

LICKING VALLEY LOCAL SCHOOL DISTRICT

LICKING COUNTY

SINGLE AUDIT

June 30, 2003



**Auditor of State
Betty Montgomery**

Board of Education
Licking Valley Local School District
Newark, Ohio

We have reviewed the Independent Auditor's Report of the Licking Valley Local School District, Licking County, prepared by Wilson, Shannon & Snow, Inc., for the audit period July 1, 2002 through June 30, 2003. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The Licking Valley Local School District is responsible for compliance with these laws and regulations.

Betty Montgomery

BETTY MONTGOMERY
Auditor of State

March 5, 2004

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Licking Valley Local School District
June 30, 2003

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Board of Education
Licking Valley Local School District
1379 Licking Valley Road
Newark, Ohio 43055

Independent Auditors' Report

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Licking Valley Local School District, Licking County, Ohio (the District) as of and for the year ended June 30, 2003, which collectively comprise the District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the District's management. Our responsibility is to express opinions on these financial statements 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 basic 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 opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the District as of June 30, 2003, and the respective changes in financial position, where applicable, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

As disclosed in Note 3 to the basic financial statements, the District implemented Governmental Accounting Standards Board (GASB) Statement 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*, GASB Statement No. 37, *Basic Financial Statements for State and Local Governments: Omnibus*, and GASB Statement No. 38, *Certain Financial Statement Note Disclosures* for the year ended June 30, 2003.

Wilson, Shannon & Snow, Inc.

CERTIFIED PUBLIC ACCOUNTANTS

Ten West Locust Street

Newark, Ohio 43055

(740) 345-6611

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In accordance with *Government Auditing Standards*, we have also issued our report dated January 17, 2004 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. 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.

Management's Discussion and Analysis is not a required part of the basic financial statements, but is supplementary information the Governmental Accounting Standards Board requires. We applied limited procedures, consisting principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. We did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The accompanying schedule of Federal Awards Receipts and 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 basic financial statements. We subjected this information to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

Wilson, Shannon & Sons, Inc.

Newark, Ohio
January 17, 2004

**Licking Valley Local School District
Management's Discussion and Analysis
For Fiscal Year Ended June 30, 2003**

The discussion and analysis of the District's financial performance provides an overall review of the District's financial activities for the fiscal year ended June 30, 2003. The intent of this discussion and analysis is to look at the District's financial performance as a whole; readers should also review the basic financial statements and notes to enhance their understanding of the District's financial performance.

Financial Highlights

Key financial highlights for fiscal year 2003 are as follows:

In total, net assets increased \$1,022,885.

General revenues accounted for \$15,970,999, or 87% of all revenues. Program specific revenues in the form of operating grants and contributions, and charges for services and sales accounted for \$2,464,296 or 13% of total revenues of \$18,435,295.

The District's major funds included the general fund, the bond retirement fund, and the permanent improvement fund. The general fund had \$15,128,487 in revenues and other financing sources and \$14,555,391 in expenditures and other financing uses. The general fund balance increased \$573,096 from the prior fiscal year. The bond retirement fund had \$1,148,200 in revenues and \$1,081,253 in expenditures. The bond retirement fund balance increased \$66,947 from the prior fiscal year. The permanent improvement fund had \$473,687 in revenues and other financing sources and \$13,752 in expenditures. The permanent improvement fund balance increased \$459,935 from the prior fiscal year.

The revenue generated from the debt service fund is used to pay for the current portion of bonded debt.

The revenue generated from the permanent improvement fund is used to pay for the capital improvement projects.

Using the Basic Financial Statements

This annual report consists of a series of financial statements and notes to those statements. The statements are organized so the reader can understand the District as a financial whole, or as an entire operating entity.

The statement of net assets and the statement of activities provide information about the activities of the whole District, presenting both an aggregate view of the District's finances and a longer-term view of those finances.

Fund financial statements provide a greater level of detail. For governmental funds, these statements tell how services were financed in the short-term as well as what remains for future spending. The fund financial statements also look at the District's most significant funds, with all other non-major funds presented in total in a single column.

For the District, the general fund is by far the most significant fund. The general fund, bond retirement fund, and the permanent improvement fund are the only major funds.

**Licking Valley Local School District
Management's Discussion and Analysis
For Fiscal Year Ended June 30, 2003**

Reporting the District as a Whole

Statement of Net Assets and Statement of Activities

The statement of net assets and the statement of activities reflect how the District did financially during fiscal year 2003. These statements include all assets and liabilities using the accrual basis of accounting similar to the method used by most private-sector companies. This basis of accounting considers all of the current fiscal years' revenues and expenses regardless of when cash is received or paid.

These statements report the District's net assets and changes in those assets. This change in net assets is important because it tells the reader whether the financial position of the District as a whole has increased or decreased from the prior fiscal year. Over time, these increases and/or decreases are one indicator of whether the financial position is improving or deteriorating. Causes for these changes may be the result of many factors, some financial, some not. Non-financial factors include the District's property tax base, current property tax laws in Ohio restricting revenue growth, facility conditions, required educational programs, and other factors.

In the statement of net assets and the statement of activities, the District discloses a single type of activity:

Governmental Activities - All of the District's programs and services are reported here including instruction, support services, non-instructional services, and extracurricular activities.

Reporting the District's Most Significant Funds

Fund Financial Statements

Fund financial statements provide detailed information about the District's major funds. While the District uses many funds to account for its multitude of financial transactions, the fund financial statements focus on the District's most significant funds. The General Fund is the District's most significant major governmental fund.

Governmental Funds - Most of the District's activities are reported in governmental funds, which focus on how monies flow into and out of those funds and the balances left at fiscal year end for spending in future periods. These funds are reported using modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the District's general government operations and the basic services it provides. Governmental fund information helps determine whether there are more or less financial resources that can be spent in the near future to finance educational programs.

Fiduciary Funds – The District's only fiduciary fund is for Student Managed activities. The District's fiduciary activities are reported on the Statement of Fiduciary Assets and Liabilities. We exclude these activities from the District's other financial statements because assets cannot be utilized by the District to finance operations.

**Licking Valley Local School District
Management's Discussion and Analysis
For Fiscal Year Ended June 30, 2003**

The District as a Whole

Table 1 provides a summary of the District's net assets for fiscal year 2003. A comparative analysis of fiscal year 2003 to 2002 follows:

Table 1
Net Assets
(In Thousands)

| | Governmental Activities | |
|--|--------------------------------|-------------|
| | 2002 | 2003 |
| <u>Assets:</u> | | |
| Current and Other Assets | \$11,984 | \$13,306 |
| Capital Assets, Net | 20,317 | 19,509 |
| Total Assets | 32,301 | 32,815 |
| <u>Liabilities:</u> | | |
| Current and Other Liabilities | 7,548 | 7,424 |
| Long-Term Liabilities | 16,419 | 16,034 |
| Total Liabilities | 23,967 | 23,458 |
| <u>Net Assets:</u> | | |
| Invested in Capital Assets, Net of Related Debt | 4,922 | 4,234 |
| Restricted | 190 | 4,646 |
| Unrestricted | 3,222 | 477 |
| Total | \$8,334 | \$9,357 |

Total assets decreased \$514,000. The majority of the decrease was due to a change in the School District's capitalization threshold for capital assets. The decrease in capital assets was \$808,000. The increase in current and other assets is a result of significant growth in the School District without a corresponding increase in property tax revenue and/or grants or entitlements.

Total liabilities decreased \$509,000. The majority of the decrease was due to the \$385,614 net reduction of long-term liabilities, decrease of \$18,090 in deferred revenue, and decrease of \$33,658 in accrued wages.

The significant changes in the long-term liabilities are a result of a \$400,000 payment on the School Improvement Bond and net additions of \$14,386 to capital leases and sick leave benefits. The increase in deferred revenue is directly related to the increase in taxes receivable from increased tax monies being available from the County Auditor at June 30, 2003.

**Licking Valley Local School District
Management's Discussion and Analysis
For Fiscal Year Ended June 30, 2003**

Table 2 reflects the changes in net assets for fiscal year 2003. This is the first year of implementation for GASB 34. Comparative figures are not available for fiscal year 2002. A comparative analysis will be provided in future years when prior year information is available.

Table 2
Change in Net Assets
(In Thousands)

| | Governmental Activities 2003 |
|--|---|
| <u>Revenues:</u> | |
| Program Revenues: | |
| Charges for Services and Sales | \$ 1,177 |
| Operating Grants, Contributions and Interest | 1,287 |
| Total Program Revenues | 2,464 |
| General Revenues: | |
| Property Taxes | 4,405 |
| Income Taxes | 2,135 |
| Grants and Entitlements | 8,717 |
| Interest | 117 |
| Miscellaneous | 597 |
| Total General Revenues | 15,971 |
| Total Revenues | 18,435 |
| <u>Expenses:</u> | |
| Instruction | 8,755 |
| Support Services: | |
| Pupils | 439 |
| Instructional Staff | 875 |
| Board of Education | 572 |
| Administration | 1,565 |
| Fiscal | 439 |
| Business | 49 |
| Operation and Maintenance of Plant | 1,654 |
| Pupil Transportation | 1,072 |
| Central | 44 |
| Non-Instructional | 670 |
| Extracurricular Activities | 471 |
| Capital Outlay | 126 |
| Interest and Fiscal Charges | 681 |
| Total Expenses | 17,412 |
| Increase in Net Assets | \$ 1,023 |

**Licking Valley Local School District
Management's Discussion and Analysis
For Fiscal Year Ended June 30, 2003**

The unique nature of property taxes in Ohio creates the need to routinely seek voter approval for operating funds. As the result of legislation enacted in 1976, the overall revenue generated by the levy will not increase solely as a result of inflation. As an example, a homeowner with a home valued at \$100,000 and taxed at 1.0 mill would pay \$35 annually in taxes. If three years later, the home were reappraised and increased to \$200,000 (and this inflationary increase in value is comparable to other property owners) the effective tax rate would be .5 mills and the owner would still pay \$35.

Our school district, which is dependent on property taxes and income taxes, is hampered by a lack of revenue growth and must periodically return to the voters to maintain a constant level of service. Property taxes made up approximately 24 percent of revenues for governmental activities for the Licking Valley Local School District in fiscal year 2003. Income taxes made up approximately 12 percent of revenues for governmental activities for the Licking Valley Local School District in fiscal year 2003.

Over the past several years the School District has experienced a significant amount of growth. The School District is located in Licking County, and includes all of the Village of Hanover, and portions of Mary Ann, Harrison, Perry, and Hanover Townships. The total assessed values upon which taxes are collected increased by \$173,295,260 from fiscal year 2002 to fiscal year 2003.

Instruction comprises approximately 50 percent of governmental program expenses and support services make up approximately 38 percent of the program expenses of the School District.

Operating grants, contributions and interest increased \$684,468. This increase is due to a direct increase in state foundation from fiscal year 2002 to fiscal year 2003. Taxes revenue increased \$881,555 due to an increase in assessed values.

Regular instruction and administration expenses increased \$1,240,035. This increase is due to additional staffing including the hiring of a new superintendent and creating an assistant superintendent position. Steps and negotiated salary increases also contributed to the increases from fiscal year 2002 to fiscal year 2003.

The Statement of Activities shows the cost of program services and the charges for services, grants, contributions, and interest earnings offsetting those services. Table 3 shows the total cost of services and the net cost of services. That is, it identifies the cost of those services supported by tax revenue and unrestricted state entitlements.

