



**ERIE DISTRICT BOARD OF HEALTH  
ERIE COUNTY**

**SINGLE AUDIT**

**FOR THE YEAR ENDED DECEMBER 31, 1999**



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

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**STATE OF OHIO**



**ERIE DISTRICT BOARD OF HEALTH  
TABLE OF CONTENTS**

<b>TITLE</b>	<b>PAGE</b>
Report of Independent Accountants .....	1
Combined Statement of Cash, Investments and Fund Cash Balances – All Fund Types .....	3
Combined Statement of Cash Receipts, Cash Disbursements and Changes in Fund Cash Balances – All Governmental Fund Types .....	4
Combined Statement of Receipts – Budget and Actual .....	5
Combined Statement of Disbursements Compared with Expenditure Authority .....	6
Notes to the Financial Statements .....	7
Schedule of Federal Awards Expenditures .....	11
Notes to the Schedule of Federal Awards Expenditures .....	12
Report of Independent Accountants on Compliance and on Internal Control Required by <i>Government Auditing Standards</i> .....	13
Report of Independent Accountants on Compliance with Requirements Applicable to the Major Federal Program and Internal Control Over Compliance in Accordance with OMB Circular A-133 .....	15
Schedule of Findings .....	17

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STATE OF OHIO  
OFFICE OF THE AUDITOR  

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JIM PETRO, AUDITOR OF STATE

One Government Center  
Room 1420  
Toledo, Ohio 43604-2246  
Telephone 419-245-2811  
800-443-9276  
Facsimile 419-245-2484  
[www.auditor.state.oh.us](http://www.auditor.state.oh.us)

## REPORT OF INDEPENDENT ACCOUNTANTS

Erie District Board of Health  
Erie County  
420 Superior Street  
Sandusky, Ohio 44870-1815

To the Board:

We have audited the accompanying financial statements of the Erie District Board of Health (the District) as of and for the year ended December 31, 1999. These financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these financial statements based on our audit.

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

As described Note 1, the District 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 combined cash, investments, and combined fund cash balances of the District Board of Health, Erie County, Ohio, as of December 31, 1999, and its combined cash receipts and disbursements and its combined budgeted and actual receipts and budgeted and actual disbursements, for the year then ended on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated August 18, 2000, on our consideration of the District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Our audit was performed for the purpose of forming an opinion on the financial statements of the District, taken as a whole. The accompanying schedule of federal awards expenditures 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 financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

This report is intended solely for the information and use of the audit committee, management, the Board of Health, 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.

A handwritten signature in black ink, appearing to read "Jim Petro", with a large, stylized flourish at the end.

**Jim Petro**  
Auditor of State

August 18, 2000

**ERIE DISTRICT BOARD OF HEALTH  
COMBINED STATEMENT OF CASH, INVESTMENTS, AND FUND  
CASH BALANCES - ALL FUND TYPES  
AS OF DECEMBER 31, 1999**

<b>Funds on Deposit with County Treasurer</b>	<b><u><u>\$1,283,689</u></u></b>
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**CASH BALANCES BY FUND TYPE**

<b>Governmental Fund Type:</b>	
General Fund	\$1,758,882
Special Revenue Funds	<u>(475,193)</u>
<b>Total</b>	<b><u><u>\$1,283,689</u></u></b>

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

**ERIE DISTRICT BOARD OF HEALTH  
COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES - GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 1999**

