



**SANDUSKY EDUCATIONAL SERVICE CENTER  
SANDUSKY COUNTY**

**REGULAR AUDIT**

**FOR THE YEAR ENDED JUNE 30, 2007**



**Mary Taylor, CPA**  
Auditor of State



**SANDUSKY EDUCATIONAL SERVICE CENTER  
SANDUSKY COUNTY**

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# Mary Taylor, CPA

Auditor of State

## INDEPENDENT ACCOUNTANTS' REPORT

Sandusky Educational Service Center  
Sandusky County  
500 West State Street  
Fremont, Ohio 43420-2579

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 Sandusky Educational Service Center, Sandusky County, Ohio (the Service Center), as of and for the year ended June 30, 2007, which collectively comprise the Service Center's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Service Center'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 the 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 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 Sandusky Educational Service Center, Sandusky County, Ohio, as of June 30, 2007, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

As discussed in Note 3, during the year ended June 30, 2007, the Service Center changed its capital asset threshold policy.

In accordance with *Government Auditing Standards*, we have also issued our report dated March 6, 2008, on our consideration of the Service Center'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.

Management's Discussion and Analysis is not a required part of the basic financial statements but is supplementary information 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 Service Center's basic financial statements. The Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual for the General Fund provides additional information and is also not a required part of the basic financial statements. We subjected The Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual for the General Fund 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.



**Mary Taylor, CPA**  
Auditor of State

March 6, 2008

**SANDUSKY EDUCATIONAL SERVICE CENTER  
SANDUSKY COUNTY**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR FISCAL YEAR ENDED JUNE 30, 2007  
UNAUDITED**

This discussion and analysis of Sandusky County Educational Service Center's (the "Service Center") financial performance provides an overview of the Service Center's financial activities for the fiscal year ended June 30, 2007. The intent of this discussion and analysis is to look at the financial performance as a whole. Readers should also review the basic financial statements and notes to the basic financial statements to enhance their understanding of the Service Center's financial performance.

**Financial Highlights**

Key financial highlights for fiscal year 2007 are as follows:

- In total, net assets increased \$664,363. This represents a 38.9% increase from fiscal year 2006.
- Equity in pooled cash and cash equivalents increased \$519,764 or nearly 70.3% from the previous fiscal year.
- Intergovernmental receivables decreased \$108,256 from fiscal year 2006.
- General revenues accounted for \$1,354,951, or 28.2% of all revenues. Program specific revenues, in the form of charges for services and operating grants and contributions accounted for \$3,448,349 or 71.8% of all revenues.
- The Service Center had \$4,138,937 in expenses related to governmental activities; \$3,448,349 of these expenses was offset by program specific charges for services, grants, or contributions. General revenues supporting governmental activities of \$1,354,951 were adequate to provide for these programs.
- The general fund, the Service Center's only major fund, had \$4,195,205 in revenues and other financing sources or 95.8% of total governmental revenues and \$4,026,529 in expenditures, or 95.1% of total governmental expenditures. The general fund's balance increased \$168,676 during 2007.

**Using this Annual Financial Report**

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 Service Center 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 Service Center, presenting both an aggregate view of the Service Center's finances and a longer-term view of those finances. Fund financial statements provide the next level of detail. For governmental funds, these statements present how services were financed in the short-term as well as what remains for future spending. The fund financial statements also look at the Service Center's most significant funds with all other nonmajor funds presented in total in one column. In the case of Sandusky County Educational Service Center, the general fund is the most significant fund and the only governmental fund reported as a major fund.

**SANDUSKY EDUCATIONAL SERVICE CENTER  
SANDUSKY COUNTY**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR FISCAL YEAR ENDED JUNE 30, 2007  
UNAUDITED  
(Continued)**

**Reporting the Service Center as a Whole**

Statement of Net Assets and Statement of Activities

While these statements contain information about the many funds used by the Service Center to provide programs and activities, the view of the Service Center as a whole looks at all financial transactions and helps answer the question, "How did we do financially during 2007?" These statements include all non-fiduciary assets and liabilities using the accrual basis of accounting similar to the accounting method used by most private-sector companies. This basis of accounting takes into account all of the current year's revenues and expenses regardless of when cash is received or paid.

These two statements report the Service Center's net assets and changes in those assets. This change in net assets is important because it tells the reader that, for the Service Center as a whole, the financial position of the Service Center 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 Service Center's facility conditions, required educational programs, locally requested programs, and other factors.

In the Statement of Net Assets and the Statement of Activities, the Service Centers' activities are considered to be all governmental activities.

Governmental Activities - All of the Service Center's programs and services are reported here including, but not limited to, instruction, support services and operation of non-instructional services.

**Reporting the Service Center's Most Significant Funds**

Fund Financial Statements

The Service Center uses many funds to account for a multitude of financial transactions. However, these fund financial statements focus on the Service Center's most significant funds. The Service Center's only major governmental fund is the general fund. Data from the other nonmajor funds are combined into a single, aggregated presentation.

All of the Service Center's activities are reported in governmental funds, which focus on how monies flow into and out of those funds and the balances left at fiscal year end available for spending in future periods. These funds are reported using the modified accrual basis of accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund financial statements provide a detailed short-term view of the Service Center's general government operations and the basic services it provides. Governmental fund information helps to 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 financial statements.



**SANDUSKY EDUCATIONAL SERVICE CENTER  
SANDUSKY COUNTY**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR FISCAL YEAR ENDED JUNE 30, 2007  
UNAUDITED  
(Continued)**

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.

**The Service Center as a Whole**

Recall that the Statement of Net Assets provides the perspective of the Service Center as a whole.

Table 1 provides a summary of the Service Center's net assets for 2007 compared to 2006:

Table 1  
Net Assets

	<u>Governmental Activities</u>	
	<u>2007</u>	<u>2006</u>
<b>Assets</b>		
Current and other assets	\$ 2,954,975	\$ 2,563,628
Depreciable capital assets, net	48,600	38,642
Total assets	<u>3,003,575</u>	<u>2,602,270</u>
<b>Liabilities</b>		
Current liabilities	508,912	712,009
Long-term liabilities	123,091	183,052
Total liabilities	<u>632,003</u>	<u>895,061</u>
<b>Net Assets</b>		
Invested in capital assets, net of related debt	36,648	38,642
Restricted	11,626	45,146
Unrestricted	2,323,298	1,623,421
Total net assets	<u>\$ 2,371,572</u>	<u>\$ 1,707,209</u>

Over time, net assets can serve as a useful indicator of a government's financial position. At June 30, 2007, the Service Center's assets exceeded liabilities by \$2,371,572.

