Regular Audit For the Years Ended December 31, 2012 and 2011

**Perry & Associates**Certified Public Accountants, A.C.



Council Members Coshocton County Family and Children First Council 724 South 7th Street Coshocton, Ohio 43812

We have reviewed the *Independent Auditor's Report* of the Coshocton County Family and Children First Council, Coshocton County, prepared by Perry & Associates, Certified Public Accountants, A.C., for the audit period January 1, 2011 through December 31, 2012. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

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

Dave Yost Auditor of State

August 19, 2013



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#### INDEPENDENT AUDITOR'S REPORT

June 21, 2013

Coshocton County Family and Children First Council Coshocton County 724 South 7<sup>th</sup> Street Coshocton, OH 43812

To the Council:

#### Report on the Financial Statements

We have audited the accompanying financial statements and related notes of the **Coshocton County Family and Children First Council**, Coshocton County, Ohio, (the Council) as of and for the years ended December 31, 2012 and 2011.

#### Management's Responsibility for the Financial Statements

Management is responsible for preparing and fairly presenting these financial statements in accordance with the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03; this responsibility includes designing, implementing and maintaining internal control relevant to preparing and fair presenting financial statements free from material misstatement, whether due to fraud or error.

#### Auditor's Responsibility

Our responsibility is to opine on these financial statements based on our audit. We audited in accordance with auditing standards generally accepted in the United States of America and the financial audit standards in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require us to plan and perform the audit to reasonably assure the financial statements are free from material misstatement.

An audit requires obtaining evidence about financial statement amounts and disclosures. The procedures selected depend on our judgment, including assessing the risks of material financial statement misstatement, whether due to fraud or error. In assessing those risks, we consider internal control relevant to the Council's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not to the extent needed to opine on the effectiveness of the Council's internal control. Accordingly, we express no opinion. An audit also includes evaluating the appropriateness of management's accounting policies and the reasonableness of their significant accounting estimates, as well as our evaluation of the overall financial statement presentation.

We believe the audit evidence we obtained is sufficient and appropriate to support our audit opinion.

Coshocton County Family and Children First Council Coshocton County Independent Auditor's Report Page 2

#### Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in Note 1 of the financial statements, the Council prepared these financial statements using the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03, which is an accounting basis other than accounting principles generally accepted in the United States of America, to satisfy requirements.

The effects on the financial statements of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

#### Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the *Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles* paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Council as of December 31, 2012 and 2011, or changes in financial position thereof for the years then ended.

#### Opinion on Regulatory Basis of Accounting

In our opinion, the financial statements referred to above present fairly, in all material respects, the combined cash balances of the Coshocton County Family and Children First Council, Coshocton County, as of December 31, 2012 and 2011, and its combined cash receipts and disbursements for the years then ended in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 permits, described in Note 1.

### **Emphasis of Matter**

As discussed in Note 2 to the financial statements, during 2011 the Council adopted new accounting guidance in Governmental Accounting Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. Our opinion is not modified with respect to this matter.

#### Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 21, 2013, 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. That report describes the scope of our internal control testing over financial reporting and compliance, and the results of that testing, and does not opine on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Council's internal control over financial reporting and compliance.

Respectfully Submitted,

**Perry and Associates** 

Certified Public Accountants, A.C.

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# COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCES (CASH BASIS) ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2012

	Gene		Special Revenue	(Me	Totals emorandum Only)
Cash Receipts	Φ. 270	0.15	4.7.000	Φ.	254.045
Intergovernmental		,017 \$	15,000	\$	274,017
Membership Fees		,250	-		20,250
Other	1	,960			1,960
Total Cash Receipts	281	,227	15,000		296,227
Cash Disbursements					
Current:					
Salaries	69	,061	-		69,061
Employee Fringe Benefits	25	,481	-		25,481
Supplies	4	,216	-		4,216
Contract Services	145	,884	-		145,884
Travel/Conferences		493	-		493
Other Expenses	6	,673	15,000		21,673
Total Cash Disbursements	251	,808	15,000		266,808
Net Change in Fund Cash Balances	29	,419	-		29,419
Fund Cash Balances, January 1	268	,582			268,582
Fund Cash Balances, December 31					
Unassigned	298	,001			298,001
Fund Cash Balances, December 31	\$ 298	,001 \$		\$	298,001

# COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCES (CASH BASIS) ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2011

