



**Auditor of State  
Betty Montgomery**



**ARCADIA LOCAL SCHOOL DISTRICT  
HANCOCK COUNTY**

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**Auditor of State  
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**INDEPENDENT ACCOUNTANTS' REPORT**

Arcadia Local School District  
Hancock County  
19033 State Route 12  
Arcadia, Ohio 44804-9714

To the Board of Education:

We have audited the accompanying general-purpose financial statements of the Arcadia Local School District, Hancock County, (the District) as of and for the year ended June 30, 2003, as listed in the table of contents. These general-purpose financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these general-purpose 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 of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general-purpose financial statements referred to above present fairly, in all material respects, the financial position of the Arcadia Local School District, Hancock County as of June 30, 2003, and the results of its operations and the cash flows of its proprietary fund type for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated April 5, 2005 on our consideration of the District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

A handwritten signature in black ink that reads "Betty Montgomery". The signature is written in a cursive, flowing style.

**Betty Montgomery**  
Auditor of State

April 5, 2005

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**ARCADIA LOCAL SCHOOL DISTRICT  
HANCOCK COUNTY**

**Combined Balance Sheet  
All Fund Types and Account Groups  
June 30, 2003**

	Governmental Fund Types			
	General	Special Revenue	Debt Service	Capital Projects
<b>Assets and Other Debits:</b>				
<u>Assets:</u>				
Equity in Pooled Cash and Cash Equivalents	\$ 260,082	\$ 75,235	\$ 9,144	\$ 353,774
Cash and Cash Equivalents with Fiscal Agents	1,013	5,327	-	-
Receivables:				
Property Taxes	1,646,596	-	109,726	69,103
Accounts	2,004	139	-	-
Intergovernmental	1,021	1,101	-	101
Prepaid Items	6,259	1,506	-	-
Inventory Held for Resale	-	-	-	-
Materials and Supplies Inventory	6,269	-	-	-
Restricted Assets:				
Equity in Pooled Cash and Cash Equivalents	15,614	-	-	-
Fixed Assets (net, where applicable, of accumulated depreciation)	-	-	-	-
<u>Other Debits:</u>				
Amount to be Provided from General Governmental Resources	-	-	-	-
<b>Total Assets and Other Debits</b>	<b>\$ 1,938,858</b>	<b>\$ 83,308</b>	<b>\$ 118,870</b>	<b>\$ 422,978</b>

Proprietary Fund Type	Fiduciary Fund Type	Account Groups		Totals (Memorandum Only)
		General Fixed Assets	General Long-Term Obligations	
Enterprise	Agency			
\$ 6,886	\$ 18,162	\$ -	\$ -	\$ 723,283
-	-	-	-	6,340
-	-	-	-	1,825,425
27	-	-	-	2,170
-	-	-	-	2,223
9	-	-	-	7,774
2,458	-	-	-	2,458
328	-	-	-	6,597
-	-	-	-	15,614
11,063	-	2,129,579	-	2,140,642
-	-	-	344,407	344,407
<b>\$ 20,771</b>	<b>\$ 18,162</b>	<b>\$ 2,129,579</b>	<b>\$ 344,407</b>	<b>\$ 5,076,933</b>

(Continued)

**ARCADIA LOCAL SCHOOL DISTRICT  
HANCOCK COUNTY**

**Combined Balance Sheet  
All Fund Types and Account Groups  
June 30, 2003  
(Continued)**

	Governmental Fund Types			
	General	Special Revenue	Debt Service	Capital Projects
<b>Liabilities, Fund Equity, and Other Credits:</b>				
<u>Liabilities:</u>				
Accounts Payable	\$ 2,690	\$ 503	\$ -	\$ -
Contracts Payable	-	-	-	54,314
Accrued Wages and Benefits	448,881	3,207	-	-
Compensated Absences Payable	15,832	-	-	-
Intergovernmental Payable	82,323	1,489	-	-
Retainage Payable	-	-	-	1,495
Deferred Revenue	1,586,838	-	109,726	62,540
Undistributed Assets	-	-	-	-
Due to Students	-	-	-	-
Matured Bonds Payable	1,000	-	-	-
Matured Interest Payable	13	-	-	-
Notes Payable	-	-	-	468,086
Accrued Interest Payable	-	-	-	983
	<u>2,137,577</u>	<u>5,199</u>	<u>109,726</u>	<u>587,418</u>
<u>Fund Equity and Other Credits:</u>				
Investment in General Fixed Assets	-	-	-	-
Retained Earnings:				
Unreserved (Deficit)	-	-	-	-
Contributed Capital	-	-	-	-
Fund Balance:				
Reserved for Property Taxes	61,070	-	-	6,563
Reserved for Textbooks	6,161	-	-	-
Reserved for Bus Purchase	9,453	-	-	-
Reserved for Encumbrances	67,859	9,667	9,144	152,578
Unreserved (Deficit)	(343,262)	68,442	-	(323,581)
	<u>(198,719)</u>	<u>78,109</u>	<u>9,144</u>	<u>(164,440)</u>
<b>Total Liabilities, Fund Equity, and Other Credits</b>	<b>\$ 1,938,858</b>	<b>\$ 83,308</b>	<b>\$ 118,870</b>	<b>\$ 422,978</b>

SEE ACCOMPANYING NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

Proprietary Fund Type	Fiduciary Fund Type	Account Groups		Totals (Memorandum Only)
		General Fixed Assets	General Long-Term Obligations	
Enterprise	Agency			
\$ 504	\$ -	\$ -	\$ -	\$ 3,697
-	-	-	-	54,314
10,746	-	-	-	462,834
9,026	-	-	306,577	331,435
6,825	-	-	37,830	128,467
-	-	-	-	1,495
-	-	-	-	1,759,104
-	620	-	-	620
-	17,542	-	-	17,542
-	-	-	-	1,000
-	-	-	-	13
-	-	-	-	468,086
-	-	-	-	983
<u>27,101</u>	<u>18,162</u>	<u>-</u>	<u>344,407</u>	<u>3,229,590</u>
-	-	2,129,579	-	2,129,579
(93,653)	-	-	-	(93,653)
87,323	-	-	-	87,323
-	-	-	-	67,633
-	-	-	-	6,161
-	-	-	-	9,453
-	-	-	-	239,248
-	-	-	-	(598,401)
<u>(6,330)</u>	<u>-</u>	<u>2,129,579</u>	<u>-</u>	<u>1,847,343</u>
<u><u>\$ 20,771</u></u>	<u><u>\$ 18,162</u></u>	<u><u>\$ 2,129,579</u></u>	<u><u>\$ 344,407</u></u>	<u><u>\$ 5,076,933</u></u>

**ARCADIA LOCAL SCHOOL DISTRICT  
HANCOCK COUNTY**

**Combined Statement of Revenues, Expenditures, and Changes in Fund Balances  
All Governmental Fund Types  
For the Fiscal Year Ended June 30, 2003**

	Governmental Fund Types	
	General	Special Revenue
<b>Revenues:</b>		
Property Taxes	\$ 1,564,914	\$ -
Intergovernmental	1,977,675	231,610
Interest	8,219	103
Tuition and Fees	577,933	-
Extracurricular Activities	-	92,883
Gifts and Donations	58	29,468
Miscellaneous	13,421	-
Total Revenues	<u>4,142,220</u>	<u>354,064</u>
<b>Expenditures:</b>		
Current:		
Instruction:		
Regular	2,075,453	73,828
Special	387,516	81,799
Vocational	203,797	-
Support Services:		
Pupils	147,285	34,907
Instructional Staff	141,516	33,664
Board of Education	28,633	-
Administration	443,525	6,231
Fiscal	123,193	-
Operation and Maintenance of Plant	402,887	-
Pupil Transportation	310,400	-
Central	663	167
Extracurricular Activities	122,851	99,848
Capital Outlay	8,268	-
Debt Service:		
Interest and Fiscal Charges	-	-
Total Expenditures	<u>4,395,987</u>	<u>330,444</u>
Excess of Revenues Over (Under) Expenditures	<u>(253,767)</u>	<u>23,620</u>
<b>Other Financing Sources (Uses):</b>		
Sale of Fixed Assets	150	-
Operating Transfers In	-	-
Operating Transfers Out	-	-
Total Other Financing Sources (Uses)	<u>150</u>	<u>-</u>
Excess of Revenues and Other Financing Sources Over (Under) Expenditures and Other Financing Uses	<u>(253,617)</u>	<u>23,620</u>
Fund Balances at Beginning of Year	54,898	54,489
<b>Fund Balances (Deficit) at End of Year</b>	<b><u>\$ (198,719)</u></b>	<b><u>\$ 78,109</u></b>

SEE ACCOMPANYING NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

Governmental Fund Types		Totals (Memorandum Only)
Debt Service	Capital Projects	
\$ -	\$ 114,169	\$ 1,679,083
-	17,815	2,227,100
-	2,220	10,542
-	-	577,933
-	-	92,883
-	-	29,526
-	-	13,421
-	134,204	4,630,488
-	-	2,149,281
-	-	469,315
-	-	203,797
-	-	182,192
-	-	175,180
-	-	28,633
-	-	449,756
-	3,134	126,327
-	28,607	431,494
-	871	311,271
-	-	830
-	-	222,699
-	276,396	284,664
-	7,272	7,272
-	316,280	5,042,711
-	(182,076)	(412,223)
-	-	150
9,144	-	9,144
-	(9,144)	(9,144)
9,144	(9,144)	150
9,144	(191,220)	(412,073)
-	26,780	136,167
<b>\$ 9,144</b>	<b>\$ (164,440)</b>	<b>\$ (275,906)</b>

