



**FAMILY & CHILDREN FIRST COUNCIL
ASHTABULA COUNTY**

REGULAR AUDIT

YEARS ENDED DECEMBER 31, 2008 & 2007



Mary Taylor, CPA

Auditor of State

Ashtabula Family and Children First Council
3914 C Court
Ashtabula, OH 44004

We have reviewed the *Independent Accountants' Report* of the Ashtabula Family and Children First Council, Ashtabula County, prepared by Canter & Company, for the audit period January 1, 2007 through December 31, 2008. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

The financial statements in the attached report are presented in accordance with a regulatory basis of accounting prescribed or permitted by the Auditor of State. Due to a February 2, 2005 interpretation from the American Institute of Certified Public Accountants (AICPA), modifications were required to the *Independent Accountants' Report* on your financial statements. While the Auditor of State does not legally require your government to prepare financial statements pursuant to Generally Accepted Accounting Principles (GAAP), the AICPA interpretation requires auditors to formally acknowledge that you did not prepare your financial statements in accordance with GAAP. The attached report includes an opinion relating to GAAP presentation and measurement requirements, but does not imply the statements are misstated under the non-GAAP regulatory basis. The *Independent Accountants' Report* also includes an opinion on the financial statements using the regulatory format the Auditor of State permits

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The Ashtabula Family and Children First Council is responsible for compliance with these laws and regulations.

Mary Taylor

Mary Taylor, CPA
Auditor of State

September 10, 2009

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**FAMILY & CHILDREN FIRST COUNCIL
ASHTABULA COUNTY**

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INDEPENDENT ACCOUNTANTS' REPORT

Family and Children First Council
Ashtabula County
2801 C Court
PO Box 756
Ashtabula, Ohio 44005-0756

To Members of the Council:

We have audited the accompanying financial statements of the Family and Children First Council, Ashtabula County, (the Council) as of and for the years ended December 31, 2008 and 2007. These financial statements are the responsibility of the Council's management. Our responsibility is to express an opinion 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 opinion.

As described more fully in Note 1, the Council has prepared these financial statements using accounting practices the Auditor of State prescribes or permits. These practices differ from accounting principles generally accepted in the United States of America (GAAP). Although we cannot reasonably determine the effects on the financial statements of the variances between these regulatory accounting practices and GAAP, we presume they are material.

Instead of the combined funds the accompanying financial statements present, GAAP require presenting entity wide statements and also presenting the Council's larger (i.e. major) funds separately. While the Council does not follow GAAP, generally accepted auditing standards requires us to include the following paragraph if the statements do not substantially conform to GAAP presentation requirements. The Auditor of State permits, but does not require governments to reformat their statements. The Council has elected not to follow GAAP statement formatting requirements. The following paragraph does not imply the amounts reported are materially misstated under the accounting basis the Auditor of State permits. Our opinion on the fair presentation of the amounts reported pursuant to its non-GAAP basis is in the second following paragraph.

In our opinion, because of the effects of the matter discussed in the preceding two paragraphs, the financial statements referred to above for the years ended December 31, 2008 and 2007 do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Council as of December 31, 2008 and 2007, or its changes in financial position for the years then ended.

Also, in our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances and reserve for encumbrances of Family & Children First Council, Ashtabula County, as of December 31, 2008 and 2007, and its combined cash receipts and disbursements for the years then ended on the accounting basis Note 1 describes.

The Council has not presented Management's Discussion and Analysis, which accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not required to be part of, the financial statements.

In accordance with *Government Auditing Standards*, we have also issued our report dated July 30, 2009, on our consideration of the Council'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.



Canter & Company

July 30, 2009

**FAMILY AND CHILDREN FIRST COUNCIL
ASHTABULA COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL GOVERNMENTAL AND SIMILAR FIDUCIARY FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2008**