	<u>Governmental Fund Types</u>		<b>Totals (Memorandum Only)</b>
	<u>General</u>	<u>Special Revenue</u>	
<b>Cash Receipts:</b>			
Taxes	\$1,248,357		\$1,248,357
Intergovernmental	189,213	\$705,005	894,218
Charges for Services	139,876	1,664,090	1,803,966
Licenses, Permits and Fees	21,860	67,635	89,495
All Other Revenue	27,586	2,796	30,382
	<u>1,626,892</u>	<u>2,439,526</u>	<u>4,066,418</u>
Total Cash Receipts			
	1,626,892	2,439,526	4,066,418
<b>Cash Disbursements:</b>			
Salaries	552,483	1,862,218	2,414,701
Supplies	58,178	102,746	160,924
Equipment	20,901	40,934	61,835
Contracts - Repair	2,014	3,719	5,733
Contracts - Services	137,073	172,076	309,149
Rental	32,323	98,542	130,865
Travel and Expenses	31,874	73,937	105,811
Advertising and Printing	5,058	9,758	14,816
Retirement	73,992	247,881	321,873
Workers Compensation	9,253	44,266	53,519
Remittance to State		53,101	53,101
Other Disbursements	139,176	353,189	492,365
	<u>1,062,325</u>	<u>3,062,367</u>	<u>4,124,692</u>
Total Cash Disbursements			
Excess of Cash Receipts Over (Under) Cash Disbursements	564,567	(622,841)	(58,274)
Fund Cash Balance - January 1, 1999	<u>1,194,315</u>	<u>147,648</u>	<u>1,341,963</u>
<b>Fund Cash Balance - December 31, 1999</b>	<b><u>\$1,758,882</u></b>	<b><u>(\$475,193)</u></b>	<b><u>\$1,283,689</u></b>

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



**ERIE DISTRICT BOARD OF HEALTH  
 COMBINED STATEMENT OF RECEIPTS  
 BUDGET AND ACTUAL  
 FOR THE YEAR ENDED DECEMBER 31, 1999**

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
<b>Governmental Fund Type:</b>			
General	\$2,076,700	\$1,062,325	(\$1,014,375)
Special Revenue	<u>3,485,627</u>	<u>3,062,367</u>	<u>(423,260)</u>
<b>Total (Memorandum Only)</b>	<b><u>\$5,562,327</u></b>	<b><u>\$4,124,692</u></b>	<b><u>(\$1,437,635)</u></b>

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

**ERIE DISTRICT BOARD OF HEALTH  
 COMBINED STATEMENT OF DISBURSEMENTS  
 COMPARED WITH EXPENDITURE AUTHORITY  
 FOR THE YEAR ENDED DECEMBER 31, 1999**

	<u>1999 Appropriations</u>	<u>Actual 1999 Disbursements</u>	<u>Variance Favorable (Unfavorable)</u>
<b>Governmental Fund Type:</b>			
General	\$1,121,400	\$1,062,325	\$59,075
Special Revenue	<u>3,256,098</u>	<u>3,062,367</u>	<u>193,731</u>
<b>Total (Memorandum Only)</b>	<b><u><u>\$4,377,498</u></u></b>	<b><u><u>\$4,124,692</u></u></b>	<b><u><u>\$252,806</u></u></b>

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

**ERIE DISTRICT BOARD OF HEALTH  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 1999**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES  
(As Required by Various Statutes)**

**A. Description of the Entity**

Erie District Board of Health (the District) is a body politic and corporate established for the purpose of exercising the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The District is a combined Board of Health as defined by § 3709.07 of the Revised Code. The District is the union of the city health departments of Sandusky, Huron, and Vermilion and the Erie County General Board of Health. The District operates under the direction of an eleven (11) member appointed Board of Health with five members appointed by the City of Sandusky, four members appointed by the District Advisory Council, and one member each appointed by the Cities of Huron and Vermilion.

The District is responsible for the provisions of public health, the prevention or restriction of disease and the prevention, abatement and suppression of nuisances. The Erie County Auditor acts as fiscal agent for the District and the Erie County Treasurer acts as custodian of all funds. Management believes the financial statements included in this report represent all of the funds of the District which it has the ability to exercise direct operating control.