A portion of the Service Center's net assets, \$11,626, represents resources that are subject to external restrictions on how the funds may be used. The total restricted net assets, \$11,626 is restricted for other purposes. The remaining balance of government-wide unrestricted net assets of \$2,323,298 may be used to meet the government's ongoing obligations to students and staff.

**SANDUSKY EDUCATIONAL SERVICE CENTER  
SANDUSKY COUNTY**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR FISCAL YEAR ENDED JUNE 30, 2007  
UNAUDITED  
(Continued)**

Table 2 reflects the changes in net assets for fiscal year 2007 compared to 2006.

Table 2  
Change in Net Assets

	Governmental Activities	
	<u>2007</u>	<u>2006</u>
<b>Revenues</b>		
Program revenues:		
Charges for services	\$ 3,285,936	\$ 4,058,404
Operating grants, contributions and interest	162,413	212,191
General revenues:		
Grants and entitlements	1,282,873	1,442,760
Investment earnings	63,740	28,946
Miscellaneous	8,338	9,435
Total revenues	4,803,300	5,751,736
<b>Program Expenses</b>		
Instruction:		
Regular	142,062	149,908
Special	2,438,860	3,565,670
Support services:		
Pupils	742,347	1,158,431
Instructional staff	437,006	732,130
Board of education	50,632	42,242
Administration	89,493	236,963
Fiscal	143,729	177,658
Pupil transportation	79,983	90,255
Central	13,626	8,279
Operation of non-instructional services:		
Enterprise	396	
Interest and fiscal charges	803	
Total expenses	4,138,937	6,161,536
Increase (decrease) in net assets	\$ 664,363	\$ (409,800)

**Governmental Activities**

A review of Table 2 shows that the total cost of instructional services was \$2,580,922, or 62.4% of the Service Center's total expenses. Instructional expenses include activities directly related to the teaching of pupils as well as the interaction between teacher and pupil. All of these expenses were funded by charges to member school districts.

**SANDUSKY EDUCATIONAL SERVICE CENTER  
SANDUSKY COUNTY**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR FISCAL YEAR ENDED JUNE 30, 2007  
UNAUDITED  
(Continued)**

Pupil service and instructional staff expenses include the activities involved in assisting staff with the content and process of teaching to pupils. This is a major emphasis of the Service Center as the total expenses were \$1,179,353, or 28.5% as compared to the total expenses of the Service Center.

The board of education, administration and fiscal classifications reflect costs associated with establishing and administering Service Center operational policies and financial operations. Combined, such expenses totaled \$283,854, or 6.9% of all Service Center expenses.

Pupil transportation includes activities involved with the conveyance of students to and from school, as provided by state law.

The statement of activities reflects the cost of program services and the charges for services and operating grants and contributions offsetting those services. Table 3 indicates the total cost of services and the net cost of services for 2007 and 2006.

Table 3  
Governmental Activities

	Total Cost of Services <u>2007</u>	Total Cost of Services <u>2006</u>	Net Cost of Services <u>2007</u>	Net Cost of Services <u>2006</u>
<b>Program Expenses</b>				
Instruction				
Regular	\$ 142,062	\$ 149,908	\$ 63,232	\$ 71,511
Special	2,438,860	3,565,670	(869,302)	(565,098)
Support services:				
Pupils	742,347	1,158,431	739,147	1,156,792
Instructional staff	437,006	732,130	385,245	678,339
Board of education	50,632	42,242	50,632	42,242
Administration	89,493	236,963	89,493	236,963
Fiscal	143,729	177,658	143,729	177,658
Pupil transportation	79,983	90,255	79,983	90,255
Central	13,626	8,279	7,626	2,279
Operation of non-instructional services:				
Enterprise	396			
Interest and fiscal charges	803		803	
Total expenses	<u>\$ 4,138,937</u>	<u>\$ 6,161,536</u>	<u>\$ 690,588</u>	<u>\$ 1,890,941</u>

At first glance, the net cost of services would indicate the Service Center did not receive resources adequate to cover the costs of programs offered. Under the Service Center's present method of recording revenues, there is insufficient detail to allocate general revenues against the instructional program and the other activities of the Service Center. The total net cost of services of \$690,588 was supported by general revenues. It is the intention of the Board of Education not to over charge the districts served and to utilize the general revenues to offset the cost of programs to member districts.

**SANDUSKY EDUCATIONAL SERVICE CENTER  
SANDUSKY COUNTY**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR FISCAL YEAR ENDED JUNE 30, 2007  
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(Continued)**

Expenses for paraprofessionals (teacher aides) and special education supervisors are included in the instructional staff support services program. In contrast, instructional programs are charged to school districts and recorded by the Service Center as charges for services revenue for activities related to special instruction. Therefore, the special instruction program appears to be over funded while the instructional staff support services program seems to be quite under funded. Some expenses within the pupils support services and pupil transportation programs are also charged to school districts with the revenue recorded by the Service Center as charges for services for activities related to special instruction.

**The Service Center's Funds**

The Service Center's governmental funds are accounted for using the modified accrual basis of accounting. Total revenues, other financing sources and beginning fund balances totaled \$5,718,227 and expenditures were 4,234,119, which indicates the Service Center was able to meet current costs.

Fund balance in the General fund increased by \$168,676 while other governmental funds decreased \$24,777. The decrease in other governmental funds is not considered significant because beginning balances were able to compensate for this negative net change. The general fund balance increase was largely attributed to a decrease in overall instructional expenses in 2007 as compared to 2006.

**Capital Assets**

At the end of fiscal year 2007, the Service Center had \$48,600 invested in capital assets. Table 4 reflects fiscal year 2007 balances compared to fiscal year 2006:

Table 4  
Capital Assets at June 30, 2007  
(Net of Depreciation)

	<u>Governmental Activities</u>	
	<u>2007</u>	<u>2006</u>
Furniture, fixtures and equipment	\$48,600	\$38,642

The only capital expenditure made by the Service Center during the year was related to the acquisition of a copier and related equipment. The Service Center owns no land, buildings or vehicles. See Note 6 to the basic financial statements for detail on the Service Center's capital assets.

**Debt**

The Service Center has \$11,952 in outstanding debt as of June 30, 2007. This debt is for the acquisition of the above mentioned copier and related equipment. All other long-term obligations are related to compensated absences. See Note 10 to the basic financial statements for detail on the Service Center's long-term obligations.

**SANDUSKY EDUCATIONAL SERVICE CENTER  
SANDUSKY COUNTY**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR FISCAL YEAR ENDED JUNE 30, 2007  
UNAUDITED  
(Continued)**

**Current Issues Affecting Financial Condition**

No significant increases in funding are expected for fiscal year 2008 from the State. With the uncertainty of the economy, funding cuts could be in the future for the Service Center as well as other school districts in Ohio.