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**Licking Valley Local School District
Management's Discussion and Analysis
For Fiscal Year Ended June 30, 2003**

Governmental Activities

Table 3 indicates the total cost of services and the net cost of services for governmental activities. The statement of activities reflects the cost of program services and the charges for services and sales, grants, and contributions offsetting those services. The net cost of services identifies the cost of those services supported by tax revenues and unrestricted state entitlements.

Table 3
Governmental Activities
(In Thousands)

| | Total Cost of Services 2003 | Net Cost of Services 2003 |
|------------------------------------|--|--------------------------------------|
| Instruction | \$ 8,755 | \$ 7,299 |
| Support Services: | | |
| Pupils | 439 | 438 |
| Instructional Staff | 875 | 867 |
| Board of Education | 572 | 572 |
| Administration | 1,565 | 1,444 |
| Fiscal | 439 | 439 |
| Business | 49 | 49 |
| Operation and Maintenance of Plant | 1,654 | 1,654 |
| Pupil Transportation | 1,072 | 1,072 |
| Central | 44 | 35 |
| Non-Instructional | 670 | 103 |
| Extracurricular Activities | 471 | 169 |
| Capital Outlay | 126 | 126 |
| Interest and Fiscal Charges | 681 | 681 |
| Total Expenses | \$17,412 | \$14,948 |

The dependence upon tax revenues and unrestricted state entitlements for governmental activities is apparent. Over 83 percent of instruction activities are supported through taxes and other general revenues. For all governmental activities, support from general revenues is 86 percent. It is apparent that the community, as a whole, is the primary support for the District's students.

The District's Funds

The District's governmental funds are accounted for using the modified accrual basis of accounting. Total governmental funds had revenues of \$18,435,377 and expenditures of \$17,367,538. The net positive change of \$1,067,839 in fund balance for the year indicates that the District is able to meet current costs.

**Licking Valley Local School District
Management's Discussion and Analysis
For Fiscal Year Ended June 30, 2003**

General Fund Budgeting Highlights

The District's budget is prepared according to Ohio law and is based on accounting for certain transactions on a basis of cash receipts, disbursements, and encumbrances. The most significant budgeted fund is the General Fund. During the course of fiscal year 2003, the District amended its General Fund budget as needed.

Final expenditures were budgeted at \$14,444,493 while actual expenditures were \$14,395,853. The \$48,640 difference is primarily due to a conservative "worst case scenario" approach. The District over-appropriates in case significant, unexpected expenditures arise during the fiscal year. Actual General Fund revenues were more than expenditures by \$377,610. During fiscal year 2003, interest revenue decreased significantly due to the declining economy. Open enrollment dollars were also recorded as gross receipts for incoming students and expenditures for outgoing students.

Capital Assets and Debt Administration

Capital Assets

At the end of fiscal year 2003, the District had \$19,508,536 invested in capital assets (net of accumulated depreciation) for governmental activities.

For further information regarding the District's capital assets see Note 9 to the basic financial statements.

Debt

At June 30, 2003, the District had \$14,995,000 in school improvement general obligation bonds for building improvements. The bonds were issued for a twenty-seven year period, with final maturity on December 1, 2025. The bonds are being retired through the Bond Retirement debt service fund.

At June 30, 2003, the District's overall legal debt margin was \$601,573, with an un-voted debt margin of \$173,295.

For further information regarding the District's debt see Note 14 to the basic financial statements.

Economic Factors

The District is holding its own in the state of a declining economy and uncertainty in State funding. The School District is a small rural community of 6,500 people in Eastern and Northeastern Licking County, Ohio. It has a number of small businesses with agriculture being an important part of the economy.

Over the past several years, the District has remained in a good financial position. In 1988, the District passed a 7.5 mill-continuing levy. This levy provides a continuous source of funds for the financial operations and stability of the district.

The District also passed a 1.0% Continuous Income Tax levy for operating in 1993 and returned 5 mills of the 1988 levy back to the taxpayers. This generates approximately \$1,500,000 additional revenue to be used for operational expenses of the school district.

**Licking Valley Local School District
Management's Discussion and Analysis
For Fiscal Year Ended June 30, 2003**

Contacting the District's Financial Management

This financial report is designed to provide our citizens, taxpayers, investors, and creditors with a general overview of the District's finances and to reflect the District's accountability for the monies it receives. Questions concerning any of the information in this report or requests for additional information should be directed to Jo Lynn Torbert, Treasurer, Licking Valley Local School District, 1379 Licking Valley Road NE, Newark, Ohio 43055.

Licking Valley Local School District
Statement of Net Assets
June 30, 2003

| | <u>Governmental</u> <u>Activities</u> |
|---|--|
| ASSETS: | |
| Equity in Pooled Cash and Cash Equivalents | \$ 5,836,301 |
| Materials and Supplies Inventory | 18,265 |
| Accrued Interest Receivable | 2,044 |
| Accounts Receivable | 53,093 |
| Intergovernmental Receivable | 24,344 |
| Prepaid Items | 71,215 |
| Taxes Receivable | 6,689,526 |
| Income Taxes Receivable | 611,170 |
| Non-Depreciable Capital Assets | 61,282 |
| Depreciable Capital Assets, net | <u>19,447,254</u> |
| Total Assets | <u><u>32,814,494</u></u> |
| LIABILITIES: | |
| Accounts Payable | 69,931 |
| Accrued Wages and Benefits | 1,195,241 |
| Intergovernmental Payable | 383,949 |
| Compensated Absences Payable | 7,175 |
| Deferred Revenue | 5,767,597 |
| Long-Term Liabilities: | |
| Due Within One Year | 623,267 |
| Due in More Than One Year | <u>15,410,412</u> |
| Total Liabilities | <u><u>23,457,572</u></u> |
| NET ASSETS: | |
| Invested in Capital Assets, Net of Related Debt | 4,233,592 |
| Restricted for Debt Service | 919,629 |
| Restricted for Capital Outlay | 3,588,248 |
| Restricted for Other Purposes | 138,201 |
| Unrestricted | <u>477,252</u> |
| Total Net Assets | <u><u>\$ 9,356,922</u></u> |

See Accompanying Notes to Basic Financial Statements

**Licking Valley Local School District
Statement of Activities
For the Fiscal Year Ended June 30, 2003**

| | <u>Expenses</u> | <u>Program Revenues</u> | | <u>Net(Expense) Revenue and Changes in Net Assets</u> |
|---|----------------------|---|---|---|
| | | <u>Charges for Services and Sales</u> | <u>Operating Grants and Contributions</u> | <u>Governmental Activities</u> |
| Governmental Activities: | | | | |
| Instruction: | | | | |
| Regular | \$ 7,309,721 | \$ 352,629 | \$ 750,397 | \$ (6,206,695) |
| Special | 1,168,515 | - | 345,348 | (823,167) |
| Vocational | 276,610 | - | 7,917 | (268,693) |
| Support Services: | | | | |
| Pupils | 438,844 | - | 1,000 | (437,844) |
| Instructional Staff | 874,525 | - | 8,000 | (866,525) |
| Board of Education | 572,050 | - | - | (572,050) |
| Administration | 1,565,364 | 96,999 | 24,217 | (1,444,148) |
| Fiscal | 439,456 | - | - | (439,456) |
| Business | 49,002 | - | - | (49,002) |
| Operation and Maintenance of Plant | 1,653,690 | - | - | (1,653,690) |
| Pupil Transportation | 1,072,275 | - | - | (1,072,275) |
| Central | 43,676 | - | 8,288 | (35,388) |
| Operation of Non-Instructional Services | 670,260 | 424,947 | 142,058 | (103,255) |
| Extracurricular Activities | 471,294 | 302,496 | - | (168,798) |
| Capital Outlay | 125,875 | - | - | (125,875) |
| Interest and Fiscal Charges | 681,253 | - | - | (681,253) |
| Total Governmental Activities | <u>\$ 17,412,410</u> | <u>\$ 1,177,071</u> | <u>\$ 1,287,225</u> | <u>(14,948,114)</u> |
| General Revenues: | | | | |
| Property Taxes Levied for: | | | | |
| General Purposes | | | | 3,029,917 |
| Debt Service | | | | 1,374,662 |
| School District Income Tax | | | | 2,135,323 |
| Grants and Entitlements not Restricted to Specific Programs | | | | 8,717,039 |
| Investment Earnings | | | | 117,425 |
| Miscellaneous | | | | 596,633 |
| Total General Revenues | | | | <u>15,970,999</u> |
| Change in Net Assets | | | | 1,022,885 |
| Net Assets Beginning of Year | | | | <u>8,334,037</u> |
| Net Assets End of Year | | | | <u>\$ 9,356,922</u> |

See Accompanying Notes to Basic Financial Statements

Licking Valley Local School District
Balance Sheet
Governmental Funds
June 30, 2003

| | <u>General</u> | <u>Bond Retirement</u> | <u>Permanent Improvement</u> | <u>All Other Governmental Funds</u> | <u>Total Governmental Funds</u> |
|--|----------------------------|----------------------------|------------------------------|-------------------------------------|---------------------------------|
| ASSETS: | | | | | |
| Current Assets: | | | | | |
| Equity in Pooled Cash and Cash Equivalents | \$ 1,314,063 | \$ 726,305 | \$ 3,583,048 | \$ 200,485 | \$ 5,823,901 |
| Materials and Supplies Inventory | - | - | - | 18,265 | 18,265 |
| Accrued Interest Receivable | 2,044 | - | - | - | 2,044 |
| Accounts Receivable | 50,395 | - | - | 2,698 | 53,093 |
| Intergovernmental Receivable | - | - | - | 24,344 | 24,344 |
| Prepaid Items | 71,215 | - | - | - | 71,215 |
| Taxes Receivable | 5,207,430 | 1,482,096 | - | - | 6,689,526 |
| Income Taxes Receivable | 611,170 | - | - | - | 611,170 |
| Restricted Assets: | | | | | |
| Equity in Pooled Cash and Cash Equivalents | 12,400 | - | - | - | 12,400 |
| Total Assets | <u><u>7,268,717</u></u> | <u><u>2,208,401</u></u> | <u><u>3,583,048</u></u> | <u><u>245,792</u></u> | <u><u>13,305,958</u></u> |
| LIABILITIES: | | | | | |
| Current Liabilities: | | | | | |
| Accounts Payable | 59,192 | - | - | 10,739 | 69,931 |
| Accrued Wages and Benefits | 1,158,622 | - | - | 36,619 | 1,195,241 |
| Intergovernmental Payable | 211,013 | - | - | 8,759 | 219,772 |
| Compensated Absences Payable | 7,175 | - | - | - | 7,175 |
| Deferred Revenue | 4,810,853 | 1,374,662 | - | - | 6,185,515 |
| Total Liabilities | <u><u>6,246,855</u></u> | <u><u>1,374,662</u></u> | <u><u>-</u></u> | <u><u>56,117</u></u> | <u><u>7,677,634</u></u> |
| FUND BALANCES: | | | | | |
| Reserved: | | | | | |
| Reserved for Encumbrances | 92,830 | - | - | 23,092 | 115,922 |
| Reserved for Prepaid Items | 71,215 | - | - | - | 71,215 |
| Reserved for Debt Service | - | 726,305 | - | - | 726,305 |
| Reserved for Property Taxes | 396,577 | 107,434 | - | - | 504,011 |
| Reserved for Textbooks and Instructional Materials | 12,400 | - | - | - | 12,400 |
| Reserved for Other Purposes | 75,469 | - | - | - | 75,469 |
| Unreserved, Undesignated, Reported in: | | | | | |
| General Fund | 373,371 | - | - | - | 373,371 |
| Special Revenue Funds | - | - | - | 162,583 | 162,583 |
| Capital Projects Funds | - | - | 3,583,048 | 4,000 | 3,587,048 |
| Total Fund Balances | <u><u>1,021,862</u></u> | <u><u>833,739</u></u> | <u><u>3,583,048</u></u> | <u><u>189,675</u></u> | <u><u>5,628,324</u></u> |
| Total Liabilities and Fund Balances | <u><u>\$ 7,268,717</u></u> | <u><u>\$ 2,208,401</u></u> | <u><u>\$ 3,583,048</u></u> | <u><u>\$ 245,792</u></u> | <u><u>\$ 13,305,958</u></u> |