**ARCADIA LOCAL SCHOOL DISTRICT  
HANCOCK COUNTY**

**Combined Statement of Revenues, Expenditures, and Changes in Fund Balances  
Budget (Non-GAAP Basis) and Actual Comparison  
All Governmental Fund Types  
For the Fiscal Year Ended June 30, 2003**

	General Fund		
	Revised Budget	Actual	Variance Favorable (Unfavorable)
<b>Revenues:</b>			
Property Taxes	\$ 1,609,976	\$ 1,606,553	\$ (3,423)
Intergovernmental	1,952,621	1,977,441	24,820
Interest	26,000	8,219	(17,781)
Tuition and Fees	565,093	577,933	12,840
Extracurricular Activities	-	-	-
Gifts and Donations	10,500	58	(10,442)
Miscellaneous	3,300	5,410	2,110
Total Revenues	<u>4,167,490</u>	<u>4,175,614</u>	<u>8,124</u>
<b>Expenditures:</b>			
Current:			
Instruction:			
Regular	2,071,934	2,068,795	3,139
Special	387,427	386,403	1,024
Vocational	215,788	215,588	200
Support Services:			
Pupils	150,117	149,779	338
Instructional Staff	147,823	143,212	4,611
Board of Education	32,611	32,611	-
Administration	445,637	439,916	5,721
Fiscal	130,765	127,525	3,240
Operation and Maintenance of Plant	472,100	460,256	11,844
Pupil Transportation	319,061	307,814	11,247
Central	675	663	12
Non-Instructional Services	500	-	500
Extracurricular Activities	132,034	131,793	241
Capital Outlay	9,302	9,302	-
Debt Service:			
Principal Retirement	-	-	-
Interest and Fiscal Charges	-	-	-
Total Expenditures	<u>4,515,774</u>	<u>4,473,657</u>	<u>42,117</u>
Excess of Revenues Over (Under) Expenditures	<u>(348,284)</u>	<u>(298,043)</u>	<u>50,241</u>
<b>Other Financing Sources (Uses):</b>			
Sale of Fixed Assets	500	150	(350)
Proceeds of Notes	-	-	-
Refund of Prior Year Expenditures	5,000	9,494	4,494
Refund of Prior Year Receipts	(300)	(6)	294
Operating Transfers In	-	-	-
Operating Transfers Out	-	-	-
Total Other Financing Sources (Uses)	<u>5,200</u>	<u>9,638</u>	<u>4,438</u>
Excess of Revenues and Other Financing Sources Over (Under) Expenditures and Other Financing Uses	<u>(343,084)</u>	<u>(288,405)</u>	<u>54,679</u>
Fund Balances at Beginning of Year	336,254	336,254	-
Prior Year Encumbrances Appropriated	125,405	125,405	-
<b>Fund Balances at End of Year</b>	<u><u>\$ 118,575</u></u>	<u><u>\$ 173,254</u></u>	<u><u>\$ 54,679</u></u>

Special Revenue Funds			Debt Service Fund		
Revised Budget	Actual	Variance Favorable (Unfavorable)	Revised Budget	Actual	Variance Favorable (Unfavorable)
\$ -	\$ -	\$ -	\$ 33,814	\$ 33,814	\$ -
156,285	155,184	(1,101)	-	-	-
-	103	103	-	-	-
-	-	-	-	-	-
77,440	92,043	14,603	-	-	-
30,008	29,468	(540)	-	-	-
-	-	-	-	-	-
<u>263,733</u>	<u>276,798</u>	<u>13,065</u>	<u>33,814</u>	<u>33,814</u>	<u>-</u>
81,863	79,114	2,749	-	-	-
55,772	52,671	3,101	-	-	-
-	-	-	-	-	-
18,011	18,011	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
4,292	4,292	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
3,262	935	2,327	-	-	-
-	-	-	-	-	-
111,052	106,584	4,468	-	-	-
-	-	-	-	-	-
-	-	-	40,145	40,145	-
-	-	-	7,702	7,702	-
<u>274,252</u>	<u>261,607</u>	<u>12,645</u>	<u>47,847</u>	<u>47,847</u>	<u>-</u>
<u>(10,519)</u>	<u>15,191</u>	<u>25,710</u>	<u>(14,033)</u>	<u>(14,033)</u>	<u>-</u>
-	-	-	-	-	-
-	-	-	-	-	-
-	950	950	-	-	-
(50)	(50)	-	-	-	-
-	-	-	14,033	14,033	-
-	-	-	-	-	-
<u>(50)</u>	<u>900</u>	<u>950</u>	<u>14,033</u>	<u>14,033</u>	<u>-</u>
(10,569)	16,091	26,660	-	-	-
39,621	39,621	-	-	-	-
7,975	7,975	-	-	-	-
<u>\$ 37,027</u>	<u>\$ 63,687</u>	<u>\$ 26,660</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

(Continued)

**ARCADIA LOCAL SCHOOL DISTRICT  
HANCOCK COUNTY**

**Combined Statement of Revenues, Expenditures, and Changes in Fund Balances  
Budget (Non-GAAP Basis) and Actual Comparison  
All Governmental Fund Types (Continued)  
For the Fiscal Year Ended June 30, 2003  
(Continued)**

	Capital Projects Fund		
	Revised Budget	Actual	Variance Favorable (Unfavorable)
<b>Revenues:</b>			
Property Taxes	\$ 80,680	\$ 76,860	\$ (3,820)
Intergovernmental	14,132	17,714	3,582
Interest	1,168	2,220	1,052
Tuition and Fees	-	-	-
Extracurricular Activities	-	-	-
Gifts and Donations	-	-	-
Miscellaneous	-	-	-
Total Revenues	<u>95,980</u>	<u>96,794</u>	<u>814</u>
<b>Expenditures:</b>			
Current:			
Instruction:			
Regular	-	-	-
Special	-	-	-
Vocational	-	-	-
Support Services:			
Pupils	-	-	-
Instructional Staff	-	-	-
Board of Education	-	-	-
Administration	2,807	2,807	-
Fiscal	3,450	3,134	316
Operation and Maintenance of Plant	101,354	72,343	29,011
Pupil Transportation	1,000	871	129
Central	-	-	-
Non-Instructional Services	-	-	-
Extracurricular Activities	-	-	-
Capital Outlay	488,988	380,936	108,052
Debt Service:			
Principal Retirement	-	-	-
Interest and Fiscal Charges	-	-	-
Total Expenditures	<u>597,599</u>	<u>460,091</u>	<u>137,508</u>
Excess of Revenues Over (Under) Expenditures	<u>(501,619)</u>	<u>(363,297)</u>	<u>138,322</u>
<b>Other Financing Sources (Uses):</b>			
Sale of Fixed Assets	-	-	-
Proceeds of Notes	500,500	500,500	-
Refund of Prior Year Expenditures	-	-	-
Refund of Prior Year Receipts	-	-	-
Operating Transfers In	-	-	-
Operating Transfers Out	(14,033)	(14,033)	-
Total Other Financing Sources (Uses)	<u>486,467</u>	<u>486,467</u>	<u>-</u>
Excess of Revenues and Other Financing Sources Over (Under) Expenditures and Other Financing Uses	(15,152)	123,170	138,322
Fund Balances at Beginning of Year	3,550	3,550	-
Prior Year Encumbrances Appropriated	20,162	20,162	-
<b>Fund Balances at End of Year</b>	<u><u>\$ 8,560</u></u>	<u><u>\$ 146,882</u></u>	<u><u>\$ 138,322</u></u>

SEE ACCOMPANYING NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

Totals (Memorandum Only)

Revised Budget	Actual	Variance Favorable (Unfavorable)
\$ 1,724,470	\$ 1,717,227	\$ (7,243)
2,123,038	2,150,339	27,301
27,168	10,542	(16,626)
565,093	577,933	12,840
77,440	92,043	14,603
40,508	29,526	(10,982)
3,300	5,410	2,110
<u>4,561,017</u>	<u>4,583,020</u>	<u>22,003</u>
2,153,797	2,147,909	5,888
443,199	439,074	4,125
215,788	215,588	200
168,128	167,790	338
147,823	143,212	4,611
32,611	32,611	-
452,736	447,015	5,721
134,215	130,659	3,556
573,454	532,599	40,855
320,061	308,685	11,376
3,937	1,598	2,339
500	-	500
243,086	238,377	4,709
498,290	390,238	108,052
40,145	40,145	-
7,702	7,702	-
<u>5,435,472</u>	<u>5,243,202</u>	<u>192,270</u>
<u>(874,455)</u>	<u>(660,182)</u>	<u>214,273</u>
500	150	(350)
500,500	500,500	-
5,000	10,444	5,444
(350)	(56)	294
14,033	14,033	-
(14,033)	(14,033)	-
<u>505,650</u>	<u>511,038</u>	<u>5,388</u>
(368,805)	(149,144)	219,661
379,425	379,425	-
153,542	153,542	-
<u>\$ 164,162</u>	<u>\$ 383,823</u>	<u>\$ 219,661</u>

**ARCADIA LOCAL SCHOOL DISTRICT  
HANCOCK COUNTY**

**Statement of Revenues, Expenses, and Changes in Fund Equity  
Enterprise Fund  
For the Fiscal Year Ended June 30, 2003**