	<u>Governmental Fund Types</u>		<u>Fiduciary Fund Type</u>	<u>Totals (Memorandum Only)</u>
	<u>General</u>	<u>Special Revenue</u>	<u>Private Purpose Trust</u>	
Cash Receipts:				
Local Government Agencies	\$795			\$795
Intergovernmental		650,320		650,320
Other Receipts	47,912		\$12,300	60,212
Total Cash Receipts	<u>48,707</u>	<u>650,320</u>	<u>12,300</u>	<u>711,327</u>
Cash Disbursements:				
Salaries and Benefits	27,766			27,766
Supplies	1,122			1,122
Contracts - Services	0	636,080	6,594	642,674
Travel and Training	285			285
Utilities and rentals	1,431			1,431
Total Disbursements	<u>30,604</u>	<u>636,080</u>	<u>6,594</u>	<u>673,278</u>
Total Receipts Over/(Under) Disbursements	<u>18,103</u>	<u>14,240</u>	<u>5,706</u>	<u>38,049</u>
Fund Cash Balances, January 1	<u>176,586</u>	<u>98,076</u>	<u>19,826</u>	<u>294,488</u>
Fund Cash Balances, December 31	<u>\$194,689</u>	<u>\$112,316</u>	<u>\$25,532</u>	<u>\$332,537</u>

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

**FAMILY AND CHILDREN FIRST COUNCIL
ASHTABULA COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL GOVERNMENTAL AND SIMILAR FIDUCIARY FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2007**

	<u>Governmental Fund Types</u>		<u>Fiduciary Fund Type</u>	<u>Totals (Memorandum Only)</u>
	<u>General</u>	<u>Special Revenue</u>	<u>Private Purpose Trust</u>	
Cash Receipts:				
Local Government Agencies	\$112,649			\$112,649
Intergovernmental		645,314		645,314
Other Receipts	5,712			5,712
Total Cash Receipts	<u>118,361</u>	<u>645,314</u>	<u>0</u>	<u>763,675</u>
Cash Disbursements:				
Salaries and Benefits	28,304			28,304
Supplies	2,339			2,339
Contracts - Services	1,782	551,173	12,992	565,947
Travel and Training	245			245
Utilities and rentals	1,472			1,472
Total Disbursements	<u>34,142</u>	<u>551,173</u>	<u>12,992</u>	<u>598,307</u>
Total Receipts Over/(Under) Disbursements	<u>84,219</u>	<u>94,141</u>	<u>(12,992)</u>	<u>165,368</u>
Fund Cash Balances, January 1	<u>92,367</u>	<u>3,935</u>	<u>32,818</u>	<u>129,120</u>
Fund Cash Balances, December 31	<u>\$176,586</u>	<u>\$98,076</u>	<u>\$19,826</u>	<u>\$294,488</u>
Reserves for Encumbrances, December 31	<u>\$425</u>	<u>\$137,896</u>	<u>\$0</u>	<u>\$138,321</u>

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

**FAMILY AND CHILDREN FIRST COUNCIL
ASHTABULA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2008 AND 2007**

1. DESCRIPTION OF THE ENTITY

Section 121.37, Revised Code, created the Ohio Family and Children First Cabinet Council and permitted counties to establish county family and children first councils. Statutory membership of county council consists of the following individuals:

- a. The director of the board of alcohol, drug addiction, and mental health services that serves the county, or, in the case of a county that has a board of alcohol and drug addiction services and a community mental health board, the directors of both boards;
- b. The health commissioner of the board of health of each city or general health district in the county, or their designees;
- c. The director of the county department of job and family services;
- d. The executive director of the county agency responsible for the administration of children services pursuant to section 5153.15 of the Revised Code;
- e. The superintendent of the county board of mental retardation and developmental disabilities;
- f. The county's juvenile court judge senior in service;
- g. The superintendent of the city, exempted village, or local school district with the largest number of pupils residing in the county, as determined by the department of education, which shall notify each county of its determination at least biennially;
- h. A school superintendent representing all other school districts with territory in the county, as designated at a biennial meeting of the superintendents of those districts;
- i. A representative of the municipal corporation with the largest population in the county;
- j. The chair of the board of county commissioners, or an individual designated by the board;
- k. A representative of the regional office of the department of youth services;
- l. A representative of the county's head start agencies, as defined in Section 3301.31 of the Revised Code;
- m. A representative of the county's early intervention collaborative established pursuant to the federal early intervention program operated under the "Education of the Handicapped Act Amendments of 1986";
- n. A representative of a local nonprofit entity that funds, advocates, or provides services to children and families.

**FAMILY AND CHILDREN FIRST COUNCIL
ASHTABULA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2008 AND 2007
(Continued)**

- o. At least, three individuals representing the interests of families in the county. Where possible, the number of members representing families shall be equal to twenty percent of the council's remaining membership.

