



**Auditor of State
Betty Montgomery**

WOOD COUNTY EDUCATIONAL SERVICE CENTER

Table of Contents

Title	Page
Independent Accountants' Report.....	1
Combined Balance Sheet - All Fund Types and Account Groups.....	4
Combined Statement of Revenues, Expenditures and Changes in Fund Balances - All Governmental Fund Types and Expendable Trust Fund	8
Combined Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual Comparison (Non-GAAP Budgetary Basis - All Governmental Fund Types and Expendable Trust Fund	10
Notes to the General-Purpose Financial Statements.....	13
Schedule of Federal Awards Expenditures	38
Notes to the Schedule of Federal Awards Expenditures.....	42
Independent Accountants' Report on Compliance and on Internal Control Required by <i>Government Auditing Standards</i>	43
Independent Accountants' Report on Compliance with Requirements Applicable to Major Federal Programs and Internal Control Over Compliance in Accordance with <i>OMB Circular A-133</i>	45
Schedule of Findings.....	47

This page intentionally left blank.



**Auditor of State
Betty Montgomery**

INDEPENDENT ACCOUNTANTS' REPORT

Wood County Educational Service Center
639 South Dunbridge Road
Bowling Green, Ohio 43402-9086

To the Board of Education:

We have audited the accompanying general-purpose financial statements of the Wood County Educational Service Center (the Educational Service Center) as of and for the year ended June 30, 2003, as listed in the table of contents. These general-purpose financial statements are the responsibility of the Educational Service Center's management. Our responsibility is to express an opinion on these general-purpose 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 financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general-purpose financial statements referred to above present fairly, in all material respects, the financial position of the Educational Service Center as of June 30, 2003, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 19, 2003 on our consideration of the Educational Service Center's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

The accompanying federal awards expenditures schedule is presented for additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the general-purpose financial statements. We subjected this information to the auditing procedures applied in the audit of the general-purpose financial statements. In our opinion, it is fairly stated, in all material respects, in relation to the general-purpose financial statements taken as a whole.

A handwritten signature in black ink that reads "Betty Montgomery". The signature is written in a cursive, flowing style.

Betty Montgomery
Auditor of State

February 5, 2004

This page intentionally left blank.

WOOD COUNTY EDUCATIONAL SERVICE CENTER

**Combined Balance Sheet
All Fund Types and Account Groups
June 30, 2003**

	Governmental Fund Types		
	General	Special Revenue	Capital Projects
Assets and Other Debits			
<u>Assets:</u>			
Equity in Pooled Cash and Cash Equivalents	\$ 4,096,369	\$ 421,239	\$ -
<u>Receivables:</u>			
Accounts	6,619	2,500	-
Intergovernmental	121,509	102,234	23,000
Interfund	3,000	-	-
Accrued Interest	20,788	-	-
Prepaid Items	83,957	6,615	-
Advances to Other Funds	2,395	-	-
Fixed Assets	-	-	-
 <u>Other Debits:</u>			
Amount to be Provided from			
General Governmental Resources	-	-	-
Total Assets and Other Debits	\$ 4,334,637	\$ 532,588	\$ 23,000

Fiduciary Fund Type	Account Groups		Totals (Memorandum Only)
	General Fixed Assets	General Long-Term Obligations	
Expendable Trust			
\$ 1,229	\$ -	\$ -	\$ 4,518,837
-	-	-	9,119
-	-	-	246,743
-	-	-	3,000
-	-	-	20,788
-	-	-	90,572
-	-	-	2,395
-	866,240	-	866,240
-	-	530,262	530,262
\$ 1,229	\$ 866,240	\$ 530,262	\$ 6,287,956

(Continued)

WOOD COUNTY EDUCATIONAL SERVICE CENTER

**Combined Balance Sheet
All Fund Types and Account Groups
June 30, 2003
(Continued)**

	Governmental Fund Types		
	General	Special Revenue	Capital Projects
Liabilities, Fund Equity, and Other Credits			
<u>Liabilities:</u>			
Accounts Payable	\$ 9,815	\$ 1,528	\$ -
Accrued Wages and Benefits	822,650	33,356	-
Compensated Absences Payable	52,137	7,982	-
Intergovernmental Payable	80,230	24,253	-
Interfund Payable	-	3,000	-
Deferred Revenue	20,741	92,768	-
Advances from Other Funds	-	2,395	-
Total Liabilities	<u>985,573</u>	<u>165,282</u>	<u>-</u>
<u>Fund Equity and Other Credits:</u>			
Investment in General Fixed Assets	-	-	-
Fund Balance:			
Reserved for Advances	2,395	-	-
Reserved for Encumbrances	62,637	41,206	-
Unreserved	<u>3,284,032</u>	<u>326,100</u>	<u>23,000</u>
Total Fund Equity and Other Credits	<u>3,349,064</u>	<u>367,306</u>	<u>23,000</u>
Total Liabilities, Fund Equity, and Other Credits	<u><u>4,334,637</u></u>	<u><u>532,588</u></u>	<u><u>23,000</u></u>

SEE ACCOMPANYING NOTES TO THE GENERAL-PURPOSE FINANCIAL STATEMENTS

Fiduciary Fund Type	Account Groups		Totals (Memorandum Only)
	General Fixed Assets	General Long-Term Obligations	
Expendable Trust			
\$ -	\$ -	\$ -	\$ 11,343
-	-	-	856,006
-	-	436,744	496,863
-	-	93,518	198,001
-	-	-	3,000
-	-	-	113,509
-	-	-	2,395
-	-	530,262	1,681,117
-	866,240	-	866,240
-	-	-	2,395
-	-	-	103,843
1,229	-	-	3,634,361
1,229	866,240	-	4,606,839
1,229	866,240	530,262	6,287,956

WOOD COUNTY EDUCATIONAL SERVICE CENTER

**Combined Statement of Revenues, Expenditures, and Changes in Fund Balances
All Governmental Fund Types and Expendable Trust Fund
For the Fiscal Year Ended June 30, 2003**

	Governmental Fund Types		
	General	Special Revenue	Capital Projects
Revenues			
Intergovernmental	\$ 1,893,603	\$ 1,986,400	\$ 23,000
Interest	161,582	-	-
Tuition	351,392	50,142	-
Customer Services	7,641,096	-	-
Extracurricular Activities	-	723	-
Gifts and Donations	3,293	10,116	-
Miscellaneous	172,506	75,717	-
Total Revenues	<u>10,223,472</u>	<u>2,123,098</u>	<u>23,000</u>
Expenditures			
Current:			
Instruction:			
Regular	386,135	538,228	-
Special	4,134,796	117,156	-
Adult/Continuing	-	7,280	-
Support Services:			
Pupils	1,584,261	107,691	-
Instructional Staff	2,219,841	164,428	-
Board of Education	34,248	-	-
Administration	1,075,375	50,802	-
Fiscal	302,787	6,774	-
Operation and Maintenance of Plant	3,410	1,500	-
Pupil Transportation	53,612	14,225	-
Central	145,546	20,874	-
Non-Instructional Services	7,860	622	-
Intergovernmental	-	1,073,547	-
Total Expenditures	<u>9,947,871</u>	<u>2,103,127</u>	<u>-</u>
Excess of Revenues Over (Under) Expenditures	<u>275,601</u>	<u>19,971</u>	<u>23,000</u>
Other Financing Sources (Uses)			
Operating Transfers In	600	-	-
Operating Transfers Out	-	(600)	-
Total Other Financing Sources (Uses)	<u>600</u>	<u>(600)</u>	<u>-</u>
Excess of Revenues and Other Financing Sources Over (Under) Expenditures and Other Financing Uses	276,201	19,371	23,000
Fund Balances at Beginning of Year	<u>3,072,863</u>	<u>347,935</u>	<u>-</u>
Fund Balances at End of Year	<u><u>\$ 3,349,064</u></u>	<u><u>\$ 367,306</u></u>	<u><u>\$ 23,000</u></u>

