



Auditor of State Betty Montgomery

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# Auditor of State Betty Montgomery

# INDEPENDENT ACCOUNTANTS' REPORT

Bloomfield-Mespo Local School District Trumbull County 2077 Park Road West North Bloomfield, Ohio 44450

To the Board of Education:

We have audited the accompanying financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of Bloomfield-Mespo Local School District, Trumbull County, Ohio (the District), as of and for the year ended June 30, 2004, 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 Comptroller General of the United States' *Government Auditing Standards*. Those standards require that we plan and perform the audit to reasonably assure 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 opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the major fund, and the aggregate remaining fund information of the Bloomfield-Mespo Local School District, Trumbull County, Ohio, as of June 30, 2004, and the changes in financial position and the budgetary comparison for the General Fund for the year then ended in conformity with accounting principles generally accepted in the United States of America.

As described in Note 3, during the year ended June 30, 2004, the District implemented a new financial reporting model, as required by the provisions of Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments.* 

In accordance with *Government Auditing Standards*, we have also issued our report dated September 30, 2005, 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 grant agreements and other matters. While we did not opine on the internal control over financial reporting or on compliance, that report describes the scope of our testing of internal control over financial reporting and compliance and the results of that testing. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*. You should read it in conjunction with this report in assessing the results of our audit.

Voinovich Government Center / 242 Federal Plaza W. / Suite 302 / Youngstown, OH 44503 Telephone: (330) 797-9900 (800) 443-9271 Fax: (330) 797-9949 www.auditor.state.oh.us Bloomfield-Mespo Local School District Trumbull County Independent Accountants' Report Page 2

Management's Discussion and Analysis is not a required part of the basic financial statements but is supplementary information the accounting principles generally accepted in the United States of America requires. We have applied certain limited procedures, consisting principally of inquiries of management regarding the methods of measuring and presenting the required supplementary information. However, we did not audit the information and express no opinion on it.

We conducted our audit to opine on the financial statements that collectively comprise the District's basic financial statements. The federal awards expenditure schedule is 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 the federal awards expenditure schedule to the auditing procedures applied in the audit of the basic financial statements. In our opinion, this information is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Betty Montgomeny

Betty Montgomery Auditor of State

September 30, 2005

# MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE FISCAL YEAR ENDED JUNE 30, 2004 UNAUDITED

The discussion and analysis of the Bloomfield-Mespo Local School District's (the "District") financial performance provides an overall review of the District's financial activities for the fiscal year ended June 30, 2004. 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 the notes to the basic financial statements to enhance their understanding of the District's financial performance.

# **Financial Highlights**

Key financial highlights for 2004 are as follows:

- In total, net assets of governmental activities increased \$114,828 which represents a 15.26% increase from 2003.
- General revenues accounted for \$2,661,010 in revenue or 72.57% of all revenues. Program specific revenues in the form of charges for services and sales, grants and contributions accounted for \$1,005,756 or 27.43% of total revenues of \$3,666,766.
- The District had \$3,551,938 in expenses related to governmental activities; \$1,005,756 of these expenses was offset by program specific charges for services, grants or contributions. General revenues supporting governmental activities (primarily taxes and unrestricted grants and entitlements) of \$2,661,010 were adequate to provide for these programs.
- The District's only major governmental fund is the general fund. The general fund had \$2,689,055 in revenues and other financing sources and \$2,767,619 in expenditures. During fiscal year 2004, the general fund's fund balance decreased \$78,564 from \$165,081 to \$86,517.

# Using these Basic Financial Statements

This annual report consists of a series of financial statements and notes to those statements. These statements are organized so the reader can understand the District as a financial whole, an entire operating entity. The statements then proceed to provide an increasingly detailed look at specific financial activities.

The *Statement of Net Assets* and *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 the next 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 nonmajor funds presented in total in one column. In the case of the District, the general fund is by far the most significant fund, and the only governmental fund reported as a major fund.

# **Reporting the District as a Whole**

# Statement of Net Assets and the Statement of Activities

While this document contains the large number of funds used by the District to provide programs and activities, the view of the District as a whole looks at all financial transactions and asks the question, "How did we do financially during 2004?" The Statement of Net Assets and the Statement of Activities answer this question. These statements include *all assets, liabilities, revenues and expenses* using the *accrual basis of accounting* similar to the accounting used by most private-sector companies. This basis of accounting will take into account all of the current year's revenues and expenses regardless of when cash is received or paid.

# MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE FISCAL YEAR ENDED JUNE 30, 2004 UNAUDITED

These two statements report the District's *net assets* and changes in those assets. This change in net assets is important because it tells the reader that, for the District as a whole, the *financial position* of the District has improved or diminished. The causes of this change 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 Governmental Activities include the District's programs and services, including instruction, support services, operation and maintenance of plant, pupil transportation, extracurricular activities, and food service operations.

The District's statement of net assets and statement of activities can be found on pages 13-14 of this report.

# **Reporting the District's Most Significant Funds**

# Fund Financial Statements

The analysis of the District's major governmental fund begins on page 9. Fund financial reports provide detailed information about the District's major funds. The District uses many funds to account for a multitude of financial transactions. However, these fund financial statements focus on the District's most significant funds. The District's only major governmental fund is the general fund.

#### Governmental Funds

Most of the District's activities are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end available for spending in future periods. These funds are reported using an accounting method called *modified accrual* accounting, which measures cash and all other *financial assets* than can readily be converted to cash. The governmental fund financial statements provide a detailed *short-term* view of the District's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance educational programs. The relationship (or differences) between governmental *activities* (reported in the Statement of Net Assets and the Statement of Activities) and governmental *funds* is reconciled in the basic financial statements. The basic governmental fund financial statements can be found on pages 15-19 of this report.

# Reporting the District's Fiduciary Responsibilities

The District acts in a trustee capacity as an agent for individuals or other entities. These activities are reported in agency funds. The District's fiduciary activities are reported in a separate Statements of Fiduciary Net Assets on page 20. These activities are excluded from the District's other financial statements because the assets cannot be utilized by the District to finance its operations.

#### Notes to the Basic Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. These notes to the basic financial statements can be found on pages 21-46 of this report.

# MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE FISCAL YEAR ENDED JUNE 30, 2004 UNAUDITED

#### The District as a Whole

Recall that the Statement of Net Assets provides the perspective of the District as a whole. This is the first year for government-wide financial statements using the full accrual basis of accounting; therefore a comparison with prior years is not available. A comparative analysis will be provided in future years when prior year information is available.

The table below provides a summary of the District's net assets for 2004.

	Net Assets
	Governmental Activities 2004
Assets	
Current and other assets	\$ 1,847,274
Capital assets	727,577
Total assets	2,574,851
<u>Liabilities</u>	
Current liabilities	1,425,951
Long-term liabilities	281,371
Total liabilities	1,707,322
Net Assets	
Invested in capital	
assets, net of related debt	683,416
Restricted	168,874
Unrestricted	15,239
Total net assets	<u>\$ 867,529</u>

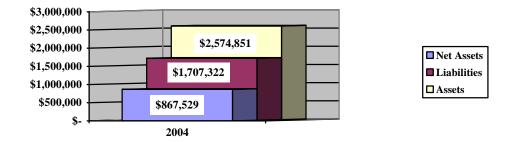
Over time, net assets can serve as a useful indicator of a government's financial position. At June 30, 2004, the District's assets exceeded liabilities by \$867,529. Of this total, \$15,239 is unrestricted in use.

At year-end, capital assets represented 28.26% of total assets. Capital assets include land, land improvements, buildings and improvements, furniture and equipment and vehicles. Capital assets, net of related debt to acquire the assets at June 30, 2004, were \$683,416. These capital assets are used to provide services to the students and are not available for future spending. Although the District's investment in capital assets is reported net of related debt, it should be noted that the resources to repay the debt must be provided from other sources, since capital assets may not be used to liquidate these liabilities.

A portion of the District's net assets, \$168,874, represents resources that are subject to external restriction on how they may be used. The remaining balance of unrestricted net assets of \$15,239 may be used to meet the District's ongoing obligations to the students and creditors.

# MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE FISCAL YEAR ENDED JUNE 30, 2004 UNAUDITED

#### **Governmental Activities**



The table below shows the change in net assets for fiscal year 2004. Since this is the first year the District has prepared government-wide financial statements using the full accrual basis of accounting, revenue and expense comparisons to fiscal year 2003 are not available. A comparative analysis will be provided in future years when prior year information is available.

# **Change in Net Assets**

Revenues	Governmental Activities 2004	
Program revenues:		
Charges for services and sales	\$	288,386
Operating grants and contributions		711,595
Capital grants and contributions	5,775	
General revenues:		
Property taxes		1,088,901
Grants and entitlements		1,532,889
Investment earnings	6,100	
Other		33,120
Total revenues		3,666,766

# MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE FISCAL YEAR ENDED JUNE 30, 2004 UNAUDITED

# **Change in Net Assets**

	Governmental Activities 2004	
Expenses		
Program expenses:		
Instruction:		
Regular	\$ 1,551,653	
Special	469,068	
Vocational	60,314	
Support services:		
Pupil	133,775	
Instructional staff	123,631	
Board of education	13,349	
Administration	322,496	
Fiscal	150,036	
Operations and maintenance	296,305	
Pupil transportation	194,830	
Central	6,000	
Food service operations	137,491	
Extracurricular activities	88,996	
Interest and fiscal charges	3,994	
Total expenses	3,551,938	
Change in net assets	\$ 114,828	

# **Governmental Activities**

Net assets of the District's governmental activities increased \$114,828. Total governmental expenses of \$3,551,938 were offset by program revenues of \$1,005,756 and general revenues of \$2,661,010. Program revenues supported 28.32% of the total governmental expenses.