A county family and children first council may invite any other local public or private agency or group that funds, advocates, or provides services to children to have a representative become a permanent or temporary member of the council.

The councils' statutory responsibilities include the following:

- a. Refer to the cabinet council those children for whom the council cannot provide adequate services;
- b. Make periodic reports to the cabinet council regarding the number of children referred to the county council and the progress made in meeting the needs of each child;
- c. Develop a plan that reviews and adjusts existing programs, fills service gaps where possible, or invents new approaches to achieve better results for families and children;
- d. Participate in the development of a county wide, comprehensive, coordinated, multi-disciplinary, interagency system for infants and toddlers with developmental disabilities or delays and their families, as established pursuant to federal grants received and administered by the department of health for early intervention services under the "Education of the Handicapped Act Amendments of 1986";
- e. Maintain an accountability system to monitor the council's progress in achieving its purposes;
- f. Establish a mechanism to ensure ongoing input from a broad representation of families who are receiving services within the county system.

Finance Committee

The finance committee consists of a minimum of four and maximum of seven members approved by the Council having a financial knowledge beneficial to the committee. It shall review matters related to the financial well being of the Council and provide a link between the Council and management in implementation and review of the financial procedures. Areas of jurisdiction include budgets, review of receipts and expenditures, audits, and service fees.

Steering Committee

The steering committee consists of the Chairperson; Vice-Chairperson; Chairpersons of the finance, program, public information and personnel committees; and two at-large members elected from Council members. It shall expedite the business of the organization, set agendas, and refer business to the appropriate committees.

**FAMILY AND CHILDREN FIRST COUNCIL
ASHTABULA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2008 AND 2007
(Continued)**

Program Committee

The program committee consists of a minimum of six and maximum of twelve members approved by the Council. It shall review programs and services directly affecting Ashtabula County consumers. The committee develops annual service plans, identifies the need for ad-hoc committees and recommends grant applications and funding needs.

Personnel Committee

The personnel committee consists of a minimum of four and maximum of seven members approved by the Council. It shall review matters related to Council staff support, staff selection, performance appraisals and job descriptions.

Cluster Committee

The cluster committee consists of directors of agencies serving on cluster through legislation, to a maximum of six members. Voting on funding issues is limited to those agencies having such funding responsibility. The committee shall review matters related to cluster activities and clients served through the cluster process; policies and procedures; funding; legislation; and the service coordination plan.

Public Information Committee

The public information committee consists of a minimum of five and maximum of twelve members approved by the Council. It shall provide cross training activities through planning, presentations, evaluations, survey for particular needs assessments; coordination of public news releases; and recommendations of pertinent activities to the Council.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Basis of Accounting

These financial statements follow the basis of accounting prescribed or permitted by the Auditor of State, which is similar to the cash receipts and disbursements basis of accounting. Receipts are recognized when received in cash rather than when earned, and disbursements are recognized when a payment is made rather than when a liability is incurred. Budgetary presentations report expenditures when commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as prescribed or permitted by the Auditor of State.

**FAMILY AND CHILDREN FIRST COUNCIL
ASHTABULA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2008 AND 2007
(Continued)**

B. Fund Accounting

The Council maintains its accounting records in accordance with the principles of fund accounting. Fund accounting is a concept developed to meet the needs of governmental entities in which legal or other restraints require the recording of specific receipts and disbursements. The transactions are reflected in a self-balancing group of accounts. The Council classifies its funds into the following types:

General Fund

The General Fund is the general operating fund of the Council. It is used to account for all financial resources, except those required by law or contract to be restricted.

Special Revenue Funds

These funds are used to account for proceeds from specific sources that are restricted to expenditure for specific purposes. The grants included in the Special Revenue Funds are the Wellness Block Grant, Cluster Wraparound, Family Stability, Welcome Home and Ohio Early Start Grant.

Fiduciary Fund – (Trust Fund)

This fund accounts for resources restricted by a legally binding trust agreement. The Council has one Private-Purpose Trust Fund – Miller Trust - that is to be used at the discretion of Council.

C. Budgetary Process

The Family and Children First Council is required to adopt a budget as per Ohio Revised Code Section 121.37(B)(5)(a).

D. Administrative Agent

The Council designates an administrative agents for all funds received in the name of the Council. During the audit period, the designated Administrative agents were as follows:

<u>Administrative Agent</u>	<u>Funding</u>
Ashtabula County Children Service Board	State Administration Grant Ohio Children Trust Fund Family Stability Incentive Help Me Grow Grant Pooled Funds

The Ashtabula County Auditor is the designated fiscal agent for the Ashtabula County Children Services Board.

