about this report or need additional financial information contact Patricia Smith, Treasurer at Pymatuning Valley Local School District, 5571 Route 6 W, Andover, Ohio 44003.

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**Pymatuning Valley Local School District**

*Statement of Net Assets - Cash Basis*

*June 30, 2012*

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	<u>Governmental Activities</u>
<b>Assets</b>	
Equity in Pooled Cash and Cash Equivalents	\$3,586,452
Cash and Cash Equivalents with Fiscal Agents	<u>1,126,779</u>
<i>Total Assets</i>	<u><u>\$4,713,231</u></u>
<b>Net Assets</b>	
Restricted for:	
Capital Projects	\$306,047
Debt Service	1,026,925
Unclaimed Monies	15,626
Other Purposes	758,971
Unrestricted	<u>2,605,662</u>
<i>Total Net Assets</i>	<u><u>\$4,713,231</u></u>

See accompanying notes to the basic financial statements

**Pymatuning Valley Local School District**

*Statement of Activities - Cash Basis*

*For the Fiscal Year Ended June 30, 2012*

	Program Cash Receipts			Net (Expense) Revenue and Changes in Net Assets
	Cash Disbursements	Charges for Services and Sales	Operating Grants and Contributions	Governmental Activities
<b>Governmental Activities</b>				
Current:				
Instruction:				
Regular	\$5,362,142	\$282,563	\$446,555	(\$4,633,024)
Special	1,554,560	0	347,563	(1,206,997)
Vocational	232,303	0	0	(232,303)
Student Intervention Services	165,033	0	0	(165,033)
Support Services:				
Pupil	715,936	0	9,131	(706,805)
Instructional Staff	39,890	0	11,652	(28,238)
Board of Education	21,199	0	0	(21,199)
Administration	1,054,878	0	5,224	(1,049,654)
Fiscal	328,131	0	0	(328,131)
Business	41,617	0	0	(41,617)
Operation and Maintenance of Plant	1,078,399	1,140	44,630	(1,032,629)
Pupil Transportation	1,225,471	0	0	(1,225,471)
Central	82,561	0	9,342	(73,219)
Operation of Non-Instructional Services	564,712	165,534	411,095	11,917
Extracurricular Activities	411,205	179,670	0	(231,535)
Capital Outlay	86,929	0	0	(86,929)
Debt Service	6,123,026	0	0	(6,123,026)
<b>Totals</b>	<b>\$19,087,992</b>	<b>\$628,907</b>	<b>\$1,285,192</b>	<b>(17,173,893)</b>
<b>General Receipts</b>				
Property Taxes Levied for:				
				3,795,663
				546,703
				53,683
Grants and Entitlements not Restricted				
				7,494,427
Sale of Capital Assets				
				9,750
General Obligation Bonds Issued				
				5,104,984
Premium on General Obligation Bonds				
				342,917
Interest				
				20,788
Miscellaneous				
				133,333
				<u>17,502,248</u>
				Change in Net Assets 328,355
				<u>Net Assets Beginning of Year 4,384,876</u>
				<u>Net Assets End of Year \$4,713,231</u>

See accompanying notes to the basic financial statements



**Pymatuning Valley Local School District**  
*Statement of Assets and Fund Balances - Cash Basis*  
*Governmental Funds*  
*June 30, 2012*

	General	Classroom Facilities Maintenance	Bond Retirement	Other Governmental Funds	Total Governmental Funds
<b>Assets</b>					
Equity in Pooled Cash and Cash Equivalents	\$1,435,436	\$448,464	\$1,026,925	\$660,001	\$3,570,826
Restricted Assets:					
Equity in Pooled Cash and Cash Equivalents	15,626	0	0	0	15,626
<i>Total Assets</i>	<u>\$1,451,062</u>	<u>\$448,464</u>	<u>\$1,026,925</u>	<u>\$660,001</u>	<u>\$3,586,452</u>
<b>Fund Balances</b>					
Nonspendable	\$15,626	\$0	\$0	\$0	\$15,626
Restricted	0	448,464	1,026,925	616,554	2,091,943
Committed	153,210	0	0	43,447	196,657
Assigned	24,996	0	0	0	24,996
Unassigned	1,257,230	0	0	0	1,257,230
<i>Total Fund Balances</i>	<u>\$1,451,062</u>	<u>\$448,464</u>	<u>\$1,026,925</u>	<u>\$660,001</u>	<u>\$3,586,452</u>

See accompanying notes to the basic financial statements

**Pymatuning Valley Local School District**  
*Reconciliation of Total Governmental Fund Balances to*  
*Net Assets of Governmental Activities*  
*June 30, 2012*

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<b>Total Governmental Funds Balances</b>	\$3,586,452
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*Amounts reported for governmental activities in the  
statement of net assets are different because*

An internal service fund is used by management to charge the costs of insurance to individual funds. The cash and cash equivalents of the internal fund are included in governmental activities in the statement of net assets.

	<u>1,126,779</u>
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<i>Net Assets of Governmental Activities</i>	<u><u>\$4,713,231</u></u>
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See accompanying notes to the basic financial statements

**Pymatuning Valley Local School District**

*Statement of Cash Receipts, Disbursements and Changes in Fund Balances - Cash Basis*

*Governmental Funds*

*For the Fiscal Year Ended June 30, 2012*

	General	Classroom Facilities Maintenance	Bond Retirement	Other Governmental Funds	Total Governmental Funds
<b>Receipts</b>					
Property Taxes	\$3,795,663	\$53,683	\$546,703	\$0	\$4,396,049
Intergovernmental	7,379,670	44,630	114,757	1,229,811	8,768,868
Interest	2,792	0	0	185	2,977
Tuition and Fees	282,563	0	0	0	282,563
Extracurricular Activities	40,594	0	0	127,775	168,369
Contributions and Donations	0	0	0	10,751	10,751
Charges for Services	11,301	0	0	165,534	176,835
Rentals	1,140	0	0	0	1,140
Miscellaneous	132,833	0	0	500	133,333
<i>Total Receipts</i>	<u>11,646,556</u>	<u>98,313</u>	<u>661,460</u>	<u>1,534,556</u>	<u>13,940,885</u>
<b>Disbursements</b>					
Current:					
Instruction:					
Regular	4,816,836	0	0	532,781	5,349,617
Special	1,252,973	0	0	298,231	1,551,204
Vocational	231,700	0	0	0	231,700
Student Intervention Services	165,033	0	0	0	165,033
Support Services:					
Pupil	673,398	0	0	41,935	715,333
Instructional Staff	29,749	0	0	10,141	39,890
Board of Education	21,199	0	0	0	21,199
Administration	1,023,993	0	0	27,584	1,051,577
Fiscal	326,045	1,403	0	0	327,448
Business	41,617	0	0	0	41,617
Operation and Maintenance of Plant	1,010,654	65,474	0	0	1,076,128
Pupil Transportation	1,166,710	0	0	53,483	1,220,193
Central	69,372	0	0	13,189	82,561
Operation of Non-Instructional Services	28,504	0	0	533,924	562,428
Extracurricular Activities	314,196	0	0	97,009	411,205
Capital Outlay	0	0	0	86,929	86,929
Debt Service:					
Principal Retirement	88,250	0	300,000	0	388,250
Interest and Fiscal Charges	50,071	0	114,890	0	164,961
Payment to Refunded Bond Escrow Account	0	0	125,940	0	125,940
Issuance Costs	0	0	92,361	0	92,361
<i>Total Disbursements</i>	<u>11,310,300</u>	<u>66,877</u>	<u>633,191</u>	<u>1,695,206</u>	<u>13,705,574</u>
<i>Excess of Receipts Over (Under) Disbursements</i>	<u>336,256</u>	<u>31,436</u>	<u>28,269</u>	<u>(160,650)</u>	<u>235,311</u>
<b>Other Financing Sources (Uses)</b>					
Sale of Capital Assets	0	0	0	9,750	9,750
General Obligation Bonds Issued	0	0	5,104,984	0	5,104,984
Payment to Refunded Bond Escrow Account	0	0	(5,351,514)	0	(5,351,514)
Premium on Debt Issue	0	0	342,917	0	342,917
Transfers In	356,511	0	0	372,493	729,004
Transfers Out	(372,493)	0	0	(356,511)	(729,004)
Advances In	41,868	0	0	7,747	49,615
Advances Out	(7,747)	0	0	(41,868)	(49,615)
<i>Total Other Financing Sources (Uses)</i>	<u>18,139</u>	<u>0</u>	<u>96,387</u>	<u>(8,389)</u>	<u>106,137</u>
<i>Net Change in Fund Balances</i>	354,395	31,436	124,656	(169,039)	341,448
<i>Fund Balances Beginning of Year</i>	<u>1,096,667</u>	<u>417,028</u>	<u>902,269</u>	<u>829,040</u>	<u>3,245,004</u>
<i>Fund Balances End of Year</i>	<u>\$1,451,062</u>	<u>\$448,464</u>	<u>\$1,026,925</u>	<u>\$660,001</u>	<u>\$3,586,452</u>