The primary sources of revenue for governmental activities are derived from property taxes, and grants and entitlements. These revenue sources represent 71.50% of total governmental revenue.

The largest expense of the District is for instructional programs. Instruction expenses totaled \$2,081,035 or 58.59% of total governmental expenses for fiscal 2004.

# MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE FISCAL YEAR ENDED JUNE 30, 2004 UNAUDITED

The graph below presents the District's governmental activities revenue and expenses for fiscal year 2004.

#### \$3,700,000 \$3,650,000 \$3,600,000 \$3,550,000 \$3,550,000 \$3,551,938 \$3,550,000 Fiscal Year 2004

The Statement of Activities shows the cost of program services and the charges for services and grants offsetting those services. The following table shows, for governmental activities, the total cost of services and the net cost of services. That is, it identifies the cost of these services supported by tax revenue and unrestricted State grants and entitlements. Comparisons to 2003 have not been presented since they are not available.

#### **Governmental Activities**

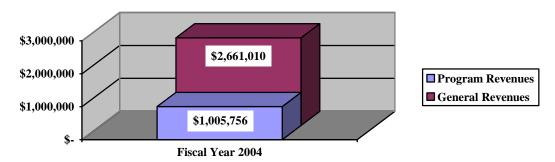
	Total Cost of Services 2004	Net Cost of Services 2004
Program expenses		
Instruction:		
Regular	\$ 1,551,653	\$ 1,207,891
Special	469,068	61,192
Vocational	60,314	60,314
Support services:		
Pupil	133,775	126,818
Instructional staff	123,631	62,786
Board of education	13,349	13,349
Administration	322,496	302,634
Fiscal	150,036	150,036
Operations and maintenance	296,305	291,289
Pupil transportation	194,830	194,830
Central	6,000	-
Food service operations	137,491	20,311
Extracurricular activities	88,996	50,738
Interest and fiscal charges	3,994	3,994
Total expenses	<u>\$ 3,551,938</u>	\$ 2,546,182

The dependence upon tax and other general revenues for governmental activities is apparent, 63.88% of instruction activities are supported through taxes and other general revenues. For all governmental activities, general revenue support is 71.68%. The District's taxpayers, as a whole, are by far the primary support for District's students.

# Governmental Activities - Revenues and Expenses

# MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE FISCAL YEAR ENDED JUNE 30, 2004 UNAUDITED

The graph below presents the District's governmental activities revenue for fiscal year 2004.



# **Governmental Activities - General and Program Revenues**

# The District's Funds

The District's governmental funds reported a combined fund balance of \$202,000, which is lower than last year's total of \$277,682. The June 30, 2003 fund balances have been restated as described in Note 3.A. to the basic financial statements. The schedule below indicates the fund balance and the total change in fund balance as of June 30, 2004 and 2003.

	Fund Balance	Fund Balance	Increase	Percentage
	June 30, 2004	June 30, 2003	(Decrease)	Change
General	\$ 86,517	\$ 165,081	\$ (78,564)	(47.59) %
Other Governmental	115,483	112,601	2,882	2.56 %
Total	\$ 202,000	\$ 277,682	<u>\$ (75,682)</u>	(27.25) %

# **General Fund**

The District's general fund balance decreased \$78,564 (after a restatement to the June 30, 2003, fund balance which is detailed in Note 3.A. to the basic financial statements). The decrease in fund balance can be attributed to several items related to increasing expenditures outpacing increased revenues. Expenditures exceed revenues for fiscal year 2004 by \$78,595. On March 3, 2004 the Governor of the State of Ohio issued an executive order to reduce funding to school districts to help offset the state's fiscal year deficit. The table that follows assists in illustrating the financial activities and fund balance of the general fund.

# MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE FISCAL YEAR ENDED JUNE 30, 2004 UNAUDITED

Dovomuos	2004 Amount	2003 Amount	Increase (Decrease)	Percentage Change
Revenues Taxes Tuition Earnings on investments Intergovernmental Other revenues	\$ 911,139 206,041 5,601 1,532,889 33,354	\$ 897,105 20,499 8,171 1,383,478 69,377	\$ 14,034 185,542 (2,570) 149,411 (36,023)	1.56%905.13%(31.45)%10.80%(51.92)%
Total	\$ 2,689,024	\$ 2,378,630	\$ 310,394	13.05 %
Expenditures Instruction Support services Non-instructional services Extracurricular activities Capital outlay Debt service	\$ 1,497,253 1,206,195 - 49,663 - 14,508	\$ 1,187,076 1,112,823 2,336 45,309 60,023 7,254	\$ 310,177 93,372 (2,336) 4,354 (60,023) 7,254	26.13 % 8.39 % (100.00) % 9.61 % (100.00) % 100.00 %
Total	\$ 2,767,619	<u>\$ 2,414,821</u>	<u>\$ 352,798</u>	14.61 %

Tuition increased \$185,542 or 905.13% due to the number of students from outside the District. Intergovernmental revenues increased \$149,411 or 10.80% due to an increase in the number of grants the District received during 2004. Other revenues decreased \$36,023 or 51.92% from the prior year. This decrease is attributed to a decrease in the amount of classroom materials and fees the District received in 2004. The decrease in investment income is due to drastic cuts in interest rates by the Federal Reserve Bank throughout the year. Instruction expenditures increased \$310,177 or 26.13% due to the cost of regular instruction. Capital outlay expenditures decreased \$60,023 as the District did not get any capital leases in 2004. The increase and decrease in non-instructional services and debt service, while a large percentage figure is really of an immaterial amount.

#### 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 2004, the District amended its general fund budget several times. For the general fund, original budgeted revenues and other financing sources were \$2,888,470 and final budgeted revenues and other financing sources were \$2,710,023. Actual revenues and other financing sources for fiscal 2004 was \$2,715,982. This represents a \$5,959 increase over final budgeted revenues.

General fund original appropriations and final appropriations (appropriated expenditures including other financing uses) totaled \$2,850,000. The actual budget basis expenditures for fiscal year 2004 totaled \$2,712,697, which was \$137,303 lower than the final budget appropriations.

# MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE FISCAL YEAR ENDED JUNE 30, 2004 UNAUDITED

#### **Capital Assets and Debt Administration**

#### Capital Assets

At the end of fiscal 2004, the District had \$727,577 invested in land, land improvements, buildings and improvements, furniture and equipment and vehicles. This entire amount is reported in governmental activities. The following table shows fiscal 2004 balances compared to 2003:

# Capital Assets at June 30 (Net of Depreciation)

	Governmental Activities				
	2004	2003			
Land	\$ 15,000	\$ 15,000			
Land improvements	18,564	8,304			
Building and improvements	520,699	552,277			
Furniture and equipment	79,299	88,879			
Vehicles	94,015	42,147			
Total	<u>\$ 727,577</u>	\$ 706,607			

The overall increase in capital assets of \$20,970 is due to capital outlays of \$91,680 exceeding depreciation expense of \$70,710 in the fiscal year.

See Note 8 to the basic financial statements for additional information on the District's capital assets.

#### Debt Administration

At June 30, 2004, the District had \$44,161 in capital lease obligations outstanding. Of this total, \$11,387 is due within one year and \$32,774 is due within greater than one year. The following table summarizes the lease obligations outstanding.

#### **Outstanding Debt, at Year End**

	Governmental Activities 2004	Governmental Activities 2003		
Capital lease obligations	\$ 44,161	\$ 54,675		
Total	\$ 44,161	\$ 54,675		

At June 30, 2004, the District's overall legal debt margin was \$3,667,620, and an unvoted debt margin of \$40,751.

See Note 10 to the basic financial statements for additional information on the District's debt administration.

# MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE FISCAL YEAR ENDED JUNE 30, 2004 UNAUDITED

#### **Current Financial Related Activities**

The District faces many challenges in the future.

The District will be putting a five year renewal levy on the ballot February 8, 2005. This renewal is for our operating needs and will generate \$170,000.

Another challenge facing the District is the Ohio Environmental Protection Agency's arsenic remediation mandate of the high school. We have retained a reputable water consultant that is guiding us through the arsenic problem. The Ohio E.P.A. standards have to be met and we have started the process in December with a water flow meter. We will be installing tanks in the basement that will be treating the water to reduce the arsenic. There is no guarantee that the tank procedure will work to the desired level. The District will have to work with the Ohio E.P.A. and our consultant to ensure a favorable outcome. Our septic system will also have to meet the Ohio E.P.A. guidelines to ensure proper runoff. The potential cost for the septic system may be in excess of \$100,000.

In 2000 and 2003 we purchased new buses for our fleet. The state's bus funding has been reduced each year and we were unable to purchase a new bus this year. Our fleet consists of six buses, four active and two spares. The active buses are two 1995's, one 2000, and one 2003, and the spare buses are two 1990's. The state funding went from \$17,200 in 2001 to \$5,500 in 2004. The state funding will be the same as last year or less according to the Ohio Department of Education's Transportation Department.

Our buildings are 80 to 90 years old and require continual upkeep in order to make them conducive to the educational process. During 2005, we will be putting on the ballot a three mill permanent improvement levy that will generate approximately \$120,000. We do not have a permanent improvement levy at this time and pay for all transportation and building improvements from the general and emergency levy funds. The permanent improvement levy will provide the District with opportunities that will help us go forward in the future with various programs that promote academic excellence.

