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#### REPORT OF INDEPENDENT ACCOUNTANTS

Board of Alcohol, Drug Addiction and Mental Health Services of Gallia, Jackson and Meigs Counties Gallia County 53 Shawnee Lane P.O. Box 514 Gallipolis, Ohio 45631

#### To Members of the Board:

We have audited the accompanying financial statement of the Board of Alcohol, Drug Addiction and Mental Health Services of Gallia, Jackson and Meigs Counties, Gallia County, Ohio (the Board), as of and for the year ended December 31, 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 discussed in 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 generally accepted accounting principles.

In our opinion, the financial statement referred to above present fairly, in all material respects, the combined fund cash balances and reserves for encumbrances of the Board of Alcohol, Drug Addiction and Mental Health Services of Gallia, Jackson and Meigs Counties, Gallia County, as of December 31, 2001, and its combined 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 August 28, 2002 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.

Board of Alcohol, Drug Addiction and Mental Health Services of Gallia, Jackson and Meigs Counties Gallia County Report of Independent Accountants Page 2

We performed our audit to form an opinion on the financial statement of the Board, taken as a whole. The accompanying Schedule of Federal Awards Receipts and Expenditures is presented for 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. We subjected this information to the auditing procedures applied in the audit of the financial statement and, in our opinion, is fairly stated in all material respects, in relation to the financial statement taken as a whole.

This report is intended solely for the information and use of the audit committee, management, the Board, federal awarding agencies and pass-through entities, 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

August 28, 2002

# COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2001

_	Governmental F		
	General	Special Revenue	Totals (Memorandum Only)
Cash Receipts: Intergovernmental Other Revenue	\$5,926,940 80,861	\$379,928	\$6,306,868 80,861
Total Cash Receipts	6,007,801	379,928	6,387,729
Cash Disbursements: Current: Salaries Supplies Equipment Contracts - Repairs Contracts - Services Travel and Expenses Public Employee's Retirement System Worker's Compensation Medicare Hospitalization Other  Total Cash Disbursements	355,706 3,586 6,469 19,006 5,268,948 25,497 69,780 7,680 5,157 60,054 38,912	54,056 234,791 1,359 7,325 1,296 784 9,378 65,490 374,479	409,762 3,586 6,469 19,006 5,503,739 26,856 77,105 8,976 5,941 69,432 104,402
Total Cash Receipts Over/(Under) Cash Disbursements	147,006	5,449	152,455
Fund Cash Balances, January 1  Fund Cash Balances, December 31	246,769 <b>\$393,775</b>	45,951 <b>\$51,400</b>	292,720 <b>\$445,175</b>
Reserve for Encumbrances, December 31	\$173,696	\$0	\$173,696

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

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### NOTES TO THE FINANCIAL STATEMENT DECEMBER 31, 2001

#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

### A. Description of the Entity

The Bard of Alcohol, Drug Addiction and Mental Health Services of Gallia, Jackson and Meigs Counties, Gallia County, (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 is directed by an eighteen-member Board. Board members are appointed by the Board's Director and 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 Gallia, Jackson and Meigs 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 is associated with the Southern Consortium for Children, which is defined as a jointly governed organization. The organization is described in Note 6.

The Board serves as the Administrative Agent for the Gallia Family and Children First Council. As Administrative Agent, the Board has appointing authority for the Council's employees and is responsible for determining that disbursements comply with policies prescribed by State departments in rules or interagency agreements.

As prescribed by the Revised Code, the Council is governed by a Board that includes the executive Director of the Board of Alcohol, Drug Addiction and Mental Health Services of Gallia, Jackson and Meigs Counties.

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

### **B.** Basis of Accounting

This 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 County Treasurer is custodian for the Board's cash. The Board's cash is held in the County's cash and investment pool, and are valued at the County Treasurer's carrying amount.

### D. Fund Accounting

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

## NOTES TO THE FINANCIAL STATEMENT DECEMBER 31, 2001 (Continued)

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

### D. Fund Accounting (Continued)

### 1. 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.

### 2. Special Revenue Funds

This fund is used to account for proceeds from specific sources (other than from trusts or for capital projects) that are restricted to expenditure for specific purposes. The Board had the following significant Special Revenue Fund:

Family and Children First Council Fund - This fund receives grant monies for the administration of the Gallia Family and Children First Council.