See accompanying notes to the basic financial statements

**Pymatuning Valley Local School District**  
*Reconciliation of the Statement of Cash Receipts, Cash Disbursements and Changes  
in Cash Basis Fund Balances of Governmental Funds to the Statement of Activities  
For the Fiscal Year Ended June 30, 2012*

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**Net Change in Fund Balances - Total Governmental Funds** \$341,448

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

The internal service fund used by management to charge the costs of insurance to individual funds is not reported in the district-wide statement of activities. Governmental fund disbursements and the related internal service fund receipts are eliminated. The net receipts (disbursements) of the internal service fund is allocated among the governmental activities.

(13,093)

*Change in Net Assets of Governmental Activities*

\$328,355

See accompanying notes to the basic financial statements

**Pymatuning Valley Local School District**  
*Statement of Receipts, Disbursements and Changes*  
*In Fund Balance - Budget and Actual - Budget Basis*  
*General Fund*  
*For the Fiscal Year Ended June 30, 2012*

	<u>Budgeted Amounts</u>			Variance with Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	
<b>Receipts</b>				
Property Taxes	\$3,389,692	\$3,795,663	\$3,795,663	\$0
Intergovernmental	7,389,751	7,236,761	7,379,670	142,909
Interest	5,469	5,469	2,792	(2,677)
Tuition and Fees	275,019	295,823	280,068	(15,755)
Charges for Services	10,072	11,251	11,301	50
Rentals	550	1,140	1,140	0
Miscellaneous	85,436	120,345	120,977	632
<i>Total Receipts</i>	<u>11,155,989</u>	<u>11,466,452</u>	<u>11,591,611</u>	<u>125,159</u>
<b>Disbursements</b>				
Current:				
Instruction:				
Regular	4,677,177	4,816,837	4,816,837	0
Special	1,282,506	1,302,863	1,253,773	49,090
Vocational	232,035	238,344	238,236	108
Student Intervention Services	160,664	165,033	165,033	0
Support Services:				
Pupil	741,890	762,062	675,970	86,092
Instructional Staff	37,964	38,996	29,749	9,247
Board of Education	26,691	27,417	21,199	6,218
Administration	1,032,346	992,093	989,405	2,688
Fiscal	317,824	326,546	323,198	3,348
Business	37,307	38,402	38,135	267
Operation and Maintenance of Plant	1,140,562	1,163,650	1,010,654	152,996
Pupil Transportation	1,279,719	1,360,538	1,319,920	40,618
Central	76,104	78,432	72,713	5,719
Operation of Non-Instructional Services	27,756	28,511	28,504	7
Extracurricular Activities	279,077	282,381	282,093	288
Capital Outlay	11,000	11,000	0	11,000
Debt Service:				
Principal Retirement	123,157	88,250	88,250	0
Interest and Fiscal Charges	12,987	50,071	50,071	0
<i>Total Disbursements</i>	<u>11,496,766</u>	<u>11,771,426</u>	<u>11,403,740</u>	<u>367,686</u>
<i>Excess of Receipts Over (Under) Disbursements</i>	<u>(340,777)</u>	<u>(304,974)</u>	<u>187,871</u>	<u>492,845</u>
<b>Other Financing Sources (Uses)</b>				
Transfers In	0	356,511	356,511	0
Transfers Out	0	(372,493)	(372,493)	0
Advances In	0	41,868	41,868	0
Advances Out	0	(7,747)	(7,747)	0
<i>Total Other Financing Sources (Uses)</i>	<u>0</u>	<u>18,139</u>	<u>18,139</u>	<u>0</u>
<i>Net Change in Fund Balance</i>	<u>(340,777)</u>	<u>(286,835)</u>	<u>206,010</u>	<u>492,845</u>
<i>Fund Balance Beginning of Year</i>	953,905	953,905	953,905	0
Prior Year Encumbrances Appropriated	80,582	80,582	80,582	0
<i>Fund Balance End of Year</i>	<u>\$693,710</u>	<u>\$747,652</u>	<u>\$1,240,497</u>	<u>\$492,845</u>

See accompanying notes to the basic financial statements

**Pymatuning Valley Local School District**  
*Statement of Receipts, Disbursements and Changes  
 In Fund Balance - Budget and Actual -Budget Basis  
 Classroom Facilities Maintenance Fund  
 For the Fiscal Year Ended June 30, 2012*

	<u>Budgeted Amounts</u>		<u>Actual</u>	Variance with Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>		
<b>Receipts</b>				
Property Taxes	\$48,837	\$53,683	\$53,683	\$0
Intergovernmental	45,082	44,630	44,630	0
<i>Total Receipts</i>	<u>93,919</u>	<u>98,313</u>	<u>98,313</u>	<u>0</u>
<b>Disbursements</b>				
Current:				
Support Services:				
Fiscal	1,232	1,403	1,403	0
Operation and Maintenance of Plant	97,688	70,528	65,474	5,054
<i>Total Disbursements</i>	<u>98,920</u>	<u>71,931</u>	<u>66,877</u>	<u>5,054</u>
<i>Net Change in Fund Balance</i>	(5,001)	26,382	31,436	5,054
<i>Fund Balance Beginning of Year</i>	397,028	397,028	397,028	0
Prior Year Encumbrances Appropriated	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>0</u>
<i>Fund Balance End of Year</i>	<u>\$412,027</u>	<u>\$443,410</u>	<u>\$448,464</u>	<u>\$5,054</u>

See accompanying notes to the basic financial statements

**Pymatuning Valley Local School District**

*Statement of Fund Net Assets - Cash Basis*

*Internal Service Fund*

*June 30, 2012*

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	<u>Insurance</u>
<b>Assets</b>	
Cash and Cash Equivalents with Fiscal Agents	<u>\$1,126,779</u>
<b>Net Assets</b>	
Unrestricted	<u>\$1,126,779</u>

See accompanying notes to the basic financial statements

**Pymatuning Valley Local School District**  
*Statement of Receipts, Disbursements  
and Changes in Fund Net Assets - Cash Basis  
Internal Service Fund  
For the Fiscal Year Ended June 30, 2012*

	Insurance
<b>Operating Receipts</b>	
Charges for Services	\$1,837,956
<b>Operating Disbursements</b>	
Purchased Services	615,222
Claims	1,253,638
<i>Total Operating Disbursements</i>	1,868,860
<i>Operating Loss</i>	(30,904)
<b>Non-Operating Receipts</b>	
Interest	17,811
<i>Change in Net Assets</i>	(13,093)
<i>Net Assets Beginning of Year</i>	1,139,872
<i>Net Assets End of Year</i>	\$1,126,779

See accompanying notes to the basic financial statements



**Pymatuning Valley Local School District**  
*Statement of Fiduciary Net Assets - Cash Basis*  
*Fiduciary Funds*  
*June 30, 2012*

	Private Purpose Trust	
	Scholarship	Agency
<b>Assets</b>		
Equity in Pooled Cash and Cash Equivalents	\$28,855	\$28,834
<b>Liabilities</b>		
Due to Students	0	\$28,834
<b>Net Assets</b>		
Held in Trust for Scholarships	\$28,855	

See accompanying notes to the basic financial statements

**Pymatuning Valley Local School District**  
*Statement of Changes in Fiduciary Net Assets - Cash Basis*  
*Private Purpose Trust Fund*  
*For the Fiscal Year Ended June 30, 2012*

	Scholarship
<b>Additions</b>	
Interest	\$74
<b>Deductions</b>	0
<i>Change in Net Assets</i>	74
<i>Net Assets Beginning of Year</i>	28,781
<i>Net Assets End of Year</i>	\$28,855

See accompanying notes to the basic financial statements

## **Pymatuning Valley Local School District**

*Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2012*

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### **Note 1 - Reporting Entity**

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

The Board of Education controls the School District's seven instructional/support facilities staffed by 52 classified employees and 82 certificated employees who provide services to 1,358 students and other community members.