SEE ACCOMPANYING NOTES TO THE GENERAL-PURPOSE FINANCIAL STATEMENTS

Fiduciary Fund Type	Totals (Memorandum Only)
Expendable Trust	
\$ -	\$ 3,903,003
21	161,603
-	401,534
-	7,641,096
-	723
-	13,409
-	248,223
21	12,369,591
-	924,363
-	4,251,952
-	7,280
-	1,691,952
349	2,384,618
-	34,248
-	1,126,177
-	309,561
-	4,910
-	67,837
-	166,420
-	8,482
-	1,073,547
349	12,051,347
(328)	318,244
-	600
-	(600)
-	-
(328)	318,244
1,557	3,422,355
\$ 1,229	\$ 3,740,599

WOOD COUNTY EDUCATIONAL SERVICE CENTER

**Combined Statement of Revenues, Expenditures, and Changes in Fund Balances
Budget (Non-GAAP Basis) and Actual Comparison
All Governmental Fund Types and Expendable Trust Fund
For the Fiscal Year Ended June 30, 2003**

	General Fund		
	Revised Budget	Actual	Variance Favorable (Unfavorable)
Revenues			
Intergovernmental	\$ 1,938,961	\$ 1,906,229	\$ (32,732)
Interest	163,280	161,207	(2,073)
Tuition	389,023	378,011	(11,012)
Customer Services	7,693,755	7,641,096	(52,659)
Extracurricular Activities	-	-	-
Gifts and Donations	3,293	3,293	-
Miscellaneous	134,705	143,996	9,291
Total Revenues	10,323,017	10,233,832	(89,185)
Expenditures			
Current:			
Instruction:			
Regular	394,495	390,500	3,995
Special	4,182,835	4,083,385	99,450
Adult/Continuing	-	-	-
Support Services:			
Pupils	1,564,883	1,554,307	10,576
Instructional Staff	2,320,896	2,217,747	103,149
Board of Education	42,189	39,035	3,154
Administration	1,137,403	1,101,115	36,288
Fiscal	316,005	305,548	10,457
Operation and Maintenance of Plant	3,419	3,419	-
Pupil Transportation	57,512	53,320	4,192
Central	164,299	145,849	18,450
Non-Instructional Services	11,950	9,381	2,569
Total Expenditures	10,195,886	9,903,606	292,280
Excess of Revenues Over (Under) Expenditures	127,131	330,226	203,095
Other Financing Sources (Uses)			
Other Financing Sources	11,961	10,241	(1,720)
Other Financing Uses	(25,000)	-	25,000
Refund of Prior Year Expenditures	12,796	12,796	-
Refund of Prior Year Receipts	(3,884)	(3,884)	-
Advances In	-	-	-
Advances Out	(10,000)	(3,000)	7,000
Operating Transfer In	600	600	-
Operating Transfer Out	(55,000)	-	55,000
Total Other Financing Sources (Uses)	(68,527)	16,753	85,280
Excess of Revenues and Other Financing Sources Over (Under) Expenditures and Other Financing Uses	58,604	346,979	288,375
Fund Balances at Beginning of Year	3,647,629	3,647,629	-
Prior Year Encumbrances Appropriated	31,709	31,709	-
Fund Balances at End of Year	\$ 3,737,942	\$ 4,026,317	\$ 288,375

Special Revenue Funds			Expendable Trust Fund		
Revised Budget	Actual	Variance Favorable (Unfavorable)	Revised Budget	Actual	Variance Favorable (Unfavorable)
\$ 2,128,440	\$ 2,036,332	\$ (92,108)	\$ -	\$ -	\$ -
-	-	-	21	21	-
49,000	48,739	(261)	-	-	-
-	-	-	-	-	-
723	723	-	-	-	-
10,113	10,116	3	-	-	-
46,756	48,125	1,369	-	-	-
<u>2,235,032</u>	<u>2,144,035</u>	<u>(90,997)</u>	<u>21</u>	<u>21</u>	<u>-</u>
898,986	789,390	109,596	-	-	-
880,084	873,341	6,743	-	-	-
25,788	7,880	17,908	-	-	-
121,325	113,244	8,081	-	-	-
274,761	249,166	25,595	500	349	151
-	-	-	-	-	-
77,829	75,539	2,290	-	-	-
6,774	6,774	-	-	-	-
1,500	1,500	-	-	-	-
15,274	14,833	441	-	-	-
21,289	20,900	389	-	-	-
3,220	3,184	36	-	-	-
<u>2,326,830</u>	<u>2,155,751</u>	<u>171,079</u>	<u>500</u>	<u>349</u>	<u>151</u>
<u>(91,798)</u>	<u>(11,716)</u>	<u>80,082</u>	<u>(479)</u>	<u>(328)</u>	<u>151</u>
27,130	24,818	(2,312)	-	-	-
-	-	-	-	-	-
60	60	-	-	-	-
(24)	(24)	-	-	-	-
4,500	3,000	(1,500)	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
<u>(600)</u>	<u>(600)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>31,066</u>	<u>27,254</u>	<u>(3,812)</u>	<u>-</u>	<u>-</u>	<u>-</u>
(60,732)	15,538	76,270	(479)	(328)	151
327,425	327,425	-	1,557	1,557	-
17,634	17,634	-	-	-	-
<u>\$ 284,327</u>	<u>\$ 360,597</u>	<u>\$ 76,270</u>	<u>\$ 1,078</u>	<u>\$ 1,229</u>	<u>\$ 151</u>

(Continued)

WOOD COUNTY EDUCATIONAL SERVICE CENTER

**Combined Statement of Revenues, Expenditures, and Changes in Fund Balances
Budget (Non-GAAP Basis) and Actual Comparison
All Governmental Fund Types and Expendable Trust Fund
For the Fiscal Year Ended June 30, 2003
(Continued)**

	Totals (Memorandum Only)		
	Revised Budget	Actual	Variance Favorable (Unfavorable)
Revenues			
Intergovernmental	\$ 4,067,401	\$ 3,942,561	\$ (124,840)
Interest	163,301	161,228	(2,073)
Tuition	438,023	426,750	(11,273)
Customer Services	7,693,755	7,641,096	(52,659)
Extracurricular Activities	723	723	-
Gifts and Donations	13,406	13,409	3
Miscellaneous	181,461	192,121	10,660
Total Revenues	<u>12,558,070</u>	<u>12,377,888</u>	<u>(180,182)</u>
Expenditures			
Current:			
Instruction:			
Regular	1,293,481	1,179,890	113,591
Special	5,062,919	4,956,726	106,193
Adult/Continuing	25,788	7,880	17,908
Support Services:			
Pupils	1,686,208	1,667,551	18,657
Instructional Staff	2,596,157	2,467,262	128,895
Board of Education	42,189	39,035	3,154
Administration	1,215,232	1,176,654	38,578
Fiscal	322,779	312,322	10,457
Operation and Maintenance of Plant	4,919	4,919	-
Pupil Transportation	72,786	68,153	4,633
Central	185,588	166,749	18,839
Non-Instructional Services	15,170	12,565	2,605
Total Expenditures	<u>12,523,216</u>	<u>12,059,706</u>	<u>463,510</u>
Excess of Revenues Over (Under) Expenditures	<u>34,854</u>	<u>318,182</u>	<u>283,328</u>
Other Financing Sources (Uses)			
Other Financing Sources	39,091	35,059	(4,032)
Other Financing Uses	(25,000)	-	25,000
Refund of Prior Year Expenditures	12,856	12,856	-
Refund of Prior Year Receipts	(3,908)	(3,908)	-
Advances In	4,500	3,000	(1,500)
Advances Out	(10,000)	(3,000)	7,000
Operating Transfer In	600	600	-
Operating Transfer Out	(55,600)	(600)	55,000
Total Other Financing Sources (Uses)	<u>(37,461)</u>	<u>44,007</u>	<u>81,468</u>
Excess of Revenues and Other Financing Sources Over (Under) Expenditures and Other Financing Uses	<u>(2,607)</u>	<u>362,189</u>	<u>364,796</u>
Fund Balances at Beginning of Year	3,976,611	3,976,611	-
Prior Year Encumbrances Appropriated	49,343	49,343	-
Fund Balances at End of Year	<u><u>\$ 4,023,347</u></u>	<u><u>\$ 4,388,143</u></u>	<u><u>\$ 364,796</u></u>

SEE ACCOMPANYING NOTES TO THE GENERAL-PURPOSE FINANCIAL STATEMENTS

WOOD COUNTY EDUCATIONAL SERVICE CENTER

Notes to the General-Purpose Financial Statements For the Fiscal Year Ended June 30, 2003

NOTE 1 - REPORTING ENTITY

The Wood County Educational Service Center (the Educational Service Center) is located in Bowling Green, Ohio, the county seat. The Educational Service Center supplies supervisory, special education, administrative, and other services to the Eastwood, Elmwood, Lake, Northwood, North Baltimore, and Otsego Local School Districts; Perrysburg and Rossford Exempted Village School Districts; and Bowling Green City School District. The Educational Service Center furnishes leadership and consulting services designed to strengthen these school districts in areas they are unable to finance or staff independently.