As of June 30, 2008, the Service Center will dissolve based on section 3311.051 of the Ohio Revised Code. The Board and Superintendent have been in discussions to have the Service Center be incorporated with another Service Center. The Service Center has been working with the Ohio Department of Education (ODE) and the Service Center's attorneys for guidance if the Service Center is to be disbanded, merged or transitioned with another Service Center.

**Contacting the Service Center's Financial Management**

This financial report is designed to provide our citizens and customers with a general overview of the Service Center's finances and to show the Service Center's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Sandusky County Educational Service Center, Treasurer/CFO Office, at 500 West State Street, Fremont, Ohio 43420-2579.

**SANDUSKY EDUCATIONAL SERVICE CENTER  
SANDUSKY COUNTY**

**STATEMENT OF NET ASSETS  
JUNE 30, 2007**

	Governmental Activities
<b>Assets:</b>	
Equity in pooled cash and cash equivalents	\$ 1,259,082
Receivables:	
Accounts	1,524
Intergovernmental	1,659,683
Accrued interest	1,656
Prepaid items	33,030
Capital assets:	
Depreciable capital assets, net	48,600
<i>Total assets</i>	3,003,575
 <b>Liabilities:</b>	
Accounts payable	1,125
Accrued wages	417,212
Intergovernmental payable	90,575
Long-term liabilities:	
Due within one year	29,644
Due in more than one year	93,447
<i>Total liabilities</i>	632,003
 <b>Net assets:</b>	
Invested in capital assets, net of related debt	36,648
Restricted for:	
Other purposes	11,626
Unrestricted	2,323,298
<i>Total net assets</i>	\$ 2,371,572

See accompanying notes to the basic financial statements.

**SANDUSKY EDUCATIONAL SERVICE CENTER  
SANDUSKY COUNTY**

**STATEMENT OF ACTIVITIES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2007**

		Program Revenues		Net (Expense) Revenues and Changes in Net Assets
Expenses	Charges for Services	Operating Grants, Contributions and Interest	Governmental Activities	
<b>Governmental Activities:</b>				
Instruction:				
Regular	\$ 142,062		\$ 78,830	\$ (63,232)
Special	2,438,860	\$ 3,267,250	40,912	869,302
Support services:				
Pupils	742,347		3,200	(739,147)
Instructional staff	437,006	18,686	33,075	(385,245)
Board of education	50,632			(50,632)
Administration	89,493			(89,493)
Fiscal	143,729			(143,729)
Pupil transportation	79,983			(79,983)
Central	13,626		6,000	(7,626)
Operation of non-instructional services:				
Enterprise	396		396	
Interest and fiscal charges	803			(803)
<b>Totals</b>	<b>4,138,937</b>	<b>3,285,936</b>	<b>162,413</b>	<b>(690,588)</b>
<b>General Revenues:</b>				
Grants and entitlements not restricted to specific programs				1,282,873
Investment earnings				63,740
Miscellaneous				8,338
<i>Total general revenues</i>				<u>1,354,951</u>
<i>Change in net assets</i>				664,363
Net assets beginning of year, restated				<u>1,707,209</u>
<i>Net assets end of year</i>				<u>\$ 2,371,572</u>

See accompanying notes to the basic financial statements.

**SANDUSKY EDUCATIONAL SERVICE CENTER  
SANDUSKY COUNTY**

**BALANCE SHEET  
GOVERNMENTAL FUNDS  
JUNE 30, 2007**

	General	Other Governmental Funds	Total Governmental Funds
<b>Assets:</b>			
Equity in pooled cash and cash equivalents	\$ 1,226,055	\$ 33,027	\$ 1,259,082
Receivables:			
Accounts	1,524		1,524
Intergovernmental	1,643,376	16,307	1,659,683
Accrued interest	1,656		1,656
Prepaid items	33,018	12	33,030
<i>Total assets</i>	\$ 2,905,629	\$ 49,346	\$ 2,954,975
<b>Liabilities:</b>			
Accounts payable	\$ 1,125		\$ 1,125
Accrued wages	401,374	\$ 15,838	417,212
Matured compensated absences payable	8,836		8,836
Intergovernmental payable	87,195	3,380	90,575
Deferred revenue	950,251	2,868	953,119
<i>Total liabilities</i>	1,448,781	22,086	1,470,867
<u>Fund equity and other credits:</u>			
Reserved for encumbrances	8,799	76	8,875
Reserved for prepaids	33,018	12	33,030
Undesignated, reported in:			
General fund	1,415,031		1,415,031
Special revenue funds		27,172	27,172
<i>Total fund balances</i>	1,456,848	27,260	1,484,108
<i>Total liabilities and fund balances</i>	\$ 2,905,629	\$ 49,346	\$ 2,954,975

See accompanying notes to the basic financial statements.



**SANDUSKY EDUCATIONAL SERVICE CENTER  
SANDUSKY COUNTY**

**RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES  
TO NET ASSETS OF GOVERNMENTAL ACTIVITIES  
JUNE 30, 2007**

<b>Total governmental fund balances</b>	\$	1,484,108
<i>Amounts reported for governmental activities in the statement of net assets are different because:</i>		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.		48,600
Other long-term assets that are not available to pay for current-period expenditures and therefore are deferred in the funds:		
Intergovernmental receivable		953,119
Long-term liabilities, such as compensated absences payable, are not due and payable in the current period and therefore are not reported in the funds:		
Compensated absences		(102,303)
Capital leases		(11,952)
<b>Net assets of governmental activities</b>	<b>\$</b>	<b><u>2,371,572</u></b>

See accompanying notes to the basic financial statements.

**SANDUSKY EDUCATIONAL SERVICE CENTER  
SANDUSKY COUNTY**

**STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2007**

	General	Other Governmental Funds	Total Governmental Funds
<b>Revenues:</b>			
Intergovernmental	\$ 1,282,873	\$ 164,127	\$ 1,447,000
Interest	63,740		63,740
Tuition and fees	2,798,557		2,798,557
Gifts and donations	3,200		3,200
Customer services	22,071	18,686	40,757
Miscellaneous	8,337		8,337
<i>Total revenues</i>	<u>4,178,778</u>	<u>182,813</u>	<u>4,361,591</u>
<b>Expenditures:</b>			
Current:			
Instruction:			
Regular	62,433	81,625	144,058
Special	2,388,189	61,193	2,449,382
Support services:			
Pupils	746,365		746,365
Instructional staff	387,374	50,750	438,124
Board of education	50,632		50,632
Administration	147,052		147,052
Fiscal	142,796		142,796
Pupil transportation	79,983		79,983
Central		13,626	13,626
Operation of non-instructional services:			
Enterprise		396	396
Capital outlay	16,427		16,427
Debt service:			
Principal retirement	4,475		4,475
Interest and fiscal charges	803		803
<i>Total expenditures</i>	<u>4,026,529</u>	<u>207,590</u>	<u>4,234,119</u>
<i>Excess of revenues over (under) expenditures</i>	<u>152,249</u>	<u>(24,777)</u>	<u>127,472</u>
<u>Other financing sources:</u>			
Inception of capital lease	16,427		16,427
Net change in fund balances	168,676	(24,777)	143,899
Fund balances at beginning of year	1,288,172	52,037	1,340,209
<i>Fund balances at end of year</i>	<u>\$ 1,456,848</u>	<u>\$ 27,260</u>	<u>\$ 1,484,108</u>

See accompanying notes to the basic financial statements.