**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. Fund Accounting**

The District maintains its accounting records in accordance with the principles of "fund" accounting. Fund accounting is a concept developed to meet the needs of governmental entities in which legal or other restraints require the recording of specific receipts and disbursements. The transactions of each fund are reflected in a self-balancing group of accounts, an accounting entity which stands separate from the activities reported in other funds. The restrictions associated with each class of funds are as follows:

**Governmental Funds**

**General Fund** – The General Fund is the general operating fund of the District. It is used to account for all financial resources except those required by law or contract to be accounted for in another fund.

**Special Revenue Funds** – Special revenue funds account for proceeds of specific revenue sources that are legally restricted to disbursements for specified purposes.

**ERIE DISTRICT BOARD OF HEALTH  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 1999  
(Continued)**

**D. Budgetary Process**

The Ohio Revised Code requires that each fund be budgeted annually.

**1. Appropriations**

An appropriation measure is adopted by the District on or before the first Monday of April in each year for the period January 1 to December 31 of the following year. The appropriation measure, together with an itemized estimate of the sources of revenue available to the District for the next fiscal year, is submitted to the county auditor, who in turn submits it to the county budget commission.

The county budget commission reviews the appropriation measure and may reduce any item in the appropriation measure, but may not increase any item or the aggregate amount of all items in the appropriation measure.

The appropriation measure, as amended by the county budget commission, controls expenditures by the District for the period January 1 to December 31 of the following year. The District may, by resolution, transfer funds from one item to another in the appropriation measure, reduce or increase any item, create new items, and make additional appropriations or reduce total appropriations, subject to the availability of funds and to the approval of the county budget commission.

**2. Estimated Resources**

The county auditor calculates the estimated tax revenues available to the District. A certificate of estimated resources is prepared based upon this calculation and upon other financial information supplied in the budget sent by the District.

**3. Encumbrances**

The District is required by Ohio Law to use the encumbrance method of accounting. Under this system, purchase orders, contracts, and other commitments for the expenditure of funds are recorded as the budgetary equivalent of expenditures to reserve that portion of the applicable appropriation and to determine and maintain legal compliance.

Unencumbered appropriations lapse at year end. Encumbered appropriations are carried forward to the succeeding fiscal year without being reappropriated.

**E. Property, Plant and Equipment**

Acquisitions of property, plant and equipment are recorded as disbursements when paid. These items are not reflected as assets on the accompanying financial statements. Depreciation is not recorded for these fixed assets.

**F. Unpaid Vacation and Sick Leave**

Employees are entitled to cash payments for unused vacation leave in certain circumstances, such as upon leaving employment. Unpaid vacation leave is not reflected as liabilities under the cash basis of accounting used by the District.

**ERIE DISTRICT BOARD OF HEALTH  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 1999  
(Continued)**

**G. Total Columns on Financial Statements**

Total columns on the financial statements are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. This data is not comparable to a consolidation. Interfund-type eliminations have not been made in the aggregation of this data.

**2. POOLED CASH AND INVESTMENTS**

The Erie County Auditor acts as fiscal officer and the Erie County Treasurer acts as custodian of the monies of the District. Erie County maintains a cash and investment pool used by all funds of Erie County and includes custodial funds for which the Erie County Treasurer is custodian. It is impracticable at this time to differentiate the District monies from the County's cash and investment pool, and therefore disclosure of pooled cash and investments has only been made in the Erie County financial condition audit report.

**3. PROPERTY TAXES**

Real property taxes become a lien on January 1 preceding the October 1 date for which rates are adopted by the Board of Health. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. Homestead and rollback amounts are then paid by the State, and are reflected in the accompanying financial statements as Intergovernmental Receipts. Payments are due to the County by December 31. If the property owner elects to make semiannual payment, the first half is due December 31. The second half payment is due the following June 20.

Public utilities are also taxed on personal and real property located within the District.

Tangible personal property tax is assessed by the property owners, who must file a list of such property to the County by each April 30.

The County is responsible for assessing property, and for billing, collecting, and distributing all property taxes on behalf of the District.