The Wood County Educational Service Center operates under a locally-elected Board of Education consisting of five members elected at-large for staggered four year terms. The Educational Service Center has five administrators, one hundred sixty-eight classified employees, and one hundred thirty-nine certified employees who provide services to the local, exempted village, and city school districts.

A reporting entity is composed of the primary government, component units, and other organizations that are included to insure the financial statements are not misleading.

The primary government of the Educational Service Center consists of all funds, departments, boards, and agencies that are not legally separate from the Educational Service Center. For Wood County Educational Service Center, this includes general operations and student-related activities.

Component units are legally separate organizations for which the Educational Service Center is financially accountable. The Educational Service Center is financially accountable for an organization if the Educational Service Center appoints a voting majority of the organization's governing board and (1) the Educational Service Center is able to significantly influence the programs or services performed or provided by the organization; or (2) the Educational Service Center is legally entitled to or can otherwise access the organization's resources; the Educational Service Center is legally obligated or has otherwise assumed the responsibility to finance the deficits of, or provide financial support to, the organization; or the Educational Service Center is obligated for the debt of the organization. Component units may also include organizations that are fiscally dependent on the Educational Service Center in that the Educational Service Center approves the budget, the issuance of debt, or the levying of taxes. There are no component units of the Wood County Educational Service Center.

The Educational Service Center participates in four jointly governed organizations and three insurance pools. These organizations are the Penta Career Center, the Northwest Ohio Computer Association, the Northern Buckeye Education Council, the Northwestern Ohio Educational Research Council, Inc., the Ohio School Plan, the Wood County Insurance Consortium, and the

WOOD COUNTY EDUCATIONAL SERVICE CENTER

Notes to the General-Purpose Financial Statements For the Fiscal Year Ended June 30, 2003 (Continued)

Ohio School Boards Association Workers' Compensation Group Rating Plan. These organizations are presented in Notes 15 and 16 to the general purpose financial statements.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Educational Service Center 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. Following are the more significant of the Educational Service Center's accounting policies.

A. Basis of Presentation - Fund Accounting

The Educational Service Center uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain Educational Service Center functions or activities.

A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special restrictions or limitations. An account group is a financial reporting device designed to provide accountability for certain assets and liabilities not recorded in the funds because they do not directly affect net available expendable resources.

For financial statement presentation purposes, the various funds of the Educational Service Center are grouped into the following generic fund types under the broad fund categories of governmental and fiduciary.

GOVERNMENTAL FUND TYPES

Governmental funds are those through which most governmental functions of the Educational Service Center are financed. The acquisition, use, and balances of the Educational Service Center's expendable financial resources and the related current liabilities are accounted for through governmental funds. The following are the Educational Service Center's governmental fund types:

General Fund - The General Fund is the operating fund of the Educational Service Center and is used to account for all financial resources, except those required to be accounted for in another fund. The General Fund balance is available to the

WOOD COUNTY EDUCATIONAL SERVICE CENTER

Notes to the General-Purpose Financial Statements For the Fiscal Year Ended June 30, 2003 (Continued)

Educational Service Center for any purpose provided it is expended or transferred according to the general laws of Ohio.

Special Revenue Funds - Special revenue funds are used to account for the proceeds of specific revenue sources (other than for major capital projects) that are legally restricted to expenditure for specified purposes.

Capital Projects Fund - The capital projects fund is used to account for financial resources to be used for the acquisition or construction of major capital facilities.

FIDUCIARY FUND TYPE

Fiduciary funds are used to account for assets held by the Educational Service Center in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds. The Educational Service Center's fiduciary fund is an expendable trust fund, which is accounted for in essentially the same manner as governmental funds.

ACCOUNT GROUPS

To make a clear distinction between fixed assets related to specific funds and those of general government, and between long-term liabilities related to specific funds and those of a general nature, the following account groups are used:

General Fixed Assets Account Group - This account group is established to account for all fixed assets of the Educational Service Center.

General Long-Term Obligations Account Group - This account group is established to account for all long-term obligations of the Educational Service Center.

B. Measurement Focus and Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental fund types and the expendable trust fund are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made.

WOOD COUNTY EDUCATIONAL SERVICE CENTER

Notes to the General-Purpose Financial Statements For the Fiscal Year Ended June 30, 2003 (Continued)

The modified accrual basis of accounting is followed for the governmental fund types and the expendable trust fund.

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded when the exchange takes place. On the modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. Available means the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For the Educational Service Center, available means expected to be received within sixty days of fiscal year end.

Nonexchange transactions, in which the Educational Service Center receives value without directly giving equal value in return, include grants, entitlements, and donations. 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 fiscal year when the resources are required to be used or the fiscal year when use is first permitted; matching requirements, in which the Educational Service Center must provide local resources to be used for a specified purpose; and expenditure requirements, in which the resources are provided to the Educational Service Center on a reimbursement basis.

Under the modified accrual basis, the following revenue sources are considered both measurable and available at fiscal year end: grants, interest, tuition, and customer services.

Deferred revenues arise when assets are recognized before revenue recognition criteria have been satisfied. Grants and entitlements received before the eligibility requirements are met and receivables that are not collected within the available period are recorded as deferred 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. Allocations of cost, such as depreciation and amortization, are not recognized in governmental funds.

C. Budgetary Process

The budgetary process entails the preparation of budgetary documents within an established timetable.

The Educational Service Center adopts its budget for all funds on or before the start of the new fiscal year. Included in the budget are the estimated resources and expenditures for each fund. Upon review by the Educational Service Center's Board, the annual appropriation resolution is

WOOD COUNTY EDUCATIONAL SERVICE CENTER

Notes to the General-Purpose Financial Statements For the Fiscal Year Ended June 30, 2003 (Continued)

adopted. After the start of the fiscal year, the estimated resources are revised and accepted by the Board to include any unencumbered cash balances from the preceding fiscal year. Both the estimated resources and appropriations may be amended or supplemented throughout the fiscal year as circumstances warrant.

In the first quarter of each fiscal year, the Educational Service Center summarizes and certifies its budget on forms furnished by the State Department of Education, together with such other information as the State Department of Education may require. The summarized budget document consists of three parts. Part (A) includes entitlement funding from the State for the cost of salaries, employer's retirement contributions, and travel expenditures of supervisory teachers approved by the State Department of Education. Part (B) includes the cost of all other lawful expenditures of the Educational Service Center. Part (C) includes the adopted appropriation resolution of the Educational Service Center. The State Department of Education reviews the budget and certifies to each Board of Education, under the supervision of the Educational Service Center, the amount from part (B) that is to be apportioned to their school district.

Appropriations

The annual appropriation resolution is enacted by the Educational Service Center at the fund level of expenditures. Budgetary allocations at the function and object level within all funds are made by the Educational Service Center's treasurer. Prior to the passage of the annual appropriation measure, the Educational Service Center may pass a temporary appropriation measure to meet the ordinary expenditures of the Educational Service Center.