**SANDUSKY EDUCATIONAL SERVICE CENTER  
SANDUSKY COUNTY**

**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, 2007**

**Net change in fund balances - total governmental funds** \$ 143,899

*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.

Capital asset additions	\$ 16,427	
Depreciation expense	(6,469)	
Excess of capital outlay over depreciation expense		9,958

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

Intergovernmental	(4,913)	
Tuition and fees	446,622	
Net change in deferred revenues during the year		441,709

Some capital additions were financed through capital leases. In governmental funds, a capital lease arrangement is considered a source of financing, but in the statements of net assets, the lease obligation is reported as a liability. The following activities are the results of capital lease transactions: Inception of capital lease

(16,427)

Repayment of capital lease principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net assets

4,475

Some items reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds. These activities consist of:

Decrease in compensated absences		80,749

**Change in net assets of governmental activities** **\$ 664,363**

See accompanying notes to the basic financial statements.

**SANDUSKY EDUCATIONAL SERVICE CENTER  
SANDUSKY COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR END JUNE 30, 2007**

**NOTE 1 - DESCRIPTION OF THE SERVICE CENTER**

The Sandusky County Educational Service Center (the "Service Center") is a body politic and corporate established for the purpose of exercising the rights and privileges conveyed to it by the constitution and laws of the State of Ohio.

The Service Center is a County Educational Service Center as defined by Section 3313.01 of the Ohio Revised Code. The Service Center operates under an elected Board of Education (5 members). Board members must be residents of the local school systems located in Sandusky County. The Service Center provides educational services to the local school systems in Sandusky County as well as nine city school districts, which have a contractual relationship with the Service Center.

The Service Center employed 56 certificated employees and 115 non-certificated employees at year end.

Reporting Entity

The reporting entity is composed of the primary government, component units and other organizations that are included to ensure that the financial statements of the Service Center are not misleading. The primary government consists of all funds, departments, boards and agencies that are not legally separate from the Service Center.

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

The Service Center is associated with the Northern Ohio Educational Computer Association and the Northwestern Ohio Educational Research Council, which are defined as jointly governed organizations. A jointly governed organization is governed by representatives from each of the governments that create the organization, but there is no ongoing financial interest or responsibility by the participating governments. Information regarding these organizations is presented in Note 12.

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The basic financial statements of the Service Center have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting entity for establishing governmental accounting and financial reporting principles. The Service Center also applies Financial Accounting Standards Board Statements and Interpretations issued before November 30, 1989, to its governmental activities provided they do not conflict with or contradict GASB pronouncements. The Service Center's significant accounting policies are described below.

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**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR END JUNE 30, 2007  
(Continued)**

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

**A. Basis of Presentation**

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

Government-wide Financial Statements

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

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

Fund Financial Statements

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

**B. Fund Accounting**

The Service Center uses funds to maintain its financial records during the fiscal year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. All funds of the Service Center are considered governmental funds.

Governmental Funds

Governmental funds are those through which most governmental functions of the Service Center are financed. Governmental funds focus on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used. Current liabilities are assigned to the fund from which they will be paid. The difference between governmental fund assets and liabilities is reported as fund balance. The Service Center has one major governmental fund as defined by GASB Statement No. 34:

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**NOTES TO THE BASIC FINANCIAL STATEMENTS  
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(Continued)**

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

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

The other governmental funds of the Service Center account for grants and other resources of the Service Center whose use is restricted for a particular purpose.

Proprietary Funds

Proprietary funds are used to account for the Service Center's ongoing activities that are similar to those found in the private sector. The Service Center 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 Service Center under a trust agreement for individuals, private organizations, or other governments and are therefore not available to support the Service Center's own programs. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. The Service Center has no fiduciary funds.

**C. Measurement Focus**

Government-wide Financial Statements

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

Fund Financial Statements

All governmental funds are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. The statement of revenues, expenditures and changes in fund balances reflects 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 fund financial statements for governmental funds.

**D. Basis of Accounting**

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

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**NOTES TO THE BASIC FINANCIAL STATEMENTS  
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(Continued)**

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

Revenues - Exchange and Non-exchange Transactions

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. 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 Service Center, available means expected to be received within 60 days of year-end.

Non-exchange transactions, in which the Service Center receives value without directly giving equal value in return, include grants, entitlements and donations. Revenue from grants, entitlements and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the fiscal year when use is first permitted; matching requirements, in which the Service Center must provide local resources to be used for a specified purpose; and expenditure requirements, in which the resources are provided to the Service Center on a reimbursement basis. On a modified accrual basis, revenue from non-exchange 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: interest, tuition, fees, grants, and customer services.

Deferred Revenue

Deferred revenues arise when assets are recognized before revenue recognition criteria have been satisfied. Grants and entitlements received before the eligibility requirements are met are 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.

Expenditures/Expenses

On the accrual basis of accounting, expenses are recognized at the time they are incurred.

The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Expenditures are generally recognized in the accounting period in which the related fund liability is incurred, if measurable. Allocations of cost, such as depreciation and amortization, are not recognized in the governmental funds.

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**NOTES TO THE BASIC FINANCIAL STATEMENTS  
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(Continued)**

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

**E. Cash and Cash Equivalents**

To improve cash management, all cash received by the Service Center is pooled in a central bank account. Monies for all funds are maintained in this pool. Individual fund integrity is maintained through Service Center records. Each fund's interest in the pool is presented as "Equity in Pooled Cash and Cash Equivalents" on the basic financial statements. During the fiscal year, investments were limited to certificates of deposit. Except for non-participating investment contracts and money market investments that had a remaining maturity of one year or less at the time of purchase, investments are reported at fair value, which is based on quoted market price. Under existing Ohio statutes, all investment earnings accrue to the general fund except those specifically related to certain trust funds, unless the Board specifically allows the interest to be recorded in other funds.

Interest is legally required to be placed in the general fund. Interest revenue credited to the general fund during fiscal year 2007 amounted to \$63,740, which includes \$2,863 assigned from other funds.