#### ***Primary Government***

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

#### ***Component Units***

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

#### ***Other Organizations***

The School District participates in three jointly governed organizations, a related organization and two insurance purchasing pool. These organizations are the North Eastern Ohio Management Information Network, the Ashtabula County Technical & Career Center, the State Support Team – Region 5, the Andover Public Library, Ohio Schools Council Workers' Compensation Group Rating Program and the Ohio Mid-Eastern Regional Educational Service Agency Self-Insurance Plan. These organizations are presented in Note 16, 17 and 18 to the basic financial statements.

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

## **Pymatuning Valley Local School District**

*Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2012*

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### **Note 2 - Summary of Significant Accounting Policies**

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

#### ***Basis of Presentation***

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

***Government-Wide Financial Statements*** The statement of net assets and the statement of activities display information about the School District as a whole. These statements include the financial activities of the primary government, except for fiduciary funds. The statements distinguish between those activities of the School District that are governmental in nature and those that are considered business-type activities. The School District, however, has no business-type activities. Governmental activities generally are financed through taxes, intergovernmental receipts or other nonexchange transactions.

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

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

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

## Pymatuning Valley Local School District

*Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2012*

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### ***Fund Accounting***

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

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

***General Fund*** - The general fund is used to account and report for all financial resources, except those required to be accounted for and reported in another fund. The general fund balance is available to the School District for any purpose provided it is expended or transferred according to the general laws of Ohio.

***Classroom Facilities Maintenance Special Revenue Fund*** The classroom facilities maintenance special revenue fund accounts for and reports restricted property tax revenues for the maintenance of upkeep of School District classroom facilities.

***Bond Retirement Debt Service Fund*** The bond retirement fund is used to account for and report property taxes and intergovernmental revenues restricted for the payment of general long-term debt principal, interest and related costs.

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

***Proprietary Funds*** Proprietary funds reporting focuses on the determination of operating income, changes in net assets, financial position and cash flows. Proprietary funds are classified as enterprise or internal service; the School District has no enterprise funds.

***Internal Service Fund*** - The internal service fund accounts for the financing of services provided by one department or agency to other departments or agencies of the School District on a cost reimbursement basis. The School District's only internal service fund is a self insurance fund that accounts for medical, surgical, prescription drug, dental and vision claims of the School District's employees.

***Fiduciary Funds*** The fiduciary fund category is split into four classifications: pension trust funds, investment trust funds, private purpose trust funds, and agency funds. Trust funds are used to account for assets held by the School District under a trust agreement for individuals, private organizations, or other governments and are not available to support the School District's own programs. The School District's only trust fund is a private purpose trust which accounts for scholarships granted to students as specified in trust agreements. Agency funds are custodial in nature. The School District's agency fund accounts for various student-managed activities.

### ***Basis of Accounting***

The School District's financial statements are prepared using the cash basis of accounting. Except for modifications having substantial support, receipts are recorded in the School District's financial records and reported in the financial statements when cash is received rather than when earned and disbursements are recorded when cash is paid rather than when a liability is incurred. Any such modifications made by the School District are described in the appropriate section in this note.

## **Pymatuning Valley Local School District**

*Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2012*

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

### ***Budgetary Process***

All funds, except agency funds, are legally required to be budgeted and appropriated. The major documents prepared are the tax budget, the certificate of estimated resources, and the appropriations resolution, all of which are prepared on the budgetary basis of accounting. The tax budget demonstrates a need for existing or increased tax rates. The certificate of estimated resources establishes a limit on the amount the Board of Education may appropriate. The appropriations resolution is the Board's authorization to spend resources and sets annual limits on cash disbursements plus encumbrances at the level of control selected by the Board. The legal level of control has been established by the Board of Education at the fund level for all funds. The Treasurer has been given the authority to allocate Board appropriations to the function and object level within all funds without resolution by the Board of Education.

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

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

### ***Cash and Investments***

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

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

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

During fiscal year 2012, investments were limited to nonnegotiable certificates of deposit which are reported at cost.

The School District participates in the OME-ERSA insurance consortium for self-insurance. These monies are reflected on the statement of net assets as "cash and cash equivalents with fiscal agents." The Jefferson County Educational Service Center serves as the fiscal agent for the insurance consortium.

## **Pymatuning Valley Local School District**

*Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2012*

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Following Ohio statutes, the Board of Education has, by resolution, identified the funds to receive an allocation of interest earnings. Interest revenue credited to the general fund during fiscal year 2012 amounted to \$2,792 which includes \$1,588 assigned from other School District funds.

### ***Restricted Assets***

Assets are reported as restricted when limitations on their use change the nature or normal understanding of the availability of the asset. Such constraints are either imposed by creditors, contributors, grantors, or laws of other governments, or imposed by law through constitutional provisions. Restricted assets in the general fund represent money set aside for unclaimed monies.

### ***Inventory and Prepaid Items***

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

### ***Capital Assets***

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

### ***Interfund Receivables/Payables***

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

### ***Accumulated Leave***

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

### ***Employer Contributions to Cost-Sharing Pension Plans***

The School District recognizes the disbursement for employer contributions to cost-sharing pension plans when they are paid. As described in Notes 10 and 11, the employer contributions include portions for pension benefits and for postretirement health care benefits.

### ***Long-Term Obligations***

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

### ***Net Assets***

Net assets are reported as restricted when there are limitations imposed on their use through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. Net assets restricted for other purposes include resources restricted for operations of instructional services, food service



## Pymatuning Valley Local School District

*Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2012*

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operations and extracurricular activities. The School District's policy is to first apply restricted resources when a cash disbursement is incurred for purposes for which both restricted and unrestricted net assets are available.

### ***Fund Balance***

Fund balance is divided into five classifications based primarily on the extent to which the School 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 category includes amounts that cannot be spent because they are not in spendable form, or 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 School District Board of Education. Those committed amounts cannot be used for any other purpose unless the School District Board of Education 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.

***Assigned*** Amounts in the assigned fund balance classification are intended to be used by the School District 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 and authorized purchase commitments by the School District Board of Education.

***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.

The School District 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.

### ***Interfund Transactions***

Transfers between governmental activities are eliminated on the government-wide financial statements. Internal allocations of overhead expenses from one function to another or within the same function are eliminated on the Statement of Activities. Interfund payments for services provided and used are not eliminated.



**Pymatuning Valley Local School District**

*Notes to the Basic Financial Statements*

*For the Fiscal Year Ended June 30, 2012*

Exchange transactions between funds are reported as receipts in the seller funds and as disbursements in the purchaser funds. Subsidies from one fund to another without a requirement for repayment are reported as interfund transfers. Interfund transfers are reported as other financing sources/uses in governmental funds and after nonoperating receipts/cash disbursements in the internal service fund. Repayments from funds responsible for particular cash disbursements to the funds that initially paid for them are not presented in the financial statements.

