



**CISCO ACADEMY OF NORTHWEST OHIO  
HENRY COUNTY**

**REGULAR AUDIT**

**FOR THE YEARS ENDED JUNE 30, 2000-1999**



**JIM PETRO**  
**AUDITOR OF STATE**  

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**STATE OF OHIO**



**CISCO ACADEMY OF NORTHWEST OHIO  
HENRY COUNTY**

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## REPORT OF INDEPENDENT ACCOUNTANTS

Cisco Academy of Northwest Ohio  
Henry County  
22900 State Route 34  
Archbold, Ohio 43502-9541

To the Membership:

We have audited the accompanying financial statements of Cisco Academy of Northwest Ohio, Henry County, Ohio, (the Regional Academy) as of and for the years ended June 30, 1999 and 2000. These financial statements are the responsibility of the Regional Academy's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audits in accordance with generally accepted auditing standards 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 audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

As discussed in Note 1, the Regional Academy prepares its financial statements on the basis of accounting prescribed or permitted by the Auditor of State, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects, the fund cash balances and reserves for encumbrances of the Regional Academy as of June 30, 1999 and 2000, and its cash receipts and disbursements for the years then ended on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated November 14, 2000 on our consideration of the Regional Academy's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

This report is intended solely for the information and use of management, the membership, and other officials authorized to receive this report under § 117.26, Ohio Revised Code, and is not intended to be and should not be used by anyone other than these specified parties.

**Jim Petro**  
Auditor of State

November 14, 2000

**CISCO ACADEMY OF NORTHWEST OHIO  
HENRY COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN CASH BALANCES  
FOR THE YEARS ENDED JUNE 30, 1999 AND 2000**

	<b>1999</b>	<b>2000</b>
<b>Cash Receipts:</b>		
Membership Fees	\$24,000	\$28,000
Interest Income	153	2,194
	<u>24,153</u>	<u>30,194</u>
<b>Total Cash Receipts</b>		
<b>Cash Disbursements:</b>		
Travel	196	3,501
Contract Services	9,595	18,657
Equipment		1,750
	<u>9,791</u>	<u>23,908</u>
<b>Total Cash Disbursements</b>		
Total Receipts Over Disbursements	14,362	6,286
Cash Balances, July 1	<u>          </u>	<u>14,362</u>
<b>Cash Balances, June 30</b>	<b><u>\$14,362</u></b>	<b><u>\$20,648</u></b>
Reserve for Encumbrances	<u>\$1,750</u>	<u>          </u>

*The notes to the financial statement are an integral part of this statement.*

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**CISCO ACADEMY OF NORTHWEST OHIO  
HENRY COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2000 AND 1999**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Description of the Entity**

The Cisco Academy of Northwest Ohio, Henry County, (the Regional Academy) is a body corporate and politic established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The Regional Academy is directed by a membership of 14 organized under Chapter 167 of the Ohio Revised Code as a not-for-profit Council of Governments. The Membership consists of representatives from participating school districts and community colleges. The Regional Academy is to function as a regional training and support center for local Cisco Academies in Northwest Ohio. The participating subdivisions are:

Bryan City School District	Oregon City School District
EHOVE Joint Vocational School District	Perrysburg City School District
Edgerton Local School District	Sylvania City School District
Four County Career Center	Vanguard Joint Vocational School District
Monroeville Local School District	Washington Local School District
Napoleon Area School District	Owens Community College
Northeastern Local School District	Stautzenberger Community College

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

**B. Basis of Accounting**

These financial statements follow the basis of accounting prescribed or permitted by the Auditor of State, which is similar to the cash receipts and disbursements basis of accounting. Receipts are recognized when received in cash rather than when earned, and disbursements are recognized when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as prescribed or permitted by the Auditor of State.

**C. Cash and Investments**

The Regional Academy's cash is held and invested by the Four County Career Center's Treasurer, who is the fiscal agent for the Regional Academy monies. The Regional Academy's assets are held in the Career Center's cash and investment pool, and are valued at the Career Center Treasurer's reported carrying amount.

**D. Fund Accounting**

The Council Fund is the general operating fund and is used to account for all financial resources.

**CISCO ACADEMY OF NORTHWEST OHIO  
HENRY COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2000 AND 1999  
(Continued)**

**E. Budgetary Process**

The Regional Academy budgets the Council Fund annually.

**1. Appropriations**

The Four County Career Center annually approves appropriation measures and subsequent amendments. The membership approves a budget at the April meeting for the ensuing year. Unencumbered appropriations lapse at year end.

**2. Estimated Resources**

Estimated resources include estimates of cash to be received (budgeted receipts) plus unencumbered cash as of January 1.

**3. Encumbrances**

The Regional Academy reserves (encumbers) appropriations when commitments are made. Encumbrances outstanding at year end are carried over, and need not be reappropriated.

A summary of 2000 and 1999 budgetary activity appears in Note 2.

**F. Property, Plant and Equipment**

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

**2. CASH**

Because the Regional Academy's deposits are commingled with the Four County Career Center deposits it was not feasible to determine the manner in which the Regional Academy's deposits were insured. The extent of the Four County Career Center's collateralization of funds is disclosed in its audit reports for the years ended June 30, 1999 and 2000.

**3. BUDGETARY ACTIVITY**

Budgetary activity for the years ending June 30 follows:

<u>2000 Budgeted vs. Actual Receipts</u>			
<u>Fund Type</u>	<u>Budgeted Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
General	<u>\$43,012</u>	<u>\$30,194</u>	<u>(\$12,818)</u>

**CISCO ACADEMY OF NORTHWEST OHIO  
HENRY COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2000 AND 1999  
(Continued)**

2000 Budgeted vs. Actual Budgetary Basis Expenditures

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General	<u>\$22,750</u>	<u>\$23,908</u>	<u>(\$1,158)</u>

1999 Budgeted vs. Actual Receipts

<u>Fund Type</u>	<u>Budgeted Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
General	<u>\$27,000</u>	<u>\$24,153</u>	<u>(\$2,847)</u>

1999 Budgeted vs. Actual Budgetary Basis Expenditures

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General	<u>\$20,000</u>	<u>\$11,541</u>	<u>\$8,459</u>

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

Cisco Academy of Northwest Ohio  
Henry County  
22900 State Route 34  
Archbold, Ohio 43502-9541

To the Membership:

We have audited the financial statements of Cisco Academy of Northwest Ohio, Henry County, Ohio, (the Regional Academy) as of and for the years ended June 30, 1999 and 2000, and have issued our report thereon dated November 14, 2000. We conducted our audits in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Compliance**

As part of obtaining reasonable assurance about whether the Regional Academy's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, 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 audits and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the Regional Academy's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a 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 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 do not require inclusion in this report, that we have reported to management of the Regional Academy in a separate letter dated November 14, 2000.

Cisco Academy of Northwest Ohio  
Henry County  
Report of Independent Accountants on Compliance and on  
Internal Control Required by *Government Auditing Standards*  
Page 2

This report is intended for the information and use of management and the membership, and is not intended to be and should not be used by anyone other than these specified parties.

**Jim Petro**  
Auditor of State

November 14, 2000



STATE OF OHIO  
OFFICE OF THE AUDITOR  

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**CISCO ACADEMY OF NORTHWEST OHIO**

**HENRY COUNTY**

**CLERK'S CERTIFICATION**

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

*Susan Babbitt*

**CLERK OF THE BUREAU**

**CERTIFIED  
DECEMBER 5, 2000**