**4. RISK MANAGEMENT**

The Erie County Commissioners maintain comprehensive insurance coverage as a member of a pooled insurance agreement with County Risk Sharing Authority (CORSA). The pool purchases excess insurance to supplement the pool funds. The District's real property is fully insured after a \$2,500 deductible per occurrence is paid by the County.

The District maintains commercial liability insurance and building contents coverage with the Public Entities Pool of Ohio. Coverage includes bodily injury and property damage. The District provides health insurance for its employees through Medical Mutual of Ohio.

**5. RETIREMENT COMMITMENTS**

The District's full-time employees belong to the Public Employees Retirement System (PERS) of Ohio. PERS is a cost-sharing, multiple-employer plan. This plan provides retirement benefits, including postretirement healthcare, and survivor and disability benefits to participants as prescribed by the Ohio Revised Code.

**ERIE DISTRICT BOARD OF HEALTH  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 1999  
(Continued)**

Contribution rates are also prescribed by the Ohio Revised Code. For 1999, PERS members contributed 8.5 percent of their gross salaries. The District contributed an amount equal to 13.55 percent of participants' gross salaries. The District has paid all contributions required through December 31, 1999.

**ERIE DISTRICT BOARD OF HEALTH  
SCHEDULE OF FEDERAL AWARDS EXPENDITURES  
FOR THE YEAR ENDED DECEMBER 31, 1999**

<b>Federal Grantor</b> <i>Pass Through Grantor</i> Program Title	Federal CFDA Number	Pass Through Entity Number	Disbursements
<b>United States Department of Agriculture</b> <i>Passed Through Ohio Department of Health</i>			
Special Supplemental Nutrition Program for Women, Infants and Children (WIC)	10.557	22-1-01-F-CL-389 22-1-01-F-CL-389	\$296,241 <u>90,275</u>
Total WIC			<u>386,516</u>
<b>United States Department of Health Human Services</b> <i>Passed Through Ohio Department of Health</i>			
Child and Family Health Services Block Grant (CFHS)	93.994	22-1-01-F-AI-320 22-1-01-F-AI-320	54,847 <u>21,847</u>
Total CFHS			<u>76,694</u>
Family Planning Grant	93.217	22-1-01-F-XX 22-1-01-F-XX	18,609 <u>56,532</u>
Total Family Planning Grant			<u>75,141</u>
Abstinence Education Grant	93.235	22-1-01-F-CS-320	<u>3,624</u>
Total Department of Human Services			<u>155,459</u>
<b>TOTAL FEDERAL FINANCIAL ASSISTANCE</b>			<b><u><u>\$541,975</u></u></b>

*The notes to the schedule of federal awards expenditures are an integral part of this schedule.*

**ERIE DISTRICT BOARD OF HEALTH  
NOTES TO THE SCHEDULE OF FEDERAL AWARDS EXPENDITURES  
DECEMBER 31, 1999**

**NOTE A – SIGNIFICANT ACCOUNTING POLICIES**

The accompanying Schedule of Federal Awards Expenditures (the Schedule) summarizes activity of the District's federal award programs. The schedule has been prepared on the cash basis of accounting.





STATE OF OHIO  
OFFICE OF THE AUDITOR  
JIM PETRO, AUDITOR OF STATE

One Government Center  
Room 1420  
Toledo, Ohio 43604-2246  
Telephone 419-245-2811  
800-443-9276  
Facsimile 419-245-2484  
www.auditor.state.oh.us

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

Erie District Board of Health  
Erie County  
420 Superior Street  
Sandusky, Ohio 44870-1815

To the Board:

We have audited the financial statements of the Erie District Board of Health (the District) as of and for the year ended December 31, 1999, and have issued our report thereon dated August 18, 2000. We conducted our audit 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 District'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 audit 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*. However, we noted a certain immaterial instance of noncompliance that we have reported to the management of the District in a separate letter dated August 18, 2000.

### Internal Control Over Financial Reporting

In planning and performing our audit, we considered the District'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 District in a separate letter dated August 18, 2000.

