

**BERLIN-MILAN LOCAL  
SCHOOL DISTRICT**

**ERIE COUNTY, OHIO**

**BASIC FINANCIAL STATEMENTS  
(AUDITED)**

***FOR THE FISCAL YEAR ENDED  
JUNE 30, 2004***

**DON BREON, TREASURER**





**Auditor of State  
Betty Montgomery**

Board of Education  
Berlin Milan Local School District  
140 South Main Street  
Milan, Ohio 44846

We have reviewed the Independent Auditor's Report of the Berlin Milan Local School District, Erie County, prepared by Trimble, Julian & Grube, Inc., for the audit period July 1, 2003 through June 30, 2004. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The Berlin Milan Local School District is responsible for compliance with these laws and regulations.

*Betty Montgomery*

BETTY MONTGOMERY  
Auditor of State

January 27, 2005

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**BERLIN-MILAN LOCAL SCHOOL DISTRICT**  
**ERIE COUNTY, OHIO**  
**BASIC FINANCIAL STATEMENTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2004**

TABLE OF CONTENTS

Independent Auditor's Report .....	1 - 2
Management's Discussion and Analysis .....	3 - 12
Basic Financial Statements:	
Government-Wide Financial Statements:	
Statement of Net Assets .....	13
Statement of Activities .....	14
Fund Financial Statements:	
Balance Sheet - Governmental Funds .....	15
Reconciliation of Total Governmental Fund Balances to Net Assets of Governmental Activities.....	16
Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds.....	17
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities .....	18
Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual (Non GAAP Budgetary Basis) - General Fund.....	19
Statement of Fiduciary Net Assets - Fiduciary Fund.....	20
Notes to the Basic Financial Statements.....	21 - 44
Supplemental Data:	
Schedule of Receipts and Expenditures of Federal Awards .....	45
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With <i>Government Auditing Standards</i> .....	46 - 47
Report on Compliance With Requirements Applicable to Its Major Federal Program and on Internal Control Over Compliance in Accordance With <i>OMB Circular A-133</i> .....	48 - 49
Schedule of Findings <i>OMB Circular A-133 § .505</i> .....	50 - 52

# TRIMBLE, JULIAN & GRUBE, INC.

“SERVING OHIO LOCAL GOVERNMENTS”

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## Independent Auditor's Report

Board of Education  
Berlin-Milan Local School District  
140 South Main Street  
Milan, Ohio 44846-9770

We have audited the accompanying financial statements of the governmental activities, its major fund, and the aggregate remaining fund information of the Berlin-Milan Local School District, Erie County, (the “District”) as of and for the fiscal year ended June 30, 2004, which collectively comprise the District’s basic financial statements, as listed in the table of contents. These financial statements are the responsibility of the Berlin-Milan Local School District’s management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *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 the 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 opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, its major fund, and the aggregate remaining fund information of the Berlin-Milan Local School District, Erie County, Ohio, as of June 30, 2004, and the respective changes in financial position there of and the respective budgetary comparison for the general fund for the fiscal 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 December 17, 2004, on our consideration of the District’s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The management’s discussion and analysis is not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Independent Auditor's Report  
Berlin-Milan Local School District  
Page Two

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The accompanying schedule of receipts and expenditures of federal awards is presented for purposes of additional analysis as required by U. S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the basic financial statements of the District. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

A handwritten signature in cursive script that reads "Trimble, Julian & Grube, Inc.".

Trimble, Julian & Grube, Inc.  
December 17, 2004

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004  
UNAUDITED

The management's discussion and analysis of the Berlin Milan Local School District's ("the District") financial performance provides an overall review of the District's financial activities for the fiscal year ended June 30, 2004. The intent of this discussion and analysis is to look at the District's financial performance as a whole; readers should also review the basic financial statements and the notes to the basic financial statements to enhance their understanding of the District's financial performance.

**Financial Highlights**

Key financial highlights for 2004 are as follows:

- In total, net assets of governmental activities decreased \$579,046 which represents a 9.33% decrease from 2003.
- General revenues accounted for \$13,475,951 in revenue or 88.65% of all revenues. Program specific revenues in the form of charges for services and sales, grants and contributions accounted for \$1,725,483 or 11.35% of total revenues of \$15,201,434.
- The District had \$15,780,480 in expenses related to governmental activities; only \$1,725,483 of these expenses was offset by program specific charges for services and sales, grants or contributions. General revenues supporting governmental activities (primarily taxes and unrestricted grants and entitlements) of \$13,475,951 were not adequate to provide for these programs.
- The District's only major governmental fund is the general fund. The general fund had \$12,567,116 in revenues and \$13,450,714 in expenditures. During fiscal year 2004, the general fund's fund balance decreased \$900,435 from \$2,732,883 to \$1,832,448.

**Using the Basic Financial Statements**

This annual report consists of a series of financial statements and notes to those statements. These statements are organized so the reader can understand the District as a financial whole, an entire operating entity. The statements then proceed to provide an increasingly detailed look at specific financial activities.

The *Statement of Net Assets* and *Statement of Activities* provide information about the activities of the whole District, presenting both an aggregate view of the District's finances and a longer-term view of those finances. Fund financial statements provide the next level of detail. For governmental funds, these statements tell how services were financed in the short-term as well as what remains for future spending. The fund financial statements also look at the District's most significant funds with all other nonmajor funds presented in total in one column. In the case of the District, the general fund is by far the most significant fund, and the only governmental fund reported as a major fund.

**Reporting the District as a Whole**

*Statement of Net Assets and the Statement of Activities*

While this document contains the large number of funds used by the District to provide programs and activities, the view of the District as a whole looks at all financial transactions and asks the question, "How did we do financially during 2004?" The *Statement of Net Assets* and the *Statement of Activities* answer this question. These statements include *all assets, liabilities, revenues and expenses* using the *accrual basis of accounting* similar to the accounting used by most private-sector companies. This basis of accounting will take into account all of the current year's revenues and expenses regardless of when cash is received or paid.

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004  
UNAUDITED

These two statements report the District's *net assets* and changes in those assets. This change in net assets is important because it tells the reader that, for the District as a whole, the *financial position* of the District has improved or diminished. The causes of this change may be the result of many factors, some financial, some not. Non-financial factors include the District's property tax base, current property tax laws in Ohio restricting revenue growth, facility conditions, required educational programs and other factors.

In the Statement of Net Assets and the Statement of Activities, the Governmental Activities include the District's programs and services, including instruction, support services, operation and maintenance of plant, pupil transportation, extracurricular activities, and food service operations.

The District's statement of net assets and statement of activities can be found on pages 13-14 of this report.

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

***Fund Financial Statements***

The analysis of the District's major governmental fund begins on page 9. Fund financial reports provide detailed information about the District's major funds. The District uses many funds to account for a multitude of financial transactions. However, these fund financial statements focus on the District's most significant funds. The District's only major governmental fund is the general fund.

***Governmental Funds***

Most of the District's activities are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end available for spending in future periods. These funds are reported using an accounting method called *modified accrual* accounting, which measures cash and all other *financial assets* than can readily be converted to cash. The governmental fund financial statements provide a detailed *short-term* view of the District's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance educational programs. The relationship (or differences) between governmental *activities* (reported in the Statement of Net Assets and the Statement of Activities) and governmental *funds* is reconciled in the basic financial statements. The basic governmental fund financial statements can be found on pages 15-19 of this report.

***Reporting the District's Fiduciary Responsibilities***

The District acts in a trustee capacity as an agent for individuals. These activities are reported in an agency fund. All of the District's fiduciary activities are reported in a separate Statement of Fiduciary Net Assets on page 20. These activities are excluded from the District's other financial statements because the assets cannot be utilized by the District to finance its operations.

***Notes to the Basic Financial Statements***

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. These notes to the basic financial statements can be found on pages 21-44 of this report.

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004  
UNAUDITED

**The District as a Whole**

The Statement of Net Assets provides the perspective of the District as a whole.

The table below provides a summary of the District's net assets for 2004 and 2003.

	<b>Net Assets</b>	
	Governmental Activities 2004	Governmental Activities 2003
<b><u>Assets</u></b>		
Current and other assets	\$ 10,456,104	\$ 11,752,520
Capital assets	<u>3,677,071</u>	<u>3,566,919</u>
Total assets	<u>14,133,175</u>	<u>15,319,439</u>
<b><u>Liabilities</u></b>		
Current liabilities	7,707,939	7,701,549
Long-term liabilities	<u>795,484</u>	<u>1,409,092</u>
Total liabilities	<u>8,503,423</u>	<u>9,110,641</u>
<b><u>Net Assets</u></b>		
Invested in capital assets, net of related debt	3,444,484	2,647,307
Restricted	329,668	951,072
Unrestricted	<u>1,855,600</u>	<u>2,610,419</u>
Total net assets	<u>\$ 5,629,752</u>	<u>\$ 6,208,798</u>

Over time, net assets can serve as a useful indicator of a government's financial position. At June 30, 2004, the District's assets exceeded liabilities by \$5,629,752. At year-end, unrestricted net assets were \$1,855,600.

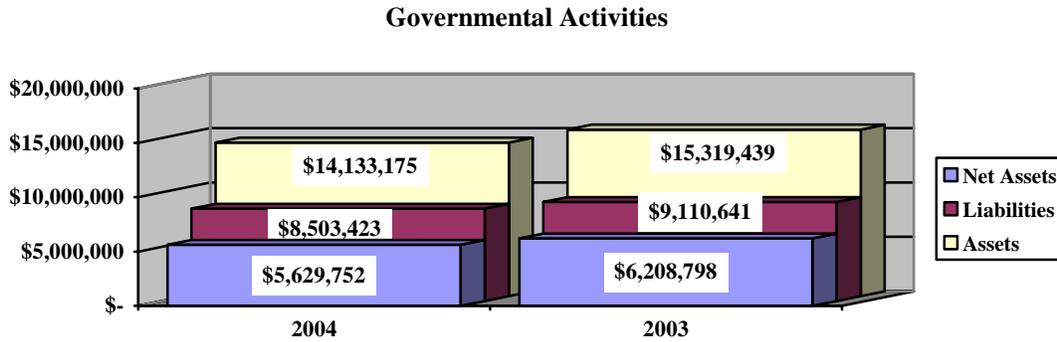
At year-end, capital assets represented 26.02% of total assets. Capital assets include land, land improvements, buildings and improvements, furniture and equipment and vehicles. Capital assets, net of related debt to acquire the assets at June 30, 2004, were \$3,444,484. These capital assets are used to provide services to the students and are not available for future spending. Although the District's investment in capital assets is reported net of related debt, it should be noted that the resources to repay the debt must be provided from other sources, since capital assets may not be used to liquidate these liabilities.

A portion of the District's net assets, \$329,668, represents resources that are subject to external restriction on how they may be used. The remaining balance of unrestricted net assets of \$1,855,600 may be used to meet the District's ongoing obligations to the students and creditors.

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004  
UNAUDITED

The graph below presents the District's governmental activities assets, liabilities and net assets for fiscal years 2004 and 2003:



The table below shows the change in net assets for fiscal year 2004 and 2003.