**Note 3 – Fund Balance**

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

Fund Balances	General	Classroom Facilities Maintenance	Bond Retirement	Other Governmental Funds	Total
<b><i>Nonspendable</i></b>					
Unclaimed Monies	\$15,626	\$0	\$0	\$0	\$15,626
<b><i>Restricted for</i></b>					
Food Service Operations	0	0	0	230,763	230,763
Classroom Maintenance	0	448,464	0	0	448,464
Athletics and Music	0	0	0	68,266	68,266
Regular Instruction	0	0	0	382	382
Other Purposes	0	0	0	11,096	11,096
Debt Service Payments	0	0	1,026,925	0	1,026,925
Capital Improvements	0	0	0	306,047	306,047
<b><i>Total Restricted</i></b>	<b>0</b>	<b>448,464</b>	<b>1,026,925</b>	<b>616,554</b>	<b>2,091,943</b>
<b><i>Committed to</i></b>					
Memorials	0	0	0	43,447	43,447
Other Purposes	153,210	0	0	0	153,210
<b><i>Total Committed</i></b>	<b>153,210</b>	<b>0</b>	<b>0</b>	<b>43,447</b>	<b>196,657</b>
<b><i>Assigned to</i></b>					
Underground Storage Tank	11,000	0	0	0	11,000
Other Purposes	13,996	0	0	0	13,996
<b><i>Total Assigned</i></b>	<b>24,996</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24,996</b>
<b><i>Unassigned</i></b>	<b>1,257,230</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,257,230</b>
<b><i>Total Fund Balances</i></b>	<b>\$1,451,062</b>	<b>\$448,464</b>	<b>\$1,026,925</b>	<b>\$660,001</b>	<b>\$3,586,452</b>

## **Pymatuning Valley Local School District**

*Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2012*

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### **Note 4 – Change in Accounting Principles**

For fiscal year 2012, the School District has implemented Governmental Accounting Standard Board (GASB) Statement No. 59, “Financial Instrument Omnibus”. GASB Statement No. 59 addresses significant practice issues that have arisen when accounting for financial instruments by updating and improving existing standards regarding financial reporting of certain financial instruments and external investment pools. The implementation of this statement did not result in any change in the School District’s financial statements.

### **Note 5 – Compliance**

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

### **Note 6 - Budgetary Basis of Accounting**

The budgetary basis as provided by law is based upon accounting for certain transactions on the basis of cash receipts, disbursements, and encumbrances. The Statement of Receipts, Disbursements and Changes in Fund Balance – Budget and Actual – Budgetary Basis presented for the general and major special revenue funds is prepared on the budgetary basis to provide a meaningful comparison of actual results with the budget. The major differences between the budgetary basis and the cash basis are that:

1. Encumbrances are treated as cash disbursements (budgetary basis) rather than as restricted, committed or assigned fund balance (cash basis).
2. Budgetary revenues and expenditures of the uniform school support, the public school support and the E-Rate funds are reclassified to the general fund for cash basis.

The following table summarizes the adjustments necessary to reconcile the cash basis statements to the budgetary basis statements on a fund type basis for the general fund and the classroom facilities maintenance special revenue fund.

**Pymatuning Valley Local School District**

*Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2012*

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	Net Change in Fund Balance	
	General	Classroom Facilities Maintenance
Cash Basis	\$354,395	\$31,436
Excess of revenues (over) under expenditures:		
Uniform School Support	(2,494)	0
Public School Support	(4,610)	0
E-rate	25,925	0
Adjustment for Encumbrances	(167,206)	0
Budget Basis	<u>\$206,010</u>	<u>\$31,436</u>

**Note 7 – Deposits and Investments**

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

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

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

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

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

1. United States Treasury bills, bonds, notes, or any other obligation or security issued by the United States Treasury, or any other obligation guaranteed as to principal and interest by the United States;
2. Bonds, notes, debentures, or any other obligations or securities issued by any federal government agency or instrumentality, including, but not limited to, 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 securities listed above;
4. Bonds and other obligations of the State of Ohio;

## Pymatuning Valley Local School District

*Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2012*

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5. Time certificates of deposit or savings or deposit accounts including, but not limited to, passbook accounts;
6. No-load money market mutual funds consisting exclusively of obligations described in division (1) or (2);
7. The State Treasurer's investment pool (STAR Ohio); and
8. Commercial paper and bankers acceptances if training requirements have been met.

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. Investments may only be made through specified dealers and institutions.

At June 30, 2012, the School District's self-insurance internal service fund had a balance of \$1,126,779 with OME-RESA, a claims servicing pool (See Note 18). The money is held by the claims servicer in a pooled account which is representative of numerous entities and therefore cannot be classified by risk under GASB Statement 3. The classification of cash and cash equivalents and investments for the OME-RESA Self-Insurance Plan as a whole may be obtained from the Plan's fiscal agent, the Jefferson County Educational Service Center. To obtain financial information, write to the Ohio Mid-Eastern Regional Educational Service Agency Self-Insurance Plan, Steubenville, Ohio 43952.

**Deposits** Custodial credit risk for deposits is the risk that in the event of bank failure, the School District will not be able to recover deposits or collateral securities that are in possession of an outside party. At fiscal year end, \$3,794,684 of the School District's bank balance of \$4,817,344 was uninsured and uncollateralized. Although the securities were held by the pledging financial institutions' trust department and all statutory requirements for the deposit of money had been followed, noncompliance with Federal requirements could potentially subject the School District to a successful claim by the FDIC.

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

### **Note 8 - Property Taxes**

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

Property taxes include amounts levied against all real, public utility and tangible personal property (used in business) located in the School District. Real property tax revenue received in calendar 2012 represents collections of calendar year 2011 taxes. Real property taxes received in calendar year 2012 were levied after April 1, 2011, on the assessed value listed as of January 1, 2011, the lien date. Assessed values for real property taxes are established by State law at 35 percent of appraised market value. Real property taxes are payable annually or semi-annually. If paid annually, payment is due December 31; if paid semi-annually, the first payment is due December 31 with the remainder payable by June 20. Under certain circumstances, State statute permits alternate payment dates to be established.

**Pymatuning Valley Local School District**

*Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2012*

Public utility property tax revenue received in calendar 2012 represents collections of calendar year 2011 taxes. Public utility real and tangible personal property taxes received in calendar year 2012 became a lien December 31, 2010, were levied after April 1, 2011 and are collected in 2011 with real property taxes. Public utility real property is assessed at 35 percent of true value; public utility tangible personal property currently is assessed at varying percentages of true value.

The School District receives property taxes from Ashtabula County. The County Auditor periodically advances to the School District its portion of the taxes collected. Second-half real property tax payments collected by the county by June 30, 2012, are available to finance fiscal year 2012 operations. The amount available to be advanced can vary based on the date the tax bills are sent.

The amount available as an advance at June 30, 2012, was \$1,094,279 in the general fund, \$15,594 in the classroom facilities maintenance special revenue and \$152,230 in the bond retirement debt service fund. The amount available as an advance at June 30, 2011, was \$1,157,545 in the general fund, \$16,466 in the classroom facilities maintenance special revenue fund and \$172,061 in the bond retirement debt service fund.

The assessed values upon which the fiscal year 2012 taxes were collected are:

	2011 Second Half Collections		2012 First Half Collections	
	Amount	Percent	Amount	Percent
Real Estate	\$154,687,400	94.88%	\$144,933,780	93.79%
Public Utility Personal	8,339,960	5.12	9,598,980	6.21
Total	\$163,027,360	100.00%	\$154,532,760	100.00%

Full Tax Rate per \$1,000 of assessed valuation	\$35.33	\$35.93
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**Note 9 - Interfund Transfers and Advances**

***Transfers***

Transfers of \$15,982 and \$356,511, respectively, were made from the general fund into the EMIS special revenue fund and permanent improvement capital project fund to provide funding for current year expenditures. Transfers of \$187,136 and \$169,375, respectively, were transferred from the building and the classroom facilities capital projects funds to the general fund due to the completion of capital projects.