### 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, function or 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 as of January 1. The County Budget Commission must also approve estimated resources.

#### 3. Encumbrances

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

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 statement.

## NOTES TO THE FINANCIAL STATEMENT DECEMBER 31, 2001 (Continued)

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

### 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 December 31, 2001, follows:

2001 Budgeted vs. Actual Receipts

	Budgeted	Actual	
Fund Type	Receipts	Receipts	Variance
General	\$6,007,801	\$6,007,801	\$0
Special Revenue	379,928	379,928	0
Total	\$6,387,729	\$6,387,729	\$0

2001 Budgeted vs. Actual Budgetary Basis Expenditures

	Appropriation	Budgetary	
Fund Type	Authority	Expenditures	Variance
General	\$6,035,986	\$6,034,491	\$1,495
Special Revenue	374,479	374,479	0
Total	\$6,410,465	\$6,408,970	\$1,495

### 3. RETIREMENT SYSTEMS

The Board's 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.

Contribution rates are also prescribed by the Ohio Revised Code. For 2001, PERS members contributed 8.5% of their gross salaries. The Board contributed an amount equal to 13.55% of participants' gross salaries for 2001. The Board has paid all contributions required through December 31, 2001.

### 4. RISK MANAGEMENT

The Board has obtained commercial insurance for the following risks:

- Comprehensive property and general liability
- Vehicles
- Errors and omissions

Gallia County provides health insurance to all full-time employees through a private carrier.

## NOTES TO THE FINANCIAL STATEMENT DECEMBER 31, 2001 (Continued)

### 5. 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.

#### 6. JOINTLY GOVERNED ORGANIZATIONS

The Board of Alcohol, Drug Addiction an Mental Health Services of Gallia, Jackson and Meigs Counties is a member of the Southern Consortium for Children (SCC) which is a Regional Council of Government, authorized by Chapter 167 of the Ohio Revised Code. The SCC serves as a program planner, developer and coordinator of four (4) Alcohol, Drug Addiction and Mental Health Services Boards (Washington County; Athens, Hocking and Vinton Counties; Gallia, Jackson and Meigs Counties; and Adams, Lawrence and Scioto Counties) for youth who are severely emotionally disturbed (SED).

The SCC operates under an appointed four (4) member board, consisting of the Executive Director of each of the above mentioned Alcohol, Drug Addiction and Mental Health Services Boards, and is responsible for planning, developing, implementing, maintaining and monitoring children's mental health service programs within the service district.

#### 7. CONTRACTUAL COMMITTMENTS

The Board has entered into contractual agreements with the following firms for alcohol, drug addiction and mental health services:

ACCESS (A Center for Counseling, Education, and Social Services)
FACTS (Family Addiction Community Treatment Services, Inc.)
Health Recovery Services, Inc.
Woodland Centers, Inc.
Gallia-Jackson-Meigs TASC (Treatment Alternatives to Street Crime)
Meigs County Council on Aging, Inc.

### SCHEDULE OF FEDERAL AWARDS RECEIPTS AND EXPENDITURES DECEMBER 31, 2001

Federal Grantor/ Pass Through Grantor Program Title	Pass-Through Entity's Number	Federal CFDA Number	Receipts	Disbursements
UNITED STATES DEPARTMENT OF EDUCATION Passed Through Ohio Department of Alcohol and Drug Addiction Services (ODADAS):				
Drug Free Schools and Dare	N/A	84.186A	\$137,979	\$147,478
Total United States Department of Education		-	137,979	147,478
UNITED STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES				
Passed Through Ohio Department of Mental Health (OHMH) and Ohio Department of Alcohol and Drug Addiction Services (ODADAS):				
Medical Assistance Program - Title XIX - ODADAS Medical Assistance Program - Title XIX - ODMH	N/A	93.778	150,040 1,298,303	142,795 1,210,274
Total Title XIX			1,448,343	1,353,069
Passed through Ohio Department of Mental Health (ODMH):				
Social Services Block Grant - Title XX	N/A	93.667	111,879	111,741
Mental Health Services Block Grants:				
Community Plan Child Care Special Purpose	N/A	93.958	105,164 22,856 137,500	75,285 14,637 137,500
Total ADMS Block Grants:			265,520	227,422
Passed Through Ohio Department of Alcohol and Drug Addiction Services (ODADAS):				
Block Grants for Prevention and Treatment of Substance Abuse (SAPT):				
Women's/FACTS Per Capita Treatment Alternatives to Street Crimes (TASC) Youth Mentoring Higher Education Substance Abuse Mental Illness (SAMI)	N/A	93.959	28,919 271,115 45,221 25,922 20,833 21,744	27,759 269,091 0 30,348 25,000 21,744
Total SAPT Block Grants:		-	413,754	373,942
Total United States Department of Health and Human Services:		-	2,239,496	2,066,174
TOTAL FEDERAL AWARDS RECEIPTS AND EXPENDITURES			\$2,377,475	\$2,213,652