**FAMILY AND CHILDREN FIRST COUNCIL
ASHTABULA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2008 AND 2007
(Continued)**

E. Property, Plant and Equipment

Acquisitions of property, plant and equipment are recorded as disbursements when paid and are not reflected as assets on the accompanying financial statement.

F. Unpaid Vacation and Sick Leave

Employees are entitled to cash payments for unused vacation and sick leave in certain circumstances, such as upon leaving employment. Unpaid vacation and sick leave are not reflected as liabilities under the cash basis of accounting used by the Council.

3. EQUITY IN POOLED CASH

The Ashtabula County Treasurer maintains a cash pool used by all of the county's funds, including those of the Family and Children First Council. The Ohio Revised Code prescribes allowable deposits and investments. The Council's carrying amount of cash on deposit with the County at December 31, 2008, was \$332,537 and at December 31, 2007; \$294,488. The Ashtabula County Treasurer is responsible for maintaining adequate depository collateral for all funds in Ashtabula County's pooled and deposit accounts.

4. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 2008 and December 31, 2007 follows:

2008 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General Fund	\$27,955	\$48,707	\$20,752
Special Revenue Funds	629,726	650,320	20,594
Total	\$657,681	\$699,027	\$41,346

2008 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General Fund	\$32,700	\$30,604	\$2,096
Special Revenue Funds	593,900	636,080	(42,180)
Total	\$626,600	\$666,684	(\$40,084)

**FAMILY AND CHILDREN FIRST COUNCIL
ASHTABULA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2008 AND 2007
(Continued)**

2007 Budgeted vs. Actual Receipts

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General Fund	\$117,291	\$118,361	\$1,070
Special Revenue Funds	547,890	645,314	97,424
Total	\$665,181	\$763,675	\$98,494

2007 Budgeted vs. Actual Budgetary Basis Expenditures

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General Fund	\$39,870	\$34,567	\$5,303
Special Revenue Funds	581,877	689,069	(107,192)
Total	\$621,747	\$723,636	(\$101,889)

5. RETIREMENT SYSTEM

The Council's full-time employees belong to the Ohio Public Employees Retirement System (OPERS). OPERS is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes retirement benefits, including postretirement healthcare, and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. For 2008 and 2007, OPERS members contributed 10.0 and 9.5 percent of their gross salaries, respectively. The Council contributed an amount equal to 14.00 and 13.85 percent of participants' gross salaries, respectively. The Council has paid all contributions required through December 31, 2008.

6. RISK MANAGEMENT

Commercial Insurance

The Family & Children First Council has obtained commercial insurance for the following risks:

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



20 E. McKinley Way, Suite 4
Poland, Ohio 44514
Ph: 330.707.9035
Fax: 888.516.1186

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Family and Children First Council
Ashtabula County
2801 C Court
PO Box 756
Ashtabula, Ohio 44005-0756

To Members of the Council:

We have audited the financial statements of the Family and Children First Council Ashtabula County (the Council) as of and for the years ended December 31, 2008 and December 31, 2007 and have issued our report thereon dated July 30, 2009, wherein we noted the Council followed accounting practices the Auditor of State prescribes rather than accounting principles generally accepted in the United States of America. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Council's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Council'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 the normal course of 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 Council's ability to initiate, authorize, record, process, or report financial data reliably in accordance with accounting practices permitted by the Auditor of State such that there is more than a remote likelihood that a misstatement of the Council's financial statements that is more than inconsequential will not be prevented or detected by the Council's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the Council's internal control.

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 deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

In a separate letter to the Council's management dated July 30, 2009, we reported other matters involving internal control over financial reporting we did not deem significant deficiencies.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Council's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

In a separate letter to the Council's management dated July 30, 2009, we reported other matters involving compliance we did not deem significant deficiencies.

This report is intended solely for the information and use of the management, and Members of Council and is not intended to be and should not be used by anyone other than these specified parties.

CANTER & COMPANY



Poland, Ohio
July 30, 2009



Mary Taylor, CPA
Auditor of State

**FAMILY AND CHILDREN FIRST COUNCIL
ASHTABULA 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
SEPTEMBER 22, 2009**