***Advances***

The general fund made advances to nonmajor governmental funds in the amount of \$7,747. These advances were made to support programs and projects in various special revenue funds pending the receipt of grant money. Nonmajor governmental funds made advances to the general fund in the amount of \$41,868. These advances were made to return prior year advances from the general fund.

## **Pymatuning Valley Local School District**

*Notes to the Basic Financial Statements*

*For the Fiscal Year Ended June 30, 2012*

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### **Note 10 - Defined Benefit Pension Plans**

#### ***School Employee Retirement System***

Plan Description – The School District participates in the School Employees Retirement System (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 Ohio Revised Code Chapter 3309. SERS issues a publicly available, stand-alone financial report that includes financial statements and required supplementary information. That report can be obtained by visiting the SERS website at [www.ohsers.org](http://www.ohsers.org) under Employers/Audit Resources.

Funding Policy – Plan members are required to contribute 10 percent of their annual covered salary and the School District is required to contribute 14 percent of annual covered payroll. The contribution requirements of plan members and employers are established and may be amended by the SERS' Retirement Board up to statutory maximum amounts of 10 percent for plan members and 14 percent for employers. The Retirement Board, acting with the advice of the actuary, allocates the employer contribution rate among four of the System's funds (Pension Trust Fund, Death Benefit Fund, Medicare B Fund and Health Care Fund). For the fiscal year ended June 30, 2012, the allocation to pension and death benefits was 12.7 percent. The remaining 1.3 percent of the 14 percent employer contribution rate is allocated to the Medicare B and Health Care funds. The School District's required contributions for pension obligations to SERS for the fiscal years ended June 30, 2012, 2011 and 2010 were \$179,719, \$163,353 and \$173,789, respectively; 98.45 percent has been contributed for fiscal year 2012 and 100 percent for fiscal years 2011 and 2010.

#### ***State Teachers Retirement System***

Plan Description - The School District participates in the State Teachers Retirement System of Ohio (STRS Ohio), a cost-sharing, multiple-employer public employee retirement plan. STRS Ohio provides retirement and disability benefits to members and death and survivor benefits to beneficiaries. STRS Ohio issues a stand-alone financial report that may be obtained by writing to STRS Ohio, 275 E. Broad St., Columbus, OH 43215-3771, by calling (888) 227-7877, or by visiting the STRS Ohio web site at [www.strsoh.org](http://www.strsoh.org).

New members have a choice of three retirement plans; a Defined Benefit (DB) Plan, a Defined Contribution (DC) Plan and a Combined Plan. The DB plan offers an annual retirement allowance based on final average salary multiplied by a percentage that varies based on years of service, or an allowance based on a member's lifetime contributions and earned interest matched by STRS Ohio funds divided by an actuarially determined annuity factor. The DC Plan allows members to place all their member contributions and employer contributions equal to 10.5 percent of earned compensation into an investment account. Investment decisions are made by the member. A member is eligible to receive a retirement benefit at age 50 and termination of employment. The member may elect to receive a lifetime monthly annuity or a lump sum withdrawal. The Combined Plan offers features of both the DB Plan and the DC Plan. In the Combined Plan, member contributions are invested by the member, and employer contributions are used to fund the defined benefit payment at a reduced level from the regular DB Plan. The DB portion of the Combined Plan payment is payable to a member on or after age 60; the DC portion of the account may be taken as a lump sum payment or converted to a lifetime monthly annuity at age 50. Benefits are established by Ohio Revised Code Chapter 3307.

A DB or Combined Plan member with five or more years of credited service who becomes disabled may qualify for a disability benefit. Eligible spouses and dependents of these active members who die before retirement may qualify for survivor benefits. Members in the DC Plan who become disabled are entitled



## **Pymatuning Valley Local School District**

### *Notes to the Basic Financial Statements For the Fiscal Year Ended June 30, 2012*

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only to their account balance. If a member of the DC Plan dies before retirement benefits begin, the member's designated beneficiary is entitled to receive the member's account balance.

Funding Policy - Chapter 3307 of the Ohio Revised Code provides statutory authority for member and employer contributions. Contribution rates are established by the State Teachers Retirement Board, upon the recommendation of its consulting actuary, not to exceed statutory maximum rates of 10 percent for members and 14 percent for employers. For the fiscal year ended June 30, 2012, plan members were required to contribute 10 percent of their annual covered salary. The School District was required to contribute 14 percent; 13 percent was the portion used to fund pension obligations.

The School District's required contributions to STRS Ohio for the DB Plan and for the defined benefit portion of the Combined Plan were \$603,161 and \$33,735 for the fiscal year ended June 30, 2012, \$572,016 and \$33,735 for the fiscal year ended June 30, 2011, and \$603,977 and \$33,735 for the fiscal year ended June 30, 2010. For fiscal year 2012, 83.96 percent has been contributed for the DB plan and 83.96 percent has been contributed for the Combined Plan. The full amount has been contributed for fiscal years 2011 and 2010.

Contributions made to STRS Ohio for the DC Plan and for fiscal year 2012 were \$14,315 made by the School District and \$10,225 made by the plan members. In addition, member contributions of \$24,096 were made for fiscal year 2012 for the defined portion of the Combined Plan.

## **Note 11 – Postemployment Benefits**

### *School Employee Retirement System*

Plan Description – The School District participates in two cost-sharing multiple-employer defined benefit other postemployment benefit (OPEB) plans administrated by the School Employees Retirement System for non-certificated retirees and their beneficiaries, a Health Care Plan and a Medicare Part B Plan. The Health Care Plan includes hospitalization and physicians' fees through several types of plans including HMO's, PPO's and traditional indemnity plans as well as a prescription drug program. The Medicare Part B Plan reimburses Medicare Part B premiums paid by eligible retirees and beneficiaries up to a statutory limit. Benefit provisions and the obligation to contribute are established by SERS based on authority granted by State statute. The financial reports of both Plans are included in the SERS Comprehensive Annual Financial Report which can be obtained on SERS' website at [www.ohsers.org](http://www.ohsers.org) under Employers/Audit Resources.

Funding Policy - State statute permits SERS to fund the health care benefits through employer contributions. Each year, after the allocation for statutorily required benefits, the Retirement Board allocates the remainder of the employer contribution of 14 percent of covered payroll to the Health Care Fund. The Health Care Fund was established and is administered in accordance with Internal Revenue Code Section 105(e). For fiscal year 2012, .55 percent of covered payroll was allocated to health care. In addition, employers pay a surcharge for employees earning less than an actuarially determined amount; for fiscal year 2012, this amount was \$35,800. During fiscal year 2012, the School District paid \$28,302 in surcharge.

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

**Pymatuning Valley Local School District**

*Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2012*

The School District’s contributions for health care for the fiscal years ended June 30, 2012, 2011 and 2010 were \$36,085, \$34,026 and \$37,105 respectively; 98.45 percent has been contributed for fiscal year 2012 and 100 percent for fiscal years 2011 and 2010.

The Retirement Board, acting with advice of the actuary, allocates a portion of the employer contribution to the Medicare B Fund. For 2012, this actuarially required allocation was 0.75 percent of covered payroll. The School District’s contributions for Medicare Part B for the fiscal years ended June 30, 2012, 2011 and 2010 were \$10,613, \$10,512 and \$10,335 respectively; 98.45 percent has been contributed for fiscal year 2012 and 100 percent for fiscal years 2011 and 2010.

