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#### **INDEPENDENT ACCOUNTANTS' REPORT**

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

To the Members of the Board:

We have audited the accompanying financial statement of the Gallia-Jackson-Meigs Board of Alcohol, Drug Addiction and Mental Health Services, Gallia County, Ohio (the Board) as of and for the year ended December 31, 2002. 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 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 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.

As discussed in Note 2, the Board reported its restricted grant funds in the General Fund of their financial statement in the prior audit. These restricted grant funds should be reported in the Special Revenue Fund Type. Additionally, the Family and Children First Council activity was shown as a Special Revenue Fund in the prior audit. These funds should be reported in the Agency Fund Type since the Board acts in an agency capacity for these resources.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the combined fund cash balances and reserves for encumbrances of the Gallia-Jackson-Meigs Board of Alcohol, Drug Addiction and Mental Health Services, Gallia County, as of December 31, 2002, and its combined cash receipts and disbursements for the year then ended on the basis of accounting described in Note 1.

743 E. State St. / Athens Mall Suite B / Athens, OH 45701 Telephone: (740) 594-3300 (800) 441-1389 Fax: (740) 594-2110 www.auditor.state.oh.us Gallia-Jackson-Meigs Board of Alcohol, Drug Addiction and Mental Health Services Gallia County Independent Accountants' Report Page 2

In accordance with *Government Auditing Standards*, we have also issued our report dated July 11, 2003, 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.

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. In our opinion, it 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, 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.

**Betty Montgomery** Auditor of State

Butty Montgomery

July 11, 2003

# COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES ALL GOVERNMENTAL AND FIDUCIARY FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2002

	Governmental Fund Types			
	General	Special Revenue	Fiduciary Funds	Totals (Memorandum Only)
Cash Receipts:				
Grants	\$ 1,476,836	\$ 4,473,480	\$ 542,598	\$ 6,492,914
Other Receipts		18,790		18,790
Total Cash Receipts	1,476,836	4,492,270	542,598	6,511,704
Cash Disbursements:				
Current:				
Salaries	201,403	183,635	57,616	442,654
Supplies	3,924			3,924
Equipment	5,360			5,360
Contracts - Repair	6,417			6,417
Contracts - Services	983,529	4,165,803	470,769	5,620,101
Travel	19,699		2,071	21,770
Public Employee's Retirement	23,636	24,882	7,807	56,325
Unemployment Compensation	70		1,496	1,566
Medicare	2,920	2,663	835	6,418
Hospitalization	70,843		10,091	80,934
Other	80,205	7,178	7,312	94,695
Total Disbursements	1,398,006	4,384,161	557,997	6,340,164
Total Cash Receipts Over/(Under) Cash Disbursements	78,830	108,109	(15,399)	171,540
Fund Cash Balances, January 1	182,842	210,933	51,400	445,175
Fund Cash Balances, December 31	\$261,672	\$319,042	\$36,001	\$616,715
Reserves for Encumbrances, December 31	\$19,413	\$225,785	\$22,896	\$268,094

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

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### NOTES TO THE FINANCIAL STATEMENT DECEMBER 31, 2002

#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### A. Description of the Entity

The Gallia-Jackson-Meigs Board of Alcohol, Drug Addiction and Mental Health Services, 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 and the Southern Consortium for Rural Care, which are defined as jointly governed organizationS. These organizations are described in Note 7.

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 required 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 activities of the Family and Children First Council are reported as an Agency Fund within the Board's Financial Statement.

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 is valued at the County Treasurer's carrying amount.

## NOTES TO THE FINANCIAL STATEMENT DECEMBER 31, 2002 (Continued)

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

#### 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:

#### 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

These funds are 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 Funds:

Medical Assistance Program – Title XIX-ODMH – This fund receives federal Medicaid funds for mental health services.

Medical Assistance Program – Title XIX-ODADAS – This fund receives federal Medicaid funds for drug and alcohol addiction treatment services.

#### 3. Agency Funds

This fund is used to account for resources for which the Board is acting in an agency capacity. The Board had the following significant Agency 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.

## NOTES TO THE FINANCIAL STATEMENT DECEMBER 31, 2002 (Continued)

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

#### E. Budgetary Process (Continued)

#### 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 2002 budgetary activity appears in Note 3.

#### 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. Accumulated Leave

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave Unpaid leave is not reflected as a liability under Board's basis of accounting.

#### 2. RESTATEMENT OF PRIOR YEAR FUND BALANCE

At December 31, 2001, the fund balance of the General Fund was overstated by \$210,933 while the Special Revenue Fund balance was understated by \$210,933 due to restricted grant funds being incorrectly reported in the General Fund instead of the Special Revenue Fund Type. Additionally, the fund balance of the Special Revenue Fund Type was overstated by \$51,400 while the Agency Fund balance was understated by \$51,400 due to the Family and Children First Council Fund being incorrectly reported as a Special Revenue Fund instead of an Agency Fund. As a result, the December 31, 2001 General Fund balance was restated from \$393,775 to \$182,842, the December 31, 2001 Special Revenue Fund Type fund balance was restated from \$51,400 to \$210,933, and the December 31, 2001 Agency Fund balance was restated from \$0 to \$51,400.