#### **Contacting the District's Financial Management**

This financial report is designed to provide our citizen's taxpayers, and investors and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. If you have questions about this report or need additional financial information contact Mr. Bill Daugherty, Treasurer, 2077 Park Road W, North Bloomfield, Ohio 44450-9730.

# STATEMENT OF NET ASSETS JUNE 30, 2004

	Governmental Activities
Assets:	
Equity in pooled cash and cash equivalents	\$ 488,830
Receivables:	
Taxes	1,172,149
Intergovernmental	169,497
Prepayments	15,583
Materials and supplies inventory	1,215
Capital assets:	
Land	15,000
Depreciable capital assets, net	712,577
Capital assets, net	727,577
Total assets.	2,574,851
Liabilities:	
Accounts payable	8,460
Accrued wages and benefits	274,082
Pension obligation payable.	70,560
Intergovernmental payable	10,264
Deferred revenue	1,062,585
Long-term liabilities:	
Due within one year.	56,568
Due within more than one year	224,803
Total liabilities	1,707,322
Net Assets:	
Invested in capital assets, net	
of related debt.	683,416
Restricted for:	
Other purposes	168,874
Unrestricted	15,239
Total net assets	\$ 867,529

# STATEMENT OF ACTIVITIES FOR THE FISCAL YEAR ENDED JUNE 30, 2004

			Program Revenues					
	Expen		Charges for Services and Sales		Operating Grants and Contributions		Capital Grants and Contributions	
Governmental activities:								
Instruction:								
Regular	\$	1,551,653	\$	209,958	\$	128,029	\$	5,775
Special		469,068		-		407,876		-
Vocational		60,314		-		-		-
Support services:								
Pupil		133,775		-		6,957		-
Instructional staff		123,631		-		60,845		-
Board of education		13,349		-		-		-
Administration		322,496		-		19,862		-
Fiscal		150,036		-		-		-
Operations and maintenance		296,305		-		5,016		-
Pupil transportation		194,830		-		-		-
Central		6,000		-		6,000		-
Food service operations		137,491		40,170		77,010		-
Extracurricular activities.		88,996		38,258		-		-
Interest and fiscal charges		3,994		-		-		-
Total governmental activities	\$	3,551,938	\$	288,386	\$	711,595	\$	5,775

# **General Revenues:**

Property taxes levied for:
General purposes
Special revenue
Grants and entitlements not restricted
to specific programs
Investment earnings
Miscellaneous
Total general revenues
Change in net assets
Net assets at beginning of year
Net assets at end of year

Net (Expense) Revenue and Changes in Net Assets						
	Governmental Activities					
\$	(1,207,891) (61,192) (60,314)					
	(126,818) (62,786) (13,349) (302,634) (150,036) (291,289)					
	(291,289) (194,830) - (20,311) (50,738) (3,994)					
	(2,546,182)					
	933,859 155,042					
	1,532,889 6,100 33,120					
	2,661,010					
	114,828 752,701					
\$	867,529					

# BALANCE SHEET GOVERNMENTAL FUNDS JUNE 30, 2004

	General		Other Governmental Funds		Total Governmental Funds	
Assets:						
Equity in pooled cash						
and cash equivalents	\$	330,173	\$	122,216	\$	452,389
Receivables:						
Taxes		1,017,203		154,946		1,172,149
Intergovernmental		-		169,497		169,497
Prepayments		15,567		16		15,583
Due from other fund		995		-		995
Materials and supplies inventory		-		1,215		1,215
Restricted assets:						
Equity in pooled cash						
and cash equivalents		36,441		-		36,441
Total assets	\$	1,400,379	\$	447,890	\$	1,848,269
Liabilities:						
Accounts payable	\$	8,357	\$	103	\$	8,460
Accrued wages and benefits		214,270		59,812		274,082
Compensated absences payable		34,681		-		34,681
Pension obligation payable.		36,468		6,396		42,864
Intergovernmental payable		7,168		3,096		10,264
Due to other funds		-		995		995
Deferred revenue		1,012,918		262,005		1,274,923
Total liabilities		1,313,862		332,407		1,646,269
Fund Balances:						
Reserved for materials and						
supplies inventory		-		1,215		1,215
Reserved for prepayments		15,567		16		15,583
Reserved for property tax unavailable						
for appropriation		4,285		-		4,285
Reserved for BWC refunds		13,233		-		13,233
Reserved for capital acquisition		23,208		-		23,208
Unreserved, undesignated, reported in:						
General fund		30,224		-		30,224
Special revenue funds		-		114,252		114,252
Total fund balances		86,517		115,483		202,000
Total liabilities and fund balances	\$	1,400,379	\$	447,890	\$	1,848,269

#### RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES TO NET ASSETS OF GOVERNMENTAL ACTIVITIES JUNE 30, 2004

Total governmental fund balances		\$ 202,000
Amounts reported for governmental activities in the statement of net assets are different because:		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.		727,577
Other long-term assets are not available to pay for current- period expenditures and therefore are deferred in the funds. Taxes Intergovernmental revenue	\$ 105,279 107,059	
Total		212,338
Long-term liabilities, including bonds payable, are not due and payable in the current period and therefore are not reported in the funds.		
Compensated absences	(202,529)	
Pension obligation payable	(27,696)	
Capital lease obligation payable	 (44,161)	
Total		 (274,386)
Net assets of governmental activities		\$ 867,529

# STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES GOVERNMENTAL FUNDS FOR THE FISCAL YEAR ENDED JUNE 30, 2004

	General	Other Governmental Funds	Total Governmental Funds	
Revenues:				
From local sources:				
Taxes	\$ 911,139	\$ 155,042	\$ 1,066,181	
Tuition	206,041	-	206,041	
Transportation fees	986	-	986	
Earnings on investments	5,601	499	6,100	
Charges for services	-	40,170	40,170	
Extracurricular	-	38,258	38,258	
Classroom materials and fees	2,931	-	2,931	
Other local revenues.	29,437	3,652	33,089	
Intergovernmental - State	1,532,889	70,208	1,603,097	
Intergovernmental - Federal	-	553,038	553,038	
Total revenue	2,689,024	860,867	3,549,891	
Expenditures:				
Current:				
Instruction:	1 200 557	250.010	1 550 276	
Regular	1,298,557	259,819	1,558,376	
Special.	138,382	339,237	477,619	
Vocational.	60,314	-	60,314	
Support services:				
Pupil	126,442	7,024	133,466	
Instructional staff	77,385	51,699	129,084	
Board of education	13,349	-	13,349	
Administration	308,091	15,292	323,383	
Fiscal	150,051	2,754	152,805	
Operations and maintenance	284,940	3,971	288,911	
Pupil transportation	245,937	-	245,937	
Central	-	6,000	6,000	
Food service operations	-	132,756	132,756	
Extracurricular activities	49,663	39,333	88,996	
Facilities acquisition and construction	-	100	100	
Debt service:				
Principal retirement	10,514	-	10,514	
Interest and fiscal charges	3,994	-	3,994	
Total expenditures	2,767,619	857,985	3,625,604	
Excess of revenues under expenditures	(78,595)	2,882	(75,713)	
Other financing sources (uses):				
Proceeds from sale of capital assets	31	_	31	
Total other financing sources (uses)	31		31	
Net change in fund balances	(78,564)	2,882	(75,682)	
Fund balances at beginning of				
year (restated)	165,081	112,601	277,682	
Fund balances at end of year	\$ 86,517	\$ 115,483	\$ 202,000	

#### RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES FOR THE FISCAL YEAR ENDED JUNE 30, 2004

Net change in fund balances - total governmental funds	\$ (75,682)
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlays as expenditures. However, in 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 outlays (\$91,680) exceeds depreciation	
expense (\$70,710) in the current period.	20,970
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds.	116,844
Repayment of capital lease principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities on the statement of net assets.	10,514
Some expenses reported in the statement of activities, such as compensated absences and pension obligations, do not require the use of current financial resources and therefore are not reported as	42 1 92
expenditures in governmental funds. Change in net assets of governmental activities	\$ 42,182 114,828

# STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS) GENERAL FUND FOR THE FISCAL YEAR ENDED JUNE 30, 2004

	Budgeted	Amounts		Variance with Final Budget Positive (Negative)	
	Original	Final	Actual		
Revenues:	0				
From local sources:					
Taxes	\$ 969,331	\$ 909,447	\$ 911,447	\$ 2,000	
Tuition	219,126	205,589	206,041	452	
Transportation fees	1,049	984	986	2	
Earnings on investments	5,957	5,589	5,601	12	
Classroom materials and fees	3,118	2,925	2,931	6	
Other local revenues	3,398	3,188	3,195	7	
Intergovernmental - State	1,630,240	1,529,525	1,532,889	3,364	
Total revenue	2,832,219	2,657,247	2,663,090	5,843	
Expenditures:					
Current:					
Instruction:					
Regular	1,322,232	1,322,232	1,258,531	63,701	
Special	142,848	142,848	135,966	6,882	
Vocational	58,605	58,605	55,782	2,823	
Support services:					
Pupil	129,937	129,937	123,677	6,260	
Instructional staff	78,289	78,289	74,517	3,772	
Board of education	15,543	15,543	14,794	749	
Administration	335,709	335,709	319,536	16,173	
Fiscal	157,436	157,436	149,851	7,585	
Operations and maintenance	300,791	300,791	286,300	14,491	
Pupil transportation	255,424	255,424	243,119	12,305	
Extracurricular activities	53,186	53,186	50,624	2,562	
Total expenditures	2,850,000	2,850,000	2,712,697	137,303	
Excess of revenues over (under)					
expenditures	(17,781)	(192,753)	(49,607)	143,146	
Other financing sources:					
Refund of prior year expenditure	56,218	52,745	52,861	116	
Proceeds from sale of capital assets	33	31	31	-	
Total other financing sources.	56,251	52,776	52,892	116	
Net change in fund balance	38,470	(139,977)	3,285	143,262	
Fund balance at beginning of year	288,164	288,164	288,164	_	
Prior year encumbrances appropriated	76,160	76,160	76,160	-	
Fund balance at end of year	\$ 402,794	\$ 224,347	\$ 367,609	\$ 143,262	
runu balance at thu or year	φ +02,794	ψ 224,347	φ 507,009	φ 145,202	