***State Teachers Retirement System***

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

Funding Policy – Ohio law authorizes STRS Ohio to offer the Plan and gives the Retirement Board authority over how much, if any, of the health care costs will be absorbed by STRS Ohio. Active employee members do not contribute to the Plan. All benefit recipients pay a monthly premium. Under Ohio law, funding for post-employment health care may be deducted from employer contributions. For 2012, STRS Ohio allocated employer contributions equal to 1 percent of covered payroll to the Health Care Stabilization Fund. The School District’s contributions for health care for the fiscal years ended June 30, 2012, 2011 and 2010 were \$48,186, \$46,596 and \$49,055 respectively; 83.96 percent has been contributed for fiscal year 2012 and 100 percent for fiscal years 2011 and 2010.

**Note 12 - Risk Management**

***Property and Liability***

The School District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees and natural disasters. During fiscal year 2012, the School District contracted with Love Insurance Agency for buildings and contents, liability and fleet insurance.

Type of Coverage	Coverage Amount
Property Damage Per Occurrence	\$45,471,756
Flood - Per Occurrence and Annual Aggregate	1,000,000
Errors and Omissions	100,000
Employee Theft - Per Loss Coverage	25,000
Auto Liability	1,000,000
Violence	1,000,000

Settled claims have not exceeded this commercial coverage in any of the past three years and there have been no significant reductions in insurance coverage from last year.



**Pymatuning Valley Local School District**

*Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2012*

**Workers' Compensation**

For fiscal year 2012, the School District participated in the Ohio Schools Council Association Workers' Compensation Group Rating Plan (GRP), an insurance purchasing pool (Note 18). The intent of the GRP is to achieve the benefit of a reduced premium for the School District by virtue of its grouping and representation with other participants in the GRP. The workers' compensation experience of the participating school districts is calculated as one experience and a common premium rate is applied to all school districts in the GRP. Each participant pays its workers' compensation premium to the State based on the rate for the GRP rather than its individual rate. Participation in the GRP is limited to school districts that can meet the GRP's selection criteria. The firm of Gates McDonald & Co. provides administrative, cost control and actuarial services to the GRP.

**Self-Insurance**

The School District offers medical, vision, dental and life insurance to all employees through a self-insurance internal service fund. The School District is self insured with United Health Plan, VSP, Self-Fund Plans and Metlife, respectively serving as the third party administrator for medical, vision, dental and life insurance.

**Note 13 - Contingencies**

**Grants**

The School District receives financial assistance from Federal and State agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and is subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the general fund or other applicable funds.

**Litigation**

As of June 30, 2012, the School District was not party to any legal proceedings.

**Note 14 – Debt**

Changes in long-term obligations of the School District during fiscal year 2012 were as follows:

	Principal Outstanding 6/30/2011	Additions	Reductions	Principal Outstanding 6/30/2012	Amounts Due in One Year
<b>Governmental Activities</b>					
<b>General Obligation Bonds</b>					
2002 School Improvement Bonds					
Serial Bonds	\$4,650,000	\$0	(\$4,335,000)	\$315,000	\$315,000
Term Bonds	1,070,000	0	(1,070,000)	0	0
Total School Improvement Bonds	5,720,000	0	(5,405,000)	315,000	315,000
2009 School Construction Bonds					
Serial Bonds	600,000	0	(40,000)	560,000	40,000
2010 Energy Conservation Improvement Bonds					
Term Bonds	\$718,250	\$0	(\$48,250)	\$670,000	\$45,000

**Pymatuning Valley Local School District**

*Notes to the Basic Financial Statements  
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	Principal Outstanding 6/30/2011	Additions	Reductions	Principal Outstanding 6/30/2012	Amounts Due in One Year
<b>Governmental Activities (continued)</b>					
<i>General Obligation Bonds</i>					
2011 Refunding Bonds					
Serial Bonds	\$0	\$4,990,000	\$0	\$4,990,000	\$60,000
Capital Appreciation Bonds	0	114,984	0	114,984	0
Accretion on Capital Appreciation Bonds	0	15,706	0	15,706	0
Premium	0	342,917	(19,784)	323,133	0
Accounting Loss on Refunding	0	(246,514)	158,473	(88,041)	0
Total School Improvement Bonds	0	5,217,093	138,689	5,355,782	60,000
<i>Total Governmental Activities</i>					
<i>Long-Term Liabilities</i>	<u>\$7,038,250</u>	<u>\$5,217,093</u>	<u>(\$5,354,561)</u>	<u>\$6,900,782</u>	<u>\$460,000</u>

On April 4, 2002, the School District issued \$7,774,998 in school improvement and classroom facilities bonds for the purpose of constructing, furnishing and equipping a new high school auditorium and for the repayment of bond anticipation notes issued for this project. The bonds included serial, capital appreciation (deep discount) and term bonds in the amount of \$7,450,000, \$324,999 and \$1,070,000, respectively. The bonds were issued for a twenty-two year period with a maturity date of December 1, 2025. The bonds will be retired from the debt service fund. A portion of these bonds were refunded during 2012.

On December 11, 2009, the School District issued \$639,240 in school construction bonds for the purpose of making energy efficiency lighting improvements within the School District. The bonds were issued at a 1.93 percent interest rate for a fifteen year period with a maturity date of September 15, 2024.

On November 15, 2010, the School District issued \$718,250 in Qualified School Construction Bonds (QSCBs) in accordance with the American Recovery and Reinvestment Act of 2009 (ARRA). These bonds were issued for the purpose of investing in Thin Client computer equipment. These bonds will be paid from the general fund. In accordance with bond covenants, the School District shall deposit in the Sinking Fund for the accumulation of funds necessary to pay the bond at maturity. The School District shall deposit monies annually on December 1 each year as needed so that the balance in the Sinking Fund (taking into account the interest earned on such fund) shall be equal to and not exceed the amount set forth below. The principal (sinking fund deposits) requirements to maturity are as follows:

Fiscal Year Ending June 30,	Principal
2013	\$45,000
2014	45,000
2015	45,000
2016	45,000
2017	45,000
2018-2022	195,000
2023-2026	250,000
Totals	<u>\$670,000</u>

**Pymatuning Valley Local School District**

*Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2012*

The bonds are subject to extraordinary mandatory redemption, in whole or in part, on November 15, 2013, or, in the event of an extension negotiated with the IRS, on a credit allowance date that occurs on or before November 15, 2015, in authorized denominations, at a redemption price equal to the principal amount of the bonds called for redemption plus accrued interest thereon to the redemption, in an amount equal to the unexpended proceeds of the sale of the bonds held by the School District, but only to the extent all of the proceeds of the bonds within three years of issuance thereof and no extension of the period for expenditure had been granted by the IRS.

As part of the ARRA act of 2009, issuers of QSCBs are eligible to receive direct payments from the federal government which offset interest payments on the bonds. As an alternate, QSCBs may be issued as tax credit bonds under which bond holders receive federal tax credits in lieu of interest as a means to significantly reduce the issuer's interest costs. The School District, under agreement with the federal government, has chosen to receive a thirty-five percent semi-annual direct payment from the federal government to help offset interest expense on the QSCBs. The amount the School District expects to receive for future the direct payments is not available. Therefore this bond will not be included in the following principal and interest requirements.

On October 13, 2011, the School District issued \$5,104,984 in refunding general obligation bonds which included serial and capital appreciation (deep discount) bonds in the amounts of \$4,990,000 and \$114,984, respectively. The general obligation bonds were issued for the purpose of refunding the 2002 School Improvement Bonds in order to take advantage of lower interest rates. An analysis of the information follows:

	2002 School Improvement Bonds
Outstanding at June 30, 2011	\$5,720,000
Amount Refunded	(5,105,000)
Principal Payment on Non-Refunded Portion	(300,000)
Outstanding at June 30, 2012	<u>\$315,000</u>

The bonds were sold at a premium of \$342,917. Proceeds of \$5,351,514 were deposited in an irrevocable trust with an escrow agent to provide for all future debt service payments on the refunded portion of the bonds. As a result, \$5,105,000 of these bonds are considered defeased and the liability for the refunded portion of these bonds has been removed from the School District's financial statements.

The School District decreased its total debt service payments by \$772,132 as a result of the advance refunding. The School District also incurred an economic gain (difference between the present values of the old and new debt service payments) of \$643,755.

The maturity amount of outstanding capital appreciation bonds at June 30, 2012 is \$445,000. The accretion recorded for 2012 was \$15,706 for a total outstanding bond liability of \$130,690 at June 30, 2012

The School District's overall debt margin was \$8,269,183 with an unvoted debt margin of \$154,533 at June 30, 2012. Principal and interest requirements to retire the 2002 school improvement bonds and the 2009 school construction bonds outstanding at June 30, 2012 are as follows:

**Pymatuning Valley Local School District**

*Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2012*

Fiscal Year Ending June 30,	General Obligation Bonds			
	Serial		Capital Appreciation	
	Principal	Interest	Principal	Interest
2013	\$415,000	\$142,529	\$0	\$0
2014	440,000	130,069	0	0
2015	445,000	120,997	0	0
2016	460,000	112,225	0	0
2017	470,000	102,952	0	0
2018-2022	2,015,000	389,708	114,984	330,016
2023-2025	1,620,000	76,676	0	0
Totals	<u>\$5,865,000</u>	<u>\$1,075,156</u>	<u>\$114,984</u>	<u>\$330,016</u>

**Note 15 - Set Aside Requirements**

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

The following cash basis information describes the change in the fiscal year-end set aside amounts for capital acquisition. Disclosure of this information is required by State statute.

	<u>Capital Improvements</u>
Set-aside Reserve Balances as of June 30, 2011	\$0
Current Year Set-aside Requirement	235,957
Current Year Offsets	600,387
Total	<u>(\$364,430)</u>
Set-aside Balance Carried Forward to Future Fiscal Years	<u>(\$364,430)</u>
Set-aside Reserve Balance as of June 30, 2012	<u>\$0</u>

Although the School District had qualifying disbursements and offsets during the fiscal year that reduced the set-aside amount to below zero for the capital acquisition set-aside, this amount may not be used to reduce the set-aside requirement for future fiscal years. This negative balance is therefore not presented as being carried forward to future fiscal years.

## **Pymatuning Valley Local School District**

*Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2012*

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### **Note 16 - Jointly Governed Organizations**

***North Eastern Ohio Management Information Network (NEOMIN)*** NEOMIN is a jointly governed organization among thirty school districts in Trumbull and Ashtabula Counties. The jointly governed 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 districts. Each of the districts supports NEOMIN based upon a per pupil charge. Pymatuning Valley Local School District paid \$24,512 to NEOMIN during fiscal year 2012.

The Governing board consists of ten members: The Trumbull and Ashtabula County superintendents (permanent members), three superintendents from Ashtabula County participating school districts, three superintendents from Trumbull County participating school districts, the fiscal agent or NEOMIN). The McDonald Local School District was not represented on the Governing Board during fiscal year 2012. The degree of control exercised by any participating school district is limited to its representation on the Governing Board. To obtain a copy of NEOMIN's financial statements, write to the Trumbull County Educational Service Center, 347 North Park Avenue, Warren, Ohio 44481.

***Ashtabula County Technical & Career Center*** The Ashtabula County Technical & Career Center is a distinct political subdivision of the State of Ohio which provides vocational education to students. The TCC is operated under the direction of a Board consisting of representatives from some of the participating School Districts' elected boards. The degree of control exercised by the School District is limited to its representation on the Board. The Board is its own budgeting and taxing authority. The School District made no contributions for fiscal year 2012. Financial information can be obtained from MaryAnn Wayman, Treasurer at Ashtabula County Technical & Career Center, 1565 State Route 167, Jefferson, Ohio 44047.

***State Support Team (SST) – Region 5*** The SST is an Educational Regional Service System whose mission is to provide regional districts with leadership, technical assistance and high quality professional development in the service areas of school improvement, literacy, early learning and school readiness and special education compliance. The 16 State Support Teams are responsible for the regional delivery of school improvement, literacy, special education compliance, and early learning and school readiness services to districts using a differentiated technical assistance structure of support based upon need. The teams work through the Office of Exceptional Children, Office of Literacy, Office of Early Learning and School Readiness and the Office of Field Relations by providing technical assistance and professional development. The SSTs include staff and services formerly provided by the Special Education Regional Resources Centers (SERRCs) and the Regional School Improvement Teams (RSITs).

House Bill 115 (HB 115) establishes the Educational Regional Service System (ERSS) and requires the creation of a coordinated, integrated and aligned system to support state and school districts efforts to improve school effectiveness and student achievement. It is the intent of the general assembly that the educational regional service system would reduce the unnecessary duplication of programs and services and provide for a more streamlined and efficient delivery of education services without reducing the availability of the services needed by school districts and school. Financial information can be obtained by contacting the Treasurer at the Mahoning County Educational Service Center, 100 DeBartolo Place, Youngstown, Ohio 44512.

## **Pymatuning Valley Local School District**

*Notes to the Basic Financial Statements  
For the Fiscal Year Ended June 30, 2012*

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### **Note 17 – Related Organization**

***Andover Public Library*** The Andover Public Library (the Library) is a district political subdivision of the State of Ohio created under Chapter 3375 of the Ohio Revised Code. The Library is governed by a Board of Trustees appointed by the Board of Education. The Board of Trustees possesses its own contracting and budgeting authority, hires and fires personnel and does not depend on the School District for operational subsidies. Although the School District does serve as the taxing authority and may issue tax related debt on the behalf of the Library, its role is limited to a ministerial function. The determination to request approval of tax, the rate and the purpose are discretionary decisions made solely by the Board of Trustees. Financial information can be obtained from the Andover Public Library, Linda Weston, Clerk/Treasurer, at 142 Main Street, Andover, Ohio 44003.

### **Note 18 – Insurance Purchasing Pool**

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

***Ohio Mid-Eastern Regional Educational Service Agency (OME-RESA) Self-Insurance Plan*** The School District participates in the Ohio Mid-Eastern Regional Educational Service Agency (OME-RESA) Self Insurance Plan, A risk-sharing, claims servicing, and insurance purchasing pool comprised of ninety-one members, including two insurance consortiums. Each participant appoints a member of the insurance plans' assembly. The Plans' business and affairs are conducted by a nine member Board of Directors elected from the assembly. The plan offers medical, dental and prescription drug coverage to the members on a self-insured basis, as well as the opportunity to participate in the group purchasing of life insurance coverage. The medical coverage plan provides each plan participant the opportunity to choose a self-insurance deductible limit which can range from \$35,000 to \$100,000 under which the individual member is responsible for all claims through the claims servicing pool. Plan participants also participate in a shared risk internal pool for individual claims between the self-insurance deductible limit and \$500,000, and all claims between the deductible and the \$500,000 are paid from the internal shared risk pool. The internal pool is not owned by the participants. All participants pay a premium rate that is actuarially calculated based on the participants' actual claims experience which are utilized for the payment of claims within the claims servicing pool up to the self-insurance deductible limit; and for this portion of the plan, all plan participants retain their own risk. All participants pay an additional fee for participation in the internal pool that is based on the claims of the internal pool in aggregate and is not based on individual claims experience. In the event of a deficiency in the internal pool, participants would be charged a higher rate for participation, and in the event of a surplus, the internal pool pays dividends to the participants. For all individual claims exceeding \$500,000, stop loss coverage is purchased, as well as for an annual total plan aggregate claims amount. All plan participants also pay a monthly administration fee for fiscal services and third party administrative services. The plan also purchases fully insured life insurance for plan participants provided by Metlife.

**PYMATUNING VALLEY LOCAL SCHOOL DISTRICT  
ASHTABULA COUNTY  
FEDERAL AWARDS RECEIPTS AND EXPENDITURES SCHEDULE  
FOR THE YEAR ENDED JUNE 30, 2012**

<b>Federal Grantor/ Pass Through Grantor Program Title</b>	<b>Pass Through Entity Number</b>	<b>Federal CFDA Number</b>	<b>Receipts</b>	<b>Non-Cash Receipts</b>	<b>Expenditures</b>	<b>Non-Cash Expenditures</b>
<b><u>U.S. DEPARTMENT OF AGRICULTURE</u></b>						
<i>Passed Through The Ohio Department of Education:</i>						
<i>Nutrition Cluster:</i>						
School Breakfast Program	3L70	10.553	\$ 81,849	\$ -	\$ 81,849	\$ -
National School Lunch Program	3L60	10.555	318,012	74,698	318,012	74,698
<b>Total -- Nutrition Cluster -U.S. Department of Agriculture</b>			<b>399,861</b>		<b>399,861</b>	
<b><u>U.S. DEPARTMENT OF EDUCATION</u></b>						
<i>Passed Through The Ohio Department of Education:</i>						
<i>Title One Cluster:</i>						
Grants to Local Educational Agencies						
Title I School Subsidy	2010	84.010	67,508		50,795	
	2011		268,364		273,789	
ARRA Title I School Subsidy	3DK0	84.389	11,691		4,233	
<b>Total -- Title I School Subsidy</b>			<b>347,563</b>		<b>328,817</b>	
ARRA Race to the Top	3FD0	84.395	23,212		23,347	
Title II-D -- Technology Literacy Challenge Fund Grants	2012	84.386	995		995	
Title II, Part A -- Improving Teacher Quality	2011	84.367	16,141		14,076	
	2012		67,795		67,795	
<b>Total - Title II Part A</b>			<b>83,936</b>		<b>81,871</b>	
ARRA State Fiscal Stabilization Fund	2011	84.394	-		103,514	
Education Jobs	3S20	84.410	261,215		260,833	
<b>Total -- U.S. Department of Education</b>			<b>716,921</b>		<b>799,377</b>	
<b>Totals</b>			<b>\$ 1,116,782</b>	<b>\$ 74,698</b>	<b>\$ 1,199,238</b>	<b>\$ 74,698</b>

*The accompanying notes to this schedule are an integral part of this schedule.*



**PYMATUNING VALLEY LOCAL SCHOOL DISTRICT  
ASHTABULA COUNTY**

**NOTES TO THE FEDERAL AWARDS RECEIPTS AND EXPENDITURES SCHEDULE  
FISCAL YEAR ENDED JUNE 30, 2012**

**NOTE A - SIGNIFICANT ACCOUNTING POLICIES**

The accompanying Federal Awards Receipts and Expenditures Schedule (the Schedule) reports the Pymatuning Valley Local School District federal award programs' receipts and disbursements. The Schedule has been prepared on the cash basis of accounting.

**NOTE B - CHILD NUTRITION CLUSTER**

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

**NOTE C – FOOD DONATION PROGRAM**

The District reports commodities consumed on the Schedule at the entitlement value. The District did not allocate donated food commodities to the respective programs that benefitted from the use of those donated food commodities.

**NOTE D - MATCHING REQUIREMENTS**

Certain Federal programs require the District to contribute non-Federal funds (matching funds) to support the Federally-funded programs. The District has met its matching requirements. The Schedule does not include the expenditure of non-Federal matching funds.





# Dave Yost • Auditor of State

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

Pymatuning Valley Local School District  
Ashtabula County  
5571 U.S. Route 6 West  
Andover, Ohio 44003

To the Board of Education:

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Pymatuning Valley Local School District, Ashtabula County (the District) as of and for the year ended June 30, 2012, which collectively comprise the District's basic financial statements and have issued our report thereon dated November 19, 2012, wherein we noted the District uses a comprehensive accounting basis other than generally accepted accounting principles. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the Comptroller General of the United States' *Government Auditing Standards*.

### Internal Control Over Financial Reporting

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

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements. A *material weakness* is a deficiency, or combination of internal control deficiencies resulting in more than a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and timely corrected.

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

### **Compliance and Other Matters**

As part of reasonably assuring whether the District's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express an opinion. The results of our tests disclosed an instance of noncompliance or other matter we must report under *Government Auditing Standards* and which is described in the accompanying schedule of findings as item 2012-01.

We did note certain matters not requiring inclusion in this report that we reported to the District's management in a separate letter dated November 19, 2012.

The District's response to the finding identified in our audit is described in the accompanying schedule of findings. We did not audit the District's response and, accordingly, we express no opinion on it.

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



**Dave Yost**  
Auditor of State

November 19, 2012



# Dave Yost • Auditor of State

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

Pymatuning Valley Local School District  
Ashtabula County  
5571 U.S. Route 6 West  
Andover, Ohio 44003

To the Board of Education:

### Compliance

We have audited the compliance of Pymatuning Valley Local School District, Ashtabula County (the District) with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Circular A-133, Compliance Supplement* that could directly and materially affect each of the Pymatuning Valley Local School District's major federal programs for the year ended June 30, 2102. The *summary of auditor's results* section of the accompanying schedule of findings identifies the District's major federal programs. The District's management is responsible for complying with the requirements of laws, regulations, contracts, and grants applicable to each major federal program. Our responsibility is to opine on the District's compliance based on our audit.

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

In our opinion, the Pymatuning Valley Local School District, complied, in all material respects, with the requirements referred to above that could directly and materially affect each of its major federal programs for the year ended June 30, 2012.

### Internal Control Over Compliance

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

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

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

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



**Dave Yost**  
Auditor of State

November 19, 2012

**PYMATUNING VALLEY LOCAL SCHOOL DISTRICT  
ASHTABULA COUNTY**

**SCHEDULE OF FINDINGS  
OMB CIRCULAR A -133 § .505  
JUNE 30, 2012**

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

<i>(d)(1)(i)</i>	Type of Financial Statement Opinion	Unqualified
<i>(d)(1)(ii)</i>	Were there any material control weaknesses reported at the financial statement level (GAGAS)?	No
<i>(d)(1)(ii)</i>	Were there any significant deficiencies in internal control reported at the financial statement level (GAGAS)?	Yes
<i>(d)(1)(iii)</i>	Was there any reported material noncompliance at the financial statement level (GAGAS)?	No
<i>(d)(1)(iv)</i>	Were there any material internal control weaknesses reported for major federal programs?	No
<i>(d)(1)(iv)</i>	Were there any significant deficiencies in internal control reported for major federal programs?	No
<i>(d)(1)(v)</i>	Type of Major Programs' Compliance Opinion	Unqualified
<i>(d)(1)(vi)</i>	Are there any reportable findings under § .510(a)?	No
<i>(d)(1)(vii)</i>	Major Programs (list): Nutrition Cluster Education Jobs	CFDA # 10.553 and 10.555 84.410
<i>(d)(1)(viii)</i>	Dollar Threshold: Type A/B Programs	Type A: > \$ 300,000 Type B: all others
<i>(d)(1)(ix)</i>	Low Risk Auditee?	Yes

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

**FINDING NUMBER 2012-01**

**Noncompliance**

**Financial Reporting**

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

**FINDING NUMBER 2010-01  
(Continued)**

**Ohio Administrative Code Section 117-2-03(B)** requires the District to prepare its annual financial report in accordance with generally accepted accounting principles (GAAP). The District chose to prepare its financial statements and notes on the basis of cash receipts and disbursements, which is a comprehensive basis of accounting other than GAAP. The financial statements and notes omit assets, liabilities, fund equities, and disclosures that are material, however, cannot be determined at this time. We recommend the District prepare its annual financial report in accordance with GAAP.

**Officials' Response**

The Board, Superintendent and Treasurer do not feel it is cost effective and efficient to prepare the conversion and future reporting needs. Therefore, we chose to report under the new standards of Other Comprehensive Basis of Accounting (OCBOA).

<b>3. FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS</b>
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None



# Dave Yost • Auditor of State

**PYMATUNING VALLEY LOCAL SCHOOL DISTRICT**

**ASHTABULA 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  
APRIL 9, 2013**