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

### NOTES TO THE SCHEDULE OF FEDERAL AWARDS RECEIPTS AND EXPENDITURES DECEMBER 31, 2001

### **NOTE A - SIGNIFICANT ACCOUNTING POLICIES**

The accompanying Schedule of Federal Awards Receipts and Expenditures (the Schedule) is a summary of the activity of the Board's federal awards programs. The Schedule has been prepared on the cash basis of accounting.

### **NOTE B - SUBRECIPIENTS**

The Board passes-through certain Federal assistance received from the United States Department of Mental Health and the Ohio Department of Alcohol and Drug Addiction Services to provider agencies (subrecipients). As described in Note A, the Board records expenditures of Federal awards to subrecipients when paid in cash.

The subrecipient agencies have certain compliance responsibilities related to administering these Federal Programs. Under OMB 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.

### **NOTE C - MATCHING REQUIREMENTS**

Certain Federal programs require that the Board contribute non-Federal funds (matching funds) to support the Federally-funded programs. The Board has complied with the matching requirements. The expenditure of non-Federal matching funds is not included on the Schedule.



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

Board of Alcohol, Drug Addiction and mental Health Services of Gallia, Jackson and Meigs Counties Gallia County 53 Shawnee Lane P.O. Box 514 Gallipolis, Ohio 45631

#### To Members of the Board:

We have audited the accompanying financial statement of the Board of Alcohol, Drug Addiction and Mental Health Services of Gallia, Jackson and Meigs Counties, Gallia County, Ohio (the Board), as of and for the year ended December 31, 2001, and have issued our report thereon dated August 28, 2002. 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 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 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.

Board of Alcohol, Drug Addiction and Mental Health Services of Gallia, Jackson and Meigs Counties Gallia County
Report of Independent Accountants on Compliance and on Internal Control Required by *Government Auditing Standards*Page 2

This report is intended solely 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

August 28, 2002



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## 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

Board of Alcohol, Drug Addiction and Mental Health Services of Gallia, Jackson and Meigs Counties Gallia County 53 Shawnee Lane P.O. Box 514 Gallipolis, Ohio 45631

To Members of the Board:

#### Compliance

We have audited the compliance of the Board of Alcohol, Drug Addiction and Mental Health Services of Gallia, Jackson and Meigs Counties, Gallia County, 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 programs for the year ended December 31, 2001. The Board's major federal programs are 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 programs are 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 the 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 programs for the year ended December 31, 2001.

### **Internal Control over Compliance**

The management of the Board 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 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.

Board of Alcohol, Drug Addiction and mental Health Services of Gallia, Jackson and Meigs Counties Gallia County
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 solely 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

August 28, 2002

### SCHEDULE OF FINDINGS OMB CIRCULAR A -133 § .505 DECEMBER 31, 2001

### 1. SUMMARY OF AUDITOR'S RESULTS

	1	Г
(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 non-compliance at the financial statement level (GAGAS)?	No
(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):	Title XIX (Medicaid) CFDA #93.778
		Substance Abuse Prevention and Treatment (SAPT) Block Grant CFDA #93.959
(d)(1)(viii)	Dollar Threshold: Type A\B Programs	Type A: > \$ 300,000 Type B: all others
(d)(1)(ix)	Low Risk Auditee?	Yes

### SCHEDULE OF FINDINGS OMB CIRCULAR A -133 § .505 DECEMBER 31, 2001 (Continued)

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

None

3. FINDINGS FOR FEDERAL AWARDS

None



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# GALLIA-JACKSON-MEIGS BOARD OF A.D.A. M.H SERVICES GALLIA 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.

**CLERK OF THE BUREAU** 

Susan Babbitt

CERTIFIED OCTOBER 3, 2002