#### STATEMENT OF FIDUCIARY NET ASSETS FIDUCIARY FUNDS JUNE 30, 2004

	Agency	
Assets:		
Equity in pooled cash		
and cash equivalents	\$	86,622
Receivables:		
Accounts		243
Total assets.	\$	86,865
Liabilities:		
Intergovernmental payable	\$	80,189
Due to students		6,676
Total liabilities	\$	86,865



# NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2004

# NOTE 1 - DESCRIPTION OF THE SCHOOL DISTRICT

The Bloomfield - Mespo Local School District (the "District") is organized under Section 2 and 3, Article VI of the Constitution of the State of Ohio to provide educational services to students and other community members of the District. Under such laws there is no authority for a school district to have a charter or adopt local laws. The legislative power of the school district is vested in the Board of Education, consisting of five members elected at large for staggered four year terms by the citizens of the District.

The District serves an area of approximately 50 square miles in Trumbull County, including the townships of Bloomfield and Mesopotamia.

The District is the 606<sup>th</sup> largest by enrollment among the 613 public school districts in the state. It currently operates one elementary school and one comprehensive middle/high school. The District is staffed by 24 non-certified and 33 certificated personnel to provide services to approximately 351 students and other community members.

# NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The basic financial statements of the District have been prepared in conformity with accounting principles generally accepted in the United States of America (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 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. The District's significant accounting policies are described below.

#### A. Reporting Entity

The reporting entity has been defined in accordance with GASB Statement No. 14, "<u>The Financial Reporting Entity</u>", and as amended by GASB Statement No. 39, "<u>Determining Whether Certain Organizations Are Component Units</u>". The reporting entity is comprised of the primary government, component units and other organizations that are included to ensure that the basic financial statements of the District are not misleading. The primary government consists of all funds, departments, boards and agencies that are not legally separate from the District. For the District, this includes general operations, foods service, preschool and student related activities of the District.

Component units are legally separate organizations for which the District is financially accountable. The District is financially accountable for an organization if the District appoints a voting majority of the organization's governing board and (1) the District is able to significantly influence the programs or services performed or provided by the organization; (2) the District is legally entitled to or can otherwise access the organization's resources; (3) the District is legally obligated or has otherwise assumed the responsibility to finance the deficits of, or provide financial support to, the organization; or (4) the District is obligated for the debt of the organization. Component units may also include organizations that are fiscally dependent on the District in that the District approves the budget, the issuance of debt or the levying of taxes. Based upon the application of these criteria, the District has no component units. The basic financial statements of the reporting entity include only those of the District (the primary government). The following organizations are described due to their relationship to the District:

# NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2004

# NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)

# JOINTLY GOVERNED ORGANIZATIONS

#### Northeast Ohio Management Information Network (NEOMIN)

NEOMIN is a jointly governed organization among thirty school districts in Trumbull and Ashtabula Counties. The jointly governed organization was formed for the purpose of applying modern technology with the aid of computers and other electronic equipment to the administrative and instructional functions among member districts. Each of the districts supports NEOMIN based upon a per pupil charge.

Superintendents of the participating school districts are eligible to be voting members of the Governing Board which consists of ten members: the Trumbull and Ashtabula County superintendents (permanent members), three superintendents from Ashtabula County school districts, three superintendents from Trumbull County school districts, and a treasurer from each county who must be employed by a participating school district, the fiscal agent or NEOMIN. The degree of control exercised by any participating school district is limited to its representation on the Governing Board. To obtain a copy of NEOMIN's financial statements, write to the Trumbull County Educational Service Center, 347 North Park Avenue, Warren, Ohio 44481.

#### PUBLIC ENTITY RISK POOL

#### Ohio School Boards Association Workers' Compensation Group Rating Program

The District participates in the Ohio School Boards Association Workers' Compensation Group Rating Program (GRP), an insurance purchasing pool. The GRP was established under Section 4123.29 of the Ohio Revised Code. 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.

#### **B.** Fund Accounting

The District uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self balancing set of accounts. There are three categories of funds: governmental, proprietary and fiduciary.

# NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2004

#### NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)

#### GOVERNMENTAL FUNDS

Governmental funds are those through which most governmental functions typically are financed. Governmental fund reporting focuses 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 following is the District's major governmental fund:

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

Other governmental funds of the District are used to account for (a) financial resources to be used for the acquisition, construction, or improvement of capital facilities; and (b) for grants and other resources whose use is restricted to a particular purpose.

#### PROPRIETARY FUND

Proprietary funds are used to account for the District's ongoing activities which are similar to those often found in the private sector. The District has no proprietary funds.

# 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 District under a trust agreement for individuals, private organizations, or other governments and are therefore not available to support the District's own programs. The District has no trust funds. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. The District has two agency funds to account for District agency services and student activities.

#### C. Basis of Presentation and Measurement Focus

<u>Government-wide Financial Statements</u> - The statement of net assets and the statement of activities display information about the District as a whole. These statements include the financial activities of the primary government, except for fiduciary funds.

# NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2004

#### NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)

The government-wide statement of activities presents a comparison between direct expenses and program revenues for each function or program of the governmental activities of the District. 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 amounts paid by the recipient of 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 not classified as program revenues are presented as general revenues of the District.

The government-wide financial statements are prepared using the economic resources measurement focus. All assets and all liabilities associated with the operation of the District are included on the statement of net assets.

<u>Fund Financial Statements</u> - Fund financial statements report detailed information about the District. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major fund is presented in a separate column, and all nonmajor funds are aggregated into one column. Fiduciary funds are reported by fund type.

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.

Agency funds do not report a measurement focus as they do not report operations.

#### **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. Fiduciary funds also use the accrual basis of accounting.

<u>Revenues - Exchange and Non-exchange Transactions</u> - 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. Available means that 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 District, available means expected to be received within sixty days of fiscal year-end.

Nonexchange transactions, in which the District receives value without directly giving equal value in return, include property taxes, grants, entitlements and donations. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied (see Note 6).

# NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2004

#### NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)

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 District must provide local resources to be used for a specified purpose, and expenditure requirements, in which the resources are provided to the 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, interest, tuition, grants, student fees and rentals.

<u>Deferred Revenue</u> - 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, 2004, but which were levied to finance fiscal year 2005 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 also been reported as deferred revenue.

<u>Expenses/Expenditures</u> - 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 in the Statement of Revenues, Expenditures and Changes in Fund Balances as an expenditure with a like amount reported as intergovernmental 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. Allocation of cost, such as depreciation and amortization, are not recognized in governmental funds.

#### E. Budgets

The District is required by state statute to adopt an annual appropriated cash basis budget for all funds. The specific timetable for fiscal year 2004 is as follows:

- 1. Prior to January 15 of the preceding year, the Superintendent and Treasurer submit to the Board of Education a proposed operating budget for the fiscal year commencing the following July 1. The budget includes proposed expenditures and the means of financing for all funds. Public hearings are publicized and conducted to obtain taxpayers' comments. The expressed purpose of this budget document is to reflect the need for existing (or increased) tax rates.
- 2. By no later than January 20, the board-adopted budget is filed with the Trumbull County Budget Commission for tax rate determination.

# NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2004

# NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)

- 3. Prior to April 1, the Board of Education accepts, by formal resolution, the tax rates as determined by the Budget Commission and receives the Commission's Certificate of Estimated Resources which states the projected revenue of each fund. Prior to June 30, the District must revise its budget so that total contemplated expenditures from any fund during the ensuing year will not exceed the amount stated in the Certificate of Estimated Resources. The revised budget then serves as a basis for the appropriation measure. On or about July 1, the Certificate is amended to include any unencumbered balances from the preceding year as reported by the District Treasurer. The Certificate may be further amended during the year if projected increases or decreases in revenue are identified by the District Treasurer. The budget figures, as shown in the accompanying budgetary statement, reflect the amounts set forth in the final Amended Certificate issued for fiscal year 2004.
- 4. By July 1, the annual appropriation resolution is legally enacted by the Board of Education at the fund level of expenditures, which is the legal level of budgetary control. State statute permits a temporary appropriation to be effective until no later than October 1 of each year. Resolution appropriations by fund must be within the estimated resources as certified by the County Budget Commission and the total of expenditures and encumbrances may not exceed the appropriation totals.
- 5. Any revisions that alter the total of any fund appropriation must be approved by the Board of Education.
- 6. Formal budgetary integration is employed as a management control device during the year for all funds consistent with the general obligation bond indenture and other statutory provisions. All funds completed the year within the amount of their legally authorized cash basis appropriation.
- 7. Appropriations amounts are as originally adopted, or as amended by the Board of Education through the year by supplemental appropriations, which either reallocated or increased the original appropriated amounts. All supplemental appropriations were legally enacted by the Board prior to June 30, 2004, however, none of these amendments were significant. The budget figures, as shown in the accompanying budgetary statement, reflect the final appropriation amounts including all amendments and modifications.
- 8. Unencumbered appropriations lapse at year-end. Encumbered appropriations are carried forward to the succeeding fiscal year and need not be reappropriated. Expenditures plus encumbrances may not legally exceed budgeted appropriations at the fund level.