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

**F. Prepaid Items**

Payments made to vendors for services that will benefit periods beyond June 30, 2007, are recorded as prepaid items using the consumption method. A current asset for the prepaid amount is recorded at the time of purchase and an expenditure/expense is reported in the year in which services are consumed.

**G. Capital Assets**

All of the Service Center's capital assets specifically relate to governmental activities. These assets generally result from expenditures in the governmental funds. These assets are reported in the government-wide statement of net assets but are not reported on the fund financial statements.

All capital assets are capitalized at cost (or estimated historical cost) and updated for additions and reductions during the year. Donated capital assets are recorded at their fair market values as of the date received. The Service Center maintains a capitalization threshold of \$2,500. The Service Center does not possess any infrastructure. Improvements are capitalized; the costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not capitalized.

All reported capital assets are depreciated. Depreciation is computed using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Furniture, fixtures and equipment	5 - 15 years



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**NOTES TO THE BASIC FINANCIAL STATEMENTS  
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(Continued)**

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

**H. Restricted Assets**

Assets are reported as restricted assets when limitations on their use change the normal understanding of the availability of the asset. Such constraints are imposed by creditors, contributors, grantors, laws of other governments, or by enabling legislation. There were no assets restricted as of fiscal year end.

**I. Interfund Balances**

On the fund financial statements, receivables and payables resulting from short-term interfund loans are classified as "interfund receivables/payables". These amounts are eliminated in the governmental activities columns of the statement of net assets. There were no interfund loans outstanding as of fiscal year end.

**J. Compensated Absences**

Vacation benefits are accrued as a liability as the benefits are earned if the employee's rights to receive compensation are attributable to services already rendered and it is probable that the Service Center will compensate the employees for the benefits through paid time off or some other means. The Service

Center records a liability for accumulated unused vacation time earned for all employees with more than one year of service.

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

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

**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, special termination benefits and contractually required pension contributions that will be paid from governmental funds are reported as a liability in the fund financial statements only to the extent that they are due for payment during the current year.

**L. 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 Service Center or through external restrictions imposed by creditors, grantors, laws or regulations of other governments.

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**NOTES TO THE BASIC FINANCIAL STATEMENTS  
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(Continued)**

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

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

**M. Fund Balance Reserves**

The Service Center records reservations of fund equity that are legally segregated for specific future use or which do not represent available expendable resources and therefore are not available for appropriations for expenditures. Unreserved fund balance indicates that portion of fund equity that is available for appropriation in future periods. Fund equity reserves are established for encumbrances and prepayments.

**N. Interfund transactions**

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 for governmental funds. Repayments from funds responsible for particular expenditures/expenses to the funds that initially paid for them are not presented on the financial statements.

**O. Estimates**

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

**P. 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 Service Center and that are either unusual in nature or infrequent in occurrence. Neither type of transaction occurred during fiscal year 2007.

**NOTE 3 – CHANGES IN ACCOUNTING POLICY**

The capital assets of the governmental activities have been restated at June 30, 2006 to properly state the capital assets in accordance with the Service Center's new capitalization threshold of \$2,500. The adjustment in capital assets had the following effect on net assets as previously reported:

Net assets, June 30, 2006	\$ 1,721,447
Restatement of capital assets, net of depreciation	<u>(14,238)</u>
Restated net assets, as of July 1, 2007	<u>\$ 1,707,209</u>

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**NOTES TO THE BASIC FINANCIAL STATEMENTS  
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**NOTE 4 - DEPOSITS AND INVESTMENTS**

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

Active deposits are public deposits necessary to meet current demands on the treasury. Such monies must be maintained either as cash in the Service Center 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 that the Board of Education has identified as not required for use within the current five-year period of designation of depositories. Inactive deposits must either be evidenced by certificates of deposit maturing not later than the end of the current period of designation of depositories, or by savings or deposit accounts including, but not limited to, passbook accounts.

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

Interim moneys may be invested in the following obligations provided they mature or are redeemable within five years from the date of settlement:

1. United States Treasury bills, notes, bonds, or any other obligations or security issued by the United States Treasury or any other obligation guaranteed as to principal and interest by the United States;
2. Bonds, notes, debentures, or 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 percent 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;
5. No-load money market mutual funds consisting exclusively of obligations described in item (1) or (2) above 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 Treasurer's investment pool (STAR Ohio);
7. Certain bankers' acceptances and commercial paper notes in an amount not to exceed twenty-five percent of the interim monies available for investment at any one time and for a period not to exceed one hundred eighty days; and
8. Under limited circumstances, corporate debt interests rated in either of the two highest rating classifications by at least two nationally recognized rating agencies.

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**NOTES TO THE BASIC FINANCIAL STATEMENTS  
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(Continued)**

**NOTE 4 - DEPOSITS AND INVESTMENTS - (Continued)**

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 Service Center and must be purchased with the expectation that it will be held to maturity. Investments may only be made through specified dealers and institutions. Payment for investments may be made only upon delivery of the securities representing the investments to the Treasurer or, if the securities are not represented by a certificate, upon receipt of confirmation of transfer from the custodian.

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

**Deposits with Financial Institutions**

At June 30, 2007, the carrying amount of all Service Center deposits was \$1,259,082. Based on the criteria described in GASB Statement No. 40, "Deposits and Investment Risk Disclosures", as of June 30, 2007, \$200,000 of the Service Center's bank balance of \$1,340,427 was covered by the Federal Deposit Insurance Corporation, and \$1,140,427 was exposed to custodial credit risk as discussed below.

Custodial credit risk is the risk that, in the event of bank failure, the Service Center's deposits may not be returned. All deposits are collateralized with eligible securities in amounts equal to at least 105% of the carrying value of the deposits. Such collateral, as permitted by the Ohio revised Code, is held in single financial institution collateral pools at Federal Reserve Banks, or at member banks of the federal reserve system, in the name of the respective depository bank and pledged as a pool of collateral against all of the public deposits it holds or as specific collateral held at the Federal Reserve Bank in the name of the Service Center.

**NOTE 5 - RECEIVABLES**

Receivables at year-end consisted of intergovernmental grants and entitlements and charges for services provided to other governments. All receivables are considered collectible in full due to the stable condition of State programs, and the current year guarantee of federal funds.