The appropriation resolution, by fund, is limited by the estimated resources, and the total of expenditures and encumbrances is controlled so as not to exceed the appropriation totals at any level of control. Any revisions that alter the total of any fund appropriation are approved by the Educational Service Center's Board.

The Educational Service Center may pass supplemental fund appropriations as long as the total appropriations by fund do not exceed the amounts set forth in the budget approved by the State Department of Education. The budget figures which appear on the statement of budgetary comparisons represent the final appropriation amounts passed during the fiscal year. Formal budgetary integration is employed as a management control device during the year for all funds.

WOOD COUNTY EDUCATIONAL SERVICE CENTER

Notes to the General-Purpose Financial Statements For the Fiscal Year Ended June 30, 2003 (Continued)

Encumbrances

As part of formal budgetary control, purchase orders, contracts, and other commitments for the expenditure of monies are recorded as the equivalent of expenditures on the non-GAAP budgetary basis in order to reserve that portion of the applicable appropriation. On the GAAP basis, encumbrances outstanding at fiscal year end are reported as a reservation of fund balance for subsequent-year expenditures.

Lapsing of Appropriations

At the close of each fiscal year, the unencumbered balance of each appropriation reverts to the respective fund from which it was appropriated and becomes subject to future appropriation. Encumbered appropriations are carried forward to the succeeding fiscal year and are not reappropriated.

D. Cash and Investments

To improve cash management, cash received by the Educational Service Center is pooled. Monies for all funds are maintained in this pool. Individual fund integrity is maintained through Educational Service Center records. Interest in the pool is presented as "Equity in Pooled Cash and Cash Equivalents" on the combined balance sheet.

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

The Educational Service Center has allocated interest according to Ohio statutes. Interest revenue credited to the General Fund during fiscal year 2003 was \$161,582, which included \$15,617 assigned from other Educational Service Center funds.

For presentation on the combined balance sheet, 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 Educational Service Center 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.

WOOD COUNTY EDUCATIONAL SERVICE CENTER

Notes to the General-Purpose Financial Statements For the Fiscal Year Ended June 30, 2003 (Continued)

E. 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 by recording a current asset for the prepaid amount and reflecting the expenditure in the year in which services are consumed.

F. Fixed Assets

General fixed assets are not capitalized in the funds used to acquire or construct them. Instead, capital acquisition and construction costs are reflected as expenditures in governmental funds, and the related assets are reported in the general fixed assets account group. All fixed 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 value as of the date received. The Educational Service Center maintains a capitalization threshold of one thousand dollars. The Educational Service Center does not have any infrastructure.

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. Improvements are capitalized. Assets in the general fixed assets account group are not depreciated.

G. Interfund Assets/Liabilities

Short-term interfund loans are classified as "Interfund Receivables/Payables". Long-term interfund loans are classified as "Advances to/from Other Funds" and are equally offset by a fund balance reserve account which indicates that they do not constitute available expendable resources since they are not a component of net current assets.

H. 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 Educational Service Center will compensate the employees for the benefits through paid time off or some other means. The Educational Service Center records a liability for accumulated unused vacation time when earned for all employees.

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 Educational Service Center 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 Educational Service Center's termination policy. The

WOOD COUNTY EDUCATIONAL SERVICE CENTER

Notes to the General-Purpose Financial Statements For the Fiscal Year Ended June 30, 2003 (Continued)

Educational Service Center records a liability for accumulated unused sick leave for employees who have ten years of service with the Educational Service Center.

The current portion of unpaid compensated absences is the amount expected to be paid using available expendable resources. These amounts are recorded in the account "Compensated Absences Payable" in the fund from which the employees who have accumulated unpaid leave are paid. The remainder is reported in the general long-term obligations account group.

I. Accrued Liabilities and Long-Term Obligations

In general, governmental fund payables and accrued liabilities are reported as obligations of the funds regardless of whether they will be liquidated with current resources. However, compensated absences and contractually required pension contributions that will be paid from governmental funds are reported as liabilities in the general long-term obligations account group to the extent that they will not be paid with current available expendable resources. Payments made more than sixty days after fiscal year end are considered not to have used current available expendable resources.

J. Fund Balance Reserves

The Educational Service Center records reservations for 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 advances and encumbrances.

K. Flow through Grants

The Educational Service Center is the primary recipient of grants which are passed through or spent on behalf of the school districts within the county. When the Educational Service Center has a financial or administrative role in the grants, the grants are reported as revenues and intergovernmental expenditures in a special revenue fund. For fiscal year 2003, these funds included the Host, Title VI-B, Title III, and Preschool special revenue funds.

L. Interfund Transactions

Quasi-external transactions are accounted for as revenues and expenditures. Transactions that constitute reimbursements to a fund for expenditures initially made from it that are properly applicable to another fund are recorded as expenditures in the reimbursing fund and as reductions of expenditures in the fund that is reimbursed.

WOOD COUNTY EDUCATIONAL SERVICE CENTER

Notes to the General-Purpose Financial Statements For the Fiscal Year Ended June 30, 2003 (Continued)

Nonrecurring or nonroutine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers.

M. 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 in the financial statements and accompanying notes. Actual results may differ from those estimates.

N. Total Columns on General-Purpose Financial Statements

Total columns on the general-purpose financial statements are captioned "Totals (Memorandum Only)" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position or results of operations in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

NOTE 3 - ACCOUNTABILITY

At June 30, 2003, the Reading Recovery and Title VI-B special revenue funds had deficit fund balances, in the amount of \$785, and \$4,121, respectively. The General Fund provides transfers to cover deficit balances; however, this is done when cash is needed rather than when accruals occur.

NOTE 4 - BUDGETARY BASIS OF ACCOUNTING

While the Educational Service Center is reporting financial position, results of operations, and changes in fund balances on the basis of generally accepted accounting principles (GAAP), the budgetary basis is based upon accounting for certain transactions on a basis of cash receipts, disbursements, and encumbrances. The Combined Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget (Non-GAAP Basis) and Actual - All Governmental Fund Types and Expendable Trust 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 GAAP basis are that:

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).

WOOD COUNTY EDUCATIONAL SERVICE CENTER

**Notes to the General-Purpose Financial Statements
For the Fiscal Year Ended June 30, 2003
(Continued)**

3. Encumbrances are treated as expenditures for all funds (budget basis) rather than as a reservation of fund balance (GAAP basis).

The following table summarizes the adjustments necessary to reconcile the GAAP and budgetary basis statements by fund type.

Excess of Revenues and Other Financing Sources Over Expenditures and Other Financing Uses All Governmental Fund Types			
	General	Special Revenue	Capital Projects
GAAP Basis	\$ 276,201	\$ 19,371	\$ 23,000
Increase (Decrease) Due to:			
Revenue Accruals:			
Accrued FY 2002, Received in Cash FY 2003	161,171	57,781	-
Accrued FY 2003, Not Yet Received in Cash	(128,175)	(11,966)	(23,000)
Expenditure Accruals:			
Accrued FY 2002, Paid in Cash FY 2003	(869,157)	(58,564)	-
Accrued FY 2003, Not Yet Paid in Cash	964,832	67,119	-
Cash Adjustments:			
Unrecorded Activity FY 2002	25,333	3,838	-
Unrecorded Activity FY 2003	(582)	-	-
Prepaid Items	(10,174)	(4,399)	-
Advances In	-	3,000	-
Advances Out	(3,000)	-	-
Encumbrances Outstanding at Fiscal Year End (Budget Basis)	(69,470)	(60,642)	-
Budget Basis	<u>\$ 346,979</u>	<u>\$ 15,538</u>	<u>\$ -</u>

NOTE 5 - DEPOSITS AND INVESTMENTS

State statutes classify monies held by the Educational Service Center into three categories.

Active deposits are public deposits necessary to meet current demands on the treasury. Such monies must be maintained either as cash in the Educational Service Center treasury, in commercial accounts payable or withdrawable on demand, including negotiable order of withdrawal (NOW) accounts, or in money market deposit accounts.