#### 3. BUDGETARY ACTIVITY

Budgetary activity for the year ending December 31, 2002 follows:

2002 Budgeted vs. Actual Receipts

	Budgeted	Actual	
Fund Type	Receipts	Receipts	Variance
General	\$1,476,836	\$1,476,836	\$0
Special Revenue	4,492,270	4,492,270	0
Agency	542,598	542,598	0
Total	\$6,511,704	\$6,511,704	\$0

## NOTES TO THE FINANCIAL STATEMENT DECEMBER 31, 2002 (Continued)

#### 3. **BUDGETARY ACTIVITY (Continued)**

2002 Budgeted vs. Actual Budgetary Basis Expenditures

	Appropriation	Budgetary	_
Fund Type	Authority	Expenditures	Variance
General	\$1,421,335	\$1,417,419	\$3,916
Special Revenue	4,609,946	4,609,946	\$0
Agency	580,893	580,893	\$0
Total	\$6,612,174	\$6,608,258	\$3,916

#### 4. RETIREMENT SYSTEMS

The Board'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.

Contribution rates are also prescribed by the Ohio Revised Code. For 2002, PERS members contributed 8.5% of their gross salaries. The Board contributed an amount equal to 13.55% of participants' gross salaries for 2002. The Board has paid all contributions required through December 31, 2002.

#### 5. RISK MANAGEMENT

#### **Commercial Insurance**

The Board has obtained commercial insurance for the following risks:

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

#### 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.

## NOTES TO THE FINANCIAL STATEMENT DECEMBER 31, 2002 (Continued)

#### 7. JOINTLY GOVERNED ORGANIZATIONS

The Gallia-Jackson-Meigs Board of Alcohol, Drug Addiction and Mental Health Services is a member of the Southern Consortium for Children (SCC) and the Southern Consortium for Rural Care (SCRC) which are Regional Councils of Government, authorized by Chapter 167 of the Ohio Revised Code. The SCC serves as a program planner, developer and coordinator of services for youth who are severely emotional disturbed within the members' service area and the SCRC serves as a program planner, developer and coordinator for behavioral health services for residents of the members' service area. The members include the Alcohol, Drug Addiction and Mental Health Services Boards of Gallia, Jackson, and Meigs Counties; Athens, Hocking, and Vinton Counties; and Adams, Lawrence, and Scioto Counties, and the Washington County Mental Health and Addiction Recovery Board.

The SCC and SCRC operate under an appointed four member board, consisting of the Executive Director of each of the above named Alcohol, Drug Addiction and Mental Health Services Boards.

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### SCHEDULE OF FEDERAL AWARDS RECEIPTS AND EXPENDITURES FOR THE YEAR ENDED DECEMBER 31, 2002

FEDERAL GRANTOR Pass-Through Grantor Program Title	Federal CFDA Number	Pass-Through Entity Number	Receipts	Disbursements
UNITED STATES DEPARTMENT OF EDUCATION  Passed through the Ohio Department of Alcohol and Drug Addiction Services:  Drug Free Schools and Dare	84.186A	N/A	\$ 130,000	\$ 108,333
Total United States Department of Education			130,000	108,333
UNITED STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES Passed through the Ohio Department of Mental Health (ODMH) and the Ohio Department of Alcohol and Drug Addiction Services (ODADAS): Medical Assistance Program - Title XIX - ODADAS Medical Assistance Program - Title XIX - ODMH	93.778	N/A	263,524 1,576,536	257,421 1,436,372
Total Title XIX			1,840,060	1,693,793
Passed through the Ohio Department of Mental Health: Social Services Block Grant - Title XX	93.667	N/A	107,260	107,398
Mental Health Services Block Grants: Community Plan Child Care	93.958	N/A	55,357 13,715	83,404 19,810
Total Mental Health Services Block Grants			69,072	103,214
Passed through the Ohio Department of Alcohol and Drug Addiction Services: Block Grants for Prevention and Treatment of Substance Abuse (SAPT):				
Women's/SAVES	93.959	N/A	35,458	29,739
Per Capita Treatment Alternatives to Street Crimes (TASC)			252,307 223,452	259,737 234,600
Youth Mentoring			38,500	31,699
Higher Education			25,000	29,580
Substance Abuse Mental Illness (SAMI)			20,390	20,390
Total SAPT Block Grants			595,107	605,745
Total United States Department of Health and Human Services			2,611,499	2,510,150
Total Federal Awards Receipts and Expenditures			\$ 2,741,499	\$ 2,618,483

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, 2002

#### **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 Ohio 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.



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

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

To the Members of the Board:

We have audited the accompanying financial statement of the Gallia-Jackson-Meigs Board of Alcohol, Drug Addiction and Mental Health Services, Gallia County, Ohio (the Board), as of and for the year ended December 31, 2002, and have issued our report thereon dated July 11, 2003. 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 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.

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Gallia-Jackson-Meigs Board of Alcohol, Drug Addiction and Mental Health Services Gallia County Independent Accountants' Report 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.

**Betty Montgomery** Auditor of State

Betty Montgomeny

July 11, 2003



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

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

To the Members of the Board:

#### Compliance

We have audited the compliance of the Gallia-Jackson-Meigs Board of Alcohol, Drug Addiction and Mental Health Services, 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 program for the year ended December 31, 2002. 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 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 program for the year ended December 31, 2002.

#### **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.

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Gallia-Jackson-Meigs Board of Alcohol, Drug Addiction and Mental Health Services Gallia County Independent Accountants' Report 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.

**Betty Montgomery** Auditor of State

Butty Montgomeny

July 11, 2003

#### SCHEDULE OF FINDINGS OMB CIRCULAR A-133 § .505 DECEMBER 31, 2002

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

(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)?	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
(d)(1)(viii)	Dollar Threshold: Type A\B Programs	Type A: > \$ 300,000 Type B: all others
(d)(1)(ix)	Low Risk Auditee?	Yes

### 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 ADAMHS 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 SEPTEMBER 9, 2003