<b>Operating Revenues:</b>	
Sales	<u>\$ 126,832</u>
<b>Operating Expenses:</b>	
Salaries	64,408
Fringe Benefits	22,941
Purchased Services	7,666
Materials and Supplies	2,988
Cost of Sales	70,452
Depreciation	774
Total Operating Expenses	<u>169,229</u>
Operating Loss	<u>(42,397)</u>
<b>Non-Operating Revenues:</b>	
Federal Donated Commodities	20,672
Operating Grants	26,944
Interest	29
Total Non-Operating Revenues	<u>47,645</u>
Net Income	5,248
Retained Deficit at Beginning of Year	<u>(98,901)</u>
Retained Deficit at End of Year	(93,653)
Contributed Capital at Beginning and End of Year	<u>87,323</u>
<b>Total Fund Deficit at End of Year</b>	<b><u>\$ (6,330)</u></b>

SEE ACCOMPANYING NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

**ARCADIA LOCAL SCHOOL DISTRICT  
HANCOCK COUNTY**

**Statement of Revenues, Expenses, and Changes in Fund Balance  
Budget (Non-GAAP Basis) and Actual Comparison  
Enterprise Fund  
For the Fiscal Year Ended June 30, 2003**

	Revised Budget	Actual	Variance Favorable (Unfavorable)
<b>Revenues:</b>			
Sales	\$ 128,450	\$ 126,847	\$ (1,603)
Operating Grants	26,000	26,944	944
Interest	50	29	(21)
Total Revenues	154,500	153,820	(680)
<b>Expenses:</b>			
Salaries	68,240	66,479	1,761
Fringe Benefits	21,490	21,443	47
Purchased Services	7,740	7,666	74
Materials and Supplies	57,030	52,576	4,454
Total Expenses	154,500	148,164	6,336
Excess of Revenues Over Expenses	-	5,656	5,656
Fund Balance at Beginning of Year	-	-	-
<b>Fund Balance at End of Year</b>	<b>\$ -</b>	<b>\$ 5,656</b>	<b>\$ 5,656</b>

SEE ACCOMPANYING NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

**ARCADIA LOCAL SCHOOL DISTRICT  
HANCOCK COUNTY**

**Statement of Cash Flows  
Enterprise Fund  
For the Fiscal Year Ended June 30, 2003**

**Increase (Decrease) in Cash and Cash Equivalents**

<u>Cash Flows from Operating Activities:</u>	
Cash Received from Customers	\$ 126,847
Cash Payments for Salaries	(66,479)
Cash Payments for Fringe Benefits	(21,156)
Cash Payments for Goods and Services	(60,192)
Net Cash Used for Operating Activities	<u>(20,980)</u>
 <u>Cash Flows from Noncapital Financing Activities:</u>	
Cash Received from Operating Grants	26,944
 <u>Cash Flows from Investing Activities:</u>	
Cash Received from Interest	<u>29</u>
Net Increase in Cash and Cash Equivalents	5,993
Cash and Cash Equivalents at Beginning of Year	893
<b>Cash and Cash Equivalents at End of Year</b>	<b><u><u>\$ 6,886</u></u></b>

**Reconciliation of Operating Loss  
to Net Cash Used for Operating Activities:**

Operating Loss	\$ (42,397)
 <u>Adjustments to Reconcile Operating Loss to Net Cash Used for Operating Activities:</u>	
Depreciation	774
Donated Commodities Received During Year	20,672
<u>Changes in Assets and Liabilities:</u>	
Decrease in Accounts Receivable	15
Decrease in Prepaid Items	3
Decrease in Inventory Held for Resale	153
Decrease in Materials and Supplies Inventory	39
Increase in Accounts Payable	504
Increase in Accrued Wages and Benefits	715
Decrease in Compensated Absences Payable	(2,517)
Increase in Intergovernmental Payable	1,059
<b>Net Cash Used for Operating Activities</b>	<b><u><u>\$ (20,980)</u></u></b>

**Non-Cash Transactions**

During fiscal year 2003, the Food Service enterprise fund received donated commodities in the amount of \$20,672.

SEE ACCOMPANYING NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

**ARCADIA LOCAL SCHOOL DISTRICT  
HANCOCK COUNTY**

**Notes to the General Purpose Financial Statements  
For the Fiscal Year Ended June 30, 2003**

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

Arcadia 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 guidelines.

The School District was established in 1937. The School District serves an area of approximately seventy-two square miles and is located in Hancock and Seneca Counties. The School District is the 583<sup>rd</sup> largest in the State of Ohio (among 612 school districts) in terms of enrollment. It is staffed by twenty-six classified employees, forty-six certified teaching personnel, and four administrative employees who provide services to 637 students and other community members. The School District currently operates an elementary/middle/high school.

**Reporting Entity**

A reporting entity is composed of the primary government, component units, and other organizations that are included to insure the financial statements 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 Arcadia Local School District, this includes general operations, food service, and student related activities of the School District.

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 organizations' 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 organizations' 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. Component units may also include 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. There are no component units of the Arcadia Local School District.

The School District participates in six jointly governed organizations and two insurance pools. These organizations are the Northwest Ohio Area Computer Services Cooperative, Millstream Cooperative Vocational Career Center, Hancock County Local Professional Development Committee, Northwestern Ohio Educational Research Council, Inc., West Central Regional Professional Development, Northwest Ohio Special Education Regional Resource Center, Hancock County Schools Insurance Consortium Group Health Plan, and NOACSC Workers' Compensation Group Rating Plan. Information about these organizations is presented in Notes 17 and 18 to the combined financial statements.

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

The financial statements of Arcadia Local School District 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. The School District also applies Financial Accounting Standards Board (FASB) statements and interpretations issued on or before November 30, 1989, to the enterprise fund

**ARCADIA LOCAL SCHOOL DISTRICT  
HANCOCK COUNTY**

**Notes to the General Purpose Financial Statements  
For the Fiscal Year Ended June 30, 2003  
(Continued)**

provided they do not conflict with or contradict GASB pronouncements. Following are the more significant of the School District's accounting policies.

**A. Basis of Presentation - Fund Accounting**

The School District uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain School District functions or activities.

A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special restrictions or limitations. An account group is a financial reporting device designed to provide accountability for certain assets and liabilities not recorded in the funds because they do not directly affect net available expendable resources.

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

Governmental Fund Types

Governmental funds are those through which most governmental functions of the School District are financed. The acquisition, use, and balances of the School District's expendable financial resources and the related current liabilities (except those accounted for in proprietary funds) are accounted for through governmental funds. The following are the School District's governmental fund types:

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

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

Debt Service Fund - The debt service fund is used to account for the accumulation of resources for, and the payment of, general long-term obligation principal, interest, and related costs.

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

Proprietary Fund Type

Proprietary funds are used to account for the School District's ongoing activities which are similar to those found in the private sector. The following is the School District's proprietary fund type:

Enterprise Fund - The enterprise fund is used to account for activities that are financed and operated in a manner similar to private business enterprises where the intent is that the costs

**ARCADIA LOCAL SCHOOL DISTRICT  
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**Notes to the General Purpose Financial Statements  
For the Fiscal Year Ended June 30, 2003  
(Continued)**

(expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges or where it has been decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

Fiduciary Fund Types

Fiduciary funds are used to account for assets held by the School District in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds. For the School District, this consists of agency funds, which are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

Account Groups

To make a clear distinction between fixed assets related to specific funds and those of general government, and between long-term liabilities related to specific funds and those of a general nature, the following account groups are used:

General Fixed Assets Account Group - This account group is established to account for all fixed assets of the School District, except those accounted for in proprietary funds.

General Long-Term Obligations Account Group - This account group is established to account for all long-term obligations of the School District, except those accounted for in proprietary funds.

**B. Measurement Focus and Basis of Accounting**

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental fund types are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

The enterprise fund is accounted for using a flow of economic resources measurement focus. With this measurement focus, all assets and all liabilities associated with the operation of this fund are included on the balance sheet. Fund equity (i.e., net total assets) is segregated into contributed capital and retained earnings components. The enterprise fund operating statement presents increases (e.g., revenues) and decreases (e.g., expenses) in net total assets.

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made.

The modified accrual basis of accounting is followed for the governmental fund types and agency funds. The full accrual basis of accounting is followed for the enterprise fund.

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On the modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available.

**ARCADIA LOCAL SCHOOL DISTRICT  
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**Notes to the General Purpose Financial Statements  
For the Fiscal Year Ended June 30, 2003  
(Continued)**

Available means the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For the School District, available means expected to be received within sixty days of fiscal year end.

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

Under the modified accrual basis, the following revenue sources are considered both measurable and available at fiscal year end: property taxes available as an advance, grants, interest, tuition, and student fees.

Deferred revenues arise when assets are recognized before revenue recognition criteria have been satisfied. Property taxes for which there was an enforceable legal claim as of June 30, 2003, but which were levied to finance fiscal year 2004 operations, are recorded as deferred revenue. Grants and entitlements received before the eligibility requirements are met are also recorded as deferred revenue. On the modified accrual basis, revenues that are not collected within the available period are recorded as deferred revenue.

On the accrual basis, 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.