A summary of the principal items of intergovernmental receivables follows:

	<u>Amount</u>
General fund	\$ 1,643,376
<u>Special revenue fund</u>	
Preschool grant	6,882
Alternative schools	<u>9,425</u>
Total intergovernmental receivables	<u><u>\$ 1,659,683</u></u>

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**NOTES TO THE BASIC FINANCIAL STATEMENTS  
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**NOTE 6 - CAPITAL ASSETS**

The capital asset balances of the governmental activities have been restated due to a change in policy. (See Note 3 for details). Below is a summary of the effect of these restatements:

	<u>Balance</u> <u>June 30, 2006</u>	<u>Adjustments</u>	<u>Restated</u> <u>Balance</u> <u>June 30, 2006</u>
<u>Governmental Activities</u>			
Furniture, fixtures and equipment	\$ 484,631	\$ (315,221)	\$ 169,410
Less: Accumulated depreciation	<u>(431,751)</u>	<u>300,983</u>	<u>(130,768)</u>
Total	<u>\$ 52,880</u>	<u>\$ (14,238)</u>	<u>\$ 38,642</u>

Capital asset activity for the fiscal year ended June 30, 2007, was as follows:

	<u>Restated</u> <u>Balance</u> <u>June 30, 2006</u>	<u>Additions</u>	<u>Disposals</u>	<u>Balance</u> <u>June 30, 2007</u>
Capital assets, being depreciated:				
Furniture, fixtures and equipment	<u>\$ 169,410</u>	<u>\$ 16,427</u>	<u>                    </u>	<u>\$ 185,837</u>
Less: Accumulated depreciation				
Furniture, fixtures and equipment	<u>(130,768)</u>	<u>(6,469)</u>	<u>                    </u>	<u>(137,237)</u>
Governmental activities capital assets, net	<u>\$ 38,642</u>	<u>9,958</u>	<u>                    </u>	<u>\$ 48,600</u>

Depreciation expense was charged to governmental functions as follows:

Instruction:	
Special	\$ 1,789
Support services:	
Pupils	439
Instructional staff	2,572
Administration	821
Fiscal	<u>848</u>
	<u>\$ 6,469</u>

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**NOTES TO THE BASIC FINANCIAL STATEMENTS  
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**NOTE 7 - RISK MANAGEMENT**

The Service Center is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. These risks are covered by commercial insurance purchased from independent third parties. There have been no settlements paid in excess of insurance nor has insurance coverage been significantly reduced in the past three years.

The Service Center has contracted with the Ohio Mid Eastern Regional Educational Service Agency (OME-RESA) to provide medical/surgical and dental insurance for its employees and their covered dependents. The OME-RESA is a shared risk pool comprised of multiple entities. The Service Center pays monthly contributions that are placed in a fund from which eligible claims are paid for employees and their covered dependents. Claims are paid for all participants regardless of claims flow. In the event of termination, all participating entities' claims would be paid without regard to their individual account balances. The OME-RESA Board of Directors has authority to return monies to an exiting entity subsequent to the settlement of all claims and expenses.

The Service Center pays the State Workers' Compensation System a premium based on a rate per \$100 of salaries. This rate is calculated based on accident history and administrative costs.

**NOTE 8 - DEFINED BENEFIT PENSION PLANS**

**A. School Employees Retirement System**

The Service Center contributes to the School Employees Retirement System of Ohio (SERS), a cost sharing multiple employer defined benefit pension plan administered by the School Employee Retirement Board. SERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Authority to establish and amend benefits is provided by State Statute per Chapter 3309 of the Ohio Revised Code. SERS issues a publicly available, stand-alone financial report that includes financial statements and required supplementary information. That report may be obtained from the School Employees Retirement System, 300 East Broad St., Suite 100, Columbus, Ohio 43215-3746 or by calling toll free (800) 878-5853. It is also posted on SERS' website, [www.ohsers.org](http://www.ohsers.org), under Forms and Publications.

Plan members are required to contribute 10 percent of their annual covered salary and the Service Center is required to contribute at an actuarially determined rate. The current rate is 14 percent of annual covered payroll. A portion of the Service Center's contribution is used to fund pension obligations with the remainder being used to fund health care benefits; for fiscal year 2007, 10.68 percent 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 Service Center's required contributions for pension obligations to SERS for the fiscal years ended June 30, 2007, 2006, and 2005, were \$170,400, \$196,082, and \$180,622, respectively; 82 percent has been contributed for fiscal year 2007 and 100 percent for the fiscal years 2006 and 2005. The unpaid contribution for fiscal year 2007, in the amount of \$30,271, is recorded as an intergovernmental payable.

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**NOTES TO THE BASIC FINANCIAL STATEMENTS  
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(Continued)**

**NOTE 8 - DEFINED BENEFIT PENSION PLANS – (Continued)**

**B. State Teachers Retirement System**

The Service Center contributes to the State Teachers Retirement System of Ohio (STRS), a cost-sharing multiple-employer public employee retirement system administered by the State Teachers Retirement Board. STRS provides retirement, disability, annual cost-of-living adjustments, death, and survivor benefits to members and beneficiaries. Benefits are established by Chapter 3307 of the Ohio Revised Code. STRS issues a publicly available, stand alone financial report that includes financial statements and required supplementary information for STRS. The report may be obtained by writing to the State Teachers Retirement System, 275 East Broad Street, Columbus, Ohio 43215-3771, by calling (614) 227-4090, or by visiting the STRS Ohio website at [www.strsoh.org](http://www.strsoh.org).

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 percent of earned compensation into an investment account. Investment decisions are made by the member. A member is eligible to receive a retirement benefit at age 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. Existing members with less than five years of service credit as of June 30, 2001, were given the option of making a one time irrevocable decision to transfer their account balances from the existing DB Plan into the DC Plan or the Combined Plan. This option expired on December 31, 2001. 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 became 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.

For the fiscal year ended June 30, 2007, plan members were required to contribute 10 percent of their annual covered salaries. The Service Center was required to contribute 14 percent; 13 percent was the portion used to fund pension obligations. For fiscal year 2006, 13 percent was the portion used to fund pension obligations. Contribution rates are established by STRS, upon recommendation of its consulting actuary, not to exceed statutory maximum rates of 10 percent for members and 14 percent for employers. Chapter 3307 of the Ohio Revised Code provides statutory authority for member and employer contributions. The Service Center's required contributions for pension obligations to the DB plan for the fiscal years ended June 30, 2007, 2006, and 2005, were \$298,384, \$431,712, and \$399,939, respectively; 88 percent has been contributed for fiscal year 2007 and 100 percent for the fiscal years 2006 and 2005. \$34,712, representing the unpaid contribution for fiscal year 2007, is recorded as an intergovernmental payable. Contributions to the DC and Combined plans for fiscal year 2007 were \$9 made by the Service Center and \$4,560 made by the plan members.