	<b>Change in Net Assets</b>	
	Governmental Activities 2004	Governmental Activities 2003
	<u>2004</u>	<u>2003</u>
<b><u>Revenues</u></b>		
Program revenues:		
Charges for services and sales	\$ 771,861	\$ 793,753
Operating grants and contributions	946,498	680,863
Capital grants and contributions	7,124	63,556
General revenues:		
Property taxes	6,774,002	6,450,877
Grants and entitlements	6,633,566	6,419,171
Investment earnings	44,992	116,626
Miscellaneous	<u>23,391</u>	<u>40,312</u>
Total revenues	\$ <u>15,201,434</u>	\$ <u>14,565,158</u>

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004  
UNAUDITED

**Change in Net Assets**

	Governmental Activities <u>2004</u>	Governmental Activities <u>2003</u>
<b><u>Expenses</u></b>		
Program expenses:		
Instruction:		
Regular	\$ 7,096,615	\$ 6,294,683
Special	1,909,117	1,769,845
Vocational	90,432	93,011
Other	254,799	162,956
Support services:		
Pupil	849,751	777,660
Instructional staff	591,753	571,430
Board of education	27,283	15,894
Administration	1,289,772	1,234,426
Fiscal	299,758	285,799
Operations and maintenance	1,225,975	1,327,178
Pupil transportation	729,368	623,126
Central	134,799	131,418
Other non-instructional services	1,198	-
Food service operations	544,836	532,229
Extracurricular activities	691,922	680,682
Interest and fiscal charges	<u>43,102</u>	<u>66,383</u>
Total expenses	<u>15,780,480</u>	<u>14,566,720</u>
Decrease in net assets	<u>\$ (579,046)</u>	<u>\$ (1,562)</u>

**Governmental Activities**

Net assets of the District's governmental activities decreased \$579,046. Total governmental expenses of \$15,780,480 were offset by program revenues of \$1,725,483 and general revenues of \$13,475,951. Program revenues supported 10.93% of the total governmental expenses.

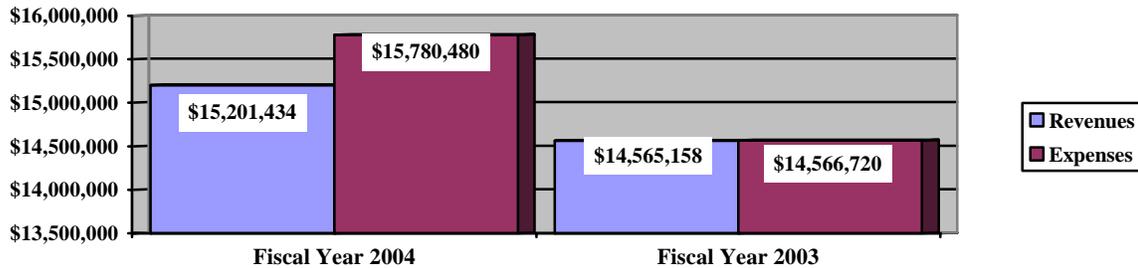
The primary sources of revenue for governmental activities are derived from property taxes and grants and entitlements. These revenue sources represent 88.20% of total governmental revenue. Real estate property is reappraised every six years

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004  
UNAUDITED**

The graph below presents the District's governmental activities revenue and expenses for fiscal years 2004 and 2003.

**Governmental Activities - Revenues and Expenses**



The Statement of Activities shows the cost of program services and the charges for services and grants offsetting those services. The following table shows, for governmental activities, the total cost of services and the net cost of services. That is, it identifies the cost of these services supported by tax revenue and unrestricted State grants and entitlements.

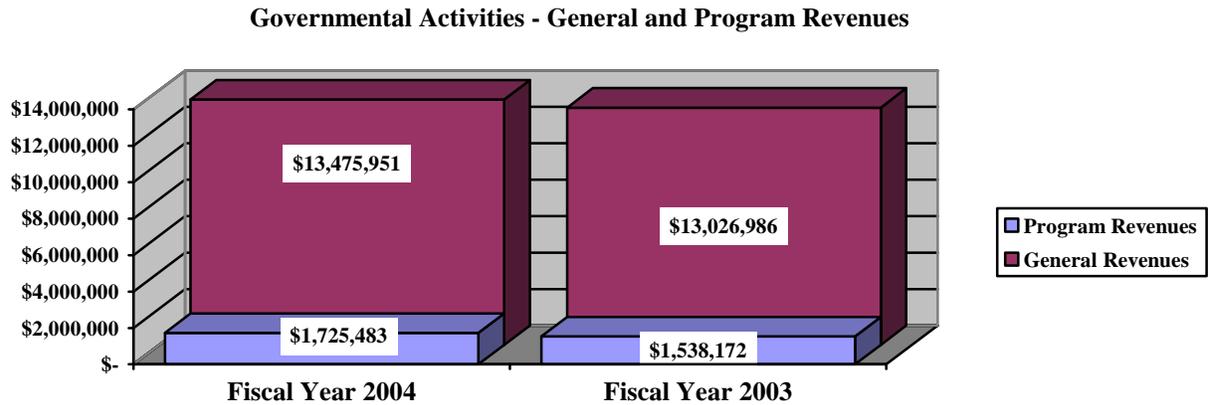
	<b>Governmental Activities</b>			
	Total Cost of Services 2004	Net Cost of Services 2004	Total Cost of Services 2003	Net Cost of Services 2003
<b>Program expenses</b>				
Instruction:				
Regular	\$ 7,096,615	\$ 6,767,318	\$ 6,294,683	\$ 5,996,297
Special	1,909,117	1,607,471	1,769,845	1,611,841
Vocational	90,432	90,432	93,011	93,011
Other	254,799	254,799	162,956	162,956
Support services:				
Pupil	849,751	771,275	777,660	714,359
Instructional staff	591,753	379,576	571,430	395,897
Board of education	27,283	27,283	15,894	15,894
Administration	1,289,772	1,272,550	1,234,426	1,223,008
Fiscal	299,758	293,199	285,799	279,194
Operations and maintenance	1,225,975	1,218,851	1,327,178	1,322,682
Pupil transportation	729,368	729,368	623,126	623,126
Central	134,799	134,799	131,418	128,711
Food service operations	544,836	12,985	532,229	1,976
Other non-instructional services	1,198	(122)	-	-
Extracurricular activities	691,922	452,111	680,682	393,213
Interest and fiscal charges	43,102	43,102	66,383	66,383
<b>Total expenses</b>	<b>\$ 15,780,480</b>	<b>\$ 14,054,997</b>	<b>\$ 14,566,720</b>	<b>\$ 13,028,548</b>

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004  
UNAUDITED

The dependence upon tax and other general revenues for governmental activities is apparent, 93.25% of instruction activities are supported through taxes and other general revenues. For all governmental activities, general revenue support is 89.07%. The District's taxpayers, as a whole, are by far the primary support for District's students.

The graph below presents the District's governmental activities revenue for fiscal years 2004 and 2003.



**The District's Funds**

The District's governmental funds (as presented on the balance sheet on page 15) reported a combined fund balance of \$2,221,953, which is lower than last year's total of \$3,704,492. The schedule below indicates the fund balance and the total change in fund balance as of June 30, 2004 and 2003.

	<u>Fund Balance</u> <u>June 30, 2004</u>	<u>Fund Balance</u> <u>June 30, 2003</u>	<u>Decrease</u>
General	\$ 1,832,448	\$ 2,732,883	\$ (900,435)
Other Governmental	<u>389,505</u>	<u>971,609</u>	<u>(582,104)</u>
Total	<u>\$ 2,221,953</u>	<u>\$ 3,704,492</u>	<u>\$ (1,482,539)</u>

**General Fund**

The District's general fund balance decreased \$900,435. The decrease in fund balance can be attributed to expenditures increasing faster than revenues. The table that follows assists in illustrating the financial activities and fund balance of the general fund.

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004  
UNAUDITED

	<u>2004</u> <u>Amount</u>	<u>2003</u> <u>Amount</u>	<u>Percentage</u> <u>Change</u>
<b><u>Revenues</u></b>			
Taxes	\$ 5,838,997	\$ 5,647,096	3.40 %
Tuition	57,475	47,566	20.83 %
Earnings on investments	44,404	115,453	(61.54) %
Intergovernmental	6,560,122	6,402,595	2.46 %
Other revenues	<u>66,118</u>	<u>87,038</u>	(24.04) %
Total	<u>\$ 12,567,116</u>	<u>\$ 12,299,748</u>	2.17 %
<b><u>Expenditures</u></b>			
Instruction	\$ 8,374,866	\$ 7,842,278	6.79 %
Support services	4,621,171	4,256,827	8.56 %
Extracurricular activities	409,279	396,504	3.22 %
Facilities acquisition and construction	29,432	118,569	(75.18) %
Debt service	<u>15,966</u>	<u>2,423</u>	558.94 %
Total	<u>\$ 13,450,714</u>	<u>\$ 12,616,601</u>	6.61 %

***General Fund Budgeting Highlights***

The District's budget is prepared according to Ohio law and is based on accounting for certain transactions on a basis of cash receipts, disbursements and encumbrances. The most significant budgeted fund is the general fund.

During the course of fiscal year 2004, the District amended its general fund budget numerous times. For the general fund, final budgeted revenues and other financing sources were \$12,630,216, which approximates the original budgeted revenues estimate of \$12,232,638. Actual revenues and other financing sources for fiscal year 2004 was \$12,636,425. This represents a \$6,209 increase over final budgeted revenues.

General fund original appropriations (appropriated expenditures) of \$13,708,467 were increased to \$14,008,468 in the final budget. The actual budget basis expenditures and other financing uses for fiscal year 2004 totaled \$13,614,982, which was \$393,486 less than the final budget appropriations.

**Capital Assets and Debt Administration**

***Capital Assets***

At the end of fiscal year 2004, the District had \$3,677,071 invested in land, land improvements, buildings and improvements, furniture and equipment, and vehicles. This entire amount is reported in governmental activities.

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004  
UNAUDITED

The following table shows fiscal year 2004 balances compared to 2003:

	<b>Capital Assets at June 30 (Net of Depreciation)</b>	
	<u>Governmental Activities</u>	
	<u>2004</u>	<u>2003</u>
Land	\$ 469,195	\$ 469,195
Land improvements	85,008	1,842
Building and improvements	2,114,676	2,084,103
Furniture and equipment	461,365	570,760
Vehicles	<u>546,827</u>	<u>441,019</u>
<b>Total</b>	<b><u>\$ 3,677,071</u></b>	<b><u>\$ 3,566,919</u></b>

Total additions to capital assets for 2004 were \$501,530 and total disposals were \$43,153 (net of accumulated depreciation). The District recorded \$348,225 in depreciation expense for fiscal year 2004.

See Note 8 to the basic financial statements for additional information on the District's capital assets.

***Debt Administration***

At June 30, 2004, the District had \$232,587 in energy conservation notes outstanding. Of this total, \$54,366 is due within one year and \$178,221 is due in greater than one year. The following table summarizes the notes outstanding.

	<b>Outstanding Debt, at Year End</b>	
	Governmental Activities	Governmental Activities
	<u>2004</u>	<u>2003</u>
General obligation bonds	\$ -	\$ 635,000
Energy conservation notes	<u>232,587</u>	<u>284,612</u>
<b>Total</b>	<b><u>\$ 232,587</u></b>	<b><u>\$ 919,612</u></b>

The energy conservation notes were received in 1998. These notes are scheduled to mature in fiscal year 2008 and bear an interest rate of 4.50%. Payment of principal and interest on the energy conservation note is being made from the general and debt service funds.

At June 30, 2004, the District's overall legal debt margin was \$19,862,042 with an unvoted debt margin of \$220,689.

See Note 9 to the basic financial statements for additional information on the District's debt administration.