		General		pecial evenue	(M	Totals emorandum Only)
Cash Receipts	Φ	252 222	Φ	24 441	Φ	207 772
Intergovernmental	\$	353,332	\$	34,441	\$	387,773
Membership Fees Other		21,250		-		21,250
Other		3,135	-			3,135
Total Cash Receipts		377,717		34,441		412,158
Cash Disbursements						
Current:						
Salaries		93,986		-		93,986
Employee Fringe Benefits		31,393		-		31,393
Supplies		4,241		-		4,241
Contract Services		226,610		19,441		246,051
Travel/Conferences		1,297		15 000		1,297
Other Expenses		29,400		15,000		44,400
Total Cash Disbursements		386,927		34,441		421,368
Net Change in Fund Cash Balances		(9,210)		-		(9,210)
Fund Cash Balances, January 1		277,792		-		277,792
Fund Cash Balances, December 31						
Unassigned		268,582				268,582
Fund Cash Balances, December 31	\$	268,582	\$		\$	268,582

#### NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2012 AND 2011

#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### A. Description of the Entity

Ohio Rev. Code Section 121.37 created the Ohio Family and Children First Cabinet Council and required the Board of County Commissioners in each County to establish County Family and Children First Councils. A Board of County Commissioners 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 its County Council. Each County Council must include the following individuals:

- 1. At least three individuals whose families are or have received services from an agency which is represented on the Council or another County's Council. Where possible, the number of members representing families shall be equal to twenty percent of the Council's membership;
- 2. The Director of the Board of Alcohol, Drug Addiction, and Mental health Services (ADAMH) that serves the County, or, in the case of a County that has an ADAMH Board and a Community Mental Health Board, the Directors of both Boards. If the ADAMH Board covers more than one County, the Director may designate a person to participate on the County's Council;
- 3. The Health Commissioner, or the Commissioner's designee, of the Board of Health of each City and General Health District in the County. If the County has more than two health districts, the Health Commissioner membership may be limited to the Commissioners of the two districts with the largest populations;
- 4. The Director of the County Department of Job and Family Services;
- 5. The Executive Director of the County agency responsible for the administration of children's services pursuant to Ohio Rev. Code Section 5153.15;
- 6. The Superintendent of the County Board of Mental Retardation and Developmental Disabilities;
- 7. 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 Ohio Department of Education at least biennially;
- 8. 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;
- 9. A representative of the municipal corporation with the largest population in the County;
- 10. The President of the Board of County Commissioners, or an individual designated by the Board;
- 11. A representative from the regional office of the Ohio Department of Youth Services;
- 12. A representative of the County's Head Start Agencies, as defined in Ohio Rev. Code Section 3301.31;
- 13. 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 of 1986"; and

### NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2012 AND 2011 (Continued)

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### A. Description of the Entity (Continued)

14. A Representative of a local nonprofit entity that funds, advocates or provides services to children and families.

A County Council's statutory responsibilities include the following:

- 1. Refer to the Cabinet Council those children for whom the Council cannot provide adequate services;
- 2. Develop and implement a process that annually evaluates and prioritizes services, fills service gaps where possible, and invents new approaches to achieve better results for families and children;
- 3. Participate in the development of a countywide, comprehensive, coordinated, multi-disciplinary, interagency system for infants and toddlers with developmental disabilities or delays and their families, as established pursuant to federal rants received and administered by the Department of Health for early intervention services under the "Individuals with Disabilities Education Act of 2004";
- Maintain an accountability system to monitor the Council's progress in achieving results for families and children; and
- 5. Establish a mechanism to ensure ongoing input from a broad representation of families who are receiving services within the County system.

#### **B.** Accounting Basis

These financial statements follow the accounting basis the Auditor of State prescribes or permits. This basis is similar to the cash receipts and disbursements accounting basis. The Council recognizes receipts when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as the Auditor of State prescribes or permits.

#### C. Fund Accounting

The Council uses fund accounting to segregate cash and investments that are restricted as to use. The Council classifies its funds into the following types:

#### 1. General Fund

The General Fund accounts for and reports all financial resources not accounted for and recorded in another fund.

#### 2. Special Revenue Funds

These funds account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes. The Council had the following significant Special Revenue Funds:

### NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2012 AND 2011 (Continued)

# 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### C. Fund Accounting (Continued)

#### 2. Special Revenue Funds (Continued)

<u>Help Me Grow Grant Fund</u> – This fund receives grant monies from the Help Me Grow program for the purpose of providing services to families with young children at risk.