WOOD COUNTY EDUCATIONAL SERVICE CENTER

Notes to the General-Purpose Financial Statements For the Fiscal Year Ended June 30, 2003 (Continued)

Inactive deposits are public deposits the Educational Service Center has identified as not required for use within the current five year period of designation of depositories. Inactive deposits must either be evidenced by certificates of deposit maturing not later than the end of the current period of designation of depositories, or by savings or deposit accounts including, but not limited to, passbook accounts.

Interim deposits are deposits of interim monies. Interim monies are those monies which are not needed for immediate use but which will be needed before the end of the current period of designation of depositories. Interim deposits must be evidenced by time certificates of deposit maturing not more than one year from the date of deposit, or by savings or deposit accounts, including passbook accounts.

Protection of the Educational Service Center's deposits is provided by the Federal Deposit Insurance Corporation (FDIC), by eligible securities pledged by the financial institution as security for repayment, by surety company bonds deposited with the Treasurer by the financial institution, or by a single collateral pool established by the financial institution to secure the repayment of all public monies deposited with the institution.

Interim monies may be deposited or invested in the following securities:

1. United States Treasury bills, bonds, notes, or any other obligation or security issued by the United States Treasury, or any other obligation guaranteed as to principal and interest by the United States;
2. Bonds, notes, debentures, or any other obligation or security 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 the Student Loan Marketing Association. All federal agency securities shall be direct issuances of federal government agencies or instrumentalities;
3. Written repurchase agreements in the securities listed above provided the market value of the securities subject to the repurchase agreement must exceed the principal value of the agreement by at least 2 percent and be marked to market daily, and the term of the agreement must not exceed thirty days;
4. Bonds and other obligations of the State of Ohio;
5. No-load money market mutual funds consisting exclusively of obligations described in division (1) or (2) and repurchase agreements secured by such obligations, provided that

WOOD COUNTY EDUCATIONAL SERVICE CENTER

Notes to the General-Purpose Financial Statements For the Fiscal Year Ended June 30, 2003 (Continued)

investments in securities described in this division are made only through eligible institutions;

6. The State Treasurer's investment pool (STAR Ohio);
7. Certain bankers' acceptances and commercial paper notes for a period not to exceed one hundred eighty days in an amount not to exceed 25 percent of the interim monies available for investment at any one time; and
8. Under limited circumstances, debt interests rated in either of the two highest rated classifications by at least two nationally recognized rating agencies.

Investments in stripped principal or interest obligations, reverse repurchase agreements, and derivatives are prohibited. The issuance of taxable notes for the purpose of arbitrage, the use of leverage, and short selling are also prohibited. An investment must mature within five years from the date of purchase, unless matched to a specific obligation or debt of the Educational Service Center, and must be purchased with the expectation that it will be held to maturity.

Investments may only be made through specified dealers and institutions. Payment for investments may be made only upon delivery of the securities representing the investments to the Treasurer or qualified trustee or, if the securities are not represented by a certificate, upon receipt of confirmation of transfer from the custodian.

At fiscal year end, the Educational Service Center had \$50 in undeposited cash on hand which is included on the combined balance sheet of the Educational Service Center as part of "Equity in Pooled Cash and Cash Equivalents".

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".

At fiscal year end, the carrying amount of the Educational Service Center's deposits was \$3,241,421 and the bank balance was \$3,546,888. Of the bank balance, \$947,535 was covered by federal depository insurance and \$2,599,353 was uninsured and uncollateralized. Although all State statutory requirements for the deposit of money had been followed, non-compliance with federal requirements could potentially subject the Educational Service Center to a successful claim by the FDIC.

The Educational Service Center's investments are categorized to give an indication of the level of risk assumed by the Educational Service Center at fiscal year end. Category 1 includes investments that are insured or registered for which the securities are held by the Educational

WOOD COUNTY EDUCATIONAL SERVICE CENTER

**Notes to the General-Purpose Financial Statements
For the Fiscal Year Ended June 30, 2003
(Continued)**

Service Center or its agent in the Educational Service Center's name. Category 2 includes uninsured and unregistered investments for which the securities are held by the counterparty's trust department or agent in the Educational Service Center'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 Educational Service Center's name. The Educational Service Center's investment in STAR Ohio is an unclassified investment since it is not evidenced by securities that exist in physical or book entry form.

	<u>Category 3</u>	<u>Carrying Amount</u>	<u>Fair Value</u>
Repurchase Agreement	<u>\$ 1,224,934</u>	\$ 1,224,934	\$ 1,224,970
STAR Ohio		52,432	52,432
Totals		<u>\$ 1,277,366</u>	<u>\$ 1,277,402</u>

The classification of cash and cash equivalents and investments on the combined balance sheet is based on criteria set forth in GASB Statement No. 9, "Reporting Cash Flows of Proprietary and Non-Expendable Trust Funds and Governmental Entities That Use Proprietary Fund Accounting". A reconciliation between the classification of cash and cash equivalents and investments on the combined balance sheet and the classification of deposits and investments according to GASB Statement No. 3 is as follows:

	<u>Cash and Cash Equivalents/ Deposits</u>	<u>Investments</u>
GASB Statement No. 9	\$ 4,518,837	\$ -
Cash on Hand	(50)	-
Investments:		
Repurchase Agreement	(1,224,934)	1,224,934
STAR Ohio	(52,432)	52,432
GASB Statement No. 3	<u>\$ 3,241,421</u>	<u>\$ 1,277,366</u>

NOTE 6 - STATE FUNDING

The Educational Service Center is funded by the State Department of Education for the cost of Part (A) of their budget. This funding is provided from State resources.

Part (B) of the budget is provided by the school districts to which the Educational Service Center provides services and by the State Department of Education. Each school district's portion is determined by multiplying the average daily membership of the school district (the total number of students enrolled) by \$6.50. This amount is deducted by the State Department of Education

WOOD COUNTY EDUCATIONAL SERVICE CENTER

Notes to the General-Purpose Financial Statements For the Fiscal Year Ended June 30, 2003 (Continued)

from that school district's resources provided under the State's School Foundation Program. The Department of Education's portion is determined by multiplying the sum of the average daily memberships of all of the school districts served by the Educational Service Center by \$37. This amount is provided from State resources.

If additional funding is needed for the Educational Service Center, and if a majority of the Boards of Education of the school districts served by the Educational Service Center approve, the cost of Part (B) of the budget can be increased. The portion that is in excess of the original funding calculation is shared by all of the school districts served by the Educational Service Center through additional reductions in their resources provided through the State School Foundation Program. The State Board of Education initiates and supervises the procedure under which the school districts approve or disapprove the additional apportionment.

NOTE 7 - RECEIVABLES

Receivables at June 30, 2003, consisted of accounts (billings for user charged services), intergovernmental, interfund, and accrued interest. All receivables are considered collectible in full due to the stable condition of State programs and the current year guarantee of federal funds. Accounts receivable at June 30, 2003, were \$9,119. A summary of the principal items of intergovernmental receivables follows:

	<u>Amounts</u>
General Fund	
Tuition	\$ 73,032
Ohio Department of MRDD	42,361
Miscellaneous	6,116
Total General Fund	<u>121,509</u>
Special Revenue Funds	
Community Center	8,066
Tobacco Use Prevention and Control Foundation	2,370
Alternative School	1,040
Regional Professional Development Committee Grant	620
Parent Project	16,139
Workforce Investment Act	9,673
Prevention, Retention, and Contingency	836
21 st Century	63,490
Total Special Revenue Funds	<u>102,234</u>

WOOD COUNTY EDUCATIONAL SERVICE CENTER

**Notes to the General-Purpose Financial Statements
For the Fiscal Year Ended June 30, 2003
(Continued)**

Capital Projects Fund	
Child Progress Indicator	23,000
Total Intergovernmental Receivables	<u>\$ 246,743</u>

NOTE 8 - FIXED ASSETS

A summary of the changes in general fixed assets during fiscal year 2003 follows:

<u>Asset Category</u>	<u>Balance at 06/30/02</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance at 06/30/03</u>
Furniture, Fixtures, and Equipment	<u>\$ 874,872</u>	<u>\$ 46,678</u>	<u>\$ 55,310</u>	<u>\$ 866,240</u>

NOTE 9 - INTERFUND ASSETS/LIABILITIES

At June 30, 2003, the General Fund had an interfund receivable and the Community Center special revenue fund had an interfund payable, in the amount of \$3,000.