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004  
UNAUDITED**

**Current Financial Related Activities**

Currently, the District is sound financially. The District relies heavily upon real estate taxes, personal property taxes and state funding as sources of revenue. The District's cash balance will provide the District with the necessary funds to meet its operating expenses in fiscal years 2005 and 2006. However, the future financial stability of the District is not without challenges.

The District currently has a sufficient cash balance to meet operating expenses through fiscal year 2006. Unfortunately, in fiscal year 2004 operating expenses exceeded operating revenues. The District will have to make dramatic cuts in operating expenditures to make up this shortfall or ask for dramatically more money to operate, as the cash balance will shrink quickly.

Another challenge facing the District is the future of state funding. The State of Ohio was found by the Ohio Supreme Court in March 1997 to be operating an unconstitutional educational system, one that was neither "adequate" nor "equitable." Since 1997, the State has directed its tax revenue growth toward school districts with little property tax wealth. At this time, the District is unable to determine what effect, if any, this decision will have on its future State funding and on its financial operations.

The District has not anticipated a significant growth in State revenue. The concern is that, to meet the requirements of the court, the State may require redistribution of commercial and industrial property tax. This could have a significant impact on the District's residential taxpayers.

These financial statements represent our continued effort to keep the community informed of the use of their tax dollars and the cost to the district to maintain the excellence in education provided our students and expected of our community.

**Contacting the District's Financial Management**

This financial report is designed to provide our citizen's taxpayers, and investors and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. If you have questions about this report or need additional financial information contact Mr. Don Breon, Treasurer, Berlin-Milan Local School District, 140 South Main Street, Milan, Ohio 44846-9735.

**BASIC  
FINANCIAL STATEMENTS**

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

STATEMENT OF NET ASSETS  
JUNE 30, 2004

	<b>Governmental Activities</b>
<b>Assets:</b>	
Equity in pooled cash and cash equivalents. . .	\$ 3,360,166
Receivables:	
Taxes . . . . .	6,809,131
Accounts . . . . .	27,583
Intergovernmental . . . . .	209,240
Accrued interest . . . . .	6,729
Prepayments . . . . .	11,317
Materials and supplies inventory . . . . .	31,938
Capital assets:	
Land . . . . .	469,195
Depreciable capital assets, net . . . . .	3,207,876
Capital assets, net. . . . .	3,677,071
 Total assets. . . . .	 14,133,175
<b>Liabilities:</b>	
Accounts payable. . . . .	55,714
Accrued wages and benefits . . . . .	1,459,142
Pension obligation payable. . . . .	340,151
Intergovernmental payable . . . . .	90,682
Deferred revenue . . . . .	5,761,418
Accrued interest payable . . . . .	832
Long-term liabilities:	
Due within one year. . . . .	162,679
Due in more than one year . . . . .	632,805
 Total liabilities . . . . .	 8,503,423
<b>Net Assets:</b>	
Invested in capital assets, net of related debt. . . . .	3,444,484
Restricted for:	
Capital projects . . . . .	219,203
Debt service. . . . .	110,465
Unrestricted. . . . .	1,855,600
 Total net assets . . . . .	 \$ 5,629,752

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS.



**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

BALANCE SHEET  
GOVERNMENTAL FUNDS  
JUNE 30, 2004

	<u>General</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
<b>Assets:</b>			
Equity in pooled cash and cash equivalents . . . . .	\$ 2,856,410	\$ 441,209	\$ 3,297,619
Receivables:			
Taxes . . . . .	6,158,842	650,289	6,809,131
Accounts . . . . .	24,312	3,271	27,583
Intergovernmental . . . . .	-	209,240	209,240
Accrued interest . . . . .	6,729	-	6,729
Interfund loans . . . . .	148,215	-	148,215
Prepayments . . . . .	11,317	-	11,317
Materials and supplies inventory . . . . .	6,289	25,649	31,938
Restricted assets:			
Equity in pooled cash and cash equivalents . . . . .	<u>62,547</u>	<u>-</u>	<u>62,547</u>
Total assets . . . . .	<u>\$ 9,274,661</u>	<u>\$ 1,329,658</u>	<u>\$ 10,604,319</u>
<b>Liabilities:</b>			
Accounts payable . . . . .	\$ 40,240	\$ 15,474	\$ 55,714
Accrued wages and benefits . . . . .	1,370,034	89,108	1,459,142
Pension obligation payable . . . . .	196,971	9,858	206,829
Intergovernmental payable . . . . .	84,737	5,945	90,682
Interfund loans payable . . . . .	-	148,215	148,215
Deferred revenue . . . . .	<u>5,750,231</u>	<u>671,553</u>	<u>6,421,784</u>
Total liabilities . . . . .	<u>7,442,213</u>	<u>940,153</u>	<u>8,382,366</u>
<b>Fund Balances:</b>			
Reserved for encumbrances . . . . .	108,106	66,599	174,705
Reserved for materials and supplies inventory . . . . .	6,289	25,649	31,938
Reserved for prepayments . . . . .	11,317	-	11,317
Reserved for property tax unavailable for appropriation . . . . .	408,611	52,706	461,317
Reserved for school bus purchases . . . . .	62,547	-	62,547
Unreserved, undesignated, reported in:			
General fund . . . . .	1,235,578	-	1,235,578
Special revenue funds . . . . .	-	125,458	125,458
Capital projects funds . . . . .	<u>-</u>	<u>119,093</u>	<u>119,093</u>
Total fund balances . . . . .	<u>1,832,448</u>	<u>389,505</u>	<u>2,221,953</u>
Total liabilities and fund balances . . . . .	<u>\$ 9,274,661</u>	<u>\$ 1,329,658</u>	<u>\$ 10,604,319</u>

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS.

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES TO  
NET ASSETS OF GOVERNMENTAL ACTIVITIES  
JUNE 30, 2004

<b>Total governmental fund balances</b>		\$ 2,221,953
<i>Amounts reported for governmental activities in the statement of net assets are different because:</i>		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.		3,677,071
Other long-term assets are not available to pay for current-period expenditures and therefore are deferred in the funds:		
Taxes	\$ 587,376	
Intergovernmental revenue	<u>72,990</u>	
Total		660,366
Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds:		
Compensated absences	562,897	
Pension obligation payable	133,322	
Energy conservation notes payable	232,587	
Accrued interest payable	<u>832</u>	
Total		<u>(929,638)</u>
<b>Net assets of governmental activities</b>		<u><u>\$ 5,629,752</u></u>

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS.

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004

	<u>General</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
<b>Revenues:</b>			
From local sources:			
Taxes . . . . .	\$ 5,838,997	\$ 716,826	\$ 6,555,823
Tuition. . . . .	57,475	46,495	103,970
Charges for services. . . . .	-	363,571	363,571
Earnings on investments. . . . .	44,404	588	44,992
Extracurricular. . . . .	-	221,854	221,854
Classroom materials and fees. . . . .	41,407	-	41,407
Other local revenues. . . . .	24,711	27,361	52,072
Other revenue . . . . .	-	12,378	12,378
Intergovernmental - State. . . . .	6,560,122	162,265	6,722,387
Intergovernmental - Federal . . . . .	-	897,891	897,891
Total revenues . . . . .	<u>12,567,116</u>	<u>2,449,229</u>	<u>15,016,345</u>
<b>Expenditures:</b>			
Current:			
Instruction:			
Regular . . . . .	6,413,098	425,664	6,838,762
Special. . . . .	1,619,026	285,223	1,904,249
Vocational. . . . .	87,943	-	87,943
Other. . . . .	254,799	-	254,799
Support services:			
Pupil. . . . .	746,672	92,611	839,283
Instructional staff . . . . .	333,975	236,935	570,910
Board of education . . . . .	27,283	-	27,283
Administration. . . . .	1,273,669	16,542	1,290,211
Fiscal . . . . .	277,002	17,738	294,740
Operations and maintenance. . . . .	1,093,459	-	1,093,459
Pupil transportation . . . . .	733,523	56,880	790,403
Central. . . . .	135,588	-	135,588
Operation of non-instructional services:			
Food service operations . . . . .	-	543,980	543,980
Extracurricular activities. . . . .	409,279	255,477	664,756
Facilities acquisition and construction . . . . .	29,432	381,149	410,581
Debt service:			
Principal retirement . . . . .	9,562	677,463	687,025
Interest and fiscal charges . . . . .	6,404	40,587	46,991
Total expenditures . . . . .	<u>13,450,714</u>	<u>3,030,249</u>	<u>16,480,963</u>
Excess of revenues under expenditures . . . . .	<u>(883,598)</u>	<u>(581,020)</u>	<u>(1,464,618)</u>
Net change in fund balances . . . . .	(883,598)	(581,020)	(1,464,618)
<b>Fund balances at beginning of year . . . . .</b>	2,732,883	971,609	3,704,492
<b>Decrease in reserve for inventory . . . . .</b>	(16,837)	(1,084)	(17,921)
<b>Fund balances at end of year. . . . .</b>	<u>\$ 1,832,448</u>	<u>\$ 389,505</u>	<u>\$ 2,221,953</u>

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS.

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF ACTIVITIES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004

**Net change in fund balances - total governmental funds** \$ (1,464,618)

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

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlay (\$501,530) exceeds depreciation expense (\$348,225) in the current period.	153,305
The net effect of various miscellaneous transactions involving capital assets (i.e., sales, disposals, trade-ins, and donations) is to decrease net assets.	(43,153)
Governmental funds report expenditures for inventory when purchased. However, in the statement of activities, they are reported as an expense when consumed.	(17,921)
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds.	185,089
Repayment of bond and note principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net assets.	687,025
Governmental funds report expenditures for interest when it is due. In the statement of activities, interest expense is recognized as the interest accrues, regardless of when it is due.	3,889
Some expenses reported in the statement of activities, such as compensated absences and pension obligations, do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.	(82,662)

**Change in net assets of governmental activities** \$ (579,046)

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS.