#### F. Cash and Investments

To improve cash management, cash received by the District is pooled in a central bank account. Monies for all funds are maintained in this pool. Individual fund integrity is maintained through the District's records. Each fund's interest in the pool is presented as "Equity in Pooled Cash and Cash Equivalents" on the basic financial statements.

During fiscal year 2004, investments were limited to the State Treasury Asset Reserve of Ohio (STAR Ohio). Except for nonparticipating investment contracts, investments are reported at fair value, which is based on quoted market prices.

# NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2004

# NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)

The District has invested funds in STAR Ohio during fiscal 2004. 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, 2004.

Under existing Ohio statutes all investment earnings are assigned to the general fund unless statutorily required to be credited to a specific fund. By policy of the Board of Education, investment earnings are assigned to the general fund. Interest revenue credited to the general fund during fiscal year 2004 amounted to \$5,601, which includes \$1,719 assigned from other funds.

For presentation on the basic financial statements, investments of the cash management pool and investments with original maturities of three months or less at the time they are purchased by the District are considered to be cash equivalents. Investments with an initial maturity of more than three months are reported as investments.

An analysis of the Treasurer's investment account at year-end is provided in Note 4.

#### G. Inventory

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

Inventory consists of expendable supplies held for consumption, and purchased food.

#### H. Capital Assets

Governmental capital assets are those assets generally related to governmental 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 in the fund financial statements.

All capital assets are capitalized at cost (or estimated historical cost) and updated for additions and deletions during the year. Donated capital assets are recorded at their fair market values as of the date received. During fiscal year 2004, the District increased its capitalization threshold from \$1,000 to \$1,500. 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. The District does not possess infrastructure.

# NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2004

#### NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)

All reported capital assets except land are depreciated. Improvements are depreciated over the remaining useful lives of the related capital assets. Depreciation is computed using the straight-line method over the following useful lives:

	Governmental
	Activities
Description	Estimated Lives
Land improvements	5 - 20 years
Buildings and improvements	20 - 50 years
Furniture and equipment	5 - 20 years
Vehicles	5 - 10 years

#### I. 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 column on the Statement of Net Assets.

#### J. Compensated Absences

Compensated absences of the District consist of vacation leave and severance liability to the extent that payments to the employee for these absences are attributable to services already rendered and are not contingent on a specific event that is outside the control of the District and the employee.

In accordance with the provisions of GASB Statement No. 16, "<u>Accounting for Compensated Absences</u>", a liability for vacation leave is accrued if a) the employees' rights to payment are attributable to services already rendered; and b) it is probable that the employer will compensate the employees for the benefits through paid time off or other means, such as cash payment at termination or retirement. A liability for severance is accrued using the vesting method; i.e., the liability is based on the sick leave accumulated at June 30, 2004, by those employees who are currently eligible to receive termination (severance) payments, as well as those employees expected to become eligible in the future. For purposes of establishing a liability for severance on employees expected to become eligible to retire in the future, all employees age fifty or greater with at least ten years of service and all employees with at least twenty years of service at any age were considered expected to become eligible to retire in accordance with GASB Statement No. 16.

The total liability for vacation and severance payments has been calculated using pay rates in effect at June 30, 2004, and reduced to the maximum payment allowed by labor contract and/or statute, plus any applicable additional salary related payments.

The entire compensated absence liability is reported on the government-wide financial statements.

For governmental fund financial statements, compensated absences are recognized as liabilities and expenditures as payments come due each period upon the occurrence of employee resignations and retirements.

# NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2004

#### NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)

#### K. 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, 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.

# L. Fund Balance Reserves

The 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 materials and supplies inventory, prepayments, property tax revenue unavailable for appropriation, BWC refunds, and capital acquisition. The reserve for property taxes unavailable for appropriation represents taxes recognized as revenue under GAAP but not available for appropriation under state statute.

# M. Net Assets

Net assets represent the difference between assets and liabilities. Net assets invested in capital assets, net of related debt consist 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 District or through external restrictions imposed by creditors, grantors or laws or regulations of other governments.

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

#### N. Prepayments

Certain payments to vendors reflect the costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements. These items are reported as assets on the balance sheet using the consumption method. A current asset for the prepaid amounts is recorded at the time of the purchase and the expenditure/expense is reported in the year in which services are consumed.

#### **O.** Estimates

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

# NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2004

# NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)

# P. Restricted Assets

Restricted assets in the general fund represent cash and cash equivalents set-aside to establish a textbook reserve and capital acquisition reserve. These reserves are required by state statute. A schedule of statutory reserves is presented in Note 16.

# Q. Interfund Activity

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 basic financial statements.

# **R.** 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 Board of Education and that are either unusual in nature or infrequent in occurrence. Neither type of transaction occurred during fiscal year 2004.

# NOTE 3 - ACCOUNTABILITY AND COMPLIANCE

#### A. Changes in Accounting Principles and Restatement of Fund Balance

For fiscal year 2004, the District has implemented GASB Statement No. 34, "<u>Basic Financial Statements</u> - and Management's Discussion and Analysis - for State and Local Governments", GASB Statement No. 37, "<u>Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments</u>", GASB Statement No. 38, "<u>Certain Financial Statement Note Disclosures</u>", GASB Statement No. 39, "<u>Determining Whether Certain Organizations are Component Units</u>", GASB Statement No. 41, "<u>Budgetary Comparison Schedule - Perspective Differences</u>", and GASB Interpretation No. 6, "<u>Recognition and Measurement of Certain Liabilities and Expenditures in Governmental Fund Financial Statements</u>". At June 30, 2003, there was no effect on fund balance as a result of implementing GASB Statements Nos. 37, 38, 39 and 41.

GASB Statement No. 37 clarifies certain provisions of Statement No. 34, including the required content of the Management Discussion and Analysis, the classification of program revenues and the criteria for determining major funds. GASB Statement No. 38, modifies, establishes and rescinds certain financial statement note disclosures. GASB Statement No. 39 further defines the guidelines of GASB Statement No. 14, "The Financial Reporting Entity."

GASB Statement No. 41 allows the presentation of budgetary schedules as required supplementary information based on the fund, organization or program structure that the government uses for its legally adopted budget when significant budgetary perspective differences result in the school district not being able to present budgetary comparison for the general and each major special revenue fund.

#### NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2004

#### NOTE 3 - ACCOUNTABILITY AND COMPLIANCE - (Continued)

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 government-wide financial statements show the District's programs for governmental activities. The beginning net asset amount for governmental activities reflects the change in fund balance for governmental funds at June 30, 2003, caused by the conversion to the accrual basis of accounting.

*Governmental Activities - Fund Reclassification and Restatement of Fund Balance -* Certain funds have been reclassified to properly reflect their intended purpose in accordance with the Standards of GASB Statement No. 34. It was also determined that GASB Interpretation No. 6 had an effect on fund balance as previously reported at June 30, 2003.

The fund reclassifications and the implementation of GASB Interpretation No. 6 had the following effect on the District's governmental fund balances as previously reported:

	General	<u>Nonmajor</u>	Total
Fund balance June 30, 2003	\$ 160,659	\$ 53,087	\$ 213,746
Fund reclassifications	-	59,514	59,514
Implementation of GASB Interpretation No. 6	4,422		4,422
Restated fund balance, June 30, 2003	<u>\$ 165,081</u>	<u>\$ 112,601</u>	<u>\$ 277,682</u>

The transition from governmental fund balance to net assets of the governmental activities is presented as follows:

	 Total
Restated fund balance, June 30, 2003	\$ 277,682
GASB 34 adjustments:	
Long-term (deferred) assets	95,494
Capital assets	706,607
Long-term liabilities	(300,877)
Pension obligations	 (26,205)
Governmental activities net assets, June 30, 2003	\$ 752,701

#### NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2004

#### NOTE 3 - ACCOUNTABILITY AND COMPLIANCE - (Continued)

#### **B. Deficit Fund Balances**

Fund balances at June 30, 2004 included the following individual fund deficits:

	Deficit
Nonmajor Funds	
Emergency Levy	\$ 2,081
SchoolNet Professional Development	9
Ohio Reads	16

These funds, except the Emergency Levy fund, complied with Ohio state law, which does not permit a cash basis deficit at year-end. The general fund is liable for any deficits in these funds and provides transfers when cash is required, not when accruals occur. These deficit fund balances are the result of adjustments for accrued liabilities.

#### NOTE 4 - EQUITY IN POOLED CASH AND CASH EQUIVALENTS

The District maintains a cash and investment pool used by all funds. Each fund type's portion of this pool is displayed on the combined balance sheet as "Equity in Pooled Cash and Cash Equivalents". Statutes require the classification of monies held by the District 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 District treasury, in commercial accounts payable or withdrawable on demand, including negotiable order of withdrawal (NOW) accounts, or in money market deposit accounts.

Inactive deposits are public deposits the Board of Education has identified as not required for use within the current two-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 accounts, including passbook accounts.

Protection of the District's deposits is provided by the Federal Deposit Insurance Corporation (FDIC), by eligible securities pledged by the finance 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 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;

#### NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2004

#### NOTE 4 - EQUITY IN POOLED CASH AND CASH EQUIVALENTS - (Continued)

- 2. 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;
- 3. 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 2% and be marked to market daily, and that the term of the agreement must not exceed thirty days;
- 4. Bonds and other obligations of the State of Ohio;
- No-load money market mutual funds consisting exclusively of obligations described in division (1) or (2) 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;
- 6. The State Treasury Asset Reserve of Ohio (STAR Ohio);
- 7. Certain bankers' acceptances and commercial paper notes for a period not to exceed 180 days in an amount not the exceed 25% of the interim monies available for investment at any one time; and
- 8. Under limited circumstances, corporate debt instrument rated in either of the two highest rating 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 District, 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.