See Accompanying Notes to Basic Financial Statements

**Licking Valley Local School District
Reconciliation of Total Governmental Fund Balances
to Net Assets of Governmental Activities
June 30, 2003**

| | | |
|--|----|--------------|
| Total Governmental Fund Balances | \$ | 5,628,324 |
| <p>Amounts reported for governmental activities on the statement of net assets are different because of the following:</p> | | |
| Capital assets used in governmental activities are not financial resources and, therefore, not reported in the funds. | | 19,508,536 |
| Other long-term assets are not available to pay for current period expenditures and, therefore, are deferred in the funds: | | |
| Property Taxes Receivable | | 417,918 |
| Intergovernmental payable includes contractually required pension contributions not expected to be paid with available expendable resources, and therefore, not reported in the funds. | | (164,177) |
| <p>Some liabilities are not due and payable in the current period and, therefore, not reported in the funds:</p> | | |
| General Obligation Bonds Payable | \$ | (14,995,000) |
| Compensated Absences Payable | | (758,735) |
| Capital Leases Payable | | (279,944) |
| | | (16,033,679) |
| Net Assets of Governmental Activities | \$ | 9,356,922 |

See Accompanying Notes to Basic Financial Statements

Licking Valley Local School District
Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
For the Fiscal Year Ended June 30, 2003

| | <u>General</u> | <u>Bond Retirement</u> | <u>Permanent Improvement</u> | <u>All Other Governmental Funds</u> | <u>Total Governmental Funds</u> |
|--|---------------------|------------------------|----------------------------------|---|---|
| REVENUES: | | | | | |
| Property and Other Local Taxes | \$ 2,955,199 | \$ 1,031,462 | \$ - | \$ - | \$ 3,986,661 |
| Income Tax | 2,135,323 | - | - | - | 2,135,323 |
| Intergovernmental | 9,154,603 | 116,738 | - | 732,923 | 10,004,264 |
| Interest | 68,613 | - | 48,687 | 125 | 117,425 |
| Tuition and Fees | 345,282 | - | - | 7,347 | 352,629 |
| Extracurricular Activities | - | - | - | 399,495 | 399,495 |
| Customer Sales and Services | - | - | - | 424,947 | 424,947 |
| Miscellaneous | 422,353 | - | 25,000 | 96,166 | 543,519 |
| Total Revenues | <u>15,081,373</u> | <u>1,148,200</u> | <u>73,687</u> | <u>1,661,003</u> | <u>17,964,263</u> |
| EXPENDITURES: | | | | | |
| Current: | | | | | |
| Instruction: | | | | | |
| Regular | 6,344,508 | - | - | 228,827 | 6,573,335 |
| Special | 899,563 | - | - | 265,737 | 1,165,300 |
| Vocational | 261,921 | - | - | 12,000 | 273,921 |
| Support Services: | | | | | |
| Pupils | 435,033 | - | - | 2,330 | 437,363 |
| Instructional Staff | 778,037 | - | - | 86,120 | 864,157 |
| Board of Education | 550,226 | - | - | - | 550,226 |
| Administration | 1,314,217 | - | - | 210,760 | 1,524,977 |
| Fiscal | 411,113 | - | - | 3,482 | 414,595 |
| Business | 48,707 | - | - | 295 | 49,002 |
| Operation and Maintenance of Plant | 1,610,437 | - | - | - | 1,610,437 |
| Pupil Transportation | 1,056,427 | - | - | - | 1,056,427 |
| Central | 33,787 | - | - | 9,889 | 43,676 |
| Operation of Non-Instructional Services | - | - | - | 626,759 | 626,759 |
| Extracurricular Activities | 162,639 | - | - | 270,943 | 433,582 |
| Capital Outlay | 112,123 | - | 13,752 | - | 125,875 |
| Debt Service: | | | | | |
| Principal | 118,653 | 400,000 | - | - | 518,653 |
| Interest | - | 681,253 | - | - | 681,253 |
| Total Expenditures | <u>14,137,391</u> | <u>1,081,253</u> | <u>13,752</u> | <u>1,717,142</u> | <u>16,949,538</u> |
| Excess of Revenues Over (Under) Expenditures | <u>943,982</u> | <u>66,947</u> | <u>59,935</u> | <u>(56,139)</u> | <u>1,014,725</u> |
| OTHER FINANCING SOURCES AND USES: | | | | | |
| Transfers In | - | - | 400,000 | 18,000 | 418,000 |
| Proceeds from Sale of Fixed Assets | 27,940 | - | - | - | 27,940 |
| Refund of Prior Year Expenditures | 14,174 | - | - | - | 14,174 |
| Other Financing Sources | 5,000 | - | - | 6,000 | 11,000 |
| Transfers Out | (418,000) | - | - | - | (418,000) |
| Total Other Financing Sources and Uses | <u>(370,886)</u> | <u>-</u> | <u>400,000</u> | <u>24,000</u> | <u>53,114</u> |
| Net Change in Fund Balances | 573,096 | 66,947 | 459,935 | (32,139) | 1,067,839 |
| Fund Balance at Beginning of Year - Restated | 448,766 | 766,792 | 3,123,113 | 221,814 | 4,560,485 |
| Fund Balance at End of Year | <u>\$ 1,021,862</u> | <u>\$ 833,739</u> | <u>\$ 3,583,048</u> | <u>\$ 189,675</u> | <u>\$ 5,628,324</u> |

See Accompanying Notes to Basic Financial Statements

Licking Valley Local School District
Reconciliation of Statement of Revenues, Expenditures and Changes in Fund Balances
of Governmental Funds to the Statement Activities
For the Fiscal Year Ended June 30, 2003

Net Change in Fund Balances - Total Governmental Funds \$ 1,067,839

Amounts reported for governmental activities on the statement of activities are different because of the following:

Governmental funds report capital outlay as expenditures. However, on the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlay exceeds depreciation in the current year.

| | | |
|---|------------------|-----------|
| Capital Outlay - Depreciable Capital Assets | \$ 162,460 | |
| Depreciation | <u>(970,999)</u> | (808,539) |

Revenues on the statement of activities that do not provide current financial resources are not reported as revenues in governmental funds:

| | | |
|----------------|--|---------|
| Property Taxes | | 417,918 |
|----------------|--|---------|

Repayment of principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities on the statements of activities.

518,653

Some expenses reported on the statement of activities, such as compensated absences and intergovernmental payable representing contractually required pension contributions, do not require the use of current financial resources, therefore, are not reported as expenditures in governmental funds:

| | | |
|------------------------------|------------------|-----------|
| Intergovernmental Payable | (39,947) | |
| Compensated Absences Payable | <u>(132,939)</u> | (172,886) |

| | | |
|---|----|-------------------------|
| Change in Net Assets of Governmental Activities | \$ | <u><u>1,022,985</u></u> |
|---|----|-------------------------|

See Accompanying Notes to Basic Financial Statements

Licking Valley Local School District
Schedule of Revenues, Expenditures and Changes
In Fund Balance - Budget (Non-GAAP Basis) and Actual
General Fund
For the Fiscal Year Ended June 30, 2003

| | <u>Original Budget</u> | <u>Final Budget</u> | <u>Actual</u> | <u>Variance with Final Budget</u> |
|--|------------------------|---------------------|---------------------|---------------------------------------|
| REVENUES: | | | | |
| Property and Other Local Taxes | \$ 3,372,210 | \$ 3,582,818 | \$ 3,290,930 | \$ (291,888) |
| Income Tax | 1,436,400 | 1,524,153 | 1,524,153 | - |
| Intergovernmental | 8,623,170 | 9,154,603 | 9,154,603 | - |
| Interest | 62,708 | 66,569 | 66,569 | - |
| Tuition and Fees | 295,410 | 312,961 | 312,961 | - |
| Miscellaneous | 397,921 | 424,247 | 424,247 | - |
| Total Revenues | <u>14,187,819</u> | <u>15,065,351</u> | <u>14,773,463</u> | <u>(291,888)</u> |
| EXPENDITURES: | | | | |
| Current: | | | | |
| Instruction: | | | | |
| Regular | 5,605,888 | 6,394,371 | 6,394,371 | - |
| Special | 857,121 | 912,123 | 912,123 | - |
| Vocational | 233,124 | 267,514 | 267,514 | - |
| Support Services: | | | | |
| Pupils | 448,324 | 423,074 | 423,074 | - |
| Instructional Staff | 731,631 | 839,779 | 791,139 | 48,640 |
| Board of Education | 456,197 | 540,243 | 540,243 | - |
| Administration | 1,303,405 | 1,383,064 | 1,383,064 | - |
| Fiscal | 401,358 | 415,727 | 415,727 | - |
| Business | 27,513 | 25,237 | 25,237 | - |
| Operation and Maintenance of Plant | 1,829,167 | 1,832,718 | 1,832,718 | - |
| Pupil Transportation | 896,821 | 1,103,709 | 1,103,709 | - |
| Central | 21,735 | 35,808 | 35,808 | - |
| Extracurricular Activities | 146,805 | 144,738 | 144,738 | - |
| Capital Outlay | 205,054 | 126,388 | 126,388 | - |
| Total Expenditures | <u>13,164,143</u> | <u>14,444,493</u> | <u>14,395,853</u> | <u>48,640</u> |
| Excess of Revenues Over (Under) Expenditures | <u>1,023,676</u> | <u>620,858</u> | <u>377,610</u> | <u>(340,528)</u> |
| OTHER FINANCING SOURCES AND USES: | | | | |
| Proceeds from Sale of Fixed Assets | - | 27,940 | 27,940 | - |
| Refund of Prior Year Expenditures | - | 25,066 | 25,066 | - |
| Other Financing Sources | - | 5,000 | 5,000 | - |
| Transfers Out | (600,000) | (706,327) | (418,000) | 288,327 |
| Total Other Financing Sources and Uses | <u>(600,000)</u> | <u>(648,321)</u> | <u>(359,994)</u> | <u>288,327</u> |
| Net Change in Fund Balances | 423,676 | (27,463) | 17,616 | (52,201) |
| Fund Balance at Beginning of Year | 818,721 | 818,721 | 818,721 | - |
| Prior Year Encumbrances Appropriated | 338,103 | 338,103 | 338,103 | - |
| Fund Balance at End of Year | <u>\$ 1,580,500</u> | <u>\$ 1,129,361</u> | <u>\$ 1,174,440</u> | <u>\$ (52,201)</u> |

See Accompanying Notes to Basic Financial Statements

**Licking Valley Local School District
Statement of Fiduciary Net Assets
Agency Fund
June 30, 2003**

| | <u>Agency Fund</u> |
|--|--------------------|
| ASSETS: | |
| Current Assets: | |
| Equity in Pooled Cash and Cash Equivalents | \$ <u>53,901</u> |
| Total Assets | <u>53,901</u> |
| LIABILITIES: | |
| Current Liabilities: | |
| Undistributed Monies | <u>53,901</u> |
| Total Liabilities | \$ <u>53,901</u> |
| Net Assets | \$ <u><u>-</u></u> |

See Accompanying Notes to Basic Financial Statements

Licking Valley Local School District
Notes to the Basic Financial Statements
June 30, 2003

1. DESCRIPTION OF THE SCHOOL DISTRICT AND REPORTING ENTITY

The Licking Valley Local School District (the "School District") is organized under Article VI, Sections 2 and 3 of the Constitution of the State of Ohio. The School District operates under a locally-elected Board form of government consisting of five members elected at-large for staggered four year terms. The School District provides educational services as authorized by state statute and/or federal guidelines.