At June 30, 2003, the General Fund had an advance to other funds and the Public School Support special revenue fund had an advance from other funds, in the amount of \$2,395.

NOTE 10 - RISK MANAGEMENT

The Educational Service Center is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During fiscal year 2003, the Educational Service Center contracted for the following insurance coverage.

Coverage provided by Ohio School Plan:

General Liability	
Per Occurrence	\$1,000,000
Aggregate	3,000,000
Comprehensive Auto Liability	1,000,000
Uninsured Motorists	50,000
Medical Payments	5,000

WOOD COUNTY EDUCATIONAL SERVICE CENTER

Notes to the General-Purpose Financial Statements For the Fiscal Year Ended June 30, 2003 (Continued)

Coverage provided by Cincinnati Insurance:	
Commercial Property (\$250 deductible)	\$443,414
Electronic Data Processing (\$250 deductible each)	
Equipment Owned	616,277
Media/Data	10,000
Media/Data in Transit	50,000
Extra Expense	10,000
Coverage provided by Ohio Farmers Insurance:	
Public Employee Dishonesty	5,000

Settled claims have not exceeded this commercial coverage in any of the past three years, and there has been no significant reduction in insurance coverage from the prior fiscal year, except for comprehensive auto liability which is half of the coverage of the prior fiscal year.

For fiscal year 2003, the Educational Service Center participated in the Ohio School Plan (Plan), an insurance purchasing pool. Each participant enters into an individual agreement with the Plan for insurance coverage and pays annual premiums to the Plan based on the types and limits of coverage and deductibles selected by the participant.

The Educational Service Center participates in the Wood County Insurance Consortium (WCIC), a public entity shared risk pool consisting of six local school districts, two exempted village school districts, a city school district, a joint vocational school, and the Educational Service Center. The Educational Service Center pays monthly premiums to the WCIC for medical and dental benefits. WCIC is responsible for the management and operations of the program and the payment of all claims. Upon withdrawal from the WCIC, a participant is responsible for the payment of all liabilities to its employees, dependents, and designated beneficiaries accruing as a result of withdrawal.

For fiscal year 2003, the Educational Service Center participated in the Ohio School Boards Association Workers' Compensation Group Rating Plan (GRP), an insurance purchasing pool. The intent of the GRP is to achieve the benefit of a reduced premium for the Educational Service Center by virtue of its grouping and representation with other participants in the GRP. The workers' compensation experience of the participants is calculated as one experience and a common premium rate is applied to all participants 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"

WOOD COUNTY EDUCATIONAL SERVICE CENTER

Notes to the General-Purpose Financial Statements For the Fiscal Year Ended June 30, 2003 (Continued)

arrangement insures that each participant shares equally in the overall performance of the GRP. Participation in the GRP is limited to participants that can meet the GRP's selection criteria. The firm of Gates McDonald & Co. provides administrative, cost control, and actuarial services to the GRP.

NOTE 11 - DEFINED BENEFIT PENSION PLANS

A. State Teachers Retirement System

The Educational Service Center contributes to the State Teachers Retirement System of Ohio (STRS), a cost-sharing multiple employer public employee retirement system administered by the State Teachers Retirement Board. STRS provides retirement and disability benefits to members and death and survivor benefits to beneficiaries. Benefits are established by Chapter 3307 of the Ohio Revised Code. STRS issues a publicly available financial report that includes financial statements and required supplementary information. The report may be obtained by writing to the State Teachers Retirement System, 275 East Broad Street, Columbus, Ohio 43215-3771.

New members have a choice of three retirement plans, a Defined Benefit Plan (DBP), a Defined Contribution Plan (DCP), and a Combined Plan (CP). The DBP offers an annual retirement allowance based on final average salary multiplied by a percentage that varies based on years of service or on an allowance based on member contributions and earned interest matched by STRS funds multiplied by an actuarially determined annuity factor. The DCP allows members to place all of their member contributions and employer contributions equal to 10.5 percent of earned compensation into an investment account. Investment decisions are made by the member. A member is eligible to receive a retirement benefit at age fifty and termination of employment. The CP offers features of both the DBP and DCP. In the CP, member contributions are invested by the member and employer contributions are used to fund the defined benefit payment at a reduced level from the regular DBP. DCP and CP members will transfer to the DBP during their fifth year of membership unless they permanently select the DCP or CP. Existing members with less than five years of service credit as of June 30, 2001, were given the option of making a one time irrevocable decision to transfer their account balance from the existing DBP into the DCP or CP. This option expired on December 31, 2001.

A DBP or CP member with five or more years of credited service who becomes disabled may qualify for a disability benefit. Eligible spouses and dependents of these active members who die before retirement may qualify for survivor benefits. Members in the DCP who become disabled are entitled only to their account balance. If a member dies before retirement benefits begin, the member's designated beneficiary is entitled to receive the member's account balance.

WOOD COUNTY EDUCATIONAL SERVICE CENTER

Notes to the General-Purpose Financial Statements For the Fiscal Year Ended June 30, 2003 (Continued)

For the fiscal year ended June 30, 2003, plan members were required to contribute 9.3 percent of their annual covered salary and the School District was required to contribute 14 percent; 13 percent was the portion used to fund pension obligations. Contribution rates are established by STRS, upon recommendation 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 contribution for pension obligations for the DBP for the fiscal years ended June 30, 2003, 2002, and 2001, was \$620,891, \$435,314, and \$484,059, respectively; 99.6 percent has been contributed for fiscal year 2003 and 100 percent has been contributed for fiscal years 2002 and 2001. Contributions for the DCP and CP for the fiscal year ended June 30, 2003, were \$15,892 made by the School District and \$23,687 made by plan members.

B. School Employees Retirement System

The Educational Service Center contributes to the School Employees Retirement System of Ohio (SERS), a cost-sharing multiple employer defined benefit pension plan administered by the School Employees Retirement Board. SERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to members and beneficiaries. Authority to establish and amend benefits is provided by Chapter 3309 of the Ohio Revised Code. SERS issues a publicly available financial report that includes financial statements and required supplementary information. The report may be obtained by writing to the School Employees Retirement System, 300 East Broad Street, Suite 100, Columbus, Ohio 43215-3746.

For the fiscal year ended June 30, 2003, plan members were required to contribute 9 percent of their annual covered salary and the School District was required to contribute an actuarially determined rate. The rate for fiscal year 2003 was 14 percent of annual covered payroll; 8.17 percent was the portion used to fund pension obligations. 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 contribution for pension obligations to SERS for the fiscal years ended June 30, 2003, 2002, and 2001, were \$193,487, \$128,401, and \$86,002, respectively; 100 percent has been contributed for all three fiscal years.

C. Social Security System

Effective July 1, 1991, all employees not otherwise covered by the State Teachers Retirement System or the School Employees Retirement System have an option to choose Social Security or the State Teachers Retirement System/School Employees Retirement System. As of June 30, 2003, two of the Board of Education members have elected Social Security. The Board's liability is 6.2 percent of wages paid.

WOOD COUNTY EDUCATIONAL SERVICE CENTER

Notes to the General-Purpose Financial Statements For the Fiscal Year Ended June 30, 2003 (Continued)

NOTE 12 - POSTEMPLOYMENT BENEFITS

The Educational Service Center provides comprehensive health care benefits to retired teachers and their dependents through the State Teachers Retirement System (STRS), and to retired classified employees and their dependents through the School Employees Retirement System (SERS). Benefits include hospitalization, physicians' fees, prescription drugs, and reimbursement of monthly Medicare premiums. Benefit provisions and the obligation to contribute are established by the Systems based on authority granted by State statute. Both systems are funded on a pay-as-you-go basis.