### **C. Budgetary Process**

The budgetary process is prescribed by provisions of the Ohio Revised Code and entails the preparation of budgetary documents within an established timetable. The major documents prepared are the tax budget, the certificate of estimated resources, and the appropriation resolution, all of which are prepared on the budgetary basis of accounting. The certificate of estimated resources and the appropriation resolution are subject to amendment throughout the year with the legal restriction that appropriations by fund cannot exceed estimated resources, as certified.

All funds, other than agency funds, are legally required to be budgeted and appropriated. The legal level of budgetary control is at the function level within the General Fund and at the fund level in all other funds. Any budgetary modifications at this level may only be made by resolution of the Board of Education. Budgetary allocations at the object level in the General Fund and at the function and object level within all other funds are made by the School District Treasurer.

The Eisenhower, Title VI-B, Drug Free, and Early Childhood Preschool special revenue funds are flow through grants in which the Hancock County Educational Service Center is the primary recipient.

**ARCADIA LOCAL SCHOOL DISTRICT  
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**Notes to the General Purpose Financial Statements  
For the Fiscal Year Ended June 30, 2003  
(Continued)**

Budgetary information for these funds is not included within the School District's reporting entity for which the "appropriated budget" is adopted.

Tax Budget

Prior to January 15, the Superintendent and Treasurer submit, to the Board of Education, a proposed operating budget for the fiscal year commencing the following July 1. The budget includes proposed expenditures and the means of financing for all funds. Public hearings are publicized and conducted to obtain taxpayers' comments. The express purpose of this budget document is to reflect the need for existing or increased tax rates.

By no later than January 20, the Board-adopted budget is filed with the Hancock County Budget Commission for rate determination.

Estimated Resources

Prior to April 1, the Board of Education accepts, by formal resolution, the tax rates, as determined by the County Budget Commission, and receives the commission's certificate of estimated resources, which states the projected revenue of each fund. Prior to June 30, the School District must revise its budget so that total contemplated expenditures from any fund during the ensuing fiscal year will not exceed the amount stated in the certificate of estimated resources. The revised budget then serves as the basis for the appropriation measure. On or about July 1, the certificate of estimated resources is amended to include any unencumbered cash balances from the preceding fiscal year. The certificate of estimated resources may be further amended during the year if projected increases or decreases in revenue are identified by the School District Treasurer. The amounts reported on the budgetary statements reflect the amounts on the amended certificate of estimated resources in effect at the time of final appropriations were passed by the Board.

Appropriations

Upon receipt from the County Auditor of an amended certificate of estimated resources, based on final assessed values and tax rates, or a certificate saying no new certificate is necessary, the annual appropriation resolution is legally enacted by the Board of Education. Prior to the passage of the annual appropriation measure, the Board may pass a temporary appropriation measure to meet the ordinary expenses of the School District. The total of expenditures and encumbrances may not exceed the appropriation totals at any legal level of control.

The Board may pass supplemental fund appropriations as long as the total appropriations by fund do not exceed the amounts set forth in the most recent certificate of estimated resources. During the year, several supplemental appropriation resolutions were legally enacted.

The budget figures which appear in the statements of budgetary comparisons represent the final appropriation amounts passed during the fiscal year. Formal budgetary integration is employed as a management control device during the year for all funds, except agency funds and funds held by the Hancock County Educational Service Center, consistent with statutory provisions.

Encumbrances

As part of formal budgetary control, purchase orders, contracts, and other commitments for the expenditure of monies are recorded as the equivalent of expenditures on the non-GAAP budgetary basis

**ARCADIA LOCAL SCHOOL DISTRICT  
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**Notes to the General Purpose Financial Statements  
For the Fiscal Year Ended June 30, 2003  
(Continued)**

in order to reserve that portion of the applicable appropriation. On the GAAP basis, encumbrances outstanding at fiscal year end are reported as a reservation of fund balance for subsequent-year expenditures for governmental fund types and reported in the notes to the financial statements for the enterprise fund.

Lapsing of Appropriations

At the close of each fiscal year, the unencumbered balance of each appropriation reverts to the respective fund from which it was appropriated and becomes subject to future appropriation. Encumbered appropriations are carried forward to the succeeding fiscal year and are not reappropriated.

**D. Cash and Investments**

To improve cash management, cash received by the School District is pooled. 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" on the combined balance sheet.

Cash and cash equivalents held for the School District by the Hancock County Educational Service Center and Sky Bank, who services the School District's bond and coupon payments, are included on the combined balance sheet as "Cash and Cash Equivalents with Fiscal Agents".

During fiscal year 2003, investments were limited to STAR Ohio. STAR Ohio is an investment pool, managed by the State Treasurer's Office, which allows governments within the State to pool their funds for investment purposes. STAR Ohio is not registered with the SEC as an investment company, but does operate in a manner consistent with Rule 2a7 of the Investment Company Act of 1940. Investments in STAR Ohio are valued at STAR Ohio's share price, which is the price the investment could be sold for on June 30, 2003.

Following Ohio statutes, the Board of Education has, by resolution, specified the funds to receive an allocation of interest earnings. Interest revenue credited to the General Fund during fiscal year 2003 was \$8,219, which included \$2,014 from other School District funds.

For purposes of the statement of cash flows and for presentation on the combined balance sheet, investments of the cash management pool and investments with an original maturity of three months or less at the time they are purchased by the School District are considered to be cash equivalents. Investments with an initial maturity of more than three months, and not purchased from the pool, are reported as investments.

**E. Prepaid Items**

Payments made to vendors for services that will benefit periods beyond June 30, 2003, are recorded as prepaid items using the consumption method. A current asset for the prepaid amount is recorded at the time of purchase and an expenditure/expense is reported in the year in which services are consumed.

**F. Inventory**

Inventory is stated at cost on a first-in first-out basis and is expended/expensed when used. Inventory in the governmental funds consists of expendable supplies held for consumption. Inventory in the enterprise fund consists of donated and purchased food.

**ARCADIA LOCAL SCHOOL DISTRICT  
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**Notes to the General Purpose Financial Statements  
For the Fiscal Year Ended June 30, 2003  
(Continued)**

**G. Restricted Assets**

Restricted assets in the General Fund represent cash and cash equivalents whose use is limited by legal requirements. Restricted assets represent amounts required by State statute to be set aside for the purchase of textbooks and other instructional materials and unexpended revenues restricted for the purchase of school buses.

**H. Fixed Assets and Depreciation**

General fixed assets are not capitalized in the funds used to acquire or construct them. Instead, capital acquisition and construction costs are reflected as expenditures in governmental funds, and the related assets are reported in the general fixed assets account group. Fixed assets utilized in the enterprise fund are capitalized in the fund. All fixed assets are capitalized at cost (or estimated historical cost) and updated for additions and reductions during the year. Donated fixed assets are recorded at their fair market value as of the date received. The School District maintains a capitalization threshold of one thousand dollars. The School District does not have any infrastructure.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not capitalized. Improvements are capitalized. Improvements to the enterprise fund fixed assets are depreciated over the remaining useful lives of the related fixed assets.

Assets in the general fixed assets account group are not depreciated. Depreciation of furniture and equipment in the enterprise fund is computed using the straight-line method over an estimated useful life of four to twenty years.

**I. Compensated Absences**

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

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

For governmental funds, the current portion of unpaid compensated absences is the amount expected to be paid using available expendable resources. These amounts are recorded in the account "Compensated Absences Payable" in the fund from which the employees who have accumulated unpaid leave are paid. The remainder is reported in the general long-term obligations account group. In the enterprise fund, the entire amount of compensated absences is reported as a fund liability.

**J. Accrued Liabilities and Long-Term Obligations**

In general, governmental fund payables and accrued liabilities are reported as obligations of the funds regardless of whether they will be liquidated with current resources. However, compensated absences

**ARCADIA LOCAL SCHOOL DISTRICT  
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**Notes to the General Purpose Financial Statements  
For the Fiscal Year Ended June 30, 2003  
(Continued)**

and contractually required pension contributions that will be paid from governmental funds are reported as liabilities in the general long-term obligations account group to the extent that they will not be paid with current available expendable resources. Payments made more than sixty days after fiscal year end are considered not to have used current available expendable resources.

Long-term debt and other obligations financed by the enterprise fund are reported as liabilities in the fund.

**K. Contributed Capital**

Contributed capital represents resources from other funds, other governments, and private sources provided to the enterprise fund prior to fiscal year 2001 that is not subject to repayment. These assets are recorded at their fair market value on the date donated. Depreciation on those assets acquired or constructed with contributed resources is expensed and closed to unreserved retained earnings at fiscal year end.

Capital contributions received from other governments and private sources subsequent to fiscal year 2000 are reported as retained earnings.

**L. Fund Balance Reserves**

The School District reserves those portions of fund equity which are legally segregated for a specific future use or which do not represent available expendable resources and, therefore, are not available for appropriation or expenditure. Unreserved fund balance indicates that portion of fund equity which is available for appropriation in future periods. Fund equity reserves have been established for property taxes, textbooks, bus purchase, and encumbrances.

The reserve for property taxes represents taxes recognized as revenue under generally accepted accounting principles but not available for appropriation under State statute.

**M. Interfund Transactions**

Quasi-external transactions are accounted for as revenues and expenditures, or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed.

Nonrecurring or nonroutine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers.

**N. Estimates**

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

**O. Total Columns on General Purpose Financial Statements**

Total columns on the general purpose financial statements are captioned "Totals (Memorandum Only)" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position or results of operations in conformity with generally accepted accounting principles.