The School District was established in 1957 through the consolidation of existing land areas and school districts. The School District serves an area of approximately 138 square miles. It is located in Licking County, and includes the Village of Hanover and portions of Mary Ann, Perry, Harrison and Hanover Townships. The School District is the 255th largest in the State of Ohio (among 612 school districts) in terms of enrollment. It is staffed by 72 non-certificated employees and 150 certificated full-time teaching personnel who provide services to 2,183 students and other community members. The School District currently operates 6 instructional buildings.

Reporting Entity:

The reporting entity is comprised of the primary government, component units, and other organizations that are included to insure that the financial statements of the School District are not misleading. The primary government consists of all funds, departments, boards, and agencies that are not legally separate from the School District. For Licking Valley Local School District, this includes general operations, food service, and student related activities of the School District.

Component units are legally separate organizations for which the School District is financially accountable. The School District is financially accountable for an organization if the School District appoints a voting majority of the organization's governing board and (1) the School District is able to significantly influence the programs or services performed or provided by the organization; or (2) the School District is legally entitled to or can otherwise access the organization's resources; the School District is legally obligated or has otherwise assumed the responsibility to finance the deficits of, or provide financial support to, the organization; or the School District is obligated for the debt of the organization. Component units may also include organizations that are fiscally dependent on the School District in that the School District approves the budget, the issuance of debt, or the levying of taxes. The School District does not have any component units.

The School District is associated with four organizations, which are defined as jointly governed organizations and an insurance purchasing pool. These organizations include the Licking County Vocational School, the Central Ohio Special Education Regional Resource Center, the Metropolitan Education Council, and the Ohio School Boards Association Workers' Compensation Group Rating Plan. These organizations are presented in Notes 18 and 19 to the basic financial statements.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the School District have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The School District also applies Financial Accounting Standards Board (FASB) statements and interpretations issued on or before November 30, 1989, to its governmental activities provided they do not conflict with or contradict GASB pronouncements. Following are the more significant of the School District's accounting policies.

Licking Valley Local School District
Notes to the Basic Financial Statements - Continued
June 30, 2003

A. Basis of Presentation

The School District's basic financial statements consist of government-wide statements, including a statement of net assets and a statement of activities, and fund financial statements, which provide a more detailed level of financial information.

Government-wide Financial Statements

The statement of net assets and the statement of activities display information about the School District as a whole. These statements include the financial activities of the primary government, except for fiduciary funds.

The statement of net assets presents the financial condition of the governmental activities of the School District at year-end. The government-wide statement of activities presents a comparison between direct expenses and program revenues for each function program of the School District's governmental activities. Direct expenses are those that are specifically associated with a service, program, or department and therefore clearly identifiable to a particular function. Program revenues include charges paid by the recipient of the goods or services offered by the program and grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues, which are not classified as program revenues, are presented as general revenues of the School District, with certain limited exceptions. The comparison of direct expenses with program revenues identifies the extent to which governmental function is self-financing or draws from the general revenues of the School District.

Fund Financial Statements

During the year, the School District segregates transactions related to certain School District functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. Fund financial statements are designed to present financial information of the School District at this more detailed level. The focus of governmental and enterprise fund financial statements is on major funds rather than reporting funds by type. Each major fund is presented in a separate column. Nonmajor funds are aggregated and presented in a single column. Fiduciary funds are reported by fund type.

B. Fund Accounting

The School District uses funds to maintain its financial records during the fiscal year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain School District functions or activities. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. The various funds of the School District are grouped into the categories governmental and fiduciary.

Governmental Funds

Governmental funds focus on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used. Current liabilities are assigned to the fund from which they will be paid. The difference between governmental fund assets and liabilities is reported as fund balance. The General Fund, Bond Retirement Fund, and the Permanent Improvement Fund are the School District's major governmental funds:

Licking Valley Local School District
Notes to the Basic Financial Statements - Continued
June 30, 2003

General Fund - The General Fund is used to account for all financial resources, except those required to be accounted for in another fund. The general fund is available to the School District for any purpose provided it is expended or transferred according to the general laws of Ohio.

Bond Retirement Debt Service Fund - The bond retirement fund is used to account for the accumulation of resources for, and the payment of, general long-term obligation principal, interest, and related costs.

Permanent Improvement Capital Projects Fund - The permanent improvement fund is used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds).

The other governmental funds of the School District account for grants and other resources, debt service, and capital projects of the School District whose uses are restricted to a particular purpose.

Fiduciary Funds

Fiduciary fund reporting focuses on net assets and changes in net assets. The fiduciary fund category is split into four classifications: pension trust funds, investment trust funds, private-purpose trust funds, and agency funds. Trust funds are used to account for assets held by the School District under a trust agreement for individuals, private organizations, or other governments and are therefore not available to support the School District's own programs. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

C. Measurement Focus

Government-wide Financial Statements The government-wide financial statements are prepared using the economic resources measurement focus. All assets and all liabilities associated with the operation of the School District are included on the Statement of Net Assets.

Fund Financial Statements All governmental funds are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. The statement of revenues, expenditures and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements therefore include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds.

D. Basis of Accounting

Basis of accounting determines when transactions are recorded in the financial records and reported on the financial statements. Government-wide financial statements are prepared using the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting. Differences in the accrual and modified accrual bases of accounting arise in the recognition of revenue, the recording of deferred revenue and in the presentation of expenses versus expenditures.

Licking Valley Local School District
Notes to the Basic Financial Statements - Continued
June 30, 2003

Revenues - Exchange and Non-exchange Transactions

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. "Measurable" means the amount of the transaction can be determined, and "available" means collectible within the current fiscal year or soon enough thereafter to be used to pay liabilities of the current fiscal year. For the School District, available means expected to be received within sixty days of fiscal year end.

Nonexchange transactions, in which the School District receives value without directly giving equal value in return, include income and property taxes, grants, entitlements, and donations. On an accrual basis, revenue from income taxes is recognized in the fiscal year in which the income is earned. Revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the fiscal year when use is first permitted; matching requirements, in which the School District must provide local resources to be used for a specified purpose; and expenditure requirements, in which the resources are provided to the School District on a reimbursement basis. On a modified accrual basis, revenue from nonexchange transactions must also be available before it can be recognized.

Under the modified accrual basis, the following revenue sources are considered to be both measurable and available at fiscal year end: property taxes available as an advance, income taxes, grants, investment earnings, tuition, and student fees.

Deferred Revenue

Deferred revenue arises when assets are recognized before revenue recognition criteria have been satisfied.

Property taxes for which there is an enforceable legal claim as of June 30, 2003, but which were levied to finance fiscal year 2004 operations, have been recorded as deferred revenue. Grants and entitlements received before the eligibility requirements are met are also recorded as deferred revenue.

On governmental fund financial statements, receivables that will not be collected within the available period have been reported as deferred revenue.

Expenditures/Expenses

On the accrual basis of accounting, expenses are recognized at the time they are incurred. The fair value of donated commodities used during the year is reported on the operating statement as an expense with a like amount reported as donated commodities revenue.

The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Expenditures are generally recognized in the accounting period in which the related fund liability is incurred, if measurable.

Licking Valley Local School District
Notes to the Basic Financial Statements - Continued
June 30, 2003

E. Cash and Investments

To improve cash management, cash received by the School District is pooled. Monies for all funds are maintained in this pool. Interest in the pool is presented as "Equity in Pooled Cash and Cash Equivalents" on the financial statements.

During fiscal year 2003, investments were limited to STAR Ohio, repurchase agreements and nonnegotiable certificates of deposit. Repurchase agreements and nonnegotiable certificates of deposit are reported at cost.

As authorized by Ohio statutes, the Board of Education has specified the funds to receive an allocation of interest earnings. Interest revenue credited to the General Fund during fiscal year 2003 amounted to \$68,613, which includes \$3,088 assigned from other School District funds.

For presentation on the financial statements, investments of the cash management pool and investments with an original maturity of three months or less at the time they are purchased by the School District are considered to be cash equivalents. Investments with an initial maturity of more than three months that are not purchased from the pool are reported as investments.

The School District had invested funds in the State Treasury Asset Reserve of Ohio (STAR Ohio) during fiscal year 2003. STAR Ohio is an investment pool managed by the State Treasurer's Office, which allows governments within the State to pool their funds for investment purposes. STAR Ohio is not registered with the SEC as an investment company, but does operate in a manner consistent with Rule 2a7 of the Investment Company Act of 1940. Investments in STAR Ohio are valued at STAR Ohio's share price, which is the price the investment could be sold for on June 30, 2003.

F. Prepaid Items

Payments made to vendors for services that will benefit periods beyond June 30, 2003, are recorded as prepaid items using the consumption method. A current asset for the prepaid amount is recorded at the time of purchase and an expenditure/expense is reported in the year which services are consumed.

G. Inventory

On government-wide financial statements, inventories are presented at the lower of cost or market on a first-in, first-out basis and are expensed when used.

On fund financial statements, inventories of governmental funds are stated at cost. Cost is determined on a first-in, first-out basis. The cost of inventory items is recorded as an expenditure when purchased.

H. Restricted Assets

Assets are reported as restricted assets when limitations on their use change the normal understanding of the availability of the asset. Such constraints are either imposed by creditors, contributor's grantors, or laws of other government or imposed by enabling legislation.

Licking Valley Local School District
Notes to the Basic Financial Statements - Continued
June 30, 2003

I. Capital Assets

General capital assets are those assets not specifically related to activities. These assets generally result from expenditures in the governmental funds. These assets are reported in the governmental activities column of the government-wide statement of net assets but are not reported on the fund financial statements.

All capital assets are capitalized at cost (or estimated historical cost) and updated for additions and reductions during the year. Donated fixed assets are recorded at their fair market values as of the date received. The School District maintains a capitalization threshold of five thousand dollars. The School District does not possess any infrastructure. Improvements are capitalized; the costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not capitalized.

All reported capital assets, other than land and construction in progress, are depreciated. Depreciation is computed using the straight-line method over the following useful lives:

| Description | Estimated Lives |
|--------------------------------------|-----------------|
| Land Improvements | 15 - 30 years |
| Buildings and Buildings Improvements | 15 - 30 years |
| Furniture and Fixtures | 5 - 20 years |
| Vehicles | 5 - 15 years |
| Equipment | 10 years |

J. Interfund Balances

On fund financial statements, receivables and payables resulting from short-term interfund loans are classified as "interfund receivables/payables". These amounts are eliminated in the governmental activities columns of the statement of net assets, except for any net residual amounts due between governmental activities, which are presented as internal balances.