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

*Deposits:* At year-end, the carrying amount of the District's deposits was \$19,167 and the bank balance was \$36,088. The entire bank balance of \$36,088 was covered by federal depository insurance.

#### NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2004

#### NOTE 4 - EQUITY IN POOLED CASH AND CASH EQUIVALENTS - (Continued)

Collateral is required for demand deposits and certificates of deposit in excess of all deposits not covered by federal depository insurance. Obligations that may be pledged as collateral are obligations of the United States and its agencies, obligations of the State of Ohio and its municipalities, and obligations of the other states. Obligations pledged to secure deposits must be delivered to a bank other than the institution in which the deposit is made. Written custodial agreements are required.

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

	Reported Amount	Fair Value
Investment in STAR Ohio	\$ 556,285	\$ 556,285
Total investments	<u>\$ 556,285</u>	\$ 556,285

The classification of cash and cash equivalents and investments on the basic financial statements is based on criteria set forth in GASB Statement No. 9. A reconciliation between the classifications of cash and investments on the basic financial statements and the classification per GASB Statement No. 3 is as follows:

	Cash and Cash	
	Equivalents/Deposits	Investments
GASB Statement No. 9	\$ 575,452	\$ -
Investments of the cash management pool:		
Investment in STAR Ohio	(556,285)	556,285
GASB Statement No. 3	\$ 19,167	\$ 556,285

#### **NOTE 5 - INTERFUND TRANSACTIONS**

Interfund transactions at June 30, 2004 consisted of the following due from and to other funds, as reported on the fund financial statements:

Due from other funds	Due to other funds	Amo	ount
General	Nonmajor governmental funds	\$	995

The primary purpose of the interfund transaction is to eliminate negative cash in the Emergency Levy special revenue fund. Interfund balances between governmental funds are eliminated on the government-wide financial statements. Therefore, no internal balances at June 30, 2004 are reported on the Statement of Net Assets.

#### NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2004

#### **NOTE 6 - PROPERTY TAXES**

Property taxes are levied and assessed on a calendar year basis while the District fiscal year runs from July through June. First half tax collections are received by the District in the second half of the fiscal year. Second half tax distributions occur in the first half of the following fiscal year.

Property taxes include amounts levied against all real, public utility and tangible personal property (used in business) located in the District. Real property tax revenue received in calendar 2004 represents collections of calendar year 2003 taxes. Real property taxes received in calendar year 2004 were levied after April 1, 2003, on the assessed value listed as of January 1, 2003, the lien date. Assessed values for real property taxes are established by state law at thirty-five percent of appraised market 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.

Public utility property tax revenue received in calendar 2004 represents collections of calendar year 2003 taxes. Public utility real and tangible personal property taxes received in calendar year 2004 became a lien December 31, 2002, were levied after April 1, 2003 and are collected in 2004 with real property taxes. Public utility real property is assessed at thirty-five percent of true value; public utility tangible personal property currently is assessed at varying percentages of true value.

Tangible personal property tax revenue received during calendar 2004 (other than public utility property) represents the collection of 2004 taxes. Tangible personal property taxes received in calendar year 2004 were levied after April 1, 2004, on the value as of December 31, 2003. Tangible personal property is currently assessed at twenty-five percent of true value for capital assets and twenty-four percent of true value for inventory. Payments 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. Tangible personal property taxes paid by April 30 are usually received by the District prior to June 30.

The District receives property taxes from Trumbull County. The County Auditor periodically advances to the District its portion of the taxes collected. Second-half real property tax payments collected by the County by June 30, 2004, are available to finance fiscal year 2004 operations. The amount available to be advanced can vary based on the date tax bills are sent.

Accrued property taxes receivable includes real property, public utility property and tangible personal property taxes which are measurable as of June 30, 2004 and for which there is an enforceable legal claim. Although total property tax collections for the next fiscal year are measurable, only the amount of real property taxes available as an advance at June 30 was levied to finance current fiscal year operations and is reported as revenue at fiscal year-end. The portion of the receivable not levied to finance current fiscal year operations is offset by a credit to deferred revenue.

### NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2004

#### **NOTE 6 - PROPERTY TAXES - (Continued)**

The amount available as an advance at June 30, 2004 was \$4,285 in the general fund. This amount has been recorded as revenue. The amount available as an advance at June 30, 2003 was \$4,593 in the general fund.

On a full accrual basis, collectible delinquent property taxes have been recorded as a receivable and revenue, while on a modified accrual basis the revenue has been deferred.

The assessed values upon which the fiscal year 2004 taxes were collected are:

	2003 Second Half Collections		2004 First Half Collection		
		Amount	Percent	 Amount	Percent
Agricultural/residential					
and other real estate	\$	36,955,880	91.47	\$ 37,465,090	91.94
Public utility personal		1,664,920	4.12	1,637,550	4.02
Tangible personal property		1,783,434	4.41	 1,648,692	4.04
Total	\$	40,404,234	100.00	\$ 40,751,332	100.00
Tax rate per \$1,000 of assessed valuation	\$	55.30		\$ 55.35	

### NOTE 7 - RECEIVABLES

Receivables at June 30, 2004 consisted of taxes and intergovernmental grants and entitlements. 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 receivables reported on the Statement of Net Assets follows:

1,172,149
169,497
1,341,646

Receivables have been disaggregated on the face of the basic financial statements. All receivables are expected to be collected within subsequent years.

### NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2004

#### **NOTE 8 - CAPITAL ASSETS**

**A.** The capital asset balances of the governmental activities have been restated due to changes in the District's capital asset policy (see Note 2.H), the depreciation of capital assets in accordance with GASB Statement No. 34, and to correct errors and omissions reported in prior years.

<b>Governmental Activities</b> Capital assets, not being depreciated:	Balance 6/30/03	Adjustments	Restated Balance 6/30/03
Land	\$ -	\$ 15,000	\$ 15,000
Total capital assets, not being depreciated	<u> </u>	15,000	15,000
Capital assets, being depreciated:			
Land improvements	44,525	(1,353)	43,172
Buildings and improvements	1,410,487	253,050	1,663,537
Furniture and equipment	715,794	(515,483)	200,311
Vehicles	221,379	54,647	276,026
Total capital assets, being depreciated	2,392,185	(209,139)	2,183,046
Less: accumulated depreciation:		(1,491,439)	(1,491,439)
Governmental activities capital assets, net	\$ 2,392,185	\$ (1,685,578)	\$ 706,607

NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2004

### NOTE 8 - CAPITAL ASSETS - (Continued)

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

	Restated Balance 06/30/03	Additions	<u>Deductions</u>	Balance 06/30/04
Governmental Activities				
Capital assets, not being depreciated:				
Land	\$ 15,000	<u>\$</u> -	\$ -	\$ 15,000
Total capital assets, not being depreciated	15,000			15,000
Capital assets, being depreciated:				
Land improvements	43,172	11,000	-	54,172
Buildings and improvements	1,663,537	3,440	-	1,666,977
Furniture and equipment	200,311	13,740	-	214,051
Vehicles	276,026	63,500		339,526
Total capital assets, being depreciated	2,183,046	91,680		2,274,726
Less: accumulated depreciation				
Land improvements	(34,868)	(740)	-	(35,608)
Buildings and improvements	(1,111,260)	(35,018)	-	(1,146,278)
Furniture and equipment	(111,432)	(23,320)	-	(134,752)
Vehicles	(233,879)	(11,632)		(245,511)
Total accumulated depreciation	(1,491,439)	(70,710)		(1,562,149)
Governmental activities capital assets, net	\$ 706,607	\$ 20,970	<u>\$ -</u>	\$ 727,577

Depreciation expense was charged to governmental functions as follows:

Instruction:	
Regular	\$ 49,523
Special	475
Support Services:	
Pupil	309
Instructional staff	2,477
Administration	464
Fiscal	327
Operations and maintenance	279
Pupil transportation	11,632
Food service operations	 5,224
Total depreciation expense	\$ 70,710

#### NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2004

#### NOTE 9 - CAPITAL LEASES - LESSEE DISCLOSURE

In prior years, the District entered into lease agreements for copier equipment. These lease agreements meet the criteria of capital lease as defined by FASB Statement No. 13, "<u>Accounting for Leases</u>", 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 financial statements for the governmental funds. These expenditures are reported as function expenditures on the budgetary statements.

Capital assets consisting of equipment have been capitalized in the amount of \$60,023. This amount represents the present value of the minimum lease payments at the time of acquisition. A corresponding liability is recorded in the government-wide financial statements. Principal payments in fiscal year 2004 totaled \$10,514, paid by the general fund.

The following is a schedule of the future long-term minimum lease payments required under the capital lease and the present value of the future minimum lease payments as of June 30, 2004:

Fiscal Year Ending June 30,	Amount
2005	\$ 14,508
2006	14,508
2007	14,508
2008	7,254
Total minimum lease payments	50,778
Less amount representing interest	(6,617)
Total	\$ 44,161

#### NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2004

#### NOTE 10 - LONG-TERM OBLIGATIONS

**A.** The long-term obligations balance of governmental activities has been restated as of June 30, 2003. The compensated absences liability has been restated from \$220,300 to \$246,202 for the implementation of GASB Interpretation No. 6. Compensated absences will be paid from the fund in which the employee is paid. During fiscal year 2004, the following changes occurred in the long-term obligations of governmental activities.

