SINGLE AUDIT

FOR THE YEAR ENDED JUNE 30, 2001



Jim Petro Auditor of State

STATE OF OHIO

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STATE OF OHIO OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

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## **REPORT OF INDEPENDENT ACCOUNTANTS**

Tri-County Alcohol, Drug Addiction and Mental Health Services Board Mercer, Van Wert, and Paulding Counties 1054 South Washington Street, Suite A Van Wert, Ohio 45891

To Members of the Board:

We have audited the accompanying financial statement of the Tri-County Alcohol, Drug Addiction, and Mental Health Services Board, Mercer, Van Wert, and Paulding Counties (the Board), as of and for the year ended June 30, 2001. This financial statement is the responsibility of the Board's management. Our responsibility is to express an opinion on this financial statement 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 statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. 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 Board prepares its financial statement on the basis of accounting prescribed or permitted by the Auditor of State, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the fund cash balance and reserves for encumbrances of the Tri-County Alcohol, Drug Addiction, and Mental Health Services Board, Mercer, Van Wert, and Paulding Counties, as of June 30, 2001, and its cash receipts and 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 October 1, 2001 on our consideration of the Board'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.

Our audit was performed for the purpose of forming an opinion on the financial statement of the Board, 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 statement. Such information has been subjected to the auditing procedures applied in the audit of the financial statement taken as a whole.

Tri-County Alcohol, Drug Addiction and Mental Health Services Board Mercer, Van Wert, and Paulding Counties Report of Independent Accountants Page 2

This report is intended solely for the information and use of the audit committee, management, the Board and other officials authorized to receive this report under Section 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

October 1, 2001

## STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCE GOVERNMENTAL FUND TYPE FOR THE FISCAL YEAR ENDED JUNE 30, 2001

	General
Cash Receipts:	
Taxes	\$925,445
Grants	4,141,352
Gifts, Donations, and Bequests	11,696
Other Receipts	8,182
Total Cash Receipts	5,086,675
Cash Disbursements:	
Current:	
Salaries	180,229
Supplies	6,531
Equipment	13,610
Grants	4,472,674
Rentals	16,745
Advertising and Printing	3,398
Travel	7,937
Public Employee's Retirement	34,747
Workers Compensation	3,434
Other	89,058_
Total Disbursements	4,828,363
Total Receipts Over Disbursements	258,312
Other Financing Receipts/(Disbursements):	
Refunds	90,265
Reimbursements	(90,265)
Total Other Financing Receipts/(Disbursements)	0
Excess of Cash Receipts and Other Financing	
Receipts Over Cash Disbursements	
and Other Financing Disbursements	258,312
Fund Cash Balance, July 1	851,901
Fund Cash Balance, June 30	\$1,110,213
Reserves for Encumbrances, June 30	\$306,464

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

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### NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2001

#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### A. Description of the Entity

The Tri-County Alcohol, Drug Addiction and Mental Health Services Board, Mercer, Van Wert, and Paulding Counties, (the Board) 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 Board was organized for the purpose of establishing community alcohol, drug addiction and mental health service programs, and to provide community services for mentally ill and emotionally disturbed persons, and community alcohol and drug awareness and prevention programs.

The Board is directed by an eighteen-member Board. Board members are appointed by the legislative authorities of the political subdivisions making up the Board. The Board includes members from those legislative authorities as well as citizens of the Board. Those subdivisions are Mercer, Van Wert, and Paulding Counties. The Board provides alcohol, drug addiction and mental health services and programs to citizens of the Board. These services are provided primarily through contracts with private and public agencies.

The Board's management believes the financial statement presents all activities for which the Board is financially accountable.

#### B. Basis of Accounting

The financial statement follows 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).

This statement includes adequate disclosure of material matters, as prescribed or permitted by the Auditor of State.

#### C. Cash

As required by Ohio Revised Code, the Board's cash is held and invested by the Mercer County Treasurer, who acts as custodian for Board monies. The Board's assets are held in the County's cash and investment pool, and are valued at the County Treasurer's reported carrying amount.