**ARCADIA LOCAL SCHOOL DISTRICT  
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**Notes to the General Purpose Financial Statements  
For the Fiscal Year Ended June 30, 2003  
(Continued)**

Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

**NOTE 3 - ACCOUNTABILITY**

At June 30, 2003, the General Fund had a deficit fund balance, in the amount of \$198,719. In March 2004, the voters of the School District passed a 6.9 mill four-year emergency levy that will generate approximately \$440,000 per year for the General Fund, and in November 2004, the voters of the School District passed 1 percent five-year income tax levy that will generate approximately \$584,000 per year for the General Fund.

The Permanent Improvement capital projects fund had a deficit fund balance of \$164,440. The deficit was caused by the requirement to report the tax anticipation note liability in the fund receiving the note proceeds. The deficit will be alleviated when the notes are paid.

The Food Service enterprise fund had deficit retained earnings of \$93,653, which was the result of accumulated operating losses from prior years.

**NOTE 4 - BUDGETARY BASIS OF ACCOUNTING**

While the School District is reporting financial position, results of operations, and changes in fund balances/retained earnings on the basis of generally accepted accounting principles (GAAP), the budgetary basis as provided by law is based upon accounting for certain transactions on a basis of cash receipts, disbursements, and encumbrances. The Combined Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget (Non-GAAP Basis) and Actual - All Governmental Fund Types and the Statement of Revenues, Expenses, and Changes in Fund Balance - Budget (Non-GAAP Basis) and Actual - Enterprise Fund are presented on the budgetary basis to provide a meaningful comparison of actual results with the budget. The major differences between the budget basis and GAAP basis are that:

1. Revenues are recorded when received in cash (budget basis) as opposed to when susceptible to accrual (GAAP basis).
2. Expenditures/expenses are recorded when paid in cash (budget basis) as opposed to when the liability is incurred (GAAP basis).
3. Encumbrances are treated as expenditures/expenses for all funds (budget basis) rather than as a reservation of fund balance for governmental fund types and as note disclosure in the enterprise fund (GAAP basis).
4. Although not part of the appropriated budget, the Eisenhower, Title VI-B, Drug Free, and Early Childhood Preschool special revenue funds are included as part of the reporting entity when preparing financial statements that conform with GAAP.

**ARCADIA LOCAL SCHOOL DISTRICT  
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**Notes to the General Purpose Financial Statements  
For the Fiscal Year Ended June 30, 2003  
(Continued)**

The following tables summarize the adjustments necessary to reconcile the GAAP and budgetary basis statements by fund type.

Excess of Revenues and Other Financing Sources  
Over (Under) Expenditures and Other Financing Uses  
All Governmental Fund Types

	General	Special Revenue	Debt Service	Capital Projects
GAAP Basis	\$ (253,617)	\$ 23,620	\$ 9,144	\$ (191,220)
Increase (Decrease) Due To:				
Revenue Accruals:				
Accrued FY 2002, Received in Cash FY 2003	105,671	475	-	3,068
Accrued FY 2003, Not Yet Received in Cash	(62,783)	(1,240)	-	(6,664)
Expenditure Accruals:				
Accrued FY 2002, Paid in Cash FY 2003	(549,610)	(1,462)	-	-
Accrued FY 2003, Not Yet Paid in Cash	549,726	5,199	-	56,792
Cash Adjustments:				
Unrecorded Activity FY 2002	24,133	-	-	-
Unrecorded Activity FY 2003	(26,815)	-	-	-
Prepaid Items	(1,577)	99	-	-
Materials and Supplies Inventory	2,094	-	-	-
Proceeds of Notes	-	-	-	500,500
Note Principal Retirement	-	-	(32,414)	-
Note Interest	-	-	(6,289)	6,289
Reallocation of Debt Activity	-	-	38,703	(38,703)
Excess of Revenues Under Expenditures for Nonbudgeted Funds	-	948	-	-
Encumbrances Outstanding at Fiscal Year End (Budget Basis)	(75,627)	(11,548)	(9,144)	(206,892)
Budget Basis	<u>\$ (288,405)</u>	<u>\$ 16,091</u>	<u>\$ -</u>	<u>\$ 123,170</u>

**ARCADIA LOCAL SCHOOL DISTRICT  
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**Notes to the General Purpose Financial Statements  
For the Fiscal Year Ended June 30, 2003  
(Continued)**

Net Income/Excess of Revenues Over Expenses	
Enterprise Fund	
GAAP Basis	\$ 5,248
Increase (Decrease) Due To:	
Revenue Accruals:	
Accrued FY 2002, Received in Cash FY 2003	42
Accrued FY 2003, Not Yet Received in Cash	(27)
Expense Accruals:	
Accrued FY 2002, Paid in Cash FY 2003	(27,340)
Accrued FY 2003, Not Yet Paid in Cash	27,101
Cash Adjustments:	
Unrecorded Activity FY 2002	893
Unrecorded Activity FY 2003	(1,032)
Prepaid Items	3
Inventory Held for Resale	153
Materials and Supplies Inventory	39
Depreciation Expense	774
Encumbrances Outstanding at Fiscal Year End (Budget Basis)	(198)
Budget Basis	\$ 5,656

**NOTE 5 - DEPOSITS AND INVESTMENTS**

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

Active deposits are public deposits necessary to meet current demands on the treasury. Such monies must be maintained either as cash in the 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 the Board of Education has identified as not required for use within the current five year period of designation of depositories. Inactive deposits must either be evidenced by certificates of deposit maturing not later than the end of the current period of designation of depositories, or by savings or deposit accounts including, but not limited to, passbook accounts.

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

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

**ARCADIA LOCAL SCHOOL DISTRICT  
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**Notes to the General Purpose Financial Statements  
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(Continued)**

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

1. United States Treasury bills, bonds, notes, or any other obligation or security issued by the United States Treasury, or any other obligation guaranteed as to principal and interest by the United States;
2. Bonds, notes, debentures, or any other obligation or security issued by any federal government agency or instrumentality including, but not limited to, the Federal National Mortgage Association, Federal Home Loan Bank, Federal Farm Credit Bank, Federal Home Loan Mortgage Corporation, Government National Mortgage Association, and Student Loan Marketing Association. All federal agency securities shall be direct issuances of federal government agencies or instrumentalities;
3. Written repurchase agreements in the securities listed above provided the market value of the securities subject to the repurchase agreement must exceed the principal value of the agreement by at least 2 percent and be marked to market daily, and the term of the agreement must not exceed thirty days;
4. Bonds and other obligations of the State of Ohio;
5. No-load money market mutual funds consisting exclusively of obligations described in division (1) or (2) and repurchase agreements secured by such obligations, provided that investments in securities described in this division are made only through eligible institutions;
6. The State Treasurer's investment pool (STAR Ohio);
7. Certain bankers' acceptances and commercial paper notes for a period not to exceed one hundred eighty days in an amount not to exceed 25 percent of interim monies available for investment at any one time; and
8. Under limited circumstances, debt interests rated in either of the two highest rated classifications by at least two nationally recognized rating agencies.

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

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

At fiscal year end, the School District had \$1,030 in undeposited cash on hand which is included on the balance sheet of the School District as part of "Equity in Pooled Cash and Cash Equivalents".

At fiscal year end, the School District had \$5,327 in cash and cash equivalents held by the Hancock County Educational Service Center, which is included on the balance sheet as part of the "Cash and Cash Equivalent with Fiscal Agents". The Educational Service Center holds this flow through grant

**ARCADIA LOCAL SCHOOL DISTRICT  
HANCOCK COUNTY**

**Notes to the General Purpose Financial Statements  
For the Fiscal Year Ended June 30, 2003  
(Continued)**

money for the School District together with that of other school districts, and therefore, the School District cannot classify this money by risk under GASB Statement No. 3.

The following information classifies deposits and investments by categories of risk as defined in GASB Statement No. 3, "Deposits with Financial Institutions, Investments (including Repurchase Agreements), and Reverse Repurchase Agreements".

At fiscal year end, the carrying amount of the School District's deposits was \$558,803 and the bank balance was \$616,263. Of the bank balance \$181,013 was covered by federal depository insurance and \$435,250 was uninsured and uncollateralized. Although all State 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's investments are categorized to give an indication of the level of risk assumed by the School District at fiscal year end. Category 1 includes investments that are insured or registered for which the securities are held by the School District or the School District's agent in the School District's name. Category 2 includes uninsured and unregistered investments for which the securities are held by counterparty's trust department or agent in the School District's name. Category 3 includes uninsured and unregistered investments for which the securities are held by the counterparty, or by its trust department or agent but not in the School District's name. The School District's investment in STAR Ohio is unclassified since it is not evidenced by securities that exist in physical or book entry form. At June 30, 2003, the fair value of funds on deposit with STAR Ohio was \$180,077.