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)  
GENERAL FUND  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004

	<u>Budgeted Amounts</u>			<b>Variance with Final Budget Positive (Negative)</b>
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	
<b>Revenues:</b>				
From local sources:				
Taxes . . . . .	\$ 5,484,813	\$ 5,663,077	\$ 5,761,093	\$ 98,016
Tuition . . . . .	55,000	56,788	41,936	(14,852)
Earnings on investments . . . . .	77,500	80,019	71,614	(8,405)
Classroom materials and fees . . . . .	45,000	46,463	41,407	(5,056)
Other local revenues . . . . .	57,800	59,679	20,030	(39,649)
Intergovernmental - State . . . . .	<u>6,377,200</u>	<u>6,584,467</u>	<u>6,560,122</u>	<u>(24,345)</u>
Total revenues . . . . .	<u>12,097,313</u>	<u>12,490,493</u>	<u>12,496,202</u>	<u>5,709</u>
<b>Expenditures:</b>				
Current:				
Instruction:				
Regular . . . . .	6,509,167	6,651,615	6,360,411	291,204
Special . . . . .	1,662,699	1,699,086	1,627,034	72,052
Vocational . . . . .	91,781	93,790	88,035	5,755
Other . . . . .	164,206	167,800	254,799	(86,999)
Support services:				
Pupil . . . . .	756,133	772,680	737,234	35,446
Instructional staff . . . . .	322,553	329,612	337,944	(8,332)
Board of education . . . . .	31,050	31,730	27,471	4,259
Administration . . . . .	1,293,015	1,321,312	1,257,939	63,373
Fiscal . . . . .	252,123	257,641	276,103	(18,462)
Operations and maintenance . . . . .	1,191,401	1,217,474	1,161,967	55,507
Pupil transportation . . . . .	714,313	729,945	743,346	(13,401)
Central . . . . .	136,150	139,130	136,353	2,777
Extracurricular activities . . . . .	400,897	409,670	407,733	1,937
Facilities acquisition and construction . . . . .	182,979	186,983	34,432	152,551
Debt service:				
Principal retirement . . . . .	-	-	9,562	(9,562)
Interest and fiscal charges . . . . .	-	-	6,404	(6,404)
Total expenditures . . . . .	<u>13,708,467</u>	<u>14,008,468</u>	<u>13,466,767</u>	<u>541,701</u>
Excess of revenues over (under) expenditures . . . . .	<u>(1,611,154)</u>	<u>(1,517,975)</u>	<u>(970,565)</u>	<u>547,410</u>
<b>Other financing sources (uses):</b>				
Refund of prior year expenditures . . . . .	-	-	3,620	3,620
Advances in . . . . .	135,325	139,723	135,325	(4,398)
Advances (out) . . . . .	-	-	(148,215)	(148,215)
Proceeds from sale of capital assets . . . . .	-	-	1,278	1,278
Total other financing sources (uses) . . . . .	<u>135,325</u>	<u>139,723</u>	<u>(7,992)</u>	<u>(147,715)</u>
Net change in fund balance . . . . .	(1,475,829)	(1,378,252)	(978,557)	399,695
<b>Fund balance at beginning of year . . . . .</b>	<b>3,512,308</b>	<b>3,512,308</b>	<b>3,512,308</b>	<b>-</b>
<b>Prior year encumbrances appropriated . . . . .</b>	<b>249,418</b>	<b>249,418</b>	<b>249,418</b>	<b>-</b>
<b>Fund balance at end of year . . . . .</b>	<b><u>\$ 2,285,897</u></b>	<b><u>\$ 2,383,474</u></b>	<b><u>\$ 2,783,169</u></b>	<b><u>\$ 399,695</u></b>

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS.

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

**STATEMENT OF FIDUCIARY NET ASSETS  
FIDUCIARY FUND  
JUNE 30, 2004**

	<u>Agency</u>
<b>Assets:</b>	
Equity in pooled cash and cash equivalents . . . . .	\$ 68,624
Total assets. . . . .	<u>\$ 68,624</u>
<b>Liabilities:</b>	
Accounts payable . . . . .	\$ 663
Due to students . . . . .	<u>67,961</u>
Total liabilities . . . . .	<u>\$ 68,624</u>

SEE ACCOMPANYING NOTES TO THE BASIC FINANCIAL STATEMENTS.

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**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004**

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

The Berlin-Milan Local School District (the "District") is located in Erie County and encompasses the Villages of Milan and Berlin Heights and portions of surrounding townships.

The District was established through the consolidation of existing land areas and school districts and is organized under Sections 2 and 3, Article VI of the Constitution of the State of Ohio. Under such laws there is no authority for a school district to have a charter or adopt local laws. The legislative power of the school district is vested in the Board of Education, consisting of five members elected at large for staggered four-year terms.

The District ranks as the 306<sup>th</sup> largest by enrollment among the 613 public and community school districts in the state, and the 4th largest in Erie County. It currently operates 2 elementary schools, 1 middle school, and 1 comprehensive high school. The District employs 90 non-certified and 112 certified employees to provide services to 1,791 students in grades K through 12 and various community groups.

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

The basic financial statements of the District have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The District also applies Financial Accounting Standards Board (FASB) Statements and Interpretations issued on or before November 30, 1989, to its governmental activities provided they do not conflict with or contradict GASB pronouncements. The District's significant accounting policies are described below.

**A. Reporting Entity**

The reporting entity has been defined in accordance with GASB Statement No. 14, "The Financial Reporting Entity". The reporting entity is composed of the primary government, component units and other organizations that are included to ensure that the basic financial statements of the District are not misleading. The primary government consists of all funds, departments, boards and agencies that are not legally separate from the District. For the District, this includes general operations, foods service, and student related activities of the District.

Component units are legally separate organizations for which the District is financially accountable. The District is financially accountable for an organization if the District appoints a voting majority of the organizations' government board and (1) the District is able to significantly influence the programs or services performed or provided by the organization; or (2) the District is legally entitled to or can otherwise have access to the organization's resources; (3) the District is legally obligated or has otherwise assumed the responsibility to finance the deficits of, or provide financial support to, the organization; or (4) the District is obligated for the debt of the organization. Component units may also include organizations that are fiscally dependent on the District in that the District approves the budget, the issuance of debt or the levying of taxes. Based upon the application of this criteria, the District has no component units. The basic financial statements of the reporting entity include only those of the District (the primary government). The following organizations are described due to their relationship to the District:

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)**

*JOINTLY GOVERNED ORGANIZATIONS*

Bay Area Council of Governments (BACG)

The BACG is a jointly governed organization. Members of the BACG consist of 26 school districts representing 7 counties (Ottawa, Sandusky, Seneca, Erie, Huron, Wood, and Crawford). The BACG was formed for the purpose of purchasing goods and services at a lower cost. The items currently being purchased through the council of governments are natural gas and insurance. The only cost to the District is an administrative charge if they participate in purchasing through the BACG. The Board of Directors of the BACG consist of 1 elected representative of each county, the superintendent of the fiscal agent and 2 non-voting members (administrator and fiscal agent). Members of the Board serve two-year terms, which are staggered. Financial information can be obtained by contacting the Erie-Ottawa County Educational Service Center, who serves as fiscal agent, at 2900 South Columbus Avenue, Sandusky, Ohio 44870.

EHOVE Career Center

The vocational school district is a separate body politic and corporate, established by the Ohio Revised Code (ORC) to provide vocational and special education needs of the students. The school accepts non-tuition students from the District as a member school, however, it is considered a separate political subdivision and is not considered to be part of the District.

Northern Ohio Educational Computer Association (NOECA)

NOECA is a jointly governed organization among 41 school districts. The joint venture was formed for the purpose of applying modern technology (with the aid of computers and other electronic equipment) to the administrative and instructional functions of member districts. Each of the governments of these schools supports NOECA based upon a per pupil charge dependent upon the software package utilized. In the event of dissolution of the organization, all current members will share in net obligations or asset liquidations in a ratio proportionate to their last twelve months' financial contributions. NOECA is governed by a Board of Directors consisting of superintendents of the member school districts. The degree of control exercised by any participating school district is limited to its representation on the Board. Financial information can be obtained by contacting the Erie-Ottawa County Educational Service Center, who serves as fiscal agent, at 2900 South Columbus Avenue, Sandusky, Ohio 44870.

RELATED ORGANIZATION

Milan Public Library

The Library is a distinct political subdivision of the State of Ohio governed by a board of trustees. The Board of Trustees possesses its own contracting and budgeting authority, hires, and fires personnel and does not depend on the District for operational subsidies. In 1997 the District passed a tax renewal of .8 mills on behalf of the Library.

The District also participates in two insurance group purchasing pools, described in Note 10.

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)**

**B. Fund Accounting**

The District uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self balancing set of accounts. There are three categories of funds: governmental, proprietary and fiduciary. The District does not have proprietary funds.

*GOVERNMENTAL FUNDS*

Governmental funds are those through which most governmental functions typically are financed. Governmental fund reporting focuses on the sources, uses and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used. Current liabilities are assigned to the fund from which they will be paid. The difference between governmental fund assets and liabilities is reported as fund balance. The following is the District's major governmental fund:

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

Other governmental funds of the District are used to account for (a) the accumulation of resources for, and payment of, general long-term debt principal, interest and related costs; (b) financial resources to be used for the acquisition, construction, or improvement of capital facilities other than those financed by proprietary and trust funds; and (c) for grants and other resources whose use is restricted to a particular purpose.

*FIDUCIARY FUNDS*

Fiduciary fund reporting focuses on net assets and changes in net assets. The fiduciary fund category is split into four classifications: pension trust funds, investment trust funds, private-purpose trust funds and agency funds. Trust funds are used to account for assets held by the District under a trust agreement for individuals, private organizations, or other governments and are therefore not available to support the District's own programs. The District does not have trust funds. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

**C. Basis of Presentation and Measurement Focus**

*Government-wide Financial Statements* - The statement of net assets and the statement of activities display information about the District as a whole. These statements include the financial activities of the primary government, except for fiduciary funds.

The government-wide statement of activities presents a comparison between direct expenses and program revenues for each function or program of the governmental activities of the District. Direct expenses are those that are specifically associated with a service, program or department and therefore clearly identifiable to a particular function. Program revenues include amounts paid by the recipient of goods or services offered by the program and grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues not classified as program revenues are presented as general revenues of the District.

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)**

The government-wide financial statements are prepared using the economic resources measurement focus. All assets and all liabilities associated with the operation of the District are included on the statement of net assets.

Fund Financial Statements - Fund financial statements report detailed information about the District. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major fund is presented in a separate column, and all nonmajor funds are aggregated into one column. Fiduciary funds are reported by fund type.

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

Agency funds do not report a measurement focus as they do not report operations.

**D. Basis of Accounting**

Basis of accounting determines when transactions are recorded in the financial records and reported on the financial statements. Government-wide financial statements are prepared using the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting. Fiduciary funds use the accrual basis of accounting.

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

Nonexchange transactions, in which the District receives value without directly giving equal value in return, include property taxes, grants, entitlements and donation. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied (see Note 6).

Revenue from grants, entitlements and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the fiscal year when use is first permitted, matching requirements, in which the District must provide local resources to be used for a specified purpose, and expenditure requirements, in which the resources are provided to the District on a reimbursement basis. On a modified accrual basis, revenue from nonexchange transactions must also be available before it can be recognized.

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)**

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

Deferred Revenue - Deferred revenue arises when assets are recognized before revenue recognition criteria have been satisfied. Property taxes for which there is an enforceable legal claim as of June 30, 2004, but which were levied to finance fiscal year 2005 operations, have been recorded as deferred revenue. Grants and entitlements received before the eligibility requirements are met are also recorded as deferred revenue.

On governmental fund financial statements, receivables that will not be collected within the available period have also been reported as deferred revenue.

Expenses/Expenditures - On the accrual basis of accounting, expenses are recognized at the time they are incurred. The fair value of donated commodities used during the year is reported in the Statement of Revenues, Expenditures and Changes in Fund Balances as an expenditure with a like amount reported as intergovernmental revenue. Unused donated commodities are reported as deferred revenue.

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. Allocation of cost, such as depreciation and amortization, are not recognized in governmental funds.

**E. Budgets**

The District is required by state statute to adopt an annual appropriated cash basis budget for all funds. The specific timetable for is as follows:

1. Prior to January 15 of the preceding year, 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.
2. By no later than January 20, the board-adopted budget is filed with the Erie County Budget Commission for tax rate determination.
3. Prior to April 1, the Board of Education accepts, by formal resolution, the tax rates as determined by the Budget Commission and receives the Commission's Certificate of Estimated Resources which states the projected revenue of each fund. Prior to June 30, the District must revise its budget so that total contemplated expenditures from any fund during the ensuing year will not exceed the amount stated in the Certificate of Estimated Resources. The revised budget then serves as a basis for the appropriation measure. On or about July 1, the Certificate is amended to include any unencumbered balances from the preceding year as reported by the District Treasurer. The Certificate may be further amended during the year if projected increases or decreases in revenue are identified by the District Treasurer. The amounts reported in the budgetary statement reflect the amounts set forth in the final Amended Certificate issued for fiscal year 2004.