<u>Ohio Children's Trust Fund</u> – This fund receives grant monies to partially fund positive parenting programs.

#### D. Administrative Agent/Fiscal Agent

Ohio Revised Code Section 121.37(B)(4) requires each County's Council to designate an administrative agency for the Council. The Coshocton County General Health District serves as administrative agent for the Council, and the Coshocton County Auditor is the designated fiscal agent for the Coshocton Council General Health District. Coshocton County maintains the Council's funds in a Special Revenue Fund on the County's financial records. The administrative agent agrees to:

- 1. Serve as the Council's appointing authority;
- 2. Exercise spending authority within the limits of the annual budget developed and approved by the Council: and
- 3. Perform the following on behalf of the Council; but only upon the expressed approval of and direction by the Council:
  - Enters into written agreements or administer contracts with public or private entities to fulfill Council business;
  - b. Provide financial stipends, reimbursements, or both, to family representatives for expenses related to Council activity; and
  - Receive by gift, grant, devise, or bequest any moneys, and or other property for the purposes for the Council is established.

#### E. Budgetary Process

The Ohio Revised Code requires the Council to budget each fund annually. The Council must file its budget with its administrative agent (Coshocton County General Health District), the County Auditor, and the Board of County Commissioners.

A summary of 2012 and 2011 budgetary activity appears in Note 4.

#### F. Fund Balance

Fund balance is divided into five classifications based primarily on the extent to which the Council must observe constraints imposed upon the use of its governmental-fund resources. The classifications are as follows:

#### 1. Nonspendable

The Council classifies assets as *nonspendable* when legally or contractually required to maintain the amounts intact.

### NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2012 AND 2011 (Continued)

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### F. Fund Balance (Continued)

#### 2. Restricted

Fund balance is *restricted* when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or is imposed by law through constitutional provisions.

#### 3. Committed

Council can *commit* amounts via formal action (resolution). The Council must adhere to these commitments unless the Trustees amend the resolution. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed to satisfy contractual requirements.

#### 4. Assigned

Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as *restricted* or *committed*. Governmental funds other than the general fund report all fund balances as *assigned* unless they are restricted or committed. In the general fund, *assigned* amounts represent intended uses established by Council or a Council official delegated that authority by resolution, or by State Statute.

### 5. Unassigned

Unassigned fund balance is the residual classification for the general fund and includes amounts not included in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance.

The Council applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

#### G. Property, Plant, and Equipment

The Council records disbursements for acquisitions of property, plant, and equipment when paid. The accompanying financial statements do not report these items as assets.

#### H. Accumulated Leave

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. Unpaid leave is not reflected as a liability under the Council's basis of accounting.

### NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2012 AND 2011 (Continued)

#### 2. CHANGE IN ACCOUNTING PRINCIPLE

For fiscal year 2011, the Council implemented Governmental Accounting Standard Board (GASB) Statement No. 54, Fund Balance Reporting and Government Fund Type Definitions. The implementation of GASB Statement No. 54 had no effect on fund balances previously reported.

### 3. EQUITY IN POOLED DEPOSITS AND INVESTMENTS

The Coshocton County Treasurer maintains a deposit pool used by all of the County's funds, including those of the 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, 2012 and 2011 was \$298,001 and \$268,582, respectively. The Coshocton County Treasurer is responsible for maintaining adequate depository collateral for all funds in the Coshocton County's pooled and deposit accounts and ensuring that all monies are invested in accordance with Ohio Revised Code.

#### 4. BUDGETARY ACTIVITY

Budgetary activity for the years ended December 31, 2012 and 2011 follows:

	2012 Bu	dgetec	l vs. Actual I	Receip	ots			
		Budgeted Actual						
Fund Type		Receipts Receipts			Receipts	Variance		
General	_	\$	280,601	\$	281,227	\$	626	
	Total	\$	280,601	\$	281,227	\$	626	
	2012 Budgeted vs.	Actua	l Budgetary l	Basis l	Expenditures			
,		App	ropriation	В	udgetary			
Fund Type		A	uthority	Exp	penditures	Variance		
General		\$	371,338	\$	251,808	\$	119,530	
	Total	\$	371,338	\$	251,808	\$	119,530	
	2011 Bu	dgeted	l vs. Actual F	Receip	ts			
		В	udgeted		Actual			
Fund Type		R	eceipts	F	Receipts	Variance		
General		\$	340,018	\$	377,717	\$	37,699	
	Total	\$	340,018	\$	377,717	\$	37,699	
	2011 Budgeted vs.	Actua	l Budgetary I	Basis l	Expenditures			
		App	ropriation	B	udgetary			
Fund Type		Authority		Expenditures		Variance		
General		\$	475,342	\$	386,927	\$	88,415	
	Total	\$	475,342	\$	386,927	\$	88,415	

The Council's Special Revenue Funds are budgeted at the County level.