The State Teachers Retirement Board has statutory authority over how much, if any, of the health care costs will be absorbed by STRS. Most benefit recipients pay a portion of the health care cost in the form of a monthly premium. By law, the cost of coverage paid from STRS funds shall be included in the employer contribution rate, currently 14 percent of covered payroll. For fiscal year 2003, the Board allocated employer contributions equal to 1 percent of covered payroll to the Health Care Reserve Fund. For the School District, this amount was \$48,983.

STRS pays health care benefits from the Health Care Reserve Fund. The balance in the Fund was \$3,011 million at June 30, 2002 (the latest information available). For the fiscal year ended June 30, 2002, net health care costs paid by STRS were \$354,697,000, and STRS had 105,300 eligible benefit recipients.

For SERS, coverage is made available to service retirees with ten or more years of qualifying service credit, and to 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 percent of the premium.

For the fiscal year ended June 30, 2003, employer contributions to fund health care benefits were 5.83 percent of covered payroll. In addition, SERS levies a surcharge to fund health care benefits equal to 14 percent of the difference between a minimum pay and the member's pay, pro-rated for partial service credit. For fiscal year 2003, the minimum pay was established at \$14,500. For the School District, the amount to fund health care benefits, including the surcharge, was \$231,588 for fiscal year 2003.

The surcharge, added to the unallocated portion of the 14 percent employer contribution rate, provides for maintenance of the asset target level for the health care fund. The target level for the health care reserve is 150 percent of annual health care expenses. Expenses for health care at June 30, 2002 (the latest information available), were \$182,946,777, and the target level was \$274.4 million. At June 30, 2002, SERS had net assets available for payment of health care

WOOD COUNTY EDUCATIONAL SERVICE CENTER

Notes to the General-Purpose Financial Statements For the Fiscal Year Ended June 30, 2003 (Continued)

benefits of \$335.2 million. SERS has approximately 50,000 participants currently receiving health care benefits.

NOTE 13 - OTHER EMPLOYEE BENEFITS

A. Compensated Absences

The criteria for determining vacation and sick leave benefits are derived from negotiated agreements and State laws. Employees who work year round earn ten to twenty days of vacation per fiscal year after one year of service. Accumulated unused vacation time is paid to classified employees and administrators upon termination of employment. Teachers do not earn vacation time.

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

B. Health Care Benefits

The Educational Service Center offers medical and dental benefits to full-time employees through the Wood County Insurance Consortium (WCIC). The Educational Service Center also offers life insurance to all employees through the Travelers Insurance Company.

NOTE 14 - LONG-TERM OBLIGATIONS

The changes in the Educational Service Center's long-term obligations during fiscal year 2003 were as follows:

	Balance at 06/30/02	Additions	Reductions	Balance at 06/30/03
Compensated Absences Payable	\$ 403,257	\$ 33,487	\$ -	\$ 436,744
Intergovernmental Payable	69,613	93,518	69,613	93,518
Total General Long-Term Obligations	<u>\$ 472,870</u>	<u>\$ 127,005</u>	<u>\$ 69,613</u>	<u>\$ 530,262</u>

Compensated absences and intergovernmental payables, representing the Educational Service Center's contractually required pension contributions, will be paid from the fund from which the employees' salaries are paid.

WOOD COUNTY EDUCATIONAL SERVICE CENTER

Notes to the General-Purpose Financial Statements For the Fiscal Year Ended June 30, 2003 (Continued)

NOTE 15 - JOINTLY GOVERNED ORGANIZATIONS

A. Penta Career Center

Penta Career Center (Penta) is a distinct political subdivision of the State of Ohio which provides vocational education to students. Penta is operated under the direction of a Board consisting of eleven members from the participating School Districts' elected Boards. Board members are appointed for a term of two years to serve the sixteen participating school districts. Six members are appointed during the even number years, one each from the Lucas, Ottawa, and Wood County Educational Service Centers, one each from the Bowling Green and Maumee City School Districts, and one from the Rossford Exempted Village School District. Five members are appointed during the odd number years, one each from the Fulton, Lucas, Sandusky, and Wood County Educational Service Centers and one from the Perrysburg Exempted Village School District. The Board possesses its own budgeting and taxing authority. Financial information can be obtained from Penta Career Center, Carrie Herringshaw, who serves as Treasurer, 30095 Oregon Road, Perrysburg, Ohio 43551-4594.

B. Northwest Ohio Computer Association

The Educational Service Center is a participant in the Northwest Ohio Computer Association (NWOCA), which is a computer consortium. NWOCA is an association of educational entities within the boundaries of Defiance, Fulton, Henry, Lucas, Williams, and Wood Counties. The organization was formed for the purpose of applying modern technology with the aid of computers and other electronic equipment to administrative and instructional functions among member educational entities.

The NWOCA Assembly consists of a superintendent from each participating educational entity and a representative from the fiscal agent. The Assembly elects the governing Council of two representatives from each of the six counties in which member educational entities are located and the representative from the member educational entity serving as fiscal agent for NWOCA. The degree of control exercised by any participating educational entity is limited to its representation on the Board. During fiscal year 2003, the Educational Service Center paid \$2,500 to NWOCA for various services. Financial information can be obtained from Cindy Siler, who serves as Treasurer, 22-900 State Route 34, Archbold, Ohio 43502.

C. Northern Buckeye Education Council

The Northern Buckeye Education Council (NBEC) was established in 1979 to foster cooperation among educational entities located in Defiance, Fulton, Henry, Lucas, Williams, and Wood Counties. NBEC is organized under Ohio laws as a regional council of governments pursuant to a written agreement entered into by its member educational entities and bylaws adopted by the

WOOD COUNTY EDUCATIONAL SERVICE CENTER

Notes to the General-Purpose Financial Statements For the Fiscal Year Ended June 30, 2003 (Continued)

representatives of the member educational entities. NBEC is governed by an elected Board consisting of two representatives from each of the six counties in which the member educational entities are located. The Board is elected from an Assembly consisting of a representative from each participating educational entity. During fiscal year 2003, the Educational Service Center paid \$250 to NBEC for various services. Financial information can be obtained from the Northern Buckeye Education Council, Cindy Siler, who serves as Treasurer, 22-900 State Route 34, Archbold, Ohio 43502.

D. Northwestern Ohio Educational Research Council, Inc.

The Northwestern Ohio Educational Research Council, Inc. (NOERC) is a jointly governed organization formed to bring educational entities into a better understanding of their common educational problems, facilitate and conduct practical educational research, coordinate educational research among members, provide a means for evaluating and disseminating the results of research, serve as a repository for research and legislative materials, and provide opportunities for training. The NOERC serves a twenty-five county area in Northwest Ohio. The Board of Directors consists of superintendents from two educational service centers, two exempted village school districts, five local school districts, and five city school districts, as well as representatives from two private or parochial schools and three institutions of higher education. Each active member is entitled to one vote on all issues addressed by the Board of Directors. During fiscal year 2003, the Educational Service Center paid \$150 to NOERC for various services. Financial information can be obtained from the Northwestern Ohio Educational Research Council, Inc., Box 456, Ashland, Ohio 44805.

NOTE 16 - INSURANCE POOLS

A. Ohio School Plan

The Educational Service Center participates in the Ohio School Plan (Plan), an insurance purchasing pool established under Section 2744.081 of the Ohio Revised Code. The Plan is an unincorporated nonprofit association of its members which enables the participants to provide for a formalized joint insurance purchasing program for maintaining adequate insurance protection and provides risk management programs and other administrative services. The Plan's business and affairs are conducted by a fifteen member board consisting of superintendents, treasurers, the president of Harcum-Hyre Insurance Agency, Inc., and a member of the Hylant Group, Inc. The Hylant Group, Inc. is the Plan's administrator and is responsible for processing claims. Harcum-Hyre Insurance Agency serves as the sales and marketing representative which establishes agreements between the Plan and its members. Financial information can be obtained from Harcum-Hyre Insurance Agency, 246 East Sycamore Street, Columbus, Ohio 43206.