K. Compensated Absences

Vacation benefits are accrued as a liability as the benefits are earned if the employees' rights to receive compensation are attributable to services already rendered and it is probable that the School District will compensate the employees for benefits through paid time off or some other means. The School District records a liability for accumulated unused vacation time when earned for all employees with more than one year of service.

Sick leave benefits are accrued as a liability using the vesting method. The liability includes the employees who are currently eligible to receive termination benefits and those the School District has identified as probable of receiving payment in the future. The amount is based on accumulated sick leave and employees' wage rates at fiscal year end, taking into consideration any limits specified in the School District's termination policy. The School District records a liability for accumulated unused sick leave for all employees after ten years of service.

The entire sick leave benefit liability is reported on the government – wide financial statements.

Licking Valley Local School District
Notes to the Basic Financial Statements - Continued
June 30, 2003

On the governmental fund financial statements, sick leave benefits are recognized as liabilities and expenditures to the extent payments come due each period upon the occurrence of employee resignations and retirements. These amounts are recorded in the account "matured compensated absences payable" in the funds from which these payments will be made.

The amount is based on accumulated sick leave and employees' wage rates at fiscal year end, taking into consideration any limits specified in the School District's termination policy.

L. Accrued Liabilities and Long-Term Obligations

All payables, accrued liabilities and long-term obligations are reported in the government-wide financial statements.

In general, governmental fund payables and accrued liabilities that once incurred, are paid in a timely manner and in full from current financial resources, are reported as obligations of the funds. However, claims and judgments, compensated absences, special termination benefits and contractually required pension contributions that will be paid from governmental funds are reported as a liability in the fund financial statements only to the extent that they are due for payment during the current year. Long-term loans are recognized as a liability on the governmental fund financial statements when due.

M. Net Assets

Net assets represent the difference between assets and liabilities. Net assets invested in capital assets, net of related debt consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction, or improvement of those assets. Net assets are reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the School District or through external restrictions imposed by creditors, grantors or laws, or regulations of other governments.

The School District applies restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net assets are available.

N. Fund Balance Reserves and Designations

The School District reserves those portions of fund equity which are legally segregated for a specific future use or which do not represent available expendable resources and therefore are not available for appropriation or expenditure. Unreserved fund balance indicates that portion of fund equity, which is available for appropriation in future periods. Fund equity reserves have been established for property taxes, textbooks, debt service, and encumbrances.

The reserve for property taxes represents taxes recognized as revenue under generally accepted accounting principles but not available for appropriation under State statute.

Licking Valley Local School District
Notes to the Basic Financial Statements - Continued
June 30, 2003

O. Interfund Transactions

Transfers between governmental activities on the government-wide statements are reported in the same manner as general revenues.

Exchange transactions between funds are reported as revenues in the seller funds and as expenditures/expenses in the purchaser funds. Flows of cash or goods from one fund to another without a requirement for repayment are reported as interfund transfers. Interfund transfers are reported as other financing sources/uses in governmental funds. Repayments from funds responsible for particular expenditures/expenses to the funds that initially paid for them are not presented on the financial statements.

P. Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported on the financial statements and accompanying notes. Actual results may differ from those estimates.

Q. Extraordinary and Special Items

Extraordinary items are transactions or events that are both unusual in nature and infrequent in occurrence. Special items are transactions or events that are within the control of the School District and that are either unusual in nature or infrequent in occurrence. Neither type of transaction occurred during 2003.

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Licking Valley Local School District
Notes to the Basic Financial Statements - Continued
June 30, 2003

3. CHANGES IN ACCOUNTING PRINCIPLES AND RESTATEMENT OF FUND BALANCE

A. Changes in Accounting Principles

For fiscal year 2003, the School District has implemented Governmental Accounting Standards Board (GASB) Statement No. 34, "Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments"; GASB Statement No. 36, "Recipient Reporting for Certain Shared Nonexchange Revenues"; GASB Statement No. 37, "Basic Financial Statements for State and Local Governments – Omnibus"; GASB Statement No. 38, "Certain Financial Statement Note Disclosures", and GASB Interpretation No. 6, "Recognition and Measurement of Certain Liabilities and Expenditures in Governmental Fund Financial Statements". At June 30, 2003, there was no effect on fund balances as a result of implementing GASB Statements 36, 37, and 38.

GASB Statement No. 34 creates new basic financial statements for reporting on the School District’s financial activities. The financial statements now include government-wide financial statements prepared on and accrual basis of accounting and fund financial statements, which present information for individual major funds rather than by fund type. Nonmajor funds are presented in total in one column.

The government-wide financial statements split the School District’s programs between governmental activities. The beginning net asset amount for governmental programs reflects the change in fund balance for governmental funds at June 30, 2002, caused by the conversion to the accrual basis of accounting.

GASB Interpretation No. 6 clarifies the application of standards for modified accrual recognition of certain liabilities and expenditures in areas where differences have arisen, or potentially could arise, in interpretation and practice. The School District restated the fund liability of compensated absences that had not matured during fiscal year 2003.

Restatement of Fund Balance

The restatements for GASB Statement No. 34, and GASB Interpretation No. 6 had the following effects on fund balance of the major and nonmajor funds of the School District as they were previously reported.

The transition from governmental fund balance to net assets of the governmental activities is also presented.

| | <u>General</u> | <u>Bond Retirement</u> | <u>Permanent Improvement</u> | <u>Nonmajor Governmental Funds</u> | <u>Total Governmental Activities</u> |
|---|------------------|------------------------|------------------------------|------------------------------------|--------------------------------------|
| Fund Balance June 30, 2002 | \$373,297 | \$766,792 | \$3,123,113 | \$234,748 | \$4,497,950 |
| GASB 34 Adjustments | - | - | - | (12,934) | (12,934) |
| Compensated Absences Payable | 75,469 | - | - | - | 75,469 |
| Adjusted Fund Balance | <u>\$448,766</u> | <u>\$766,792</u> | <u>\$3,123,113</u> | <u>\$221,814</u> | 4,560,485 |
| GASB 34 Adjustments: | | | | | |
| Capital Assets | | | | | 20,317,075 |
| Long-Term Liabilities | | | | | (16,573,504) |
| Prior Period Adjustments | | | | | 29,981 |
| Governmental Activities Net Assets at June 30, 2002 | | | | | <u>\$8,334,037</u> |

Licking Valley Local School District
Notes to the Basic Financial Statements - Continued
June 30, 2003

4. BUDGETARY BASIS OF ACCOUNTING

While the School District is reporting financial position, results of operations, and changes in fund balances/retained earnings on the basis of generally accepted accounting principles (GAAP), the budgetary basis as provided by law is based upon accounting for certain transactions on a basis of cash receipts, disbursements, and encumbrances. The Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget (Non-GAAP Basis) and Actual presented for the General Fund is presented on the budgetary basis to provide a meaningful comparison of actual results with the budget. The major differences between the budget basis and fund financial statements are the following:

1. Revenues are recorded when received in cash (budget basis) as opposed to when susceptible to accrual (GAAP basis).
2. Expenditures are recorded when paid in cash (budget basis) as opposed to when the liability is incurred (GAAP basis).
3. Encumbrances are treated as expenditures (budget basis) rather than as a reservation of fund balance (GAAP basis).

The following table summarizes the adjustments necessary to reconcile the GAAP basis statements to the budgetary basis statements for the General Fund.

| Net Change in Fund Balance | |
|--|----------------|
| Major Governmental Fund | |
| | General |
| GAAP Basis | \$ 573,096 |
| <u>Increase (Decrease) Due To:</u> | |
| Revenue Accruals: | |
| Accrued FY 2002, Received In Cash FY 2003 | 763,168 |
| Accrued FY 2003, Not Yet Received in Cash | (1,060,186) |
| Expenditure Accruals: | |
| Accrued FY 2002, Paid in Cash FY 2003 | (1,471,227) |
| Accrued FY 2003, Not Yet Paid in Cash | 1,364,787 |
| Encumbrances Outstanding at Year End (Budget Basis) | (152,022) |
| Budget Basis | \$ 17,616 |

Licking Valley Local School District
Notes to the Basic Financial Statements - Continued
June 30, 2003

5. DEPOSITS AND INVESTMENTS

Cash resources of several individual funds are combined to form a pool of cash, cash equivalents and investments. In addition, investments are separately held by a number of individual funds.

Statutes require the classification of funds held by the District into three categories. Category 1 consists of "active" funds - those funds required to be kept in a "cash" or "near cash" status for immediate use by the District. Such funds must be maintained either as cash in the District Treasury or in depository accounts payable or withdrawable on demand, including negotiable order of withdrawal (NOW) accounts.

Category 2 consists of "inactive" funds - those funds not required for use within the current five year period of designation of depositories. Inactive funds may be deposited or invested only as certificates of deposit maturing not later than the end of the current period of designation of depositories.

Category 3 consists of "interim" funds - those funds which are not needed for immediate use but, which will be needed before the end of the current period of designation of depositories. Interim funds may be invested or deposited in the following securities:

- United States treasury notes, bills, bonds, or any other obligation or security issued by the United States treasury or any other obligation guaranteed as to principal or interest by the United States;
- Bonds, notes, debentures, or any other obligations or securities issued by any federal government agency or instrumentality, including but not limited to, the federal national mortgage association, federal home loan bank, federal farm credit bank, federal home loan Mortgage Corporation, government national mortgage association, and student loan marketing association. All federal agency securities shall be direct issuances of federal government agencies or instrumentalities;
- Written repurchase agreements in the securities listed above provided that the market value of the securities subject to the repurchase agreement must exceed the principal value of the agreement by at least two percent and be marked to market daily, and that the term of the agreement must not exceed thirty days;
- Interim deposits in eligible institutions applying for interim funds;
- Bonds and other obligations of the State of Ohio;
- No-load money market mutual funds consisting exclusively of obligations described in the first two bullets of this section and repurchase agreements secured by such obligations, provided that investments in securities described in this division are made only through eligible institutions, and
- The State Treasury Asset Reserve of Ohio (STAR Ohio).

Ohio Law requires that deposits be placed in eligible banks or savings and loan associations located in Ohio. Any public depository in which the District places deposits must pledge as collateral eligible securities of aggregate market value equal to the excess of deposits not insured by the Federal Deposit Insurance Corporation (FDIC). The securities pledged as collateral are pledged to a pool for each individual financial institution in amounts equal to at least 105% of the carrying value of all public collateral are limited to obligations of the United States and its agencies and obligations of any state, county, municipal corporation or other legally constituted authority of any other state, or any instrumentality of such county, municipal corporation or other authority. Based upon criteria described in GASB Statement No. 3, *"Deposits With Financial Institutions, Investments (including Repurchase*

Licking Valley Local School District
Notes to the Basic Financial Statements - Continued
June 30, 2003

Agreements) and Reverse Repurchase Agreements," collateral held in single financial institution collateral pools with securities being held by the pledging financial institutions' agent in the pool's name are classified as Category 3. The Governmental Accounting Standards Board has established risk categories for deposits and investments as follows:

Deposits:

- Category 1 Insured or collateralized with securities held by the District or by its agent in the District's name.
- Category 2 Collateralized with securities held by the pledging financial institution's trust department or agent, in the District's name.
- Category 3 Collateralized with securities held by the pledging financial institution's trust department or agent, but not in the District's name.