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**NOTES TO THE BASIC FINANCIAL STATEMENTS  
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**NOTE 9 - POSTEMPLOYMENT BENEFITS**

Comprehensive health care benefits are provided to retired teachers and their dependents through the State Teachers Retirement System (STRS) and to retired non-certified employees and their dependents through SERS. Benefits include hospitalization, physicians' fees, prescription drugs and reimbursement of monthly Medicare premiums. All benefit recipients and sponsored dependents are eligible for health care coverage. Benefit provisions and the obligations to contribute are established by the STRS based on authority granted by State statute. Most benefit recipients are required to pay a portion of the health care cost in the form of a monthly premium. Health care benefits are financed on a pay-as-you-go basis.

By Ohio law, the cost of coverage paid from STRS funds shall be included in the employer contribution rate, currently 14 percent of covered payroll. The retirement board currently allocates employer contributions equal to 1 percent of covered payroll to the Health Care Reserve Fund from which payments for health care benefits are paid. For the Service Center this amount equaled \$22,953 during the 2007 fiscal year. The balance in the Health Care Reserve Fund for the STRS was \$3.5 billion at June 30, 2006. For the year ended June 30, 2006 (latest information available), the net health care costs paid by the STRS were \$282,743,000 and eligible benefit recipients totaled 119,184.

For the School Employees Retirement System (SERS), coverage is made available to service retirees with ten or more years of qualifying service credit, disability and survivor benefit recipients. 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. For this fiscal year, employer contributions to fund health care benefits were 3.32 percent of covered payroll.

In addition, SERS levies a surcharge to fund health care benefits equal to 14 percent of the difference between a minimum pay and the member's pay, pro-rated for partial service credit. For fiscal year 2007, the minimum pay has been established at \$35,800. The surcharge, added to the unallocated portion of the 14 percent contribution rate, provides for maintenance of the asset target level for the health care fund. For the Service Center, the amount of employer contributions used to fund health care equaled \$74,111, which includes a surcharge of \$19,029 during the 2007 fiscal year.

Health care benefits are financed on a pay-as-you-go basis. The target level for the health care reserve is 150 percent of the projected claims less premium contributions for the next fiscal year. Expenses for health care at June 30, 2006 (latest information available), were \$158,751,207. At June 30, 2006 (latest information available), the SERS's net assets available for payment of health care benefits was \$295.6 million, which is about 186 percent of net year's projected net health care costs. On the basis of actuarial projections, the allocated contributions will be insufficient, in the long term, to provide for a health care reserve equal to at least 150 percent of estimated annual claims costs. The number of participants receiving health care benefits was approximately 59,492.



**SANDUSKY EDUCATIONAL SERVICE CENTER  
SANDUSKY COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR END JUNE 30, 2007  
(Continued)**

**NOTE 10 - LONG TERM OBLIGATIONS**

Changes in long-term obligations of the Service Center during the current fiscal year were as follows:

<u>Governmental Activities</u>	<u>Balance June 30, 2006</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance June 30, 2007</u>	<u>Due within one year</u>
Capital leases		\$ 16,427	\$ (4,475)	\$ 11,952	\$ 8,269
Compensated absences	\$ 183,052	11,782	(83,695)	111,139	21,375
Total governmental long term obligations	<u>\$ 183,052</u>	<u>\$ 28,209</u>	<u>\$ (88,170)</u>	<u>\$ 123,091</u>	<u>\$ 29,644</u>

Compensated absences are the Service Center's only long-term liabilities at year end. Compensated absences will be paid from the fund from which the employee is paid.

**NOTE 11 – CAPITALIZED LEASES – LESSEE DISCLOSURE**

During the year, the Service Center entered into a lease agreement for a copier. The terms of the agreement provides options to purchase the equipment. The lease meets the criteria of a capital lease as defined by Statement of Financial Accounting Standards No. 13 "Accounting for Leases," which defines a capital lease generally as one which transfers benefits and risks of ownership to the lessee. Capital lease payments have been reclassified and are reflected as debt service expenditures in the fund financial statements of governmental funds. These expenditures are reflected as program/function expenditures on a budgetary basis.

Capital assets acquired by the lease have been capitalized as equipment in the amount of \$16,427, which is equal to the present value of the future minimum lease payments on the government-wide financial statements. Principal payments in the current fiscal year totaled \$4,475.

The following is a schedule of the future minimum lease payments required under the capital leases and the present value of the minimum lease payments at year-end.

<u>Fiscal Year</u>	<u>Lease Payments</u>
2008	\$ 9,048
2009	<u>3,770</u>
Total minimum lease payments	12,818
Less: amount representing interest	<u>(866)</u>
Total	<u>\$ 11,952</u>

**SANDUSKY EDUCATIONAL SERVICE CENTER  
SANDUSKY COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR END JUNE 30, 2007  
(Continued)**

**NOTE 12 - JOINTLY GOVERNED ORGANIZATIONS**

**A. Northern Ohio Educational Computer Association**

The Northern Ohio Educational Computer Association (NOECA) is the computer service organization or Data Acquisition Site (DAS) used by the Service Center. NOECA is an association of public school districts and county educational service centers in a geographic area determined by the Ohio Department of Education. The purpose of the consortium is to develop and employ a computer system efficiently and effectively for the needs of the members. All service centers and school districts in the consortium are required to pay fees, charges, and assessments as charged.

A board made up of superintendents from all of the participating school districts and service centers governs NOECA. An elected Executive Board consisting of five members of the governing board is the managerial body of the consortium and meets on a monthly basis. The Service Center does not maintain an ongoing financial interest or an ongoing financial responsibility. Payments to NOECA are made from the General fund. During fiscal year 2007, the Service Center contributed \$9,358 to NOECA. Financial information can be obtained from Betty Schwiefert, Controller, 2900 South Columbus Avenue, Sandusky, Ohio 44870.

**B. Northwestern Ohio Educational Research Council**

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

**NOTE 13 - CONTINGENCIES**

**Grants**

The Service Center received financial assistance from federal and state agencies in the form of grants. The expenditure of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements, and are subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the General fund or other applicable funds. However, in the opinion of management, any such disallowed claims will not have a material adverse effect on the overall financial position of the Service Center at year end.

**SANDUSKY EDUCATIONAL SERVICE CENTER  
SANDUSKY COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR END JUNE 30, 2007  
(Continued)**

**NOTE 14 – SUBSEQUENT EVENTS**

As of June 30, 2008, the Service Center will dissolve based on section 3311.051 of the Ohio Revised Code. The Board and Superintendent have been in discussions to have the Service Center be incorporated with another Service Center. The Service Center has been working with the Ohio Department of Education (ODE) and the Service Center's attorneys for guidance if the Service Center is to be disbanded, merged or transitioned with another Service Center.