#### D. Fund Accounting

The Board uses fund accounting to segregate cash and investments that are restricted as to use. The Board classifies its funds into the following types:

#### **Governmental Fund Types**

## General Fund

The General Fund is the general operating fund. It is used to account for all financial resources except those required to be accounted for in another fund.

## NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2001 (Continued)

#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### E. Budgetary Process

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

#### 1. Appropriations

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, object level of control, and appropriations may not exceed estimated resources. The Board must annually approve appropriation measures and subsequent amendments. The County Budget Commission must also approve the annual appropriation measure. Unencumbered appropriations lapse at year end.

## 2. Estimated Resources

Estimated resources include estimates of cash to be received (budgeted receipts) plus unencumbered cash. The County Budget Commission must also approve estimated resources.

## 3. Encumbrances

The Ohio Revised Code requires the Board to reserve (encumber) appropriations when commitments are made. Encumbrances outstanding at year end are carried over, and need not be reappropriated.

A summary of 2001 budgetary activity appears in Note 2.

## F. 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.

#### G. Unpaid Vacation and Sick Leave

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

# 2. BUDGETARY ACTIVITY

Budgetary activity for the year ending June 30, 2001 follows:

2001 Budgeted vs. Actual Receipts

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$5,090,357	\$5,176,940	\$86,583

### NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2001 (Continued)

## 2. BUDGETARY ACTIVITY (Continued)

2001 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation <u>Authority</u>	Budgetary <u>Expenditures</u>	Variance
General	\$5,508,438	\$5,225,092	\$283,346

## 3. PROPERTY TAX

Real property taxes become a lien on January 1 preceding the October 1 date for which rates are adopted by the Board. 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 taxing 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 Board.

#### 4. RETIREMENT SYSTEMS

Board employees belong to the Public Employees Retirement System (PERS) of Ohio. PERS is a costsharing, multiple-employer plan. This plan provides retirement benefits, including post-retirement healthcare, and survivor and disability benefits to participants as prescribed by the Ohio Revised Code.

Contribution rates are also prescribed by the Ohio Revised Code. For 2001, members of PERS contributed 8.5% of their gross salaries. The Board contributed an amount equal to 8.13% of participants' gross salaries for July through December 2000 and an amount equal to 13.55% of participants' gross salaries for January through June 2001. The District has paid all contributions required through June 30, 2001.

#### 5. RISK MANAGEMENT

The Board has obtained commercial insurance for the following risks:

- Comprehensive property
- General Liability
- Employee Benefit Plan Wrongful Acts
- Professional Liability
- Vehicles
- Crimes

The Board also provides health insurance and dental and vision coverage to full-time employees through a private carrier.

## NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2001 (Continued)

## 6. CONTINGENT LIABILITIES

Amounts received from grantor agencies are subject to audit and adjustment by the grantor, principally the federal government. Any disallowed costs may require refunding to the grantor. Amounts which may be disallowed, if any, are not presently determinable. However, based on prior experience, management believes such refunds, if any, would not be material