Investments:

- Category 1 Insured or registered, or securities held by the District or its agent in the District's name.
- Category 2 Uninsured and unregistered, with securities held by the counterparty's trust department or agent in the District's name.
- Category 3 Uninsured and unregistered, with securities held by the counterparty or by its trust department or agent but not in the District's name.

Deposits: At fiscal year end, the carrying amount of the School District's deposits was \$70,577 and the bank balance was \$216,992. Of the bank balance, \$100,000 was covered by federal depository insurance and \$116,992 was covered by pledged collateral.

Investments: The School District's investments are categorized below to give an indication of the level of risk assumed by the School District at fiscal year end. Category 1 includes investments that are insured or registered or for which the securities are held by the School District or its agent in the School District's name. Category 2 includes uninsured and unregistered investments, which are held by the counterparty's trust department or agent in the School District's name. Category 3 includes uninsured and unregistered investments for which the securities are held by the counterparty, or by its trust department or agent but not in the School District's name. The School District's investments in STAR Ohio, an investment pool operated by the Ohio State Treasurer, are unclassified investments since they are not evidenced by securities that exist in physical or book entry form.

| | Category 3 | Carrying Value | Market Value |
|----------------------|-----------------------|---------------------------|-------------------------|
| Repurchase Agreement | \$4,762,490 | \$4,762,490 | \$4,762,490 |
| Star Ohio | - | 1,057,135 | 1,057,135 |
| Totals | \$4,762,490 | \$5,819,625 | \$5,819,625 |

Licking Valley Local School District
Notes to the Basic Financial Statements - Continued
June 30, 2003

The following information classifies deposits and investments by categories of risk as defined in *GASB Statement No. 3 "Deposits with Financial Institutions, Investments (including Repurchase Agreements) and Reverse Repurchase Agreements"*.

The classification of cash and cash equivalents and investments on the combined financial statements is based on criteria set forth in *GASB Statement No. 9, "Reporting Cash Flows of Proprietary and Nonexpendable Trust Funds and Governmental Entities That Use Proprietary Fund Accounting."* A reconciliation between the classifications of cash and cash equivalents and investments on the combined financial statements and the classification of deposits and investments presented above per *GASB Statement No. 3* is as follows:

| | Cash and Cash Equivalents/Deposits | Investments |
|-----------------------------|---|--------------------|
| <i>GASB Statement No. 9</i> | \$ 5,890,202 | \$ - |
| Investment: | | |
| STAR Ohio | (1,057,135) | 1,057,135 |
| Repurchase Agreement | (4,762,490) | 4,762,490 |
| <i>GASB Statement No. 3</i> | \$ 70,577 | \$5,819,625 |

6. PROPERTY TAXES

Property taxes are levied and assessed on a calendar year basis. Second half distributions occur in a new fiscal year. Property taxes include amounts levied against all real, public utility, and tangible personal (used in business) property located in the School District. Real property taxes are levied after April 1 on the assessed value listed as of the prior January 1, the lien date. Public utility property taxes attached as a lien on December 31 of the prior year were levied April 1 and are collected with real property taxes. Assessed values for real property taxes are established by State law at 35 percent of appraised market value. All property is required to be revalued every six years. Public utility property taxes are assessed on tangible personal property at 88 percent of true value (with certain exceptions) and on real property at 35 percent of true value. Tangible personal property taxes are levied after April 1 on the value listed as of December 31 of the current year. Tangible personal property assessments are 25 percent of true value.

Real property taxes are payable annually or semi-annually. If paid annually, payment is due December 31; if paid semi-annually, the first payment is due December 31 with the remainder payable by June 20. Under certain circumstances, State statute permits alternate payment dates to be established.

Tangible personal property taxes paid by multi-county taxpayers are due September 20. Single county taxpayers may pay annually or semi-annually. If paid annually, payment is due April 30; if paid semi-annually, the first payment is due April 30, with the remainder payable by September 20.

The School District receives property taxes from Licking County. The County Auditor periodically advances to the School District its portion of the taxes collected. Second-half real property tax payments collected by the County by June 30, 2003, are available to finance fiscal year 2003 operations. The amount available to be advanced can vary based on the date the tax bills are sent.

Licking Valley Local School District
Notes to the Basic Financial Statements - Continued
June 30, 2003

Accrued property taxes receivable represents delinquent taxes outstanding and real property, tangible personal property, and public utility taxes, which became measurable as of June 30, 2003. Although total property tax collections for the next fiscal year are measurable, only the amount available as an advance at June 30 is intended to finance current fiscal year operations. The receivable is therefore offset by a credit to deferred revenue for that portion not intended to finance current year operations. The amount available as an advance at June 30, 2003, was \$396,577 in the General Fund and \$107,454 in the Bond Retirement Debt Service Fund.

The assessed values upon which fiscal year 2003 taxes were collected are:

| | 2002 Second- Half Collections | | 2003 First- Half Collections | |
|--|--|----------------|---|----------------|
| | Amount | Percent | Amount | Percent |
| Agricultural/Residential and Other Real Estate | \$120,846,560 | 83% | \$143,084,660 | 83% |
| Public Utility | 14,912,450 | 10% | 17,941,680 | 10% |
| Tangible Personal Property | 10,682,590 | 7% | 12,268,920 | 7% |
| Total Assessed Value | <u>\$146,441,600</u> | <u>100%</u> | <u>\$173,295,260</u> | <u>100%</u> |
| Tax rate per \$1,000 of assessed valuation | \$38.38 | | \$40.18 | |

7. INCOME TAX

The School District levies a voted tax of one percent for general operations on the income of residents and of estates. The tax was effective on January 1, 1994, and is a continuing tax. Employers of residents are required to withhold income tax on compensation and remit the tax to the State. Taxpayers are required to file an annual return. The State makes quarterly distributions to the School District after withholding amounts for administrative fees and estimated refunds. Income tax revenue is credited to the General Fund.

8. RECEIVABLES

Receivables at June 30, 2003, consisted of property and income taxes, accounts (rent and student fees), intergovernmental, accrued interest, and loans. All receivables are considered collectible in full due to the ability to foreclose for the nonpayment of taxes, the stable condition of State programs, and the current year guarantee of federal funds.

A summary of the principal items of intergovernmental receivables follows:

| | Amount |
|-------------------------------|-----------------|
| Governmental Activities | |
| Title I | \$2,344 |
| Food Service | 22,000 |
| Total Governmental Activities | <u>\$24,344</u> |

Licking Valley Local School District
Notes to the Basic Financial Statements - Continued
June 30, 2003

9. CAPITAL ASSETS

Capital asset activity for the fiscal year ended June 30, 2003, was as follows:

| | <u>Balance at 6/30/02</u> | <u>Additions</u> | <u>Reductions</u> | <u>Balance at 6/30/03</u> |
|---|-------------------------------|--------------------|-------------------|-------------------------------|
| Governmental Activities | | | | |
| Nondepreciable Capital Assets | | | | |
| Land | \$ <u>37,280</u> | \$ <u>24,002</u> | \$ _____ | \$ <u>61,282</u> |
| Total Nondepreciable Capital Assets | <u>37,280</u> | <u>24,002</u> | _____ | <u>61,282</u> |
| Depreciable Capital Assets | | | | |
| Land Improvements | 1,897,498 | - | - | 1,897,498 |
| Buildings and Building Improvements | 21,483,572 | - | - | 21,483,572 |
| Furniture, Fixtures, and Equipment | 785,001 | - | - | 785,001 |
| Vehicles | <u>1,708,921</u> | <u>138,458</u> | <u>26,976</u> | <u>1,820,403</u> |
| Totals | <u>25,874,992</u> | <u>138,458</u> | <u>26,976</u> | <u>25,986,474</u> |
| Less Accumulated Depreciation | | | | |
| Land Improvements | 557,674 | \$ 90,670 | - | 648,344 |
| Buildings and Building Improvements | 3,691,331 | 654,528 | - | 4,345,859 |
| Furniture, Fixtures, and Equipment | 192,233 | 88,199 | - | 280,432 |
| Vehicles | <u>1,153,959</u> | <u>137,602</u> | <u>26,976</u> | <u>1,264,585</u> |
| Total Accumulated Depreciation | <u>5,595,197</u> | <u>970,999</u> | <u>26,976</u> | <u>6,539,220</u> |
| Depreciable Capital Assets, Net | <u>20,279,795</u> | <u>(832,541)</u> | _____ | <u>19,447,254</u> |
| Governmental Activities Capital Assets, Net | <u>\$20,317,075</u> | <u>\$(808,539)</u> | \$ _____ | <u>\$19,508,536</u> |

Depreciation expense was charged to governmental functions as follows:

| | |
|------------------------------------|------------------|
| Instruction: | |
| Regular | \$740,018 |
| Vocational | 1,920 |
| Support Services: | |
| Instruction Staff | 11,966 |
| Board of Education | 21,824 |
| Administration | 10,896 |
| Fiscal | 1,178 |
| Operation and Maintenance of Plant | 1,525 |
| Pupil Transportation | 137,602 |
| Operations of Non-Instruction | 6,358 |
| Extracurricular | <u>37,712</u> |
| Total Depreciation Expense | <u>\$970,999</u> |

Licking Valley Local School District
Notes to the Basic Financial Statements - Continued
June 30, 2003

The School District restated Capital Assets as a result of a fixed asset inventory at the beginning of the year as follows:

| | |
|--------------------------|---------------------|
| Balance at June 30, 2002 | \$29,014,879 |
| Restatement | <u>(3,102,607)</u> |
| Balance, Restated | <u>\$25,912,272</u> |

10. RISK MANAGEMENT

The School District is exposed to various risks of loss related to torts; theft or damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During fiscal year 2003, the School District's insurance coverage was as follows:

| Type of Coverage | Deductible | Liability Limit |
|-----------------------|------------|--------------------|
| Building and Contents | \$1,000 | \$39,973,700 |
| Automobile Liability | 100 | 1,000,000 |
| Uninsured Motorists | 100 | 1,000,000 |
| General Liability | | |
| Per occurrence | - | 2,000,000 |
| Per year | - | 5,000,000 |

Settled claims have not exceeded this commercial coverage in any of the past three years.

For fiscal year 2003, the School District participated in the Ohio School Boards Association Workers' Compensation Group Rating Program (GRP), an insurance purchasing pool (Note 19). The intent of the GRP is to achieve the benefit of a reduced premium for the School District by virtue of its grouping and representation with other participants in the GRP. The workers' compensation experience of the participating school districts is calculated as one experience and a common premium rate is applied to all school districts in the GRP. Each participant pays its workers' compensation premium to the State based on the rate for the GRP rather than its individual rate.

Total savings are then calculated and each participant's individual performance is compared to the overall savings percentage of the GRP. A participant will then either receive money from or be required to contribute to the "Equity Pooling Fund". This "equity pooling" arrangement insures that each participant shares equally in the overall performance of the GRP. Participation in the GRP is limited to school districts that can meet the GRP's selection criteria. The firm of Gates McDonald & Co. provides administrative, cost control and actuarial services to the GRP.

11. DEFINED BENEFIT PENSION PLANS

A. School Employees Retirement System

The Licking Valley Local School District contributes to the School Employees Retirement System of Ohio (SERS), a cost-sharing multiple-employer defined benefit pension plan. SERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Authority to establish and amend benefits is provided by state statute per Chapter 3309 of the Ohio Revised Code. The School Employees Retirement System issues a publicly available, stand-alone financial report that includes financial statements and required supplementary information. That

Licking Valley Local School District
Notes to the Basic Financial Statements - Continued
June 30, 2003

report may be obtained by writing to the SERS, 45 North Fourth Street, Columbus, Ohio 43215 or by calling (614) 222-5853.