WOOD COUNTY EDUCATIONAL SERVICE CENTER

Notes to the General-Purpose Financial Statements For the Fiscal Year Ended June 30, 2003 (Continued)

B. Wood County Insurance Consortium

The Wood County Insurance Consortium (WCIC) is a public entity shared risk pool consisting of six local school districts, two exempted village school districts, a city school district, a joint vocational school, and the Educational Service Center. WCIC is organized as a Voluntary Employee Benefit Association under Section 501(c)(9) of the Internal Revenue Code and provides medical, dental, and other benefits to the employees of the participating entities. Each participating entity's superintendent is appointed to an Administrative Committee which advises the Trustee, Huntington Bank, concerning aspects of the administration of the WCIC.

Each entity decides which plans offered by the Administrative Committee will be extended to its employees. Participation in the WCIC is by written application subject to acceptance by the Administrative Committee and payment of the monthly premiums. Financial information can be obtained from Sharon Gillespie, Medical Mutual of Ohio, P.O. Box 943, Toledo, Ohio 43656.

C. Ohio School Boards Association Workers' Compensation Group Rating Plan

The Educational Service Center participates in a group rating plan for workers' compensation as established under Section 4123.29 of the Ohio Revised Code. The Ohio School Boards Association Workers' Compensation Group Rating Plan (GRP) was established through the Ohio School Boards Association (OSBA) as 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 participants pay an enrollment fee to the GRP to cover the costs of administering the program.

NOTE 17 - 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 decision 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 its future State funding and on its financial operations.

WOOD COUNTY EDUCATIONAL SERVICE CENTER

Notes to the General-Purpose Financial Statements For the Fiscal Year Ended June 30, 2003 (Continued)

NOTE 18 - CONTINGENT LIABILITIES

A. Grants

The Educational Service Center 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 is 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 Educational Service Center at June 30, 2003.

B. Litigation

There are currently no matters in litigation with the Educational Service Center as defendant.

This page is intentionally left blank.

WOOD COUNTY EDUCATIONAL SERVICE CENTER

**Schedule of Federal Awards Expenditures
For the Year Ended June 30, 2003**

FEDERAL GRANTOR Pass Through Grantor Program Title	Federal CFDA Number	Pass Through Entity Number
UNITED STATES DEPARTMENT OF EDUCATION <i>Pass-through Ohio Department of Education</i>		
<u>Special Education Cluster</u>		
Special Education - Grants to States	84.027	050666-6B-SF-02P 050666-6B-SF-03P 050666-6B-PM-02P 050666-6B-PM-03P
Special Education - Preschool Grants	84.173	050666-PG-S1-02P 050666-PG-S1-03P
Total Special Education Cluster		
Title I Grants to Local Education Agencies	84.010	050666-C1-SD-03 050666-C1-SD-02
Total CFDA 84.010		
English Language Acquisition Grants	84.365	050666-T3-S1-03
Safe and Drug Free Schools and Communities - State Grants	84.184	050666-T4-S1-03
Twenty-First Century Community Learning Centers	84.287	050666-T1-S1-03
Total U.S. Department of Education		
UNITED STATES DEPARTMENT OF AGRICULTURE <i>Pass-through Ohio Department of Education</i>		
National School Lunch Program	10.555	050666-T1-S1-03 050666-T1-S1-03
Total U.S. Department of Agriculture		

<u>Receipts</u>	<u>Expenditures</u>
\$ 7,200	\$ 7,232
728,009	728,009
-	3,153
25,000	21,592
<u>760,209</u>	<u>759,986</u>
-	9,420
82,860	73,634
<u>82,860</u>	<u>83,054</u>
<u>843,069</u>	<u>843,040</u>
12,920	12,920
<u>58,859</u>	<u>58,859</u>
<u>71,779</u>	<u>71,779</u>
14,616	14,616
5,513	4,269
<u>190,789</u>	<u>157,201</u>
<u>1,125,766</u>	<u>1,090,905</u>
2,269	2,269
<u>7,445</u>	<u>7,445</u>
<u>9,714</u>	<u>9,714</u>

(Continued)

WOOD COUNTY EDUCATIONAL SERVICE CENTER

**Schedule of Federal Awards Expenditures
For the Year Ended June 30, 2003
(Continued)**

FEDERAL GRANTOR Pass Through Grantor Program Title	Federal CFDA Number	Pass Through Entity Number
UNITED STATES DEPARTMENT OF JUSTICE <i>Pass-through Ohio Department of Education</i>		
Juvenile Justice and Delinquency Prevention - Allocation to St	16.540	
Total U.S. Department of Justice		
UNITED STATES DEPARTMENT OF LABOR <i>Pass-through Wood County Job and Family Services</i>		
WIA Youth Activities	17.259	110-2 110-3
Total U.S. Department of Labor		
UNITED STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES <i>Pass-through Ohio Department of MR/DD</i>		
Medical Assistance Program (CAFS)	93.778	
Total U.S. Department of Health and Human Services		
TOTAL FEDERAL AWARDS EXPENDITURES		

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THIS SCHEDULE.

<u>Receipts</u>	<u>Expenditures</u>
<u>5,260</u>	<u>2,532</u>
<u>5,260</u>	<u>2,532</u>
8,473	18,432
<u>196,139</u>	<u>182,575</u>
<u>204,612</u>	<u>201,007</u>
<u>223,464</u>	<u>78,406</u>
<u>223,464</u>	<u>78,406</u>
<u><u>\$ 1,568,816</u></u>	<u><u>\$ 1,382,564</u></u>

WOOD COUNTY EDUCATIONAL SERVICE CENTER

**Notes to the Schedule of Federal Awards Expenditures
Fiscal Year Ended June 30, 2003**

NOTE A - SIGNIFICANT ACCOUNTING POLICIES

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

NOTE B - MATCHING REQUIREMENTS

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



**Auditor of State
Betty Montgomery**

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

Wood County Educational Service Center
639 South Dunbridge Road
Bowling Green, Ohio 43402-9086

To the Board of Education:

We have audited the financial statements of the Wood County Educational Service Center (the Educational Service Center) as of and for the year ended June 30, 2003, and have issued our report thereon dated February 5, 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 Educational Service Center'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 Educational Service Center's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a

relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended for the information and use of the audit committee, management, Board of Education, federal awarding agencies, and pass-through entities, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink that reads "Betty Montgomery". The signature is written in a cursive, flowing style.

Betty Montgomery
Auditor of State

February 5, 2004



**Auditor of State
Betty Montgomery**

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

Wood County Educational Service Center
639 South Dunbridge Road
Bowling Green, Ohio 43402-9086

To the Board of Education:

Compliance

We have audited the compliance of the Wood County Educational Service Center (the Educational Service Center) 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 Educational Service Center's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the Educational Service Center's management. Our responsibility is to express an opinion on the Educational Service Center'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 Educational Service Center'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 Educational Service Center's compliance with those requirements.

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

In our opinion, the Educational Service Center complied, in all material respects, with the requirements referred to above that are applicable to its major federal programs for the year ended June 30, 2003.

Internal Control over Compliance

The management of the Educational Service Center 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 Educational Service Center'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 the audit committee, management, Board of Education, federal awarding agencies, and pass-through entities, and is not intended to be and should not be used by anyone other than these specified parties.



Betty Montgomery
Auditor of State

February 5, 2004

WOOD COUNTY EDUCATIONAL SERVICE CENTER

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 noncompliance 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):	CFDA 84.027 and 84.173 - Special Education Cluster
<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.

3. FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS

None.



**Auditor of State
Betty Montgomery**

88 East Broad Street
P.O. Box 1140
Columbus, Ohio 43216-1140

Telephone 614-466-4514
800-282-0370

Facsimile 614-466-4490

WOOD COUNTY EDUCATIONAL SERVICE CENTER

WOOD 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 30, 2004**