The classification of cash and cash equivalents and investments on the combined balance sheet is based on criteria set forth in GASB Statement No. 9, "Reporting Cash Flows of Proprietary and Nonexpendable Trust Funds and Governmental Entities That Use Proprietary Fund Accounting". A reconciliation between the classification of cash and cash equivalents and investments on the combined balance sheet and the classification of deposits and investments according to GASB Statement No. 3 is as follows:

	Cash and Cash Equivalents/ Deposits	Investments
GASB Statement No. 9	\$ 745,237	\$ -
Cash on Hand	(1,030)	-
Cash and Cash Equivalents with Educational Service Center	(5,327)	-
Investments:		
STAR Ohio	(180,077)	180,077
GASB Statement No. 3	\$ 558,803	\$ 180,077

**NOTE 6 - PROPERTY TAXES**

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

**ARCADIA LOCAL SCHOOL DISTRICT  
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**Notes to the General Purpose Financial Statements  
For the Fiscal Year Ended June 30, 2003  
(Continued)**

Property taxes include amounts levied against all real property, public utility property, and tangible personal (used in business) property located in the School District. Real property tax revenues received in calendar year 2003 represent the collection of calendar year 2002 taxes. Real property taxes received in calendar year 2003 were levied after April 1, 2002, on the assessed values as of January 1, 2002, the lien date. Assessed values for real property taxes are established by State statute at 35 percent of appraised market value. Real property taxes are payable annually or semiannually. If paid annually, payment is due December 31; if paid semiannually, the first payment is due December 31, with the remainder payable by June 20. Under certain circumstances, State statute permits alternate payment dates to be established.

Public utility property tax revenues received in calendar year 2003 represent the collection of calendar year 2002 taxes. Public utility real and tangible personal property taxes received in calendar year 2003 became a lien on December 31, 2001, were levied after April 1, 2002, and are collected with real property taxes. Public utility real property is assessed at 35 percent of true value; public utility tangible personal property is currently assessed at varying percentages of true value.

Tangible personal property tax revenues received in calendar year 2003 (other than public utility property) represent the collection of calendar year 2003 taxes. Tangible personal property taxes received in calendar year 2003 were levied after April 1, 2002, on the value as of December 31, 2002. Tangible personal property is currently assessed at 25 percent of true value for capital assets and 24 percent for inventory. Amounts paid by multi-county taxpayers are due September 20. Single county taxpayers may pay annually or semiannually. If paid annually, payment is due April 30; if paid semiannually, the first payment is due April 30, with the remainder payable by September 20. Tangible personal property taxes paid by April 30 are usually received by the School District prior to June 30.

The School District receives property taxes from Hancock and Seneca Counties. The County Auditors periodically advance to the School District its portion of the taxes collected. Second-half real property tax payments collected by the counties by June 30, 2003, are available to finance fiscal year 2003 operations. The amount available to be advanced can vary based on the date the tax bills are sent.

Accrued property taxes receivable represents real property, public utility property, and tangible personal property taxes which were measurable as of June 30, 2003, and for which there was an enforceable legal claim. Although total property tax collections for the next fiscal year are measurable, only the amount of real property taxes available as an advance at June 30 was levied to finance current fiscal year operations and is reflected as revenue at fiscal year end. The portion of the receivable not levied to finance current fiscal year operations is offset by a credit to deferred revenue.

The amount available as an advance at June 30, 2003, was \$61,070 in the General Fund and \$6,563 in the Permanent Improvement capital projects fund. The amount available as an advance at June 30, 2002, was \$102,709 in the General Fund and \$3,068 in the Permanent Improvement capital projects fund.

The assessed values upon which the fiscal year 2003 taxes were collected are:

**ARCADIA LOCAL SCHOOL DISTRICT  
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**Notes to the General Purpose Financial Statements  
For the Fiscal Year Ended June 30, 2003  
(Continued)**

	2002 Second- Half Collections		2003 First- Half Collections	
	Amount	Percent	Amount	Percent
Agricultural/Residential	\$ 42,841,440	69.43%	\$ 44,194,880	69.20%
Industrial/Commercial	5,783,490	9.37%	5,806,220	9.09%
Public Utility	10,309,980	16.71%	10,678,940	16.72%
Tangible Personal	2,768,598	4.49%	3,189,614	4.99%
Total Assessed Value	<u>\$ 61,703,508</u>	<u>100.00%</u>	<u>\$ 63,869,654</u>	<u>100.00%</u>
Tax rate per \$1,000 of assessed valuation	<u>\$ 36.97</u>		<u>\$ 38.97</u>	

**NOTE 7 - RECEIVABLES**

Receivables at June 30, 2003, consisted of property taxes, accounts (student fees and billings for user charged services), and intergovernmental receivables. All receivables are considered collectible in full due to the ability to foreclose for the nonpayment of taxes, the stable condition of State programs, and the current year guarantee of federal funds. Student fees are also considered collectible due to the withholding of diplomas and grade cards. Accounts receivable at June 30 were \$2,170. An intergovernmental receivable, in the amount of \$1,021, was recorded in the General Fund, in the amount of \$1,101, in the Title I special revenue fund, and, in the amount of \$101, in the Permanent Improvement capital projects fund.

**NOTE 8 - FIXED ASSETS**

A summary of the enterprise fund's fixed assets at June 30, 2003, follows:

Furniture and Equipment	\$ 72,555
Less Accumulated Depreciation	(61,492)
Net Fixed Assets	<u>\$ 11,063</u>

A summary of the changes in general fixed assets during fiscal year 2003 follows:

Asset Category	Balance at 06/30/02	Additions	Reductions	Balance at 06/30/03
Land and Improvements	\$ 88,803	\$ 150,612	\$ -	\$ 239,415
Buildings and Improvements	787,577	32,086	-	819,663
Furniture, Fixtures, and Equipment	470,758	19,681	9,007	481,432
Vehicles	418,822	63,908	22,130	460,600
Construction in Progress	-	128,469	-	128,469
Totals	<u>\$ 1,765,960</u>	<u>\$ 394,756</u>	<u>\$ 31,137</u>	<u>\$ 2,129,579</u>

**ARCADIA LOCAL SCHOOL DISTRICT  
HANCOCK COUNTY**

**Notes to the General Purpose Financial Statements  
For the Fiscal Year Ended June 30, 2003  
(Continued)**

**NOTE 9 - RISK MANAGEMENT**

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 2003, the School District contracted for the following insurance coverage:

Coverage provided by Mid American Fire and Casualty is as follows:

Blanket Coverage (Buildings and Contents/Boiler and Machinery, Inland Marine, Employee Dishonesty, and Commercial Crime)	\$ 15,000,000
General School District Liability	
Per Occurrence	1,000,000
Total per Year	2,000,000

Coverage provided by Indiana Insurance Company is as follows:

Automobile Liability	1,000,000
Uninsured Motorists	1,000,000
Medical Payments - per person	5,000

Coverage provided by Mid Western Indemnity

Umbrella Liability Insurance	2,000,000
------------------------------	-----------

Settled claims have not exceeded this commercial coverage in any of the past three years, and there has been no significant reduction in coverage from the prior fiscal year.

The School District participates in the Hancock County Schools Insurance Consortium Group Health Plan (Plan), a public entity shared risk pool consisting of seven local school districts, the Hancock County Educational Service Center, and the Blanchard Valley Board of Mental Retardation/Developmental Disabilities. The School District pays monthly premiums to the Plan for employee medical, dental, and life insurance benefits. The Plan is responsible for the management and operations of the program. Upon withdrawal from the Plan, a participant is responsible for the payment of all Plan liabilities to its employees, dependents, and designated beneficiaries accruing as a result of withdrawal.

For fiscal year 2003, the School District participated in the NOACSC Workers' Compensation Group Rating Plan (Plan), an insurance purchasing pool. The Plan is intended to achieve the benefit of a reduced premium for the School District by virtue of its grouping and representation with other participants in the Plan. The workers' compensation experience of the participating members is calculated as one experience and a common premium rate is applied to all members in the Plan. Each member pays its workers' compensation premiums to the State based on the rate for the Plan rather than its individual rate.

Participation in the Plan is limited to members that can meet the Plan's selection criteria. The members apply for participation each year. The firm of Acordia Workers' Compensation Services provides administrative, cost control, and actuarial services to the Plan. Each year, the School District pays an enrollment fee to the Plan to cover the costs of administering the program.

**ARCADIA LOCAL SCHOOL DISTRICT  
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**Notes to the General Purpose Financial Statements  
For the Fiscal Year Ended June 30, 2003  
(Continued)**

**NOTE 10 - CONTRACTUAL COMMITMENT**

At June 30, 2003, the School District had the following significant contractual commitment:

Vendor	Contract Amount	Contract Remaining Amount
Charles Associates	\$ 131,051	\$ 131,051

**NOTE 11 - DEFINED BENEFIT PENSION PLANS**

**A. State Teachers Retirement System**

The School District contributes to the State Teachers Retirement System of Ohio (STRS), a cost-sharing multiple employer public employee retirement system administered by the State Teachers Retirement Board. STRS provides retirement and disability benefits to members and death and survivor benefits to beneficiaries. Benefits are established by Chapter 3307 of the Ohio Revised Code. STRS issues a publicly available financial report that includes financial statements and required supplementary information. The report may be obtained by writing to the State Teachers Retirement System, 275 East Broad Street, Columbus, Ohio 43215-3771.

New members have a choice of three retirement plans, a Defined Benefit Plan (DBP), a Defined Contribution Plan (DCP), and a Combined Plan (CP). The DBP offers an annual retirement allowance based on final average salary multiplied by a percentage that varies based on years of service or on an allowance based on member contributions and earned interest matched by STRS funds multiplied by an actuarially determined annuity factor. The DCP allows members to place all of their member contributions and employer contributions equal to 10.5 percent of earned compensation into an investment account. Investment decisions are made by the member. A member is eligible to receive a retirement benefit at age fifty and termination of employment. The CP offers features of both the DBP and DCP. In the CP, member contributions are invested by the member and employer contributions are used to fund the defined benefit payment at a reduced level from the regular DBP. DCP and CP members will transfer to the DBP during their fifth year of membership unless they permanently select the DCP or CP. Existing members with less than five years of service credit as of June 30, 2001, were given the option of making a one time irrevocable decision to transfer their account balance from the existing DBP into the DCP or CP. This option expired on December 31, 2001.