Plan members are required to contribute 9 percent of their annual covered salary and the District is required to contribute at an actuarially determined rate. The current rate is 14 percent of the annual covered payroll. The contribution requirements of plan members and employers are established and may be amended, up to statutory maximum amounts, by the SERS' Retirement Board. The School District's required contributions for pension obligations to SERS for the fiscal years ended June 30, 2003, 2002, and 2001 were \$382,751, \$344,539, and \$300,753, respectively; 52 percent has been contributed for 2003 and 100 percent for fiscal years 2002 and 2001. The unpaid contribution for fiscal year 2003 is \$182,796.

B. State Teachers Retirement System

The Licking Valley Local School District contributes to the State Teachers Retirement System of Ohio (STRS), a cost-sharing, multiple-employer public employee retirement system. The plan offers comprehensive health care benefits to retirees and their dependents. Coverage includes hospitalization, physicians' fees, prescription drugs and partial reimbursement of monthly Medicare premiums. Benefits are established by Chapter 3307, of the Ohio Revised Code. STRS issues a publicly available, stand-alone financial report that includes financial statements and required supplementary information. That report may be obtained by writing to the STRS, 275 East Broad Street, Columbus, Ohio 43215-3771, or by calling (614) 227-4090.

Contribution requirements and the contributions actually made for the fiscal year ended June 30, 2003, were 9.3 percent of covered payroll for members and 14 percent for employers. Contribution rates are established by the State Teachers Retirement Board, upon recommendations of its consulting actuary, not to exceed statutory maximum rates of 10 percent for members and 14 percent for employers. The School District's required contributions for pension obligations to STRS for the fiscal years ended June 30, 2003, 2002, and 2001 were \$1,009,972, \$943,626, and \$853,055, respectively; which were equal to the required contributions for each year.

12. POSTEMPLOYMENT BENEFITS

State Teachers Retirement System of Ohio (STRS Ohio) provides access to health care coverage to retirees who participated in the Defined Benefit Plan and their dependents. Coverage under the current program includes hospitalization, physicians' fees, prescription drugs and reimbursement of monthly Medicare Part B premiums. Pursuant to the Revised Code, the State Teachers Retirement Board (the board) has discretionary authority over how much, if any, of the associated health care costs will be absorbed by STRS Ohio. All benefit recipients pay a portion of health care costs in the form of monthly premium.

The Revised Code grants authority to STRS Ohio to provide health care coverage to benefit recipients, spouses and dependents. By Ohio law, the cost of the coverage paid from STRS Ohio funds shall be included in the employer contribution rate, currently at 14% of covered payroll.

The Retirement Board allocates employer contributions to the Health Care Stabilization Fund from which health care benefits are paid. For the fiscal year ended June 30, 2002, the board allocated employer contributions equal to 4.5% of covered payroll to Health Care Stabilization Fund. Effective July 1, 2002, 1% of covered payroll will be allocated to the fund. The balance in the Health Care Stabilization Fund was \$3.011 billion on June 30, 2002.

For the year ended June 30, 2002, net health care costs paid by STRS Ohio were \$354,697,000. There were 105,300 eligible benefit recipients.

Licking Valley Local School District
Notes to the Basic Financial Statements - Continued
June 30, 2003

The Ohio Revised Code gives SERS the discretionary authority to provide postretirement health care to retirees and their dependents. Coverage is made available to service retirees with ten or more years of qualifying service credit, disability and survivor benefit recipients. Members retiring on or after August 1, 1989 with less than twenty-five years of service credit must pay a portion of their premium for health care. The portion is based on years of service up to a maximum of 75% of the premium.

After the allocation for the basic benefits, the remainder of the employer's 14% contribution is allocated to providing health care benefits. At June 30, 2002, the allocation rate is 8.54%. In addition, SERS levies a surcharge to fund health care benefits equal to 14% of the difference between a minimum pay and the member's pay, pro-rated for partial service credit. For fiscal 2002, the minimum pay has been established as \$12,400. The surcharge, added to the unallocated portion of the 14% employer contribution rate, provides for maintenance of the asset target level for the health care fund.

Health care benefits are financed on a pay-as-you-go basis. The target level for the health care reserve is 150% of annual health care expenses. Expenses for health care at June 30, 2002 were \$182,946,777 and the target level was \$274.4 million. At June 30, 2002, the Retirement System's net assets available for payment of health care benefits were \$335.2 million.

The number of participants currently receiving health care benefits is approximately 50,000.

The portion of your employer contributions that were used to fund postemployment benefits can be determined by multiplying actual employer contributions times .61, then adding the surcharge due as of June 30, 2002, as certified to your district by SERS.

13. EMPLOYEE BENEFITS

A. Compensated Absences

The criteria for determining vacation and sick leave components are derived from negotiated agreements and State laws. Classified employees earn ten to twenty-five days of vacation per fiscal year, depending upon length of service. Accumulated, unused vacation time is paid to classified employees and superintendent upon termination of employment. Teachers do not earn vacation time.

Teachers, administrators, and classified employees earn sick leave at the rate of one and one-fourth days per month. Sick leave may be accumulated up to a maximum of 280 days for all employees. Upon retirement, payment is made for one-fourth of accrued, but unused sick leave credit to a maximum of 51 days for all employees.

Employees receive 3 personal days per year. Upon retirement, payment is made for one-fourth of accrued, but unused personal leave.

Bargaining unit members, who retire under STRS criteria, may receive a retirement incentive payment of fifteen thousand dollars (\$15,000). In order to qualify for this benefit, the bargaining unit member must give written notice to the Superintendent on or before March 15 of the year of retirement and have 30 or less years.

Licking Valley Local School District
Notes to the Basic Financial Statements - Continued
June 30, 2003

B. Life Insurance

The School District provides life insurance and accidental death and dismemberment insurance to most employees through National Term Life.

14. LONG-TERM OBLIGATIONS

The changes in the School District's long-term obligations during fiscal year 2003 were as follows:

| | Balance at 07/01/02 | Additions | Deductions | Balance at 06/30/03 | Amounts Due in One Year |
|-----------------------------|------------------------------------|------------------|--------------------|------------------------------------|--|
| Building Construction | | | | | |
| Bonds | \$15,395,000 | \$ - | \$400,000 | \$14,995,000 | \$415,000 |
| Capital Leases | 398,597 | - | 118,653 | 279,944 | 119,320 |
| Compensated Absences | 625,696 | \$758,735 | 625,696 | 758,735 | 88,947 |
| Total long term Obligations | <u>\$16,419,293</u> | <u>\$758,735</u> | <u>\$1,144,349</u> | <u>\$16,033,679</u> | <u>\$623,267</u> |

The Building Construction Bonds are dated 4/1/99 and issued in the amount of \$16,360,000 with stated interest rate of 3.8% to 5% and a final maturity date of 12/01/25. The beginning balance of the general obligation bonds has been adjusted to capture the value of capital appreciation bonds included in the original issue that mature in 2005 and 2006.

Capital leases will be paid from the General Fund. Compensated absences, pension obligation, and employee bonuses will be paid from the fund from which the employees' salaries are paid.

The School District's voted legal debt margin was \$601,573 with an unvoted debt margin of \$173,295 at June 30, 2003.

Principal and interest requirements to retire general obligation debt, including notes outstanding at June 30, 2003, are as follows:

| Fiscal year Ending June 30, | Principal | Interest | Total |
|--|---------------------|--------------------|---------------------|
| 2004 | \$ 415,000 | \$ 65,968 | \$ 1,080,968 |
| 2005 | 430,000 | 649,697 | 1,079,697 |
| 2006 | 450,000 | 641,313 | 1,091,313 |
| 2007 | 450,000 | 641,312 | 1,091,312 |
| 2008 | 450,000 | 631,862 | 1,081,862 |
| 2009 – 2013 | 2,555,000 | 2,843,674 | 5,398,674 |
| 2014 – 2018 | 3,200,000 | 2,173,593 | 5,373,593 |
| 2019 – 2023 | 4,075,000 | 1,271,875 | 5,346,875 |
| 2024 - 2026 | 2,970,000 | 227,750 | 3,197,750 |
| Total | <u>\$14,995,000</u> | <u>\$9,747,004</u> | <u>\$24,742,044</u> |

Licking Valley Local School District
Notes to the Basic Financial Statements - Continued
June 30, 2003

15. CAPITAL LEASES - LESSEE DISCLOSURE

The School District has entered into capitalized leases for copiers, a Kodak finisher, stadium bleachers, and fitness equipment. The leases meet the criteria of a capital lease as defined by Statement of Financial Accounting Standards No. 13, "Accounting for Leases," which defines a capital lease generally as one which transfers benefits and risks of ownership to the lessee. Capital lease payments have been reclassified and are reflected as debt service expenditures in the combined financial statements for the governmental funds. These expenditures are reported as function expenditures on the budgetary statements.

Capital assets consisting of a copier have been capitalized in the amount of \$30,578. This amount represents the present value of the minimum lease payments at the time of acquisition. Principal payments in fiscal year 2003 totaled \$2,440 in the governmental funds.

Capital assets consisting of a Kodak finisher have been capitalized in the amount of \$68,600. This amount represents the present value of the minimum lease payments plus the value of a copier traded in at the time of acquisition. Principal payments in fiscal year 2003 totaled \$4,171 in the governmental funds.

Capital assets consisting of a 14 copy machines have been capitalized in the amount of \$214,887. This amount represents the present value of the minimum lease payments at the time of acquisition. A corresponding liability was recorded in the statement of net assets. Principal payments in fiscal year 2003 totaled \$42,149 in the governmental funds.

Capital assets consisting of stadium bleachers have been capitalized in the amount of \$109,520. This amount represents the present value of the minimum lease payments at the time of acquisition. A corresponding liability was recorded in the statement of net assets. Principal payments in fiscal year 2003 totaled \$20,405 in the governmental funds.

Capital assets consisting of fitness equipment have been capitalized in the amount of \$155,787. This amount represents the present value of the minimum lease payments at the time of acquisition. A corresponding liability was recorded in the statement of net assets. Principal payments in fiscal year 2003 totaled \$49,488 in the governmental funds.

The following is a schedule of the future long-term minimum lease payments required under the capital leases and the present value of the minimum lease payments as of June 30, 2003.

| Fiscal Year Ending June 30, | Midwest Bankers | Danka Copiers | Fitness Equipment |
|--|----------------------------|--------------------------|------------------------------|
| 2004 | \$26,622 | \$ 52,218 | \$ 55,819 |
| 2005 | 26,621 | 52,218 | 55,820 |
| 2006 | 26,622 | 8,703 | - |
| Less: Amount Representing Interest | (9,842) | (9,517) | (5,340) |
| Present Value of Net Minimum Lease Payments | <u>\$70,023</u> | <u>\$103,622</u> | <u>\$106,299</u> |

Licking Valley Local School District
Notes to the Basic Financial Statements - Continued
June 30, 2003

16. SET-ASIDE CALCULATIONS AND FUND RESERVES

The School District is required by State statute to annually set aside in the general fund an amount based on a statutory formula for the purchase of textbooks and other instructional materials and an equal amount for the acquisition and construction of capital improvements. Amounts not spent by year-end or offset by similarly restricted resources received during the year must be held in cash at year-end and carried forward to be used for the same purposes in future years. The School District is also required to set aside money for budget stabilization.