#### SCHEDULE OF FEDERAL AWARDS EXPENDITURES FOR THE PERIOD ENDED JUNE 30, 2001

Federal Grantor/ Pass Through Grantor Program Title	Federal CFDA Number	Project Number	Disbursements
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Passed Through Ohio Department of Mental Health:			
Community Block Grant	93.958	SFY01	\$127,622
Children/Adolescent Block Grant	93.958	SFY01	26,365
Total Block Grants for Community Mental Health Services			153,987
Social Services Block Grant	93.667 93.667	SFY00 SFY01	15,086 44,178
Total Social Service Block Grant			59,264
Medical Assistance Program	93.778	SFY01	889,874
Total Passed Through the Ohio Department of Mental Health			1,103,125
Passed Through Ohio Department of Alcohol and Drug Addiction Services			
Alcohol, Drug and Rehabilitiation Block Grant	93.959	SFY01	309,400
Women's Set Aside Grant	93.959 93.959 93.959 93.959 93.959	54-54554-01-W-T-00-8970 54-54537-01-W-T-00-9932 54-1525-00-W-T-01-8970 54-1387-00-W-T-01-8996 54-1507-00-W-T-01-9932	7,732 6,648 73,610 81,658 62,836
Total Women's Set Aside Grant			232,484
Total Substance Abuse Prevention and Treatment Block Grant			541,884
Medical Assistance Program	93.778	SFY01	75,409
Total Passed Through the Ohio Department of Alcohol and Drug Addiction Services			617,293
Total U.S. Department of Health and Human Services			1,720,418
U.S. DEPARTMENT OF EDUCATION Passed Through Ohio Department of Alcohol and Drug Addiction Services			
Drug Free Schools	84.186A 84.186A	54-54537-01-DFS-P-00-9107 54-1507-00-DFS-P-01-9107	4,347 46,954
Total Drug Free Schools			51,301
Total Federal Assistance			\$1,771,719

The notes to the Schedule of Federal Awards Expenditures are an integral part of this schedule.

#### NOTES TO THE SCHEDULE OF FEDERAL AWARDS EXPENDITURES FOR THE YEAR ENDED JUNE 30, 2001

#### 1. SIGNIFICANT ACCOUNTING POLICIES

The schedule of federal awards expenditures is presented on a cash basis of accounting. All grants are reimbursing grants, therefore expenditures are recognized when the revenues are received.

#### 2. SUB-RECIPIENTS

The Board obtains grants through the Ohio Department of Mental Health (ODMH) and the Ohio Department of Alcohol and Drug Addiction Services (ODADAS) and contracts with sub-recipient agencies for providing services.

The subrecipient agencies have certain compliance responsibilities related to administering these Federal Programs. Under Federal Circular A-133, the Board is responsible for monitoring subrecipients to help assure that Federal awards are used for authorized purposes in compliance with laws, regulations and the provisions of contracts or grant agreements, and that performance goals are achieved.

#### **Ohio Department of Mental Health**

Grants from the ODMH are passed through the Board to the Foundations Behavioral Health Services (Mercer County Mental Health service provider agency), Paulding County Comprehensive Mental Health Services, Inc., and The Stepping Stones Center (Van Wert County Mental Health service provider agency).

Total Board Subsidy expenditures to ODMH provider agencies for 2001 were:	
Foundations Behavioral Health Services	\$355,127
Paulding County Comprehensive Mental Health Services, Inc.	158,445
The Stepping Stones Center	313,355

#### **Ohio Department of Alcohol and Drug Addiction Services**

Grants from the ODADAS are passed through the Board to the Mercer County Alcohol and Drug Abuse Center, Inc. (dba Gateway Outreach Center), Paulding County Alcohol and Drug Services, Inc., and The Stepping Stones Center (Van Wert County Alcohol and Drug Addiction service provider agency).

Total Board Subsidy expenditures to ODADAS provider agencies for 2001 w	vere:
Mercer County Alcohol and Drug Abuse Center, Inc.	\$241,064
Paulding County Alcohol and Drug Services, Inc.	201,366
The Stepping Stones Center	200,192



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

Tri-County Alcohol, Drug Addiction and Mental Health Services Board Mercer, Van Wert, and Paulding Counties 1054 South Washington Street, Suite A Van Wert, Ohio 45891

To Members of the Board:

We have audited the financial statement of the Tri-County Alcohol, Drug Addiction and Mental Health Services Board, Mercer, Van Wert and Paulding Counties, Ohio (the Board), as of and for the year ended June 30, 2001, and have issued our report thereon dated October 1, 2001. 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.

## Compliance

As part of obtaining reasonable assurance about whether the Board's financial statement is 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 an instance of noncompliance that is required to be reported under *Government Auditing Standards*, which is described in the accompanying schedule of findings as item 2001-60254-001. We also noted certain immaterial instances of noncompliance that we have reported to management of the Board in a separate letter dated October 1, 2001.