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004**

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)**

4. By July 1, the annual Appropriation Resolution is legally enacted by the Board of Education at the fund level of expenditures, which is the legal level of budgetary control. State statute permits a temporary appropriation to be effective until no later than October 1 of each year. Although the legal level of budgetary control was established at the fund level of expenditures, the District has elected to present budgetary statement comparisons at the fund and function level of expenditures. Resolution appropriations by fund must be within the estimated resources as certified by the County Budget Commission, and the total of expenditures and encumbrances may not exceed the appropriation total.
5. Any revisions that alter the total of any fund appropriation must be approved by the Board of Education.
6. Formal budgetary integration is employed as a management control device during the year for all funds consistent with the general obligation bond indenture and other statutory provisions.
7. Appropriation amounts are as originally adopted, or as amended by the Board of Education through the year by supplemental appropriations which either reallocated or increased the original appropriated amounts. All supplemental appropriations were legally enacted by the Board during fiscal year 2004. All amounts reported in the budgetary statement reflect the original appropriations plus all modifications legally enacted by the Board.
8. Unencumbered appropriations lapse at year-end. Encumbered appropriations are carried forward to the succeeding fiscal year and need not be reappropriated. Expenditures may not legally exceed budgeted appropriations at the fund level.

**F. Cash and Investments**

To improve cash management, cash received by the District is pooled in a central bank account. Monies for all funds are maintained in this pool. Individual fund integrity is maintained through the District's records. Each fund's interest in the pool is presented as "Equity in Pooled Cash and Cash Equivalents" on the basic financial statements.

During fiscal year 2004, investments were limited to federal agency securities and investments in the State Treasury Asset Reserve of Ohio (STAR Ohio). Except for nonparticipating investment contracts, investments are reported at fair value, which is based on quoted market prices. Nonparticipating investment contracts such as repurchase agreements are reported at cost.

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, 2004.

Under existing Ohio statutes all investment earning are assigned to the general fund unless statutorily required to be credited to a specific fund. 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 2004 amounted to \$44,404, which includes \$13,728 assigned from other District funds.

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)**

For presentation on the basic financial statements, investments of the cash management pool and investments with original maturities of three months or less at the time they are purchased by the District are considered to be cash equivalents. Investments with an initial maturity of more than three months are reported as investments.

An analysis of the Treasurer's investment account at year-end is provided in Note 4.

**G. Inventory**

On government-wide and fund financial statements, inventories are presented at the lower of cost or market on a first-in, first-out basis. Inventories are accounted for using the consumption method on the government-wide statements and the purchase method on the fund financial statements.

On the fund financial statements, reported material and supplies inventory is equally offset by a fund balance reserve in the governmental funds which indicates that it does not constitute available spendable resources even though it is a component of net current assets.

Inventory consists of expendable supplies held for consumption, donated food and purchased food.

**H. Capital Assets**

General capital assets generally result from expenditures in the governmental funds. These assets are reported in the governmental activities column of the government-wide statement of net assets but are not reported in the fund financial statements.

All capital assets are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the year. Donated capital assets are recorded at their fair market values as of the date received. During fiscal year 2004, the District maintained a capitalization threshold of \$1,000. Improvements are capitalized; the costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not. The District does not possess infrastructure.

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

<u>Description</u>	Governmental Activities <u>Estimated Lives</u>
Land improvements	10 - 50 years
Buildings and improvements	25 - 50 years
Furniture and equipment	5 - 20 years
Vehicles	6 - 8 years

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)**

**I. Interfund Balances**

On fund financial statements, receivables and payables resulting from short-term interfund loans are classified as "interfund receivables/payables." These amounts are eliminated in the governmental activities column on the Statement of Net Assets.

**J. Compensated Absences**

Compensated absences of the District consist of vacation leave and severance liability to the extent that payments to the employee for these absences are attributable to services already rendered and are not contingent on a specific event that is outside the control of the District and the employee.

In accordance with the provisions of GASB Statement No. 16, "Accounting for Compensated Absences", a liability for vacation leave is accrued if a) the employees' rights to payment are attributable to services already rendered; and b) it is probable that the employer will compensate the employees for the benefits through paid time off or other means, such as cash payment at termination or retirement. A liability for severance is accrued using the vesting method; i.e., the liability is based on the sick leave accumulated at June 30, 2004, by those employees who are currently eligible to receive termination (severance) payments, as well as those employees expected to become eligible in the future. For purposes of establishing a liability for severance on employees expected to become eligible to retire in the future, all employees age 50 or greater with at least 10 years of service regardless of their age were considered expected to become eligible to retire in accordance with GASB Statement No. 16.

The total liability for vacation and severance payments has been calculated using pay rates in effect at June 30, 2004, and reduced to the maximum payment allowed by labor contract and/or statute, plus any applicable additional salary related payments.

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

For governmental fund financial statements, compensated absences are recognized as liabilities and expenditures as payments come due each period upon the occurrence of employee resignations and retirements.

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

All payables, accrued liabilities and long-term obligations are reported in the government-wide financial statements. In general, governmental fund payables and accrued liabilities that, once incurred, are paid in a timely manner and in full from current financial resources, are reported as obligations of the funds. However, compensated absences and contractually required pension contributions that will be paid from governmental funds are reported as a liability in the fund financial statements only to the extent that they are due for payment during the current year. Bonds and notes are recognized as a liability on the fund financial statements when due.

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004**

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)**

**L. Fund Balance Reserves**

The 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 encumbrances, materials and supplies inventory, prepayments, property taxes unavailable for appropriation, and school bus purchases. The reserve for property taxes unavailable for appropriation represents taxes recognized as revenue under GAAP but not available for appropriation under state statute.

**M. Net Assets**

Net assets represent the difference between assets and liabilities. Net assets invested in capital assets, net of related debt consist of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction or improvement of those assets. Net assets are reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the District or through external restrictions imposed by creditors, grantors or laws or regulations of other governments.

The District applies restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net assets are available.

**N. Prepayments**

Certain payments to vendors reflect the costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements. These items are reported as assets on the balance sheet using the consumption method. A current asset for the prepaid amounts is recorded at the time of the purchase and the expenditure/expense is reported in the year in which services are consumed. At fiscal year-end, because prepayments are not available to finance future governmental fund expenditures, the fund balance is reserved in the fund financial statements by an amount equal to the carrying value of the asset.

**O. Estimates**

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

**P. Restricted Assets**

Assets are reported as restricted assets when limitations on their use change the normal understanding of the availability of the asset. Such constraints are either imposed by creditors, contributors, grantors, or laws of other governments or imposed by enabling legislation. Restricted assets include the amount required by state statute. See Note 15 for details.

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004**

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)**

**Q. Interfund Activity**

Exchange transactions between funds are reported as revenues in the seller funds and as expenditures/expenses in the purchaser funds. Flows of cash or goods from one fund to another without a requirement for repayment are reported as interfund transfers. Interfund transfers are reported as other financing sources/uses in governmental funds. Repayments from funds responsible for particular expenditures/expenses to the funds that initially paid for them are not presented on the basic financial statements.

**R. Extraordinary and Special Items**

Extraordinary items are transactions or events that are both unusual in nature and infrequent in occurrence. Special items are transactions or events that are within the control of the Board of Education and that are either unusual in nature or infrequent in occurrence. Neither type of transaction occurred during fiscal year 2004.

**NOTE 3 - ACCOUNTABILITY AND COMPLIANCE**

**A. Deficit Fund Balances**

Fund balances at June 30, 2004 included the following individual fund deficits:

	<u>Deficit</u>
<u>Nonmajor Funds</u>	
Preschool	\$ 15,953
Entry Year Programs	13
IDEA Part B - Special Education	7,119
Preschool Grant for the Handicapped	57
Improving Teacher Quality	220
Miscellaneous Federal Funds	1,260
Federal Emergency Repair Grant	16,624

These funds complied with Ohio state law, which does not permit a cash basis deficit at year-end. The general fund is liable for any deficits in these funds and provides transfers when cash is required, not when accruals occur. The deficit fund balances results from adjustments for accrued liabilities.

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004

**NOTE 3 - ACCOUNTABILITY AND COMPLIANCE - (Continued)**

**B. Noncompliance**

The following funds had appropriations in excess of estimated resources for the fiscal year ended June 30, 2004, in noncompliance with Ohio Revised Code Section 5705.39:

<u>Fund Type</u>	<u>Fund</u>	<u>Excess</u>
Special Revenue	Ohio Reads	\$ 4,996
Special Revenue	IDEA Part B - Special Education	18,741
Special Revenue	Title VI	2,065
Special Revenue	Drug-Free Schools	31
Special Revenue	Title VI - R	60
Special Revenue	Title II-D	3,885

It was noted during the audit that the District had expenditures exceeding appropriations in the following funds, in noncompliance with Ohio Revised Code Section 5705.41(B):

<u>Fund Type</u>	<u>Fund</u>	<u>Excess</u>
Capital Projects	School Net	23,748

**NOTE 4 - EQUITY IN POOLED CASH AND CASH EQUIVALENTS**

The District maintains a cash and investment pool used by all funds. Each fund type's portion of this pool is displayed on the combined balance sheet as "Equity in Pooled Cash and Cash Equivalents". Statutes require the classification of monies held by the 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 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 accounts, including passbook accounts.

Protection of the District's deposits is provided by the Federal Deposit Insurance Corporation (FDIC), by eligible securities pledged by the finance 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.

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004

**NOTE 4 - EQUITY IN POOLED CASH AND CASH EQUIVALENTS - (Continued)**

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

1. United States Treasury Notes, Bills, Bonds, or any other obligation or security issued by the United States Treasury or any other obligation guaranteed as to principal or interest by the United States;
2. Bonds, notes, debentures, or any other obligations or securities issued by any federal government agency or instrumentality, including but not limited to, the Federal National Mortgage Association, Federal Home Loan Bank, Federal Farm Credit Bank, Federal Home Loan Mortgage Corporation, Government National Mortgage Association, and Student Loan Marketing Association. All federal agency securities shall be direct issuances of federal government agencies or instrumentalities;
3. Written repurchase agreements in the securities listed above provided that the market value of the securities subject to the repurchase agreement must exceed the principal value of the agreement by at least 2% and be marked to market daily, and that 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) of this section 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 Treasury Asset Reserve of Ohio (STAR Ohio);
7. Certain bankers' acceptances and commercial paper notes for a period not to exceed 180 days in an amount not the exceed 25% of the interim monies available for investment at any one time; and
8. Under limited circumstances, corporate debt instrument rated in either of the two highest rating 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 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.

*Cash on hand:* At fiscal year-end, the District had \$4,300 in undeposited cash on hand which is included on the combined balance sheet of the District as part of "Equity in Pooled Cash and Cash Equivalents".

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

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004

**NOTE 4 - EQUITY IN POOLED CASH AND CASH EQUIVALENTS - (Continued)**

*Deposits:* At year-end, the carrying amount of the District's deposits was \$(16,027) and the bank balance was \$110,927. A liability was not recorded for the negative carrying amount of deposits because there was no actual overdraft, due to the "zero-balance" nature of the District's bank accounts. The negative carrying amount of deposits is due to the sweeping of monies into overnight repurchase agreements which are reported as "investments". The entire bank balance was covered by federal depository insurance.

1. \$101,032 was covered by federal depository insurance; and
2. \$9,895 was uninsured and unregistered as defined by GASB although it was secured by collateral held by third party trustees, pursuant to section 135.181 Ohio Revised Code, in collateralized pools securing all public funds on deposit with specific depository institutions; these securities not being in the name of the District. Although all state statutory requirements for the deposit of money had been followed, non-compliance with federal requirements would potentially subject the District to a successful claim by the FDIC.