**SANDUSKY EDUCATIONAL SERVICE CENTER  
SANDUSKY COUNTY**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL (NON GAAP BUDGETARY BASIS)  
GENERAL FUND  
FOR THE FISCAL YEAR ENED JUNE 30, 2007**

	<u>Budgeted Amounts</u>			Variance with Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	
<b>Revenues:</b>				
Intergovernmental	\$ 1,271,234	\$ 1,271,234	\$ 1,282,873	\$ 11,639
Interest	49,200	49,200	63,533	14,333
Tuition and fees	2,569,154	2,569,154	3,337,299	768,145
Gifts and donations		3,200	3,200	
Customer services	38,500	38,500	22,071	(16,429)
Miscellaneous	2,445	2,445	1,277	(1,168)
<i>Total revenues</i>	<u>3,930,533</u>	<u>3,933,733</u>	<u>4,710,253</u>	<u>776,520</u>
<b>Expenditures:</b>				
Current:				
Instruction:				
Regular	67,352	78,176	65,013	13,163
Special	2,590,994	2,590,804	2,499,468	91,336
Support services:				
Pupils	830,255	844,256	787,347	56,909
Instructional staff	500,178	465,412	406,831	58,581
Board of education	55,935	86,736	53,284	33,452
Administration	118,527	167,424	155,105	12,319
Fiscal	148,594	161,951	143,074	18,877
Pupil transportation	93,283	93,283	82,523	10,760
<i>Total expenditures</i>	<u>4,405,118</u>	<u>4,488,042</u>	<u>4,192,645</u>	<u>295,397</u>
<i>Excess of revenues over (under) expenditures</i>	<u>(474,585)</u>	<u>(554,309)</u>	<u>517,608</u>	<u>1,071,917</u>
<b>Other financing sources:</b>				
Refund of prior year expenditures			5,536	5,536
<i>Net change in fund balance</i>	(474,585)	(554,309)	523,144	1,077,453
Fund balance at beginning of year	684,101	684,101	684,101	
Prior year encumbrances appropriated	9,569	9,569	9,569	
<i>Fund balance at end of year</i>	<u>\$ 219,085</u>	<u>\$ 139,361</u>	<u>\$ 1,216,814</u>	<u>\$ 1,077,453</u>

See accompanying notes to the supplemental section.

**SANDUSKY EDUCATIONAL SERVICE CENTER  
SANDUSKY COUNTY**

**NOTES TO THE SUPPLEMENTAL SECTION  
FOR THE FISCAL YEAR ENDED JUNE 30, 2007**

**NOTE 1 - BUDGETARY PROCESS**

There are no budgetary requirements for Service Centers identified in the Ohio Revised Code nor does the State Department of Education specify any budgetary guidelines to be followed.

The Service Center's Board does not budget for resources estimated to be received during the year.

The Service Center's Board adopts an annual appropriations resolution, which is the Board's authorization to spend resources and sets annual limits on expenditures plus encumbrances at the level of control selected by the Board. The level of control has been established by the Board at the fund, function, and object level within the General fund and the fund level for all other funds. The Treasurer has been authorized to allocate appropriations to the function and object level within all other funds.

Throughout the fiscal year, appropriations may be amended or supplemented as circumstances warrant. The amounts reported as the original budgeted amounts on the budgetary schedules reflect the amounts on the first appropriations resolution for that fund that covered the entire fiscal year, including amounts automatically carried forward from prior fiscal years. The amounts reported as the final budgeted amounts on the budgetary schedules represent the final appropriation amounts passed by the Board during the fiscal year.

**NOTE 2 - BUDGETARY BASIS OF ACCOUNTING**

While the Service Center is reporting financial position, results of operations, and changes in fund balances on the basis of generally accepted accounting principles (GAAP), the budgetary basis as provided by law is based upon accounting for certain transactions on a basis of cash receipts, disbursements, and encumbrances. The Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual (Non GAAP Budgetary Basis) 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 as follows:

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

**SANDUSKY EDUCATIONAL SERVICE CENTER  
SANDUSKY COUNTY**

**NOTES TO THE SUPPLEMENTAL SECTION  
FOR THE FISCAL YEAR ENDED JUNE 30, 2007  
(Continued)**

**NOTE 2 - BUDGETARY BASIS OF ACCOUNTING – (CONTINUED)**

The adjustments necessary to reconcile the GAAP and budgetary basis statements are as follows:

	General Fund
GAAP Basis	\$(168,676)
<u>Increase (Decrease) Due to:</u>	
Revenue Accruals:	
Accrued FY 2006, Received in Cash FY 2007	520,584
Expenditure Accruals:	
Accrued FY 2006, Paid in Cash FY 2007	(156,816)
Encumbrances Outstanding at Fiscal Year End (Budget Basis)	(9,300)
Budget Basis	\$523,144



# Mary Taylor, CPA

Auditor of State

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

Sandusky Educational Service Center  
Sandusky County  
500 West State Street  
Fremont, Ohio 43420-2579

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 Sandusky Educational Service Center, Sandusky County, (the Service Center) as of and for the year ended June 30, 2007, which collectively comprise the Service Center's basic financial statements and have issued our report thereon dated March 6, 2008, wherein we noted the Service Center changed its capital asset threshold policy. 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 Service Center's internal control over financial reporting as a basis for designing our audit procedures for expressing our opinion on the financial statements, but not to opine on the effectiveness of the Service Center's internal control over financial reporting. Accordingly, we have not opined on the effectiveness of the Service Center's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Service Center's ability to initiate, authorize, record, process, or report financial data reliably in accordance with its applicable accounting basis, such that there is more than a remote likelihood that the Service Center's internal control will not prevent or detect a more-than-inconsequential financial statement misstatement.

A material weakness is a significant deficiency, or combination of significant deficiencies resulting in more than a remote likelihood that the Service Center's internal control will not prevent or detect a material financial statement misstatement.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all internal control deficiencies that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider material weaknesses, as defined above.

We noted a certain matter that we reported to the Service Center's management in a separate letter dated March 6, 2008.

### **Compliance and Other Matters**

As part of reasonably assuring whether the Service Center'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 we must report under *Government Auditing Standards*.

We intend this report solely for the information and use of the Board of Education, audit committee, and management. We intend it for no one other than these specified parties.



**Mary Taylor, CPA**  
Auditor of State

March 6, 2008





**Mary Taylor, CPA**  
Auditor of State

**SANDUSKY COUNTY EDUCATIONAL SERVICE CENTER**

**SANDUSKY COUNTY**

**CLERK'S CERTIFICATION**

This is a true and correct copy of the report which is required to be filed in the Office of the Auditor of State pursuant to Section 117.26, Revised Code, and which is filed in Columbus, Ohio.

*Susan Babbitt*

**CLERK OF THE BUREAU**

**CERTIFIED  
MARCH 25, 2008**