## Internal Control Over Financial Reporting

In planning and performing our audit, we considered Board's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement 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 a matter involving the internal control over financial reporting that does not require inclusion in this report, that we have reported to management of the Board in a separate letter dated October 1, 2001. Tri-County Alcohol, Drug Addiction and Mental Health Services Board Mercer, Van Wert and Paulding Counties 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 the audit committee, management, the Board, and 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

October 1, 2001



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

Tri-County Alcohol, Drug Addiction and Mental Health Services Board Mercer, Van Wert, and Paulding Counties 1054 South Washington Street, Suite A Van Wert, Ohio 45891

To Members of the Board:

## Compliance

We have audited the compliance of the Tri-County Alcohol, Drug Addiction and Mental Health Services Board, Mercer, Van Wert and Paulding Counties, Ohio (the Board) 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 June 30, 2001. The Board'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 Board's management. Our responsibility is to express an opinion on the Board'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, *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 Board's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on Board's compliance with those requirements.

In our opinion, the Board complied, in all material respects, with the requirements referred to above that are applicable to its major federal program for the year ended June 30, 2001

## **Internal Control Over Compliance**

The management of the Board 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 Board'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.

Tri-County Alcohol, Drug Addiction and Mental Health Services Board Mercer, Van Wert and Paulding Counties Report of Independent Accountants on Compliance With Requirements

Applicable to Each Major Federal Program and Internal Control Over

Compliance in Accordance With OMB Circular A-133 Page 2

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.

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

October 1, 2001

## SCHEDULE OF FINDINGS OMB CIRCULAR A-133 § .505 JUNE 30, 2001

	1. SUMMART OF AUDITOR'S RESU	
(d)(1)(i)	Type of Financial Statement Opinion	Unqualified
(d)(1)(ii)	Were there any material control weakness conditions reported at the financial statement level (GAGAS)?	No
(d)(1)(ii)	Were there any other reportable control weakness conditions reported at the financial statement level (GAGAS)?	No
(d)(1)(iii)	Was there any reported material noncompliance at the financial statement level (GAGAS)?	Yes
(d)(1)(iv)	Were there any material internal control weakness conditions reported for major federal programs?	No
(d)(1)(iv)	Were there any other reportable internal control weakness conditions reported for major federal programs?	No
(d)(1)(v)	Type of Major Programs' Compliance Opinion	Unqualified
(d)(1)(vi)	Are there any reportable findings under § .510?	No
(d)(1)(vii)	Major Programs (list):	Medical Assistance Program CFDA # 93.778
(d)(1)(viii)	Dollar Threshold: Type A\B Programs	Type A: > \$ 300,000 Type B: all others
(d)(1)(ix)	Low Risk Auditee?	No

# 1. SUMMARY OF AUDITOR'S RESULTS

## SCHEDULE OF FINDINGS OMB CIRCULAR A-133 § .505 JUNE 30, 2001 (Continued)

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

Finding Number 2001-60254-001
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Ohio Rev. Code Section 5705.09 states that each subdivision is required to establish the following funds:

- General fund;
- A special fund for each class of revenues derived from a source other than the general property tax, which the law requires to be used for a particular purpose;

The Board receives several state and federal grants and allocations which require funds to be used for a particular purpose, however the Board has consolidated all financial activity into the General Fund. A special revenue fund should be created for each source of revenue requiring use for a particular purpose.

## 3. FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS

None

## SCHEDULE OF PRIOR AUDIT FINDINGS OMB CIRCULAR A -133 § .315 (b) JUNE 30 , 2001

Finding <u>Number</u>	Finding <u>Summary</u>	Fully <u>Corrected</u> ?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <b>Explain</b> :
2000- 60254- 001	Revised Code 5705.09 - Not establishing special funds.	No	Not Corrected, See Schedule of Findings item 2001- 60254-001.
2000- 60254- 002	Source of Matching funds for the Medical Assistance Program	Yes	



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# TRI-COUNTY A.D.A.M.H. SERVICES BOARD

# MERCER 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 NOVEMBER 8, 2001