Collateral is required for demand deposits and certificates of deposit in excess of all deposits not covered by federal depository insurance. Obligations that may be pledged as collateral are obligations of the United States and its agencies, obligations of the State of Ohio and its municipalities, and obligations of the other states. Obligations pledged to secure deposits must be delivered to a bank other than the institution in which the deposit is made. Written custodial agreements are required.

*Investments:* The District's investments are categorized below to give an indication of the level of custodial credit risk assumed by the entity at fiscal year-end. Category 1 includes investments that are insured or registered or securities held by the District. Category 2 includes uninsured and unregistered investments for which the securities are held by the counterparty's trust department or agent in the District's name. Category 3 includes uninsured and unregistered investments for which the securities are held by the counterparty or by its trust department, but not in the District's name. Investments in STAR Ohio are not categorized as they are not evidenced by securities that exist in physical or book entry form.

	Category of Risk 2	Reported Amount	Fair Value
Federal agency securities	<u>\$ 992,345</u>	\$ 992,345	\$ 992,345
Not subject to categorization:			
Investment in STAR Ohio		2,448,172	2,448,172
Total investments		\$ 3,440,517	\$ 3,440,517

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004

**NOTE 4 - EQUITY IN POOLED CASH AND CASH EQUIVALENTS - (Continued)**

The classification of cash and cash equivalents and investments on the basic financial statements is based on criteria set forth in GASB Statement No. 9. A reconciliation between the classifications of cash and investments on the basic financial statements and the classification per GASB Statement No. 3 is as follows:

	Cash and Cash Equivalents/Deposits	Investments
GASB Statement No. 9	\$ 3,428,790	\$ -
Investments of the cash management pool:		
Investment in STAR Ohio	(2,448,172)	2,448,172
Federal agency securities	(992,345)	992,345
Cash on hand	(4,300)	-
GASB Statement No. 3	\$ (16,027)	\$ 3,440,517

**NOTE 5 - INTERFUND TRANSACTIONS**

Interfund balances at June 30, 2004 as reported on the fund statements, consist of the following individual interfund loans receivable and payable:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>
General	Nonmajor governmental funds	\$ 148,215

The primary purpose of the interfund balances is to cover costs in specific funds where revenues were not received by June 30. These interfund balances will be repaid once the anticipated revenues are received. All interfund balances are expected to be repaid within one year.

Interfund balances between governmental funds are eliminated on the government-wide financial statements; therefore, no internal balances at June 30, 2004 are reported on the Statement of Net Assets.

**NOTE 6 - PROPERTY TAXES**

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

Property taxes include amounts levied against all real, public utility and tangible personal property (used in business) located in the District. Real property tax revenue received in calendar 2004 represents collections of calendar year 2003 taxes. Real property taxes received in calendar year 2004 were levied after April 1, 2003, on the assessed value listed as of January 1, 2003, the lien date. Assessed values for real property taxes are established by state law at thirty-five percent of appraised market value. Real property taxes are payable annually or semi-annually. If paid annually, payment is due December 31; if paid semi-annually, the first payment is due December 31 with the remainder payable by June 20. Under certain circumstances, state statute permits alternate payment dates to be established.

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004

**NOTE 6 - PROPERTY TAXES - (Continued)**

Public utility property tax revenue received in calendar 2004 represents collections of calendar year 2003 taxes. Public utility real and tangible personal property taxes received in calendar year 2004 became a lien December 31, 2002, were levied after April 1, 2003 and are collected in 2004 with real property taxes. Public utility real property is assessed at thirty-five percent of true value; public utility tangible personal property currently is assessed at varying percentages of true value.

Tangible personal property tax revenue received during calendar 2004 (other than public utility property) represents the collection of 2004 taxes. Tangible personal property taxes received in calendar year 2004 were levied after April 1, 2004, on the value as of December 31, 2003. Tangible personal property is currently assessed at twenty-five percent of true value for capital assets and twenty-four percent of true value for inventory. Payments by multi-county taxpayers are due September 20. Single county taxpayers may pay annually or semi-annually. If paid annually, payment is due April 30; if paid semi-annually, the first payment is due April 30, with the remainder payable by September 20. Tangible personal property taxes paid by April 30 are usually received by the District prior to June 30.

The District receives property taxes from Erie and Huron Counties. The County Auditors periodically advances to the District its portion of the taxes collected. Second-half real property tax payments collected by the County by June 30, 2004, are available to finance fiscal year 2004 operations. The amount available to be advanced can vary based on the date tax bills are sent.

Accrued property taxes receivable includes real property, public utility property and tangible personal property taxes which are measurable as of June 30, 2004 and for which there is 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 reported 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, 2004 was \$408,611 in the general fund, and \$52,706 in the permanent improvement fund. This amount has been recorded as revenue. The amount available as an advance at June 30, 2003 was \$330,707 in the general fund, \$9,645 in the debt service fund, and \$3,566 in the permanent improvement fund.

On a full accrual basis, collectible delinquent property taxes have been recorded as a receivable and revenue, while on a modified accrual basis the revenue has been deferred.

The assessed values upon which the fiscal year 2004 taxes were collected are:

	2003 Second		2004 First	
	Half Collections		Half Collections	
	<u>Amount</u>	<u>Percent</u>	<u>Amount</u>	<u>Percent</u>
Agricultural/residential and other real estate	\$ 160,671,490	80.46	\$ 182,918,270	82.88
Public utility personal	14,504,220	7.26	14,380,320	6.52
Tangible personal property	<u>24,515,962</u>	<u>12.28</u>	<u>23,390,765</u>	<u>10.60</u>
Total	<u>\$ 199,691,672</u>	<u>100.00</u>	<u>\$ 220,689,355</u>	<u>100.00</u>
Tax rate per \$1,000 of assessed valuation	\$63.01		\$62.05	

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004

**NOTE 7 - RECEIVABLES**

Receivables at June 30, 2004 consisted of taxes, accounts (billings for user charged services and student fees), accrued interest, and intergovernmental grants and entitlements. 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. A summary of the principal items of receivables reported on the Statement of Net Assets follows:

**Governmental Activities**

Taxes	\$ 6,809,131
Accounts	27,583
Intergovernmental	209,240
Accrued interest	<u>6,729</u>
Total	<u>\$ 7,052,683</u>

Receivables have been disaggregated on the face of the basic financial statements. All receivables are expected to be collected within subsequent years.

**NOTE 8 - CAPITAL ASSETS**

Capital asset activity for the fiscal year ended June 30, 2004, was as follows:

	Balance <u>July 1, 2003</u>	<u>Additions</u>	<u>Deductions</u>	Balance <u>June 30, 2004</u>
<b>Governmental Activities</b>				
<i>Capital assets, not being depreciated:</i>				
Land	\$ 469,195	\$ -	\$ -	\$ 469,195
Total capital assets, not being depreciated	<u>469,195</u>	<u>-</u>	<u>-</u>	<u>469,195</u>
<i>Capital assets, being depreciated:</i>				
Land improvements	589,749	84,550	-	674,299
Buildings and improvements	5,182,190	124,670	-	5,306,860
Furniture and equipment	2,119,836	57,020	(186,670)	1,990,186
Vehicles	<u>1,201,112</u>	<u>235,290</u>	<u>(103,263)</u>	<u>1,333,139</u>
Total capital assets, being depreciated	<u>9,092,887</u>	<u>501,530</u>	<u>(289,933)</u>	<u>9,304,484</u>
<i>Less: accumulated depreciation:</i>				
Land improvements	(587,907)	(1,384)	-	(589,291)
Buildings and improvements	(3,098,087)	(94,097)	-	(3,192,184)
Furniture and equipment	(1,549,076)	(123,262)	143,517	(1,528,821)
Vehicles	<u>(760,093)</u>	<u>(129,482)</u>	<u>103,263</u>	<u>(786,312)</u>
Total accumulated depreciation	<u>(5,995,163)</u>	<u>(348,225)</u>	<u>246,780</u>	<u>(6,096,608)</u>
Governmental activities capital assets, net	<u>\$ 3,566,919</u>	<u>\$ 153,305</u>	<u>\$(43,153)</u>	<u>\$ 3,677,071</u>

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004

**NOTE 8 - CAPITAL ASSETS - (Continued)**

Depreciation expense was charged to governmental functions as follows:

<u>Instruction:</u>	
Regular	\$ 140,312
Special	3,958
Vocational	1,788
<u>Support Services:</u>	
Pupil	1,425
Instructional staff	13,644
Administration	3,601
Fiscal	2,123
Operations and maintenance	28,911
Pupil transportation	110,203
Food service operations	16,082
Extracurricular activities	<u>26,178</u>
Total depreciation expense	<u>\$ 348,225</u>

**NOTE 9 - LONG-TERM OBLIGATIONS**

- A. The general obligation bonds are voted issues for school building improvement projects. General obligation bonds are direct obligations of the District for which its full faith, credit, and resources are pledged. These bonds are payable from a .85 (average) mill tax levied on all taxable property in the District. Payments of principal and interest relating to these bonds are recorded as expenditures in the general and debt service funds.

During a prior fiscal year, the District issued unvoted long-term “energy conservation” notes, under authority of H.B. 264. Energy conservation notes outstanding are general obligations of the District, for which the District’s full faith and credit are pledged for repayment. Payments of principal and interest relating to these notes are recorded as expenditures in the general and debt service funds; however, unlike general obligation bonds, Ohio statute allows for the issuance of these notes without voter approval, and the subsequent repayment of the notes from operating revenues.

- B. The following is a description of the District’s notes and bonds outstanding as of June 30, 2004:

	<u>Interest</u> <u>Rate</u>	<u>Issue</u> <u>Date</u>	<u>Maturity</u> <u>Date</u>	<u>Balance</u> <u>July 1, 2003</u>	<u>Retired in</u> <u>Fiscal 2004</u>	<u>Balance</u> <u>June 30, 2004</u>
Energy conservation notes	4.50%	02/26/98	12/01/08	\$ 284,612	\$ (52,025)	\$ 232,587
General obligation bonds	7.34%	03/15/91	12/01/11	<u>635,000</u>	<u>(635,000)</u>	<u>-</u>
Total				<u>\$ 919,612</u>	<u>\$ (687,025)</u>	<u>\$ 232,587</u>

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004

**NOTE 9 - LONG-TERM OBLIGATIONS - (Continued)**

C. The following is a summary of the District's future annual debt service requirements to maturity for energy conservation notes:

Fiscal Year Ending	Energy Conservation Notes
2005	\$ 64,832
2006	64,832
2007	64,832
2008	64,832
Total	259,328
Less interest:	(26,741)
Total	\$ 232,587

D. During the fiscal year 2004, the following changes occurred in governmental activities long-term obligations:

	Balance Outstanding July 1, 2003	Additions	Reductions	Balance Outstanding June 30, 2004	Amounts Due in One Year
<b>Governmental Activities:</b>					
General obligation bonds	\$ 635,000	\$ -	\$ (635,000)	\$ -	\$ -
Energy conservation notes	284,612	-	(52,025)	232,587	54,366
Compensated absences	489,480	160,624	(87,207)	562,897	108,313
Total long-term obligations, governmental activities	\$ 1,409,092	\$ 160,624	\$ (774,232)	\$ 795,484	\$ 162,679

**E. Legal Debt Margin**

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

The effects of these debt limitations at June 30, 2004 are a voted debt margin of \$19,862,042 and an unvoted debt margin of \$220,689 and an unvoted energy conservation debt margin of \$1,753,617.