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

For the fiscal year ended June 30, 2003, plan members were required to contribute 9.3 percent of their annual covered salary and the School District was required to contribute 14 percent; 13 percent was the portion used to fund pension obligations. Contribution rates are established by STRS, upon recommendation of its consulting actuary, not to exceed statutory maximum rates of 10 percent for members and 14 percent for employers.

**ARCADIA LOCAL SCHOOL DISTRICT  
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**Notes to the General Purpose Financial Statements  
For the Fiscal Year Ended June 30, 2003  
(Continued)**

The School District's required contribution for pension obligations for the DBP for the fiscal years ended June 30, 2003, 2002, and 2001, was \$274,591, \$191,917, and \$184,477, respectively; 84 percent has been contributed for fiscal year 2003 and 100 percent has been contributed for fiscal years 2002 and 2001. Contributions for the DCP and CP for the fiscal year ended June 30, 2003, were \$1,650 made by the School District and \$5,901 made by plan members.

**B. School Employees Retirement System**

The School District contributes to the School Employees Retirement System of Ohio (SERS), a cost-sharing multiple employer defined benefit pension plan administered by the School Employees Retirement Board. SERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to members and beneficiaries. Authority to establish and amend benefits is provided by Chapter 3309 of the Ohio Revised Code. SERS issues a publicly available financial report that includes financial statements and required supplementary information. The report may be obtained by writing to the School Employees Retirement System, 300 East Broad Street, Suite 100, Columbus, Ohio 43215-3746.

For the fiscal year ended June 30, 2003, plan members were required to contribute 9 percent of their annual covered salary and the School District was required to contribute an actuarially determined rate. The rate for fiscal year 2003 was 14 percent of annual covered payroll; 8.17 percent was the portion used to fund pension obligations. The contribution requirements of plan members and employers are established and may be amended, up to statutory maximum amounts, by the SERS Retirement Board. The School District's required contribution for pension obligations to SERS for the fiscal years ended June 30, 2003, 2002, and 2001, were \$46,513, \$27,204, and \$21,630, respectively; 44 percent has been contributed for fiscal year 2003 and 100 percent has been contributed for fiscal years 2002 and 2001.

**C. Social Security System**

Effective July 1, 1991, all employees not otherwise covered by the State Teachers Retirement System or the School Employees Retirement System have an option to choose Social Security or the State Teachers Retirement System/School Employees Retirement System. As of June 30, 2003, two of the Board of Education members have elected Social Security. The Board's liability is 6.2 percent of wages paid.

**NOTE 12 - POSTEMPLOYMENT BENEFITS**

The School District provides comprehensive health care benefits to retired teachers and their dependents through the State Teachers Retirement System (STRS), and to retired classified employees and their dependents through the School Employees Retirement System (SERS). Benefits include hospitalization, physicians' fees, prescription drugs, and reimbursement of monthly Medicare premiums. Benefit provisions and the obligation to contribute are established by the Systems based on authority granted by State statute. Both systems are funded on a pay-as-you-go basis.

The State Teachers Retirement Board has statutory authority over how much, if any, of the health care costs will be absorbed by STRS. Most benefit recipients pay a portion of the health care cost in the form of a monthly premium. By law, the cost of coverage paid from STRS funds shall be included in the employer contribution rate, currently 14 percent of covered payroll. For fiscal year 2003, the Board allocated employer contributions equal to 1 percent of covered payroll to the Health Care Reserve Fund. For the School District, this amount was \$21,249.

**ARCADIA LOCAL SCHOOL DISTRICT  
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**Notes to the General Purpose Financial Statements  
For the Fiscal Year Ended June 30, 2003  
(Continued)**

STRS pays health care benefits from the Health Care Reserve Fund. The balance in the Fund was \$2.8 million at June 30, 2003. For the fiscal year ended June 30, 2003, net health care costs paid by STRS were \$352.301 million, and STRS had 108,294 eligible benefit recipients.

For SERS, coverage is made available to service retirees with ten or more years of qualifying service credit, and to disability and survivor benefit recipients. Members retiring on or after August 1, 1989, with less than twenty-five years of service credit, must pay a portion of their premium for health care. The portion is based on years of service up to a maximum of 75 percent of the premium.

For the fiscal year ended June 30, 2003, employer contributions to fund health care benefits were 5.83 percent of covered payroll. In addition, SERS levies a surcharge to fund health care benefits equal to 14 percent of the difference between a minimum pay and the member's pay, pro-rated for partial service credit. For fiscal year 2003, the minimum pay was established at \$14,500. For the School District, the amount to fund health care benefits, including the surcharge, was \$46,616 for fiscal year 2003.

The surcharge, added to the unallocated portion of the 14 percent employer contribution rate, provides for maintenance of the asset target level for the health care fund. The target level for the health care reserve is 150 percent of annual health care expenses. Expenses for health care at June 30, 2003, were \$204.931 million, and the target level was \$307.4 million. At June 30, 2003, SERS had net assets available for payment of health care benefits of \$303.6 million. SERS has approximately 50,000 participants currently receiving health care benefits.

**NOTE 13 - OTHER EMPLOYEE BENEFITS**

**A. Compensated Absences**

The criteria for determining vacation and sick leave benefits are derived from negotiated agreements and State laws. Classified employees earn ten to twenty days of vacation per year, depending upon length of service. Accumulated unused vacation time is paid to classified employees and administrators upon termination of employment. Teachers do not earn vacation time. Teachers, administrators, and classified employees earn sick leave at a rate of one and one-fourth days per month. Sick leave may be accumulated up to a maximum of one-hundred eighty days for all school personnel. Upon retirement, payment is made for three-tenths of their accrued, but unused sick leave credit to a maximum of fifty-four days.

**B. Health Care Benefits**

The School District provides medical, dental, and life insurance to all employees through the Hancock County Schools Insurance Consortium Group Health Plan. Depending upon the plan chosen, the employees share the cost of monthly premium with the Board. The premium varies with employee depending on the terms of the union contract.

**NOTE 14 - NOTES PAYABLE**

During fiscal year 2003, the School District issued \$500,500 in tax anticipation notes for the construction of a handicap entrance and a roof replacement. The notes were issued under the authority of Ohio Revised Code Sections 133.24 and 5705.19 for a five year period, with final maturity during fiscal year 2008. The notes have an interest rate of 3.62 percent. During fiscal year 2003, principal, in the amount

**ARCADIA LOCAL SCHOOL DISTRICT  
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**Notes to the General Purpose Financial Statements  
For the Fiscal Year Ended June 30, 2003  
(Continued)**

of \$32,414, was retired from the Permanent Improvement capital projects fund. The outstanding balance at June 30, 2003, was \$468,086.

Principal and interest requirements to retire the notes at June 30, 2003, were as follows:

Fiscal Year Ending June 30,	Principal	Interest	Total
2004	\$ 94,074	\$ 15,652	\$ 109,726
2005	97,627	12,099	109,726
2006	101,271	8,455	109,726
2007	105,050	4,675	109,725
2008	70,064	959	71,023
Totals	<u>\$ 468,086</u>	<u>\$ 41,840</u>	<u>\$ 509,926</u>

**NOTE 15 - LONG-TERM OBLIGATIONS**

The changes in the School District's long-term obligations during fiscal year 2003 were as follows:

	Balance at 06/30/02	Additions	Reductions	Balance at 06/30/03
Compensated Absences Payable	\$ 282,414	\$ 24,163	\$ -	\$ 306,577
Intergovernmental Payable	36,080	37,830	36,080	37,830
Total General Long-Term Obligations	<u>\$ 318,494</u>	<u>\$ 61,993</u>	<u>\$ 36,080</u>	<u>\$ 344,407</u>

Compensated absences and intergovernmental payables, representing the School District's contractually required pension contributions, will be paid from the fund from which the employees' salaries are paid.

The School District's overall debt margin was \$5,280,183 with an unvoted debt margin of \$63,870 at June 30, 2003.

**NOTE 16 - 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 purchase of textbooks and other instructional materials, and an equal amount for the acquisition and construction of capital improvements. Amounts not spent by the end of the fiscal year or offset by similarly restricted resources received during the fiscal year must be held in cash at fiscal year end. These amounts must be carried forward and used for the same purposes in future years. In prior years, the School District was also required to set aside money for budget stabilization.

The following cash basis information identifies the changes in the fund balance reserves for textbooks, capital improvements, and budget stabilization during fiscal year 2003.