	]	Restated Balance 06/30/03	Ac	lditions_	Re	eductions	-	Balance 06/30/04	]	mounts Due in ne Year
<b>Governmental Activities:</b> Compensated absences Capital lease obligation	\$	246,202 54,675	\$	-	\$	(8,992) (10,514)	\$	237,210 44,161	\$	45,181 11,387
Total long-term obligations, governmental activities	\$	300,877	\$	_	\$	(19,506)	\$	281,371	\$	56,568

#### B. Legal Debt Margin

The Ohio Revised Code provides that voted net general obligation debt of the District shall never exceed 9% of the total assessed valuation of the District. The code further provides that unvoted indebtedness shall not exceed 1/10 of 1% of the property valuation of the District. The effects of these debt limitations at June 30, 2004 are a voted debt margin of \$3,667,620 and an unvoted debt margin \$40,751.

#### NOTE 11 - RISK MANAGEMENT

#### A. Comprehensive

The District 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. The District maintains comprehensive commercial insurance coverage for real property, building contents, vehicles, and general liability.

Vehicle policies include liability coverage for bodily injury and property damage. The liability limits are \$1,000,000 for each accident, and uninsured motorist of \$50,000 for each accident.

Real property and contents are fully insured. Real property is 90% co-insured. Limits of insurance on real property and equipment are \$6,855,501 with a deductible of \$1,000.

The District liability policy has a limit of \$1,000,000 for each occurrence and \$3,000,000 aggregate. The District's errors and omissions policy has a \$1,000,000 limit with deductible of \$5,000.

Settled claims resulting from these risks have not exceeded the commercial insurance coverage in any of the past three fiscal years. There has been no significant reduction in amounts of insurance coverage from fiscal 2003.

#### NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2004

#### NOTE 11 - RISK MANAGEMENT - (Continued)

#### **B.** Health Self Insurance

The District has joined together with other school districts in the state to form the Trumbull County School Insurance Consortium Association, a public entity risk pool currently operating as a common risk management and insurance program for 16 member school districts in Trumbull County. The District pays a monthly premium to Trumbull County School Insurance Consortium Association for its insurance coverage. It is intended that the Trumbull County School Insurance Consortium Association will be self-supporting through member premiums. The monthly premium includes a specific and aggregate stoploss premium paid to General American Insurance. The specific individual stoploss is \$100,000 per year. The aggregate stoploss is 105% of yearly anticipated claims.

The District provides health, vision and life insurance coverage for employees. The health insurance coverage is administered by United Healthcare, a third party administrator. Vision Service Plan administers the vision coverage. Medical Life Insurance Company provides the life insurance coverage. The District pays the insurance premiums, as a fringe benefit for the employees.

Post employment health care is provided to plan participants or their beneficiaries through the respective retirement systems discussed in Note 12. As such, no funding provisions are required by the District.

#### C. Workers' Compensation

For fiscal year 2004, the District participated in the Ohio School Boards Association Workers' Compensation Group Rating Program (GRP), an insurance purchasing pool. The intent of the GRP is to achieve the benefit of a reduced premium for the 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 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.

#### NOTE 12 - DEFINED BENEFIT PENSION PLANS

#### A. School Employees Retirement System

The 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 Chapter 3309 of the Ohio Revised Code. SERS issues a publicly available, stand-alone 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 43215-3476, or by calling (614) 222-5853.

#### NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2004

#### NOTE 12 - DEFINED BENEFIT PENSION PLANS - (Continued)

Plan members are required to contribute 10% of their annual covered salary and the District is required to contribute at an actuarially determined rate. The current District rate is 14% of annual covered payroll. A portion of the District's contribution is used to fund pension obligations with the remainder being used to fund health care benefits. For fiscal year 2004, 9.09% of annual covered salary was the portion used to fund pension obligations. For fiscal year 2003, 8.17% of annual covered salary was the portion used to fund pension obligations. The contribution requirements of plan members and employers are established and may be amended, up to a statutory maximum amount, by the SERS' Retirement Board. The adequacy of the contribution rates is determined annually. The District's required contributions to SERS for the fiscal years ended June 30, 2004, 2003, and 2002 were \$53,781, \$52,159, and \$48,113, respectively; 39.02% has been contributed for fiscal year 2004 and 100% for the fiscal years 2003 and 2002. \$32,796 represents the unpaid contribution for fiscal year 2004.

#### **B.** State Teachers Retirement System

The District 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, annual cost-of-living adjustments, and death and survivor benefits to plan members and beneficiaries. Authority to establish and amend benefits is provided 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. The report may be obtained by writing to the State Teachers Retirement System, 275 East Broad Street, Columbus, Ohio 43215-3771, or by calling (614) 227-4090.

New members have a choice of three retirement plans, a Defined Benefit (DB) Plan, a Defined Contribution (DC) Plan and a Combined Plan. The DB plan offers an annual retirement allowance based on final average salary times a percentage that varies based on years of service, or an allowance based on member contributions and earned interest matched by STRS Ohio funds times an actuarially determined annuity factor. The DC Plan allows members to place all their member contributions and employer contributions equal to 10.5% 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 50 and termination of employment. The Combined Plan offers features of both the DC Plan and the DB Plan. In the Combined Plan, 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 DB Plan. DC and Combined Plan members will transfer to the Defined Benefit Plan during their fifth year of membership unless they permanently select the DC or Combined Plan. Benefits are established by Chapter 3307 of the Ohio Revised Code.

A DB or Combined Plan member with five or more years 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 DC Plan 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.

#### NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2004

#### NOTE 12 - DEFINED BENEFIT PENSION PLANS - (Continued)

Plan members are required to contribute 10% of their annual covered salary and the District is required to contribute at an actuarially determined rate. The current District rate is 14% of annual covered payroll. A portion of the District's contribution is used to fund pension obligations with the remainder being used to fund health care benefits. For fiscal years 2004 and 2003, 13% of annual covered salary was the portion used to fund pension obligations. Contribution rates are established by the State Teachers Retirement Board, upon recommendation of its consulting actuary, not to exceed statutory maximum rates of 10% for members and 14% for employees. Chapter 3307 of the Ohio Revised Code provides statutory authority for member and employee contributions. The District's required contributions to STRS for the fiscal years ended June 30, 2004, 2003, and 2002 were \$184,672, \$185,858, and \$189,657, respectively; 82.71% has been contributed for fiscal year 2004 and 100% for the fiscal years 2003 and 2002. \$31,932 represents the unpaid contribution for fiscal year 2004. Contributions to the DC and Combined Plans for fiscal 2004 were \$299 made by the District and \$1,001 made by plan members.

#### C. Social Security System

Effective July 1, 1991, all employees not otherwise covered by SERS or STRS have an option to choose Social Security or SERS/STRS. As of June 30, 2004, certain members of the Board of Education have elected Social Security. The District's liability is 6.20 percent of wages paid.

#### NOTE 13 - POSTEMPLOYMENT BENEFITS

The District provides comprehensive health care benefits to retired teachers and their dependents through STRS, and to retired non-certified employees and their dependents through SERS. Benefits include hospitalization, physicians' fees, prescription drugs, and partial reimbursement of monthly Medicare Part B premiums. Benefit provisions and the obligations to contribute are established by STRS and SERS based on authority granted by state statute. Both STRS and SERS 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 Ohio law, the cost of coverage paid from STRS funds shall be included in the employer contribution rate, currently 14% of covered payroll. For this fiscal year, the State Teachers Retirement Board allocated employer contributions equal to 1% of covered payroll to the Health Care Reserve fund. For the District, this amount equaled \$13,191 during fiscal 2004.

STRS pays health care benefits from the Health Care Reserve fund. The balance in the Health Care Reserve fund was \$3.1 billion at June 30, 2004. For the fiscal year ended June 30, 2004, net health care costs paid by STRS were \$268.739 million and STRS had 111,853 eligible benefit recipients.

For SERS, coverage is made available to service retirees with 10 or more years of qualifying service credit, and disability and survivor benefit recipients. Effective January 1, 2004, all retirees and beneficiaries are required to pay a portion of their health care premium. The portion is based on years of service, Medicare eligibility and retirement status. A safety net is in place for retirees whose household income falls below federal poverty levels. Premiums are reduced by 50% for those who apply.

#### NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2004

#### **NOTE 13 - POSTEMPLOYMENT BENEFITS - (Continued)**

For this fiscal year, employer contributions to fund health care benefits were 4.91% of covered payroll. 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 year 2004, the minimum pay has been established at \$25,400. 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.

The target level for the health care reserve is 150% of annual health care expenses, before premium deduction. Gross expenses for health care at June 30, 2004 were \$223.444 million and the target level was \$335.2 million. At June 30, 2004, SERS had net assets available for payment of health care benefits of \$300.8 million and SERS had approximately 62,000 participants receiving health care benefits. For the District, the amount to fund health care benefits, including surcharge, equaled \$26,339 during the 2004 fiscal year.

#### NOTE 14 - BUDGETARY BASIS OF ACCOUNTING

While reporting financial position, results of operations, and changes in fund balance 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 and disbursements.

The Statement of Revenue, Expenditures, and Changes in Fund Balance - Budget and Actual (Non-GAAP Budgetary Basis) 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 the GAAP basis are that:

- (a) Revenues and other financing sources are recorded when received in cash (budget basis) as opposed to when susceptible to accrual (GAAP basis);
- (b) Expenditures and other financing uses are recorded when paid in cash (budget basis) as opposed to when the liability is incurred (GAAP basis);
- (c) In order to determine compliance with Ohio law, and to reserve that portion of the applicable appropriation, total outstanding encumbrances (budget basis) are recorded as the equivalent of an expenditure, as opposed to a reservation of fund balance for that portion of outstanding encumbrances not already recognized as an account payable (GAAP basis).

#### NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2004

#### NOTE 14 - BUDGETARY BASIS OF ACCOUNTING - (Continued)

The adjustments necessary to convert the results of operations for the year on the budget basis to the GAAP basis for the general fund is as follows:

#### Net Change in Fund Balance

	Ger	neral Fund
Budget basis	\$	3,285
Net adjustment for revenue accruals		25,934
Net adjustment for expenditure accruals		(54,922)
Net adjustment for other sources/uses		(52,861)
Adjustment for encumbrances		
GAAP basis	\$	(78,564)

#### **NOTE 15 - CONTINGENCIES**

#### A. Grants

The District receives significant financial assistance from numerous federal, state and local agencies in the form of grants. The disbursement 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 District. However in the opinion of management, any such disallowed claims will not have a material effect on the financial position of the District.

#### **B.** Litigation

The District is involved in no material litigation as either plaintiff or defendant.

#### C. 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 District is currently unable to determine what effect, if any, this decision will have on its future state funding and its financial operations.

### NOTES TO THE BASIC FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2004

#### **NOTE 16 - STATUTORY RESERVES**

The District is required by state law to set-aside certain general fund revenue amounts, as defined by statute, into various reserves. These reserves are calculated and presented on a cash basis. During the fiscal year ended June 30, 2004, the reserve activity was as follows:

	<u>Textbooks</u>	Capital <u>Acquisition</u>	Budget <u>Reserve</u>
Set-aside cash balance as of June 30, 2003 Current year set-aside requirement Current year offsets Qualifying disbursements	\$ (39,424) 52,576 (60,071)	\$ 94,182 52,576 (123,550)	\$ 13,233 - -
Total	<u>\$ (46,919)</u>	\$ 23,208	\$ 13,233
Cash balance carried forward to FY 2005	\$ (46,919)	\$ 23,208	\$ 13,233
A schedule of the restricted assets at June 30, 2004 follows:			
Amounts restricted for budget reserve Amounts restricted for capital maintenance	\$ 13,233 23,208		

Total restricted assets	<u>\$ 36,4</u>	41

#### SCHEDULE OF FEDERAL AWARDS EXPENDITURES FOR THE YEAR ENDED JUNE 30, 2004

Federal Grantor/ Pass Through Grantor Program Title	Pass Through Entity Number	Federal CFDA Number	Receipts	Non-Cash Receipts	Disbursements	Non-Cash Disbursements
U.S. DEPARTMENT OF AGRICULTURE						
Passed Through Ohio Department of Education	):					
Nutrition Cluster: Food Distribution Program		10.550		\$8,806		\$8,806
National School Breakfast Program	05-PU-04 05-PU-03	10.553	\$9,800 4,987		\$9,800 4,987	
			14,787		14,787	
National School Lunch Program	LL-P4-04 LL-P4-03	10.555	30,595 17,646		30,595 17,646	
			48,241		48,241	
Total U.S. Department of Agriculture - Nutrition C	luster		63,028	8,806	63,028	8,806
U.S. DEPARTMENT OF EDUCATION Passed Through Ohio Department of Education:						
Title I, Grants to Local Educational Agencies	C1-S1-04 C1-S1-03	84.010 84.010	281,223 8,601 289,824		267,392 33,099 300,491	
			209,024		300,491	
Special Education Grants to States	6B-SF-04	84.027	68,663		68,663	
Safe & Drug Free Schools and Communities	DR-S1-04	84.186	6,524		6,524	
Innovative Educational Program Strategies	C2-S1-04	84.298	1,941		1,941	
Technology Fund	TJ-S1-04	84.318	12,868		14,940	
Improving Teacher Quality	TR-S1-03 TR-S1-04	84.367	(1,638) 71,273		13,965 40,682	
	1K-31-04		69,635		54,647	
Total Department of Education			449,455		447,206	
Totals			\$512,483	\$8,806	\$510,234	\$8,806

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

### FISCAL YEAR ENDED JUNE 30, 2004

### NOTES TO SCHEDULE OF FEDERAL AWARDS EXPENDITURES

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

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

### **NOTE B - CHILD NUTRITION CLUSTER**

Program regulations do not require the District to maintain separate inventory records for purchased food and food received from the U.S. Department of Agriculture. This non-monetary assistance (expenditures) is reported in the Schedule at the fair market value of the commodities received.

Cash receipts from the U.S. Department of Agriculture are commingled with State grants. It is assumed federal monies are expended first.



Auditor of State Betty Montgomery

### INDEPENDENT ACCOUNTANTS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS REQUIRED BY *GOVERNMENT AUDITING STANDARDS*

Bloomfield-Mespo Local School District Trumbull County 2077 Park Road West North Bloomfield, Ohio 44450

To the Board of Education:

We have audited the financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of Bloomfield-Mespo Local School District (the District) as of and for the year ended June 30, 2004, which collectively comprise the District's basic financial statements and have issued our report thereon dated September 30, 2005, wherein we noted the District adopted Governmental Accounting Standards Board Statement No. 34. 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 the Comptroller General of the United States' *Government Auditing Standards*.

### Internal Control Over Financial Reporting

In planning and performing our audit, we considered the District's internal control over financial reporting to determine our auditing procedures in order to express our opinion on the financial statements and not to opine on the internal control over financial reporting. Our consideration of the internal control would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a reportable 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 caused by error or fraud in amounts material to the financial statements we audited may occur and not be timely detected by employees when performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider material weaknesses.

### **Compliance and Other Matters**

As part of reasonably assuring whether the District's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could directly and materially affect 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 an opinion. The results of our tests disclosed no instances of noncompliance or other matters that we must report under *Government Auditing Standards*.

Voinovich Government Center / 242 Federal Plaza W. / Suite 302 / Youngstown, OH 44503 Telephone: (330) 797-9900 (800) 443-9271 Fax: (330) 797-9949 www.auditor.state.oh.us Bloomfield-Mespo Local School District Trumbull County Independent Accountants' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by *Government Auditing Standards* Page 2

We intend this report solely for the information and use of the management, the Board of Education, federal awarding agencies, and pass-through entities. It is not intended for anyone other than these specified parties.

Betty Montgomery

Betty Montgomery Auditor of State

September 30, 2005



# Auditor of State Betty Montgomery

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

Bloomfield-Mespo Local School District Trumbull County 2077 Park Road West North Bloomfield, Ohio 44450

To the Board of Education:

### Compliance

We have audited the compliance of Bloomfield-Mespo Local School District(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 its major federal program for the year ended June 30, 2004. The summary of auditor's results section of the accompanying schedule of findings identifies the District's major federal program. The District's management is responsible for complying with the requirements of laws, regulations, contracts and grants applicable to each major federal program. 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 reasonably assure whether noncompliance occurred with the types of compliance requirements referred to above that could directly and materially affect a major federal program. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing other procedures we considered necessary in the circumstances. We believe 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 apply to its major federal program for the year ended June 30, 2004.

### Internal Control Over Compliance

The District's management 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 directly and materially affect a major federal program 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.

Voinovich Government Center / 242 Federal Plaza W. / Suite 302 / Youngstown, OH 44503 Telephone: (330) 797-9900 (800) 443-9271 Fax: (330) 797-9949 www.auditor.state.oh.us Bloomfield-Mespo Local School District Trumbull County Independent Accountants' Report on Compliance with Requirements Applicable to Each Major Federal Programs and Internal Control Over Compliance In Accordance With OMB Circular A-133 Page 2

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants caused by error or fraud that would be material in relation to a major federal program being audited may occur and not be timely detected by employees when performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended solely for the information and use of the management, Board of Education, and federal awarding agencies and pass-through entities. It is not intended for anyone other than these specified parties.

Betty Montgomeny

Betty Montgomery Auditor of State

September 30, 2005

### SCHEDULE OF FINDINGS OMB CIRCULAR A -133 § .505 JUNE 30, 2004

	1. SUMMARY OF AUDITOR'S RES	SULTS				
(d)(1)(i)	Type of Financial Statement Opinion	Unqualified				
(d)(1)(ii)	Were there any material control weakness conditions reported at the financial statement level (GAGAS)?	No				
(d)(1)(ii)	Were there any other reportable control weakness conditions reported at the financial statement level (GAGAS)?	No				
(d)(1)(iii)	Was there any reported material noncompliance at the financial statement level (GAGAS)?	No				
(d)(1)(iv)	Were there any material internal control weakness conditions reported for major federal programs?	No				
(d)(1)(iv)	Were there any other reportable internal control weakness conditions reported for major federal programs?	No				
(d)(1)(v)	Type of Major Programs' Compliance Opinion	Unqualified				
(d)(1)(vi)	Are there any reportable findings under § .510?	No				
(d)(1)(vii)	Major Programs (list):	Grants to Local Educational Agencies – Title 1; CFDA Number 84.010				
(d)(1)(viii)	Dollar Threshold: Type A\B Programs	Type A: > \$ 300,000 Type B: all others				
(d)(1)(ix)	Low Risk Auditee?	Yes				

# 1. SUMMARY OF AUDITOR'S RESULTS

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

None

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### 3. FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS

None



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Facsimile 614-466-4490

# **BLOOMFIELD-MESPO LOCAL SCHOOL DISTRICT**

# TRUMBULL 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 Babbrtt

CLERK OF THE BUREAU

CERTIFIED OCTOBER 20, 2005