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004**

**NOTE 10 - RISK MANAGEMENT**

The 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. The District maintains comprehensive insurance coverage with private carriers for real property, building contents and vehicles. Vehicle policies include liability coverage for bodily injury and property damage. Real property and contents are fully insured. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years. There has been no significant reductions in amounts of insurance coverage from 2003.

The District provides employee health care benefits through membership in the Huron-Erie School Employees Insurance Association, a public entity risk management pool. Monthly payments are made to the Association for health, dental and vision insurance coverage. The pool agreement provides that the Association will be self-sustaining through member premiums, and the Association will purchase stop-loss insurance policies from commercial insurance carriers to cover any yearly claims in excess of 120% of the prior year's aggregate claims. Individual coverage cannot exceed \$1,000,000 in claims during their lifetime. Financial information can be obtained by writing to the Erie-Ottawa Educational Service Center, 2900 South Columbus Avenue, Sandusky, Ohio 44870.

Post employment health care is provided to plan participants or their beneficiaries through the respective retirement systems discussed in Note 12. As such, no funding provisions are required by the District.

For fiscal year 2004, the District participated in the Ohio School Boards Association Workers' Compensation Group Rating Program (GRP), an insurance purchasing pool. The intent of the GRP is to achieve the benefit of a reduced premium for the District by virtue of its grouping and representation with other participants in the GRP. The workers' compensation experience of the participating school districts is calculated as one experience and a common premium rate is applied to all school districts in the GRP. Each participant pays its workers' compensation premium to the State based on the rate for the GRP rather than its individual rate. Total savings are then calculated and each participant's individual performance is compared to the overall savings of the GRP. A participant will then either receive money from or be required to contribute to the "Equity Pooling Fund". This "equity pooling" arrangement insures that each participant shares equally in the overall performance of the GRP. Participation in the GRP is limited to school districts that can meet the GRP's selection criteria. The firm of Gates McDonald & Co. provides administrative, cost control and actuarial services to the GRP.

**NOTE 11 - DEFINED BENEFIT PENSION PLANS**

**A. School Employees Retirement System**

The District contributes to the School Employees Retirement System of Ohio (SERS), a cost-sharing, multiple-employer defined benefit pension plan. SERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Authority to establish and amend benefits is provided by State Statute Chapter 3309 of the Ohio Revised Code. SERS issues a publicly available, stand-alone 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 43215-3476, or by calling (614) 222-5853.

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004**

**NOTE 11 - DEFINED BENEFIT PENSION PLANS - (Continued)**

Plan members are required to contribute 10% of their annual covered salary and the District is required to contribute at an actuarially determined rate of 14% for 2004, 9.09% was the portion to fund pension obligations. The contribution requirements of plan members and employers are established and may be amended, up to a statutory maximum amount, by the SERS' Retirement Board. The adequacy of the contribution rates is determined annually. The District's required contributions to SERS for the fiscal years ended June 30, 2004, 2003, and 2002 were \$288,244, \$272,205, and \$254,315, respectively; 47.09% has been contributed for fiscal year 2004 and 100% for the fiscal years 2003 and 2002. \$152,496, represents the unpaid contribution for fiscal year 2004.

**B. State Teachers Retirement System**

The 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, annual cost-of-living adjustments, and death and survivor benefits to plan members and beneficiaries. Authority to establish and amend benefits is provided by Chapter 3307 of the Ohio Revised Code. STRS issues a publicly available, stand-alone 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, or by calling (614) 227-4090.

New members have a choice of three retirement plans, a Defined Benefit (DB) Plan, a Defined Contribution (DC) Plan and a Combined Plan. The DB plan offers an annual retirement allowance based on final average salary times a percentage that varies based on years of service, or an allowance based on member contributions and earned interest matched by STRS Ohio funds times an actuarially determined annuity factor. The DC Plan allows members to place all their member contributions and employer contributions equal to 10.5% of earned compensation into an investment account. Investment decisions are made by the member. A member is eligible to receive a retirement benefit at age 50 and termination of employment. The Combined Plan offers features of both the DC Plan and the DB Plan. In the Combined Plan, member contributions are invested by the member, and employer contributions are used to fund the defined benefit payment at a reduced level from the regular DB Plan. DC and Combined Plan members will transfer to the Defined Benefit Plan during their fifth year of membership unless they permanently select the DC or Combined Plan. 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 balances from the existing DB Plan into the DC Plan or the Combined Plan. This option expired on December 31, 2001. Benefits are established by Chapter 3307 of the Ohio Revised Code.

A DB or Combined Plan member with five or more years credited service who becomes disabled may qualify for a disability benefit. Eligible spouses and dependents of these active members who die before retirement may qualify for survivor benefits. Members in the DC Plan who become disabled are entitled only to their account balance. If a member dies before retirement benefits begin, the member's designated beneficiary is entitled to receive the member's account balance.

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004**

**NOTE 11 - DEFINED BENEFIT PENSION PLANS - (Continued)**

Plan members are required to contribute 10% of their annual covered salary and the District is required to contribute 14%; 13% was the portion used to fund pension obligations. Contribution rates are established by the State Teachers Retirement Board, upon recommendation of its consulting actuary, not to exceed statutory maximum rates of 10% for members and 14% for employers. Chapter 3307 of the Ohio Revised Code provides statutory authority for member and employee contributions. The District's required contributions to STRS for the fiscal years ended June 30, 2004, 2003, and 2002 were \$856,209, \$799,531, \$731,298, respectively; 82.86% has been contributed for fiscal year 2004 and 100% for the fiscal years 2003 and 2002. \$146,784, represents the unpaid contribution for fiscal year 2004. Contributions to the DC and Combined Plans for fiscal year 2004 were \$1,237 made by the District and \$5,475 made by the plan members.

**C. Social Security System**

Effective July 1, 1991, all employees not otherwise covered by the SERS or the STRS have an option to choose Social Security or the SERS/STRS. As of June 30, 2004, certain members of the Board of Education have elected Social Security. The District's liability is 6.2% of wages paid.

**NOTE 12 - POSTEMPLOYMENT BENEFITS**

The District provides comprehensive health care benefits to retired teachers and their dependents through STRS, and to retired non-certified employees and their dependents through SERS. Benefits include hospitalization, physicians' fees, prescription drugs, and partial reimbursement of monthly Medicare Part B premiums. Benefit provisions and the obligations to contribute are established by STRS and SERS based on authority granted by state statute. Both STRS and SERS 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 Ohio law, the cost of coverage paid from STRS funds shall be included in the employer contribution rate, currently 14% of covered payroll. For this fiscal year, the State Teachers Retirement Board allocated employer contributions equal to 1% of covered payroll to the Health Care Reserve fund. For the District, this amount equaled \$61,158 during fiscal 2004.

STRS pays health care benefits from the Health Care Reserve fund. The balance in the Health Care Reserve fund was \$2.8 billion at June 30, 2003 (the latest information available). For the fiscal year ended June 30, 2003 (the latest information available), 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 10 or more years of qualifying service credit, and disability and survivor benefit recipients. Members retiring on or after August 1, 1989, with less than 25 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 this fiscal year, employer contributions to fund health care benefits were 4.91% of covered payroll. In addition, SERS levies a surcharge to fund health care benefits equal to 14% of the difference between a minimum pay and the member's pay, pro-rated for partial service credit. For fiscal year 2004, the minimum pay has been established at \$25,400. The surcharge, added to the unallocated portion of the 14% employer contribution rate, provides for maintenance of the asset target level for the health care fund.

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004

**NOTE 12 - POSTEMPLOYMENT BENEFITS - (Continued)**

The target level for the health care reserve is 150% 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, 2004, SERS had net assets available for payment of health care benefits of \$303.6 million and SERS had approximately 50,000 participants receiving health care benefits. For the District, the amount to fund health care benefits, including surcharge, equaled \$133,980 during the 2004 fiscal year.

**NOTE 13 - BUDGETARY BASIS OF ACCOUNTING**

While reporting financial position, results of operations, and changes in fund balance on the basis of GAAP, the budgetary basis as provided by law is based upon accounting for certain transactions on a basis of cash receipts and disbursements.

The Statement of Revenue, Expenditures, and Changes in Fund Balance - Budget and Actual (Non-GAAP Budgetary Basis) presented for the general fund is presented on the budgetary basis to provide a meaningful comparison of actual results with the budget. The major differences between the budget basis and the GAAP basis are that:

- (a) Revenues and other financing sources are recorded when received in cash (budget basis) as opposed to when susceptible to accrual (GAAP basis);
- (b) Expenditures and other financing uses are recorded when paid in cash (budget basis) as opposed to when the liability is incurred (GAAP basis);
- (c) In order to determine compliance with Ohio law, and to reserve that portion of the applicable appropriation, total outstanding encumbrances (budget basis) are recorded as the equivalent of an expenditure, as opposed to a reservation of fund balance for that portion of outstanding encumbrances not already recognized as an account payable (GAAP basis).

The adjustments necessary to convert the results of operations for the year on the budget basis to the GAAP basis for the general fund is as follows:

	<u>General Fund</u>
Budget basis	\$ (978,557)
Net adjustment for revenue accruals	70,914
Net adjustment for expenditure accruals	(127,390)
Net adjustment for other sources/uses	7,992
Adjustment for encumbrances	<u>143,443</u>
GAAP basis	<u>\$ (883,598)</u>

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004

**NOTE 14 - CONTINGENCIES**

**A. Grants**

The District receives significant financial assistance from numerous federal, state and local agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and are subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the District. However in the opinion of management, any such disallowed claims will not have a material effect on the financial position of the District.

**B. Litigation**

The District is a party to legal proceedings. The District management is of the opinion that disposition of the claim and legal proceedings will not have a material effect, if any, on the financial condition of the District.

**C. 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 plan 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 District is currently unable to determine what effect, if any, this decision will have on its future state funding and its financial operations.

**NOTE 15 - STATUTORY RESERVES**

The District is required by state law to set-aside certain general fund revenue amounts, as defined by statute, into various reserves. These reserves are calculated and presented on a cash basis. During the fiscal year ended June 30, 2004, the reserve activity was as follows:

	Textbook <u>Reserve</u>	Capital Maintenance <u>Reserve</u>
Set-aside cash balance as of June 30, 2003	\$ (187,867)	\$ (1,426,487)
Current year set-aside requirement	247,381	247,381
Current year offsets	(83,752)	(581,186)
Qualifying expenditures	<u>(436,628)</u>	<u>(464,043)</u>
Total	<u>\$ (460,866)</u>	<u>\$ (2,224,335)</u>
Balance carried forward to FY 2005	<u>\$ (460,866)</u>	<u>\$ (2,224,335)</u>

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004**

**NOTE 15 - STATUTORY RESERVES - (Continued)**

The District had offsets and qualifying expenditures during the year that reduced the capital maintenance and textbook set-asides below zero; these extra amounts are being carried forward to reduce the set-aside requirements of future years.

In addition to the above statutory reserves, the District also received monies restricted for school bus purchases. The amount of \$62,547 for school bus reserve is in the general fund on the governmental funds balance sheet at June 30, 2004.

A schedule of the governmental fund restricted assets at June 30, 2004 follows:

Amount restricted for school bus purchases	<u>\$ 62,547</u>
Total restricted assets	<u>\$ 62,547</u>

## SUPPLEMENTAL DATA

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
SCHEDULE OF RECEIPTS AND EXPENDITURES OF FEDERAL AWARDS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004**

FEDERAL GRANTOR/ SUB GRANTOR/ PROGRAM TITLE	CFDA NUMBER	PASS-THROUGH GRANT NUMBER	(E) CASH FEDERAL RECEIPTS	OTHER FEDERAL RECEIPTS	(E) CASH FEDERAL DISBURSEMENTS	OTHER FEDERAL DISBURSEMENTS
<b>U.S. DEPARTMENT OF AGRICULTURE PASSED THROUGH THE OHIO DEPARTMENT OF EDUCATION:</b>						
<b>Nutrition Cluster:</b>						
(A),(C) Food Distribution	10.550	N/A	\$ -	\$ 64,302	\$ -	\$ 64,302
(A),(D) National School Lunch	10.555	046789-LL-P4-2003	14,030	-	14,030	-
(A),(D) National School Lunch	10.555	046789-LL-P4-2004	76,897	-	76,897	-
<b>Total U.S. Department of Agriculture and Nutrition Cluster</b>			<u>90,927</u>	<u>64,302</u>	<u>90,927</u>	<u>64,302</u>
<b>U.S. DEPARTMENT OF EDUCATION PASSED THROUGH THE OHIO DEPARTMENT OF EDUCATION:</b>						
Title I - Grants to Local Educational Agencies	84.010	046789-C1-S1-2003	14,566		30,762	
Title I - Grants to Local Educational Agencies	84.010	046789-C1-S1-2004	171,352		136,551	
<b>Total Title I</b>			<u>185,918</u>		<u>167,313</u>	
<b>Special Education Cluster:</b>						
(B) Special Education - Grants to States	84.027	046789-6B-SF-2003-P	149,183		172,063	
(B) Special Education - Grants to States	84.027	046789-6B-SF-2004	113,227		243,199	
<b>Total Special Education - Grants to States</b>			<u>262,410</u>		<u>415,262</u>	
(B) Special Education - Preschool Grants	84.173	046789-PG-S1-2004	15,395		15,395	
<b>Total Special Education Cluster</b>			<u>277,805</u>		<u>430,657</u>	
Safe and Drug-Free Schools and Communities - State Grants	84.186	046789-DR-S1-2003	589		800	
Safe and Drug-Free Schools and Communities - State Grants	84.186	046789-DR-S1-2004	4,800		3,053	
<b>Total Safe and Drug-Free Schools and Communities - State Grants</b>			<u>5,389</u>		<u>3,853</u>	
State Grants for Innovative Programs	84.298	046789-C2-S1-2003	8,083		10,178	
State Grants for Innovative Programs	84.298	046789-C2-S1-2004	9,529		9,516	
<b>Total State Grants for Innovative Programs</b>			<u>17,612</u>		<u>19,694</u>	
Education Technology State Grants	84.318	046789-TJ-S1-2003	1,195		5,454	
Education Technology State Grants	84.318	046789-TJ-S1-2004	4,691		4,469	
<b>Total Education Technology State Grants</b>			<u>5,886</u>		<u>9,923</u>	
(F) School Renovation, IDEA and Technology	84.352A	046789-AT-S2-2002	(617)		2,795	
Improving Teacher Quality State Grants	84.367	046789-TR-S1-2003	23,441		23,515	
Improving Teacher Quality State Grants	84.367	046789-TR-S1-2004	48,821		48,821	
<b>Title Improving Teacher Quality State Grants</b>			<u>72,262</u>		<u>72,336</u>	
<b>Total U.S. Department of Education</b>			<u>564,255</u>		<u>706,571</u>	
<b>Total Federal Financial Assistance</b>			<u>\$ 655,182</u>	<u>\$ 64,302</u>	<u>\$ 797,498</u>	<u>\$ 64,302</u>

- (A) Included as part of "Nutrition Grant Cluster" in determining major programs  
(B) Included as part of "Special Education Grant Cluster" in determining major programs.  
(C) The Food Distribution Program is a non-cash, in kind, federal grant. Commodities are valued at fair market prices.  
(D) Commingled with state and local revenue from sales of lunches; assumed expenditures were made on a first-in, first-out basis  
(E) This schedule was prepared on the cash basis of accounting.  
(F) Repayment of unspent funds.

# TRIMBLE, JULIAN & GRUBE, INC.

“SERVING OHIO LOCAL GOVERNMENTS”

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Telephone 614.846.1899  
Facsimile 614.846.2799

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

Board of Education  
Berlin-Milan Local School District  
140 South Main Street  
Milan, Ohio 44846-9770

We have audited the financial statements of the governmental activities, its major fund, and the aggregate remaining fund information of the Berlin-Milan Local School District as of and for the fiscal year ended June 30, 2004, which collectively comprise the Berlin-Milan Local School District’s basic financial statements and have issued our report thereon dated December 17, 2004. 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.

### Internal Control Over Financial Reporting

In planning and performing our audit, we considered Berlin-Milan Local School District’s internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide an opinion 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 that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted other matters involving the internal control over financial reporting that we have reported to management of Berlin-Milan Local School District in a separate letter dated December 17, 2004.

Board of Education  
Berlin-Milan Local School District

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Berlin-Milan Local School District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings as items 2004-BMLSD-001 and 2004-BMLSD-002. We also noted certain additional matters that we reported to management of Berlin-Milan Local School District in a separate letter dated December 17, 2004.

This report is intended solely for the information and use of the management, the Board of the Berlin-Milan Local School District, federal awarding agencies and pass through entities, and is not intended to be and should not be used by anyone other than these specified parties.



Trimble, Julian & Grube, Inc.  
December 17, 2004

# TRIMBLE, JULIAN & GRUBE, INC.

“SERVING OHIO LOCAL GOVERNMENTS”

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## **Report on Compliance With Requirements Applicable to Its Major Federal Program and on Internal Control Over Compliance In Accordance With *OMB Circular A-133***

Board of Education  
Berlin-Milan Local School District  
140 South Main Street  
Milan, Ohio 44846-9770

### Compliance

We have audited the compliance of the Berlin-Milan Local School District with the types of compliance requirements described in the *U. S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to its major federal program for the fiscal year ended June 30, 2004. The Berlin-Milan Local School District's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings. Compliance with the requirements of laws, regulations, contracts and grants applicable to its major federal program is the responsibility of the Berlin-Milan Local School District's management. Our responsibility is to express an opinion on the Berlin-Milan Local School District's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and *OMB Circular A-133, Audit of States, Local Governments, and Non-Profit Organizations*. Those standards and *OMB Circular A-133* require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Berlin-Milan Local School District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the Berlin-Milan Local School District's compliance with those requirements.

In our opinion, the Berlin-Milan Local School District complied, in all material respects, with the requirements referred to above that are applicable to its major federal program for the fiscal year ended June 30, 2004.

### Internal Control Over Compliance

The management of the Berlin-Milan Local School District is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the Berlin-Milan Local School District's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with *OMB Circular A-133*.

Board of Education  
Berlin-Milan Local School District

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control 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 noncompliance with applicable requirements of laws, regulations, contracts and grants caused by error or fraud that would be material in relation to its major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended solely for the information and use of the management, the Board of the Berlin-Milan Local School District, federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in cursive script that reads "Trimble, Julian & Grube, Inc.".

Trimble, Julian & Grube, Inc.  
December 17, 2004

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

**SCHEDULE OF FINDINGS  
OMB CIRCULAR A-133 § .505  
JUNE 30, 2004**

<b>1. SUMMARY OF AUDITOR'S RESULTS</b>		
<i>(d)(1)(i)</i>	<i>Type of Financial Statement Opinion</i>	Unqualified
<i>(d)(1)(ii)</i>	Were there any material control weakness conditions reported at the financial statement level (GAGAS)?	No
<i>(d)(1)(ii)</i>	Were there any other reportable control weakness conditions reported at the financial statement level (GAGAS)?	No
<i>(d)(1)(iii)</i>	Was there any reported non-compliance at the financial statement level (GAGAS)?	Yes
<i>(d)(1)(iv)</i>	Were there any material internal control weakness conditions reported for major federal programs?	No
<i>(d)(1)(iv)</i>	Were there any other reportable internal control weakness conditions reported for major federal programs?	No
<i>(d)(1)(v)</i>	Type of Major Programs' Compliance Opinion	Unqualified
<i>(d)(1)(vi)</i>	Are there any reportable findings under § .510?	No
<i>(d)(1)(vii)</i>	Major Program:	Special Education Cluster: Special Education – Grants to States; CFDA #84.027 and Special Education – Preschool Grants; CFDA #84.173
<i>(d)(1)(viii)</i>	Dollar Threshold: Type A/B Programs	Type A: >\$300,000 Type B: all others
<i>(d)(1)(ix)</i>	Low Risk Auditee?	Yes

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

**SCHEDULE OF FINDINGS  
OMB CIRCULAR A-133 § .505  
JUNE 30, 2004**

<b>2. FINDINGS RELATED TO THE BASIC FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS</b>
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Finding Number	2004-BMLSD-001
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Ohio Revised Code Section 5705.39 in part requires that the total appropriation from each fund should not exceed total estimated resources.

It was noted during the audit that during the year ended June 30, 2004, the total appropriations exceeded the total estimated resources in the following funds:

<u>Fund Type</u>	<u>Fund</u>	<u>Excess Amount</u>
Special Revenue	Ohio Reads	\$ 4,996
Special Revenue	IDEA Part B - Special Education	18,741
Special Revenue	Title VI	2,065
Special Revenue	Drug-Free Schools	31
Special Revenue	Title VI - R	60
Special Revenue	Title II-D	3,885

With appropriations exceeding estimated resources, the District is appropriating monies that are not in the treasury or in the process of collection that have been certified with the County Auditor. Thus, over appropriating may cause expenditures to increase and cause a deficit fund balance.

We recommend that the District comply with the Ohio Revised Code by keeping more accurate appropriations versus estimated resources. If it is determined that estimated resources will be greater than initially anticipated, the District should amend its official estimate in order to provide for any additional appropriations; however, appropriations should not exceed estimated resources.

**BERLIN-MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY, OHIO**

**SCHEDULE OF FINDINGS  
OMB CIRCULAR A-133 § .505  
JUNE 30, 2004**

**2. FINDINGS RELATED TO THE BASIC FINANCIAL STATEMENTS REQUIRED  
TO BE REPORTED IN ACCORDANCE WITH GAGAS – (Continued)**

Finding Number	2004-BMLSD-002
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Ohio Revised Code Section 5705.41(B) requires that no subdivision is to expend money unless it has been appropriated.

It was noted during the audit that the District had expenditures exceeding appropriations in the following funds:

<u>Fund Type</u>	<u>Fund</u>	<u>Excess</u>
Capital Projects	School Net	23,748

With expenditures exceeding appropriations, the District is expending monies that have not been appropriated and approved by the Board of Education. This may result in unnecessary purchases or overspending which may lead to a fund deficit.

We recommend that the District comply with the Ohio Revised Code and the Auditor of State Bulletin 97-010 by monitoring expenditures so they do not exceed lawful appropriations and amending the budget prior to year end. This may be achieved by monitoring the budget more closely on a continual basis.

**3. FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS**

None.



**Auditor of State  
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**BERLIN MILAN LOCAL SCHOOL DISTRICT  
ERIE COUNTY**

**CLERK'S CERTIFICATION**

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

*Susan Babbitt*

**CLERK OF THE BUREAU**

**CERTIFIED  
FEBRUARY 15, 2005**