### 5. RETIREMENT SYSTEMS

The Council Coordinator is a member of the Ohio Public Employees Retirement System (OPERS). OPERS is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes retirement benefits, which include postretirement healthcare and survivor and disability benefits.

## NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2012 AND 2011 (Continued)

### 5. RETIREMENT SYSTEMS (Continued)

The Ohio Revised Code also prescribes contribution rates. For 2012 and 2011, OPERS members contributed 10.0% of their gross salaries, and the Council contributed an amount equal to 14% of members' gross salaries. The Council has paid all contributions required through December 31, 2012.

#### 6. RISK MANAGEMENT

The Council is insured through Coshocton County General Health District. Coshocton County General Health District has obtained commercial insurance for the following risks:

- \* Comprehensive property and general liability
- \* Vehicles; and
- \* Errors and omissions

The Council also provides health insurance, dental and vision coverage to full-time employees through Coshocton County.

### 7. CONTINGENT LIABILITIES

Amounts grantor agencies pay to the Council are subject to audit and adjustment by the grantor, principally the federal government. The grantor may require refunding of any disallowed costs. Management cannot presently determine amounts grantors may disallow. However, based on prior experience, management believes any refunds would be immaterial.

# Perry & Associates

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

June 21, 2013

Coshocton County Family and Children First Council Coshocton County 724 South 7<sup>th</sup> Street Coshocton, OH 43812

To the Council:

We have audited, in accordance with auditing standards generally accepted in the United States and the Comptroller General of the United States' *Government Auditing Standards*, the financial statements of the **Coshocton County Family and Children First Council**, Coshocton County, Ohio, (the Council) as of and for the years ended December 31, 2012 and 2011, and the related notes to the financial statements and have issued our report thereon dated June 21, 2013, wherein we noted the Council followed financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 permits and has adopted Governmental Accounting Standards Board Statement No. 54.

#### Internal Control Over Financial Reporting

As part of our financial statement audit, we considered the Council's internal control over financial reporting (internal control) to determine the audit procedures appropriate in the circumstances to the extent necessary to support our opinions on the financial statements, but not to the extent necessary to opine on the effectiveness of the Council's internal control. Accordingly, we have not opined on it.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Therefore, unidentified material weaknesses or significant deficiencies may exist. However, as described in the accompanying schedule of audit findings we identified a certain deficiency in internal control over financial reporting, that we consider a material weakness.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements. A *material weakness* is a deficiency, or a combination of internal control deficiencies resulting in a reasonable possibility that internal control will not prevent or detect and timely correct a material misstatement of the Council's financial statements. We consider audit finding 2012-001 described in the accompanying schedule of audit findings to be a material weakness.

Coshocton County Family and Children First Council Coshocton County Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Required by *Government Auditing Standards* Page 2

#### Compliance and Other Matters

As part of reasonably assuring whether the Council'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, opining on compliance with those provisions was not an objective of our audit and, accordingly, we do not express an opinion. The results of our tests disclosed no instances of noncompliance or other matters that we must report under *Government Auditing Standards*.

# Purpose of this Report

This report only describes the scope of our internal control and compliance testing and our testing results, and does not opine on the effectiveness of the Council's internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the Council's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Respectfully Submitted,

**Perry and Associates** 

Certified Public Accountants, A.C.

Lery & associates CAA'S A. C.

## SCHEDULE OF AUDIT FINDINGS FOR THE YEARS ENDED DECEMBER 31, 2012 AND 2011

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

#### FINDING NUMBER 2012-001

#### **Material Weakness**

#### **Posting Receipts**

Monitoring controls are procedures and supervisory activities performed by management to help ensure that management's objectives are being achieved, including the objective of assuring accurate and reliable financial reports for external reporting purposes. Effective monitoring controls should enable management to identify misclassifications, errors, and omissions in financial reports.

The County did not accurately post certain receipts in the proper function classification. This resulted in the following reclassifications:

• 2012 and 2011 membership fees were classified as Intergovernmental and Transfer-In rather than as Membership Fