

***AREA 10 WORKFORCE INVESTMENT BOARD***

***RICHLAND COUNTY, OHIO***

**AUDIT REPORT**

**For the Year Ended June 30, 2019**







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(800) 282-0370

Members of the Board  
Area 10 Workforce Investment Board  
171 Park Ave East  
Mansfield, Ohio 44902

We have reviewed the *Independent Auditor's Report* of the Area 10 Workforce Investment Board, Richland County, prepared by Charles E. Harris & Associates, Inc., for the audit period July 1, 2018 through June 30, 2019. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The Area 10 Workforce Investment Board is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Keith Faber".

Keith Faber  
Auditor of State  
Columbus, Ohio

January 21, 2020

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**Area 10 Workforce Investment Board  
Richland County**

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**INDEPENDENT AUDITOR'S REPORT**

Area 10 Workforce Investment Board  
Richland County  
171 Park Avenue East  
Mansfield, Ohio 44902

To the Workforce Investment Board:

***Report on the Financial Statements***

We have audited the accompanying financial statements of the governmental activities and the major fund of the Area 10 Workforce Investment Board, Richland County, Ohio (the Board), as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Board's basic financial statements as listed in the table of contents.

***Management's Responsibility for the Financial Statements***

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

***Auditor's Responsibility***

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

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

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

***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Area 10 Workforce Investment Board, Richland County, Ohio, as of June 30, 2019, and the respective changes in financial position and the budgetary comparison for the General Fund thereof for the year then ended in accordance with the accounting principles generally accepted in the United States of America.

***Other Matters***

*Required Supplementary Information*

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

*Other Information*

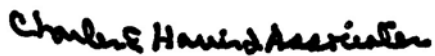
Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Board's basic financial statements. The Schedule of Expenditures of Federal Awards (the Schedule) is presented for purposes of additional analysis as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards*, and is not a required part of the financial statements.

The Schedule is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule is fairly stated, in all material respects, in relation to the basic financial statements as a whole.



***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated November 29 2019, on our consideration of the Board's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Board's internal control over financial reporting and compliance.



*Charles E. Harris & Associates, Inc.*  
November 29, 2019

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**AREA 10 WORKFORCE INVESTMENT BOARD  
RICHLAND COUNTY**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2019  
UNAUDITED**

This discussion and analysis of the Area 10 Workforce Investment Board's (the Board) financial performance provides an overall review of the Board's financial activities for the year ended June 30, 2019. The intent of this discussion and analysis is to look at the Board's financial performance as a whole; readers should also review the basic financial statements and notes to enhance their understanding of the Board's financial performance.

**Highlights**

Key Highlights for 2019 are as follows:

- The Board as of July 1, 2019, had a carry-forward grant allocation of \$1,202,195 from the Ohio Department of Job and Family Services, as follows:

WIA Administration	\$	131,990
WIA Adult		359,568
WIA Dislocated Worker		322,518
WIA Youth		383,771
OMJ Resource Sharing		4,348
Total Carry-Forward	\$	<u>1,202,195</u>

- The Board's receipts are solely from support from Federal and State government agencies. The Federal receipts are designated for employment and training related activities.
- The Board's total grant allocations, including the carry-forward of \$1,202,195 during the program year, were \$2,365,626.

**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 Board's basis of accounting.

**Report Components**

The Statement of Net Position and the Statement of Activities provides information about the activities of the Board.

These statements include all assets and liabilities using the accrual basis of accounting similar to the accounting basis used by most private-sector companies. This basis of accounting takes into account all of the current year's revenues and expenses regardless of when cash is received or paid. These two statements report the Board's net position and changes in those net position. This change in net position is important because it tells the reader that, for the Board as a whole, the financial position of the Board has improved or diminished. The causes of this change may be the result of many factors, some financial, some not. Non-financial factors include current laws in Ohio restricting revenue growth, and other factors.

**AREA 10 WORKFORCE INVESTMENT BOARD  
RICHLAND COUNTY**

MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2019  
*UNAUDITED*

**Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Board, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the activities of the Board are recorded in a governmental fund. Fund financial reports provide detailed information about the Board's major fund. The Board uses one fund to account for a multitude of financial transactions. The Board's major governmental fund is the General Fund.

**Governmental Funds**

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the year. Such information may be useful in evaluating a government's near-term financing requirements.

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

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

**The Board as a Whole**

Table 1 provides a summary of the Board's net position for 2019 compared to 2018:

**(Table 1)  
Net Position**

	<b>2019</b>	<b>2018</b>
<b>Assets:</b>		
Current and Other Assets	\$120,770	\$139,016
<b>Liabilities:</b>		
Other Liabilities	50,299	73,551
<b>Net Position</b>		
Restricted	\$70,471	\$65,465

**AREA 10 WORKFORCE INVESTMENT BOARD  
RICHLAND COUNTY**

MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2019  
*UNAUDITED*

Table 2 reflects the change in net position during 2019 compared to 2018:

**(Table 2)  
Change in Net Position**

	<b>2019</b>	<b>2018</b>
<b>Expenses:</b>		
Workforce development:		
Adult	\$467,310	\$248,236
Dislocated Worker	252,763	422,227
Youth	448,980	291,327
Administration	66,636	44,785
Ohio Means Jobs Resource Sharing	40,348	36,968
American Job Center Co-branding	0	885
<b>Total Expenses</b>	<b>1,276,037</b>	<b>1,044,428</b>
<b>Program revenues:</b>		
Operating grants:		
Adult	465,047	248,386
Dislocated Worker	252,763	422,227
Youth	461,949	321,864
Administration	60,936	52,483
Ohio Means Jobs Resource Sharing	40,348	36,968
American Job Center Co-branding	0	885
<b>Total program revenues</b>	<b>1,281,043</b>	<b>1,082,813</b>
 <b>Change in Net Position</b>	 5,006	 38,385
 <b>Net Position, Beginning of Year</b>	 65,465	 27,080
 <b>Net Position, End of Year</b>	 \$70,471	 \$65,465

Federal and State grants represent 100% of total revenues.

Administration revenues represent 5% of the total allocation and are primarily comprised of federal grant revenue.

Revenues and expenses for the year were largely for direct services by member counties for training, supportive, and employment related activities for both job seekers and employers within and outside of Area 10.

**AREA 10 WORKFORCE INVESTMENT BOARD  
RICHLAND COUNTY**

MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2019  
*UNAUDITED*

**Financial Analysis of the Board's Governmental Fund**

As noted earlier, the Board uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

*Governmental Fund.* The focus of the Board's *governmental fund* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the Board's financing requirements.

As of the end of the current fiscal year, the Board's governmental fund reported an ending fund balance of \$35,089.

**Budgeting Highlights**

The Board's budget is reflected in the Statement of Revenues, Expenditures and Changes in General Fund Balance – Budget (Non-GAAP Basis) and Actual and is based on accounting for certain transactions on a basis of cash receipts and disbursements.

During 2019, the Board amended its budget to reflect changing circumstances. The budgeted receipts and disbursements are prepared on a multi-year program basis. Final budgeted receipts were in excess of final actual receipts due to this basis.

Final disbursements were budgeted at \$2,365,626 while actual disbursements were \$1,299,289. Actual receipts exceeded actual disbursements. The result is the increase in fund balance of \$6,681 for 2019.

**Capital Assets**

The Board does not own any capital assets. All capital assets used by the Board are owned by Richland County.

**Debt**

The Board has no debt obligations.

**Contractual Obligations**

On June 12, 2018, the Chief Elected Officials for the Richland-Crawford Local Workforce Development Area #10 designated Richland County as the fiscal agent for the two (2) year period, July 1, 2018 – June 30, 2020. The Richland County Auditor and Treasurer provide financial processing and accountability for the Board.

In April 2017, a Request for Proposals was released seeking qualified youth service providers. Catalyst Life Services was awarded contracts effective July 1, 2017 through June 30, 2018, and July 1, 2018 through June 30, 2019, to provide youth services to Richland County. Crawford County Job and Family Services were awarded contracts effective July 1, 2017 through June 30, 2018, and July 1, 2018 through June 30, 2019, to provide youth services to Crawford County.

**Contacting the Board's Financial Management**

This financial report is designed to provide a general overview of the Board's finances for all those with an interest in the Board's activities. Questions concerning any of the information in this report or requests for additional information should be directed to Carmen Torrence, Business Administrator, Richland County Department of Job and Family Services, 171 Park Avenue East, Mansfield, Ohio 44902.

**AREA 10 WORKFORCE INVESTMENT BOARD  
RICHLAND COUNTY**

**STATEMENT OF NET POSITION  
JUNE 30, 2019**

<b>Assets</b>	
Cash with Fiscal Agent	\$32,047
Intergovernmental Receivable	88,723
Total Assets	<u>120,770</u>
<b>Liabilities</b>	
Accounts Payable	<u>50,299</u>
<b>Net Position</b>	
Restricted for Other Purposes	<u>70,471</u>
Total Net Position	<u><u>\$70,471</u></u>

*See accompanying notes to the basic financial statements.*

**AREA 10 WORKFORCE INVESTMENT BOARD  
RICHLAND COUNTY**

**STATEMENT OF ACTIVITIES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

**Expenses:**

Workforce development:	
Adult	\$467,310
Dislocated Worker	252,763
Youth	448,980
Administration	66,636
Ohio Means Jobs Resource Sharing	40,348
<b>Total program expenses</b>	<u>1,276,037</u>

**Program revenues:**

Operating grants:	
Adult	465,047
Dislocated Worker	252,763
Youth	461,949
Administration	60,936
Ohio Means Jobs Resource Sharing	40,348
<b>Total program revenues</b>	<u>1,281,043</u>

**Change in Net Position** 5,006

**Net Position - July 1, 2018** 65,465

**Net Position - June 30, 2019** \$70,471

*See accompanying notes to the basic financial statements.*



**AREA 10 WORKFORCE INVESTMENT BOARD  
RICHLAND COUNTY**

**BALANCE SHEET  
GENERAL FUND  
JUNE 30, 2019**

**Assets**

Cash with Fiscal Agent	\$32,047
Intergovernmental Receivable	88,723
Total Assets	<u>\$120,770</u>

**Liabilities**

Accounts Payable	<u>50,299</u>
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**Deferred Inflows**

Unavailable Grant Revenues	<u>35,382</u>
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**Fund Balances**

Restricted	<u>35,089</u>
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Total Liabilities, Deferred Inflows and Fund Balance	<u>\$120,770</u>
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*See accompanying notes to the basic financial statements.*

**AREA 10 WORKFORCE INVESTMENT BOARD  
RICHLAND COUNTY**

**Reconciliation of General Fund Balance to  
Net Position of Governmental Activities**

Total General Fund Balance	\$35,089
Long-term assets are not available to pay for current period expenditures and therefore are deferred inflows in governmental funds.	
Unavailable Grant Revenue	<u>35,382</u>
Net Position of Governmental Activities	<u><u>\$70,471</u></u>

*See accompanying notes to the basic financial statements.*

**AREA 10 WORKFORCE INVESTMENT BOARD  
RICHLAND COUNTY**

**STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN GENERAL FUND BALANCE  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

**Revenues:**

Operating grants:	
Adult	\$465,047
Dislocated Worker	252,763
Youth	450,776
Administration	58,213
Ohio Means Jobs Resource Sharing	40,348
<b>Total Revenues</b>	<b>1,267,147</b>

**Expenditures:**

Workforce development:	
Adult	467,310
Dislocated Worker	252,763
Youth	448,980
Administration	66,636
Ohio Means Jobs Resource Sharing	40,348
<b>Total Expenditures</b>	<b>1,276,037</b>

Net Change in Fund Balance	(8,890)
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<b>Fund Balance, July 1, 2018</b>	<b>43,979</b>
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<b>Fund Balance, June 30, 2019</b>	<b>\$35,089</b>
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*See accompanying notes to the basic financial statements.*

**AREA 10 WORKFORCE INVESTMENT BOARD  
RICHLAND COUNTY**

**Reconciliation of the Statement of Revenues, Expenditures and  
Changes in General Fund Balance to the  
Statement of Activities**

Net Change in Fund Balance - General Fund	(\$8,890)
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*Amounts reported for governmental activities in the  
statement of activities are different because:*

Revenues in the statement of revenues, expenditures and  
changes in general fund balance from prior year accruals are  
not reported as revenue in the statement of activities.

Operating Grants	<u>13,896</u>
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Change in Net Position of Governmental Activities	<u><u>\$5,006</u></u>
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*See accompanying notes to the basic financial statements.*

**AREA 10 WORKFORCE INVESTMENT BOARD  
RICHLAND COUNTY**

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN  
GENERAL FUND BALANCE - BUDGET (NON-GAAP BASIS) AND ACTUAL  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<u>Variance with Final Budget Positive (Negative)</u>
<b>Revenues:</b>				
Operating grants:				
Adult	\$800,772	\$800,772	\$465,047	(\$335,725)
Dislocated Worker	677,303	448,899	252,763	(196,136)
Youth	843,655	843,655	479,576	(364,079)
Administration	212,048	200,661	68,236	(132,425)
Ohio Means Jobs Resource Sharing	71,639	71,639	40,348	(31,291)
<b>Total Revenues</b>	<u>2,605,417</u>	<u>2,365,626</u>	<u>1,305,970</u>	<u>(1,059,656)</u>
<b>Expenditures:</b>				
Workforce development:				
Adult	800,772	800,772	467,310	333,462
Dislocated Worker	677,303	448,899	252,763	196,136
Youth	843,655	843,655	471,160	372,495
Administration	212,048	200,661	67,708	132,953
Ohio Means Jobs Resource Sharing	71,639	71,639	40,348	31,291
<b>Total Expenditures</b>	<u>2,605,417</u>	<u>2,365,626</u>	<u>1,299,289</u>	<u>1,066,337</u>
Net Change in Fund Balance	0	0	6,681	6,681
<b>Fund Balance, July 1, 2018</b>	<u>25,366</u>	<u>25,366</u>	<u>25,366</u>	<u>0</u>
<b>Fund Balance, June 30, 2019</b>	<u>\$25,366</u>	<u>\$25,366</u>	<u>\$32,047</u>	<u>\$6,681</u>

See accompanying notes to the basic financial statements.

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**Area 10 WORKFORCE INVESTMENT BOARD  
RICHLAND COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2019**

**1. DESCRIPTION OF AREA 10 AND THE REPORTING ENTITY**

**A. Description of the Entity**

The Workforce Investment Act (WIA) is a federally funded program that provides employment and job training services to eligible adults, dislocated workers and youth. The United States Department of Labor (DOL) is the federal agency responsible for the program. The Ohio Department of Job and Family Services (ODJFS) is the oversight agency for the State of Ohio.

Area 10 Workforce Investment Board (the Board) is designated as a local Workforce Investment Area under WIA 116 and its geopolitical span includes Richland and Crawford counties. The grant recipient is a consortium of elected officials from the counties within the local area. The functions of the consortium are carried out by a Board of Governors, which consists of the Chief Elected Official (CEO) of each participating sub area.

In accordance with WIA 117, the consortium established a local Workforce Investment Board (WIB) to set policy for the local workforce investment system. The local board has no employees. The Executive Director and Business Administrator perform administrative functions for the Board and are employees of Richland County Department of Job and Family Services.

The grant recipient designated Richland County as the fiscal agent for the local area. The County Auditor has the responsibility to disburse funds for the local area at the direction of the local Board. Funds flow from the State to the Board and are passed onto the individual counties based on allocations established by the State. The individual counties have responsibility for the administration of the adult and dislocated worker programs for their respective county. The Board has responsibility for the administration of the youth programs, training, and employment programs.

**B. Reporting Entity**

A reporting entity is comprised of the primary government, component units and other organizations included ensuring that the basic financial statements are not misleading. The primary government of the Board consists of the general fund, departments, and boards that are not legally separate from the Board. The Board's financial statements include Adult, Dislocated Worker, Youth, Ohio Means Jobs Resource Sharing, American Job Center Co-branding and Administrative programs.

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

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

**Area 10 WORKFORCE INVESTMENT BOARD  
RICHLAND COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2019  
(Continued)**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Board have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

**A. Basis of Presentation**

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

**Government-Wide Financial Statements** The statement of net position and the statement of activities display information about the Board as a whole. These statements include all the financial activities of the Board.

The statement of net position presents the financial condition of the governmental activities of the Board at year-end. The statement of activities presents a comparison between direct expenses and program revenues for each program or function of the Board's governmental activities. Direct expenses are those that are specifically associated with a service, program or department and therefore clearly identifiable to a particular function. Program revenues include grants that are restricted to meeting the operational requirements of a particular program. Revenues which are not classified as program revenues are presented as general revenues of the Board, with certain limited exceptions. However, the Board had no general revenues. The comparison of direct expenses with program revenues identifies the extent to which each governmental program is self-financing.

**Fund Financial Statements** During the year, all transactions related to the Board functions or activities are reported in the general fund in order to aid financial management and to demonstrate legal compliance. The focus of governmental fund financial statements is on major funds. The general fund is a major fund and is presented in a separate column. There are no other major or non-major funds.

**B. Fund Accounting**

The Board uses funds to maintain its financial records during the fiscal year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain functions or activities. A fund is a fiscal and accounting entity with a self-balancing set of accounts. The Board utilizes the governmental category of funds.

**Governmental Funds** Governmental funds are those through which most governmental functions of the Board typically are financed. Governmental fund reporting focuses on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purpose for which they may or must be used. The general fund is the Board's only fund:

**General Fund** - The general fund accounts for all financial resources of the Board. The general fund balance is available for any purpose in accordance with each grant agreement and Ohio law.



**Area 10 WORKFORCE INVESTMENT BOARD  
RICHLAND COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2019  
(Continued)**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**C. Measurement Focus**

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

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

**D. Basis of Accounting**

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

**Revenues - Nonexchange Transactions** Nonexchange transactions, in which the Board receives value without directly giving equal value in return, include grants. On an accrual basis, revenue from grants is recognized in the year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the year when use is first permitted, matching requirements, in which the Board must provide local resources to be used for a specified purpose, and expenditure requirements, in which the resources are provided to the Board on a reimbursement basis. On a modified accrual basis, revenue from nonexchange transactions must also be available before it can be recognized. Available means that the resources will be collected within the current year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current year. For the Board, available means expected to be received within thirty days of year-end. Under the modified accrual basis, the following revenue sources are considered to be both measurable and available at year-end: Federal and State grants and subsidies.

**Deferred Inflows** A deferred inflow arises when assets are recognized before revenue recognition criteria have been satisfied. On the modified accrual basis, federal and state grants and subsidies are reported as deferred inflows because they are not available to pay liabilities of the current year.

**Unearned Revenues** Unearned revenues include grants that have been collected but the corresponding expenditures have not been incurred and certain revenues received in advance.

**Area 10 WORKFORCE INVESTMENT BOARD  
RICHLAND COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2019  
(Continued)**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**D. Basis of Accounting (Continued)**

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

This annual report is presented in a format consistent with the presentation requirements of Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments*, as applicable to the Board's basis of accounting.

**E. Cash**

The Richland County Treasurer is the custodian for the Board's cash. The Board's assets are held in Richland County's cash and investment pool, and are valued at the County Treasurer's reported carrying amount.

**F. Budgetary Process**

Richland County (the fiscal agent) requires the Board to budget its fund. The major document prepared is the budget based on the WIA grant allocation. The budgetary basis reports expenditures when a commitment is made (i.e., when an encumbrance is approved). The WIA grant allocation establishes a limit on the amounts the Board may budget. The budget is the Board's authorization to spend resources and sets annual limits on expenditures plus encumbrances at a level of control the Board selects. The Board uses the object level as its legal level of control. Individual grants are limited to their approved budget. The Board must approve any increase or decrease to the budget.

The amounts reported as the original budget in the budgetary statement reflect the amounts in the WIA grant allocation when the Board adopted the original budget. The amounts reported as the final budget in the budgetary statement reflect the amounts in the WIA grant allocation in effect at the time of the final budget.

The Board may amend the budget throughout the year with the restriction that the budget may not exceed WIA grant allocations. The amounts reported as the original budget reflect the first budget covering the entire fiscal year. The amounts reported as the final budget represent the final budget the Board passed during the year.

A budget versus actual statement for the General Fund is part of the financial statements.

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

Net Change in Fund Balance	
GAAP Basis	(\$8,890)
Net Adjustment for Revenue Accruals	38,823
Net Adjustment for Expenditure Accruals	<u>(23,252)</u>
Budget Basis	<u><u>\$6,681</u></u>

**Area 10 WORKFORCE INVESTMENT BOARD  
RICHLAND COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2019  
(Continued)**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**G. Prepaid Items**

Payments made to vendors for services that will benefit periods beyond June 30, 2019, are recorded as prepaid items using the consumption method by recording a current asset for the prepaid amount and reflecting the expense in the year in which services are consumed.

**H. Fund Balance**

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

*Nonspendable* - The nonspendable fund balance classification includes amounts that cannot be spent because they are not in spendable form or legally 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 are placed on the use of resources that are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments, or imposed by law through constitutional provisions or enabling legislation.

*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 Board (the highest level of decision making authority). Those committed amounts cannot be used for any other purpose unless the Board removes or changes the specified use by taking the same type of action (resolution) it employed to previously commit those amounts. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

*Assigned* - Amounts in the assigned fund balance classification are intended to be used by the Board for specific purposes but do not meet the criteria to be classified as restricted nor committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed. In the general fund, assigned amounts represent intended uses established by policies of the Board, which includes giving the Business Administrator the authority to constrain monies for intended purposes. The Board may also assign fund balances as it does when appropriating fund balance to cover a gap between estimates revenue and appropriations in the subsequent year's appropriated budget.

*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 only used to report a deficit fund balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

**Area 10 WORKFORCE INVESTMENT BOARD  
RICHLAND COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2019  
(Continued)**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

The Board 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.

**I. Net Position**

Net position represents the difference between assets and liabilities. Net position is reported as restricted when there are limitations imposed on their use either through constitutional provisions or enabling legislation or through external restrictions imposed by creditors, grantors or laws or regulations of other governments. The government-wide statement of net position reports \$70,471 of restricted net position.

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

**J. Estimates**

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

**3. CHANGE IN ACCOUNTING PRINCIPLES**

For fiscal year 2019, the Board has implemented GASB Statement No. 84, "Fiduciary Activities" The implementation of this statement did not have an effect on the financial statements of the Board.

**4. CASH AND DEPOSITS**

The Richland County Treasurer maintains a cash pool used by all of the County's funds, including those of the Board. The Ohio Revised Code prescribes allowable deposits and investments. At fiscal year-end, the carrying amount of the Board's deposits with the Richland County Treasurer was \$32,047 and reflected as Cash with Fiscal Agent on the financial statements. The Richland County Treasurer is responsible for maintaining adequate depositor collateral for all funds in the County's pooled cash and deposit accounts.

**5. RISK MANAGEMENT**

For the fiscal year ended June 30, 2019, the Board did not have Commercial Insurance coverage. The Board was covered by the fiscal agent's insurance policies.

**Area 10 WORKFORCE INVESTMENT BOARD  
RICHLAND COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2019  
(Continued)**

**6. CONTRACTED SERVICES**

The Board does not have any employees. They contract for accounting, administrative, use of facility and management services from other governmental agencies.

**7. CONTRACTUAL OBLIGATIONS**

On June 12, 2018, the Chief Elected Officials for the Richland-Crawford Local Workforce Development Area #10 designated Richland County as the fiscal agent for the two (2) year period, July 1, 2018 – June 30, 2020. The Richland County Auditor and Treasurer provide financial processing and accountability for the Board.

In April 2017, a Request for Proposals was released seeking qualified youth service providers. Catalyst Life Services was awarded contracts effective July 1, 2017 through June 30, 2018, and July 1, 2018 through June 30, 2019, to provide youth services to Richland County. Crawford County Job and Family Services were awarded contracts effective July 1, 2017 through June 30, 2018, and July 1, 2018 through June 30, 2019, to provide youth services to Crawford County.

**8. CONTINGENCIES**

**A. Grants**

The Board receives financial assistance from Federal and State agencies in the form of grants. Disbursing grant funds generally requires compliance with terms and conditions specified in the grant agreements and are subject to audit. Any disallowed claims resulting from such audits could become a liability. However, in the opinion of management, any such disallowed claims through June 30, 2019 will not have a material adverse effect on the Board.

**B. Litigation**

The Board is involved in no litigation as either plaintiff or defendant.

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**AREA 10 WORKFORCE INVESTMENT BOARD  
RICHLAND COUNTY**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2019  
(Prepared by management)**

<b>FEDERAL GRANTOR Pass Through Grantor Program / Cluster Title</b>	<b>Federal CFDA Number</b>	<b>Passed Through to Subrecipients</b>	<b>Total Federal Expenditures</b>
<b>U.S. DEPARTMENT OF LABOR</b>			
<i>Passed Through Ohio Department of Job and Family Services:</i>			
Employment Service/Wagner-Peyser Funded Activities Grant	17.207	\$25,817	\$25,817
Trade Adjustment Assistance	17.245	6,973	6,973
WIA Cluster:			
WIA Adult Program	17.258	468,342	468,342
WIA Adult Program/Administration		16,286	22,024
Total WIA Adult Program		<u>484,628</u>	<u>490,366</u>
WIA Youth Activities	17.259		
WIA Youth Activities/Administration		36,917	36,917
WIA Youth Program - CCMEP Program		448,979	448,979
Total WIA Youth Activities		<u>485,896</u>	<u>485,896</u>
WIA Dislocated Workers	17.278	257,025	257,025
WIA Dislocated Workers/Administration		2,226	7,697
Total WIA Dislocated Workers		<u>259,251</u>	<u>264,722</u>
Total WIA Cluster		<u>1,229,775</u>	<u>1,240,984</u>
<b>Total Expenditures of Federal Awards</b>		<b><u>\$1,262,565</u></b>	<b><u>\$1,273,774</u></b>

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

**AREA 10 WORKFORCE INVESTMENT BOARD  
RICHLAND COUNTY**

**NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
2 CFR 200.510(b)(6)  
FOR THE YEAR ENDED JUNE 30, 2019  
(Prepared by management)**

**NOTE A – BASIS OF PRESENTATION**

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) includes the federal award activity of Workforce Investment Board (the Board) under programs of the federal government for the year ended June 30, 2019. The information on this Schedule is prepared in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Board, it is not intended to and does not present the financial position, or changes in net position of the Board.

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

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in Uniform Guidance wherein certain types of expenditures may or may not be allowable or may be limited as to reimbursement.

**NOTE C – INDIRECT COST RATE**

The Board has elected not to use the 10-percent de minimis indirect cost rate as allowed under the Uniform Guidance.

**NOTE D - SUBRECIPIENTS**

The Board passes certain federal awards received from Ohio Department of Jobs and Family Services to other governments or not-for-profit agencies (subrecipients). As Note B describes, the Board reports expenditures of Federal awards to subrecipients on the accrual basis of accounting.

As a subrecipient, the Board has certain compliance responsibilities, such as monitoring its subrecipients to help assure they use these subawards as authorized by laws, regulations, and the provisions of contracts or grant agreements, and that subrecipients achieve the award's performance goals.



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Area 10 Workforce Investment Board  
Richland County  
171 Park Avenue East  
Mansfield, Ohio 44902

To the Workforce Investment Board:

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of the Area 10 Workforce Investment Board, Richland County, Ohio (the Board) as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Board's basic financial statements and have issued our report thereon dated November 29, 2019.

***Internal Control Over Financial Reporting***

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

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

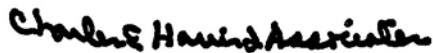
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not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

***Compliance and Other Matters***

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

***Purpose of this Report***

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



***Charles E. Harris & Associates, Inc.***  
November 29, 2019

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE  
FOR THE MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE  
REQUIRED BY THE UNIFORM GUIDANCE**

Area 10 Workforce Investment Board  
Richland County  
171 Park Avenue East  
Mansfield, Ohio 44902

To the Workforce Investment Board:

***Report on Compliance for the Major Federal Program***

We have audited the Area 10 Workforce Investment Board, Richland County, Ohio's (the Board) compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Compliance Supplement* that could have a direct and material effect on the Board's major federal program for the year ended June 30, 2019. The Board's major federal program is identified in the Summary of Auditor's Results section of the accompanying Schedule of Findings.

***Management's Responsibility***

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for the Board's major federal program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulation (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Board's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the major program. However, our audit does not provide a legal determination of the Board's compliance.

***Opinion on the Major Federal Program***

In our opinion, the Area 10 Workforce Investment Board, Richland County, Ohio complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on the major federal program for the year ended June 30, 2019.

***Report on Internal Control Over Compliance***

Management of the Board is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Board's internal control over compliance with the types of requirements that could have a direct and material effect on the major federal program, to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for the major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Board'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, in the normal course of performing their assigned functions, to prevent, or to detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *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 type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance 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 compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



***Charles E. Harris & Associates, Inc.***  
November 29, 2019

**Area 10 Workforce Investment Board  
Richland County  
Schedule of Findings  
2 CFR § 200.515  
June 30, 2019**

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

<i>(d)(1)(i)</i>	<b>Type of Financial Statement Opinion</b>	Unmodified
<i>(d)(1)(ii)</i>	<b>Were there any material weaknesses in internal control reported at the financial statement level (GAGAS)?</b>	No
<i>(d)(1)(ii)</i>	<b>Were there any significant deficiencies in internal control reported at the financial statement level (GAGAS)?</b>	No
<i>(d)(1)(iii)</i>	<b>Was there any reported material noncompliance at the financial statement level (GAGAS)?</b>	No
<i>(d)(1)(iv)</i>	<b>Were there any material weaknesses in internal control reported for major federal programs?</b>	No
<i>(d)(1)(iv)</i>	<b>Were there any significant deficiencies in internal control reported for major federal programs?</b>	No
<i>(d)(1)(v)</i>	<b>Type of Major Programs' Compliance Opinion</b>	Unmodified
<i>(d)(1)(vi)</i>	<b>Are there any reportable findings under 2 CFR § 200.516(a)?</b>	No
<i>(d)(1)(vii)</i>	<b>Major Programs (list):</b>	Workforce Investment Act (WIA) Cluster CFDA #17.258 WIA Adult Program CFDA #17.259 WIA Youth Activities CFDA #17.278 WIA Dislocated Workers
<i>(d)(1)(viii)</i>	<b>Dollar Threshold: Type A\B Programs</b>	Type A: > \$ 750,000 Type B: all others
<i>(d)(1)(ix)</i>	<b>Low Risk Auditee under 2 CFR §200.520?</b>	Yes

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

None.

**3. FINDINGS FOR FEDERAL AWARDS**

None.

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# OHIO AUDITOR OF STATE KEITH FABER



**AREA 10 WORKFORCE INVESTMENT BOARD**

**RICHLAND COUNTY**

## **CLERK'S CERTIFICATION**

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

*Susan Babbitt*

**CLERK OF THE BUREAU**

**CERTIFIED  
FEBRUARY, 4 2020**