This report is intended for the information and use of the audit committee, management, the Board of Health, 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 black ink, appearing to read 'Jim Petro', with a large, stylized flourish at the end.

**Jim Petro**  
Auditor of State

August 18, 2000



STATE OF OHIO  
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One Government Center  
Room 1420  
Toledo, Ohio 43604-2246  
Telephone 419-245-2811  
800-443-9276  
Facsimile 419-245-2484  
www.auditor.state.oh.us

**REPORT OF INDEPENDENT ACCOUNTANTS ON COMPLIANCE WITH REQUIREMENTS  
APPLICABLE TO THE MAJOR FEDERAL PROGRAM AND INTERNAL CONTROL OVER  
COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133**

Erie District Board of Health  
Erie County  
420 Superior Street  
Sandusky, Ohio 44870-1815

To the Board:

**Compliance**

We have audited the compliance of the Erie District Board of Health (the District) with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133, Compliance Supplement* that are applicable to its major federal program for the year ended December 31, 1999. The 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 District's management. Our responsibility is to express an opinion on the District's compliance based on our audit.

We conducted our audit of compliance in accordance with generally accepted auditing standards; 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, *Audits 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 occurred with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program. An audit includes examining, on a test basis, evidence about the 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 District's compliance with those requirements.

In our opinion, the District complied, in all material respects, with the requirements referred to above that are applicable to its major federal program for the year ended December 31, 1999.

### **Internal Control Over Compliance**

The management of the 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 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.

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 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 that would be material in relation to a 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. We noted a matter involving the internal control over federal compliance that does not require inclusion in this report, that we have reported to management of the District in a separate letter dated August 18, 2000.

This report is intended for the information and use of the audit committee, management, the Board of Health, 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.



**Jim Petro**  
Auditor of State

August 18, 2000

**ERIE DISTRICT BOARD OF HEALTH  
SCHEDULE OF FINDINGS  
OMB CIRCULAR A -133 § .505  
DECEMBER 31, 1999**

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

<b>(d)(1)(i)</b>	<b>Type of Financial Statement Opinion</b>	Unqualified
<b>(d)(1)(ii)</b>	<b>Were there any material control weakness conditions reported at the financial statement level (GAGAS)?</b>	No
<b>(d)(1)(ii)</b>	<b>Were there any other reportable control weakness conditions reported at the financial statement level (GAGAS)?</b>	No
<b>(d)(1)(iii)</b>	<b>Was there any reported material noncompliance at the financial statement level (GAGAS)?</b>	No
<b>(d)(1)(iv)</b>	<b>Were there any material internal control weakness conditions reported for major federal programs?</b>	No
<b>(d)(1)(iv)</b>	<b>Were there any other reportable internal control weakness conditions reported for major federal programs?</b>	No
<b>(d)(1)(v)</b>	<b>Type of Major Programs' Compliance Opinion</b>	Unqualified
<b>(d)(1)(vi)</b>	<b>Are there any reportable findings under § .510?</b>	No
<b>(d)(1)(vii)</b>	<b>Major Programs (list):</b>	Special Supplemental Nutrition Program for Women, Infants, and Children (CFDA #10.557)
<b>(d)(1)(viii)</b>	<b>Dollar Threshold: Type A/B Programs</b>	Type A: > \$ 300,000 Type B: all others
<b>(d)(1)(ix)</b>	<b>Low Risk Auditee?</b>	Yes

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

None.

**3. FINDINGS FOR FEDERAL AWARDS**

None.





STATE OF OHIO  
OFFICE OF THE AUDITOR  

---

JIM PETRO, AUDITOR OF STATE

88 East Broad Street  
P.O. Box 1140  
Columbus, Ohio 43216-1140  
Telephone 614-466-4514  
800-282-0370  
Facsimile 614-466-4490

**ERIE COUNTY DISTRICT BOARD OF HEALTH**

**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  
OCTOBER 12, 2000**