**ARCADIA LOCAL SCHOOL DISTRICT  
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**Notes to the General Purpose Financial Statements  
For the Fiscal Year Ended June 30, 2003  
(Continued)**

	Textbooks	Capital Improvements	Budget Stabilization
Balance June 30, 2002	\$ 348	\$ -	\$ 12,799
Current Year Set Aside Requirement	80,810	80,810	-
Current Year Offsets	-	(71,237)	-
Qualifying Expenditures	(74,997)	(9,573)	(12,799)
Balance June 30, 2003	<u>\$ 6,161</u>	<u>\$ -</u>	<u>\$ -</u>

**NOTE 17 - JOINTLY GOVERNED ORGANIZATIONS**

**A. Northwest Ohio Area Computer Services Cooperative**

The School District is a participant in the Northwest Ohio Area Computer Services Cooperative (NOACSC), which is a computer consortium. NOACSC is an association of public school districts within the boundaries of Allen, Hancock, Mercer, Paulding, Putnam, and Van Wert Counties, and the Cities of St. Marys and Wapakoneta. The organization was formed for the purpose of applying modern technology with the aid of computers and other electronic equipment to administrative and instructional functions among member school districts. The governing board of NOACSC consists of two representatives from each county elected by majority vote of all charter member school districts within each county. During fiscal year 2003, the School District paid \$7,711 to NOACSC for various services. Financial information can be obtained from Michael Wildermuth, who serves as Director, 645 South Main Street, Lima, Ohio 45804.

**B. Millstream Cooperative Vocational Career Center**

The Millstream Cooperative Vocational Career Center (Career Center) is a distinct political subdivision of the State of Ohio established under Section 3313.90 of the Ohio Revised Code. The Career Center provides vocational instruction to students. The Career Center operates under the direction of an Advisory Council consisting of the superintendent of each participating school district and one additional representative appointed by the Findlay City School District. The Treasurers from the Hancock and Putnam County Educational Service Centers serve in an ex-officio capacity for all meetings. Financial information can be obtained from the Findlay City School District, Michael Barnhart, who serves as Treasurer, 227 South West Street, Findlay, Ohio 45840-3377.

**C. Hancock County Local Professional Development Committee**

The Hancock County Local Professional Development Committee (HCLPDC) was established in 1999 to plan, promote, and facilitate effective and efficient professional educator license renewal standards and staff development activities. The HCLPDC is organized under Ohio laws as a regional council of governments pursuant to a written agreement entered into by its members. The HCLPDC is governed by a thirteen member Executive Board. Financial information can be obtained from the Hancock County Educational Service Center, who serves as fiscal agent, 7746 County Road 140, Findlay, Ohio 45840.

**D. Northwestern Ohio Educational Research Council, Inc.**

The Northwestern Ohio Educational Research Council, Inc. (NOERC) is a jointly governed organization formed to bring educational entities into a better understanding of their common educational problems,

**ARCADIA LOCAL SCHOOL DISTRICT  
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**Notes to the General Purpose Financial Statements  
For the Fiscal Year Ended June 30, 2003  
(Continued)**

facilitate and conduct practical educational research, coordinate educational research among members, provide a means for evaluating and disseminating the results of research, serve as a repository for research and legislative materials, and provide opportunities for training. The NOERC serves a twenty-five county area in Northwest Ohio. The Board of Directors consists of superintendents from two educational service centers, two exempted village school districts, five local school districts, and five city school districts, as well as representatives from two private or parochial schools and three institutions of higher education. Each active member is entitled to one vote on all issues addressed by the Board of Directors. During fiscal year 2003, the School District paid \$160 to the NOERC for various services. Financial information can be obtained from the Northwestern Ohio Educational Research Council, Inc., Box 456, Ashland, Ohio 44805.

**E. West Central Regional Professional Development Center**

The West Central Regional Professional Development Center (Center) is a jointly governed organization among the school districts in Allen, Auglaize, Hancock, Hardin, Mercer, Paulding, Putnam, and Van Wert Counties. The organization was formed to establish an articulated regional structure for professional development in which school districts, the business community, higher education, and other groups cooperatively plan and implement effective professional development activities that are tied directly to school improvement, and in particular, to improvements in instructional programs.

The Center is governed by a fifty-two member board made up of representatives from the participating school districts, the business community, and two institutions of higher learning. The degree of control exercised by any participating school district is limited to its representation on the Board. Financial information can be obtained from Sandy Knudson, Hancock County Educational Service Center, 7746 County Road 140, Findlay, Ohio 45840.

**F. Northwest Ohio Special Education Regional Resource Center**

The Northwest Ohio Special Education Regional Resource Center (SERRC) is a jointly governed organization formed to initiate, expand, and improve special education programs and services for children with disabilities and their parents. The SERRC is made up of school districts from Defiance, Fulton, Hancock, Henry, Lucas, Ottawa, Paulding, Putnam, Sandusky, Seneca, Van Wert, Williams, and Wood counties. The SERRC is governed by a thirty-three member board consisting of twenty-six superintendents, one director of student services, one parent representative, one representative from a community school, one representative from a mental health board, one representative from a parent advisory council, one representative from Bowling Green State University, and one representative from the University of Toledo. The degree of control exercised by any participating school district is limited to its representation on the Board. Financial information can be obtained from David Michel, Eastwood Local Schools, 4800 Sugar Ridge Road, Pemberville, Ohio 43450.

**NOTE 18 - INSURANCE POOLS**

**A. Hancock County Schools Health Benefit Fund and Trust**

The Hancock County Schools Insurance Consortium Group Health Plan (Plan) is a public entity shared risk pool consisting of seven local school districts, the Hancock County Educational Service Center, and the Blanchard Valley Board of Mental Retardation/Developmental Disabilities. The Plan is a Voluntary Employee Benefit Association under Section 501(c)(9) of the Internal Revenue Code and provides medical, dental, vision, and life insurance benefits to the employees of the participants. Each

**ARCADIA LOCAL SCHOOL DISTRICT  
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**Notes to the General Purpose Financial Statements  
For the Fiscal Year Ended June 30, 2003  
(Continued)**

participant's superintendent is appointed to an Administrative Committee which advises the Trustee, Sky Bank, concerning aspects of the administration of the Plan.

Each participant decides which plans offered by the Administrative Committee will be extended to its employees. Participation in the Plan is by written application subject to acceptance by the Administrative Committee and payment of the monthly premiums. Financial information can be obtained from Aaron Moore, Sky Insurance, P.O. Box 10079, 1695 Indian Wood Circle, Maumee, OH 43537.

**B. NOACSC Workers' Compensation Group Rating Plan**

The School District participates in a group rating plan for workers' compensation as established under § 4123.29 of the Ohio Revised Code. The NOACSC Workers' Compensation Group Rating Plan (Plan) was established through the Northwest Ohio Area Computer Services Cooperative (NOACSC) as an insurance purchasing pool.

The Safety Coordinator of NOACSC or his designee serves as coordinator of the Plan. Each year, the participating members pay an enrollment fee to the Plan to cover the costs of administering the program.

**NOTE 19 - STATE SCHOOL FUNDING DECISION**

On December 11, 2002, the Ohio Supreme Court issued its latest opinion regarding the State's school funding plan. The decision reaffirmed earlier decisions that Ohio's current school funding decision is unconstitutional.

The Supreme Court relinquished jurisdiction over the case and directed "...the Ohio General Assembly to enact a school funding scheme that is thorough and efficient..."

The School District is currently unable to determine what effect, if any, this decision will have its future State funding and on its financial operations.

**NOTE 20 - CONTINGENT LIABILITIES**

**A. Grants**

The School District received financial assistance from federal and state agencies in the form of grants. The expenditure of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and is subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the General Fund or other applicable funds. However, in the opinion of management, any such disallowed claims will not have a material adverse effect on the overall financial position of the School District at June 30, 2003.

**B. Litigation**

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

**ARCADIA LOCAL SCHOOL DISTRICT  
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**Notes to the General Purpose Financial Statements  
For the Fiscal Year Ended June 30, 2003  
(Continued)**

**NOTE 21 - SUBSEQUENT EVENT**

In March 2004, the voters of the School District passed a 6.9 mill four-year emergency levy that will generate approximately \$440,000 per year for the General Fund, and in November 2004, the voters of the School District passed 1 percent five-year income tax levy that will generate approximately \$584,000 per year for the General Fund.



**Auditor of State  
Betty Montgomery**

**INDEPENDENT ACCOUNTANTS' REPORT ON COMPLIANCE AND ON INTERNAL  
CONTROL REQUIRED BY *GOVERNMENT AUDITING STANDARDS***

Arcadia Local School District  
Hancock County  
19033 State Route 12  
Arcadia, Ohio 44804-9714

To the Board of Education:

We have audited the financial statements of the Arcadia Local School District, Hancock County, (the District) as of and for the year ended June 30, 2003, and have issued our report thereon dated April 5, 2005. 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 to determine our auditing procedures in order to express our opinions on the financial statements and not to opine on the internal control over financial reporting. Our consideration of the internal control would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts material to the financial statements we audited may occur and not be timely detected by employees when performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider material weaknesses. In a separate letter to the District's management dated April 5, 2005, we reported a matter involving internal control over financial reporting.

**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 no instances of noncompliance or other matters we must report under *Government Auditing Standards*. In a separate letter to the District's management dated April 5, 2005, we reported other matters related to noncompliance we deemed immaterial.

Arcadia Local School District  
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Control Required by *Government Auditing Standards*  
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We intend this report solely for the information and use of the audit committee, management, and the Board of Education. It is not intended for anyone other than these specified parties.

A handwritten signature in black ink that reads "Betty Montgomery". The signature is written in a cursive, flowing style.

**Betty Montgomery**  
Auditor of State

April 5, 2005



**Auditor of State  
Betty Montgomery**

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**ARCADIA LOCAL SCHOOL DISTRICT**

**HANCOCK 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  
MAY 10, 2005**