The following cash basis information describes the change in the year-end set-aside amounts for textbooks, capital acquisition, and budget stabilization. Disclosure of this information is required by State statute.

| | <u>Textbooks</u> | <u>Capital Acquisition</u> | <u>Totals</u> |
|--|------------------|--------------------------------|--------------------|
| Set-aside Cash Balance as of June 30, 2002 | \$ 47,487 | (\$125,184) | (\$ 77,697) |
| Current Year Set-aside Requirement | 288,327 | 288,327 | 576,654 |
| Current Year Offsets | - | (400,000) | (400,000) |
| Qualifying Disbursements | (323,414) | - | (323,414) |
| Total | <u>\$ 12,400</u> | <u>(\$236,857)</u> | <u>(\$224,457)</u> |
| Cash Balance Carried Forward to fiscal year 2004 | <u>\$ 12,400</u> | <u>-</u> | <u>\$ 12,400</u> |

17. JOINTLY GOVERNED ORGANIZATIONS

Licking County Vocational School District - The Licking County Vocational School District is a distinct political subdivision of the State of Ohio operated under the direction of a Board consisting of one representative from each of the 9 participating school districts' elected boards, which possesses its own budgeting and taxing authority. To obtain financial information write to the Licking County Vocational School District, Corey Thompson, who serves as Treasurer, at 150 Price Road, Newark, Ohio 43055.

Central Ohio Special Education Regional Resource Center - The School District participates in the Central Ohio Special Education Regional Resource Center (COSERRC), a jointly governed organization. COSERRC is one of sixteen (16) centers in Ohio, which serves as the organizational structure offering multi-district special educational services. Each SERRC is designed to initiate, expand, and improve the delivery of special education services to children with disabilities ages 3 through 21. The governing board of COSERRC consists of superintendents or a designated representative from each school district. Financial information may be obtained from the Franklin County Education Service Center, Deloris Fate, who serves as Treasurer, at 1717 Alum Creek Drive, Columbus, Ohio, 43207.

Metropolitan Education Council - The School District participates in the Metropolitan Education Council (MEC), a jointly governed organization. The organization is composed of over 100 members, which include school districts, joint vocational schools, educational service centers, and libraries covering 24 counties in Central Ohio. MEC helps its members purchase services, insurances, supplies, and other items at a discounted rate. The governing board of MEC is composed of the superintendent, a designated representative or a member of the board of education for each participating school district in Franklin County (18 school districts) and one representative from each county. Each year, the participating school districts pay a membership fee to MEC to cover the costs of administering the program. The School District's membership payment to MEC for fiscal year 2003 was \$84. Financial information may be obtained from the Metropolitan Educational Council, Denise Music, who serves as fiscal officer, at 6100 Channingway Blvd., Suite 604, Columbus, Ohio, 43232.

Licking Valley Local School District
Notes to the Basic Financial Statements - Continued
June 30, 2003

18. INSURANCE PURCHASING POOL

Ohio School Boards Association Workers' Compensation Group Rating Plan - The School District participates in the Ohio School Boards Association Workers' Compensation Group Rating Program (GRP), an insurance purchasing pool. The GRP's business and affairs are conducted by a three member Board of directors consisting of the President, the President-Elect and the Immediate Past President of the OSBA. The Executive Director of the OSBA, or his designee, serves as coordinator of the program. Each year, the participating school districts pay an enrollment fee to the GRP to cover the costs of administering the program.

The intent of the GRP is to achieve the benefit of a reduced premium for the School District by virtue of its grouping and representation with other participants in the GRP. The workers' compensation experience of the participating school districts is calculated as one experience and a common premium rate is applied to all school districts in the GRP. Each participant pays its workers' compensation premium to the State based on the rate for the GRP rather than its individual rate. Total savings are then calculated and each participant's individual performance is compared to the overall savings percentage of the GRP. A participant will then either receive money from or be required to contribute to the "Equity Pooling Fund". This "equity pooling" arrangement insures that each participant shares equally in the overall performance of the GRP. Participation in the GRP is limited to school districts that can meet the GRP's selection criteria. The firm of Gates McDonald & Co. provides administrative, cost control and actuarial services to the GRP.

19. STATE SCHOOL FUNDING DECISION

On December 11, 2002, the Ohio Supreme Court issued its latest opinion regarding the State's school funding plan. The decision reaffirmed earlier decisions that Ohio's current school-funding plan is unconstitutional.

The Supreme Court relinquished jurisdiction over the case and directed "...the Ohio General Assembly to enact a school-funding scheme that is thorough and efficient..." The School District is currently unable to determine what effect, if any, this decision will have on its future State funding and its financial operations.

20. CONTINGENCIES

A. Grants

The School District received financial assistance from federal and state agencies in the form of grants. The expenditure of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and are subject to audit by the grantor agencies.

Any disallowed claims resulting from such audits could become a liability of the General Fund or other applicable funds. However, in the opinion of management, any such disallowed claims will not have a material adverse effect on the overall financial position of the School District at June 30, 2003.

B. Litigation

There are currently no matters in litigation with the School District as defendant.

Licking Valley Local School Distric
SCHEDULE OF FEDERAL AWARDS RECEIPTS AND EXPENDITURES
Year ended June 30, 2003

| Federal Grantor/ Pass-Through Grantor/Program or Cluster Title | Pass Through Entity Number | Federal CFDA Number | Cash Receipts | Non-cash Receipts | Cash Expenditures | Non-cash Disbursements |
|--|----------------------------------|---------------------------|-------------------|----------------------|----------------------|---------------------------|
| <u>U.S. Department of Agriculture</u> | | | | | | |
| Passed through Ohio Department of Education | | | | | | |
| Nutrition Cluster: | | | | | | |
| Food Distribution | | 10.550 | \$ - | \$ 41,254 | \$ - | \$ 41,254 |
| National School Lunch Program | LL-P1-01 LL-P4-02,03 | 10.555 | <u>131,163</u> | <u>-</u> | <u>131,163</u> | <u>-</u> |
| Total U.S. Department of Agriculture - Nutrition Cluster | | | <u>131,163</u> | <u>41,254</u> | <u>131,163</u> | <u>41,254</u> |
| <u>U.S. Department of Education</u> | | | | | | |
| Passed through Ohio Department of Education | | | | | | |
| Title I | C1-S1-03 | 84.010 | 147,118 | - | 147,118 | - |
| Title VI-B | 6B-SF-02 & 03 | 84.027 | 191,825 | - | 191,324 | - |
| Drug Free Schools Grant | DR-S1-03 | 84.186 | 7,895 | - | 6,750 | - |
| Goals 2000 - Continuous Improvements | G2-S2-01 | 84.276 | - | - | 2,613 | - |
| Improving Teacher Quality | TR-S1-03 | 84.367 | 63,525 | - | 56,847 | - |
| Eisenhower Professional Development State Grant | MS-S1-02 | 84.281 | 994 | - | 5,397 | - |
| School Renovation Grant | AT-S2-02 AT-S3-03 | 84.352 | 2,258 | - | 1,857 | - |
| Title VI - Innovation Strategies | C2-S1-03 | 84.298 | 9,197 | - | 9,197 | - |
| Title VI D - Technology Literacy | CR-S1-02 | 84.318 | <u>4,028</u> | <u>-</u> | <u>4,028</u> | <u>-</u> |
| Total U.S. Department of Education | | | <u>426,840</u> | <u>-</u> | <u>425,131</u> | <u>-</u> |
| Total Federal Awards Receipts and Expenditures | | | <u>\$ 558,003</u> | <u>\$ 41,254</u> | <u>\$ 556,294</u> | <u>\$ 41,254</u> |

The accompanying notes are an integral part of this schedule.

Licking Valley Local School District
NOTES TO THE SCHEDULE OF FEDERAL AWARDS RECEIPTS AND EXPENDITURES
Year ended June 30, 2003

SCHEDULE OF FEDERAL AWARDS RECEIPTS AND EXPENDITURES

The accompanying schedule of federal awards receipts and expenditures is a summary of the activity of the District's federal award programs. The schedule has been prepared on the cash basis of accounting.

FOOD DISTRIBUTION

Non-monetary assistance is reported in the accompanying schedule of federal awards receipts and expenditures at the fair market value of the commodities received and disbursed. Monies are commingled with State grants. It is assumed federal monies are expended first. At June 30, 2003, the District had no significant food commodities in inventory.



Report On Compliance And On Internal Control Required By Government Auditing Standards

Board of Education
Licking Valley Local School District
1379 Licking Valley Road
Newark, Ohio 43055

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Licking Valley Local School District, Licking County, Ohio (the District) as of and for the year ended June 30, 2003 which collectively comprise the District's financial statements and have issued our report thereon dated January 17, 2004. 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 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*.

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 opinions 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.

Wilson, Shannon & Snow, Inc.

CERTIFIED PUBLIC ACCOUNTANTS

Ten West Locust Street

Newark, Ohio 43055

(740) 345-6611

1-800-523-6611

FAX (740) 345-5635

This report is intended for the information and use of management, Board of Education, the Auditor of State 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.

Wilson, Shuman & Snow, Inc.

Newark, Ohio
January 17, 2004



Report On Compliance With Requirements Applicable To Each Major Program And On Internal Control Over Compliance In Accordance With OMB Circular A-133

Board of Education
Licking Valley Local School District
1379 Licking Valley Road
Newark, Ohio 43055

Compliance

We have audited the compliance of Licking Valley Local School District, Licking County, Ohio, (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 each of its major federal programs for the year ended June 30, 2003. 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 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 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 June 30, 2003.

Wilson, Shannon & Snow, Inc.

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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.

This report is intended for the information and use of management, Board of Education, the Auditor of State, 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.

Wilson, Shuman & Snow, Inc.

Newark, Ohio
January 17, 2004

**Licking Valley Local School District
Licking County**

SCHEDULE OF FINDINGS
OMB CIRCULAR A-133 §.505

June 30, 2003

| |
|--|
| 1. SUMMARY OF AUDITOR'S RESULTS |
|--|

| | | |
|---------------------|---|--|
| <i>(d)(1)(i)</i> | Type of Financial Statement Opinion | Unqualified |
| <i>(d)(1)(ii)</i> | Were there any material control weakness conditions reported at the financial statement level (GAGAS)? | No |
| <i>(d)(1)(ii)</i> | Were there any other reportable control weakness conditions reported at the financial statement level (GAGAS)? | No |
| <i>(d)(1)(iii)</i> | Was there any reported material non-compliance at the financial statement level (GAGAS)? | No |
| <i>(d)(1)(iv)</i> | Were there any material internal control weakness conditions reported for major federal programs? | No |
| <i>(d)(1)(iv)</i> | Were there any other reportable internal control weakness conditions reported for major federal programs? | No |
| <i>(d)(1)(v)</i> | Type of Major Programs' Compliance Opinion | Unqualified |
| <i>(d)(1)(vi)</i> | Are there any reportable findings under § .510? | No |
| <i>(d)(1)(vii)</i> | Major Programs (list): | Title VI B 84.027 |
| <i>(d)(1)(viii)</i> | Dollar Threshold: Type A\B Programs | Type A: > \$ 300,000 Type B: all others |
| <i>(d)(1)(ix)</i> | Low Risk Auditee? | Yes |

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

None were noted

3. FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS

None were noted



**Auditor of State
Betty Montgomery**

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Facsimile 614-466-4490

LICKING VALLEY LOCAL SCHOOL DISTRICT

LICKING 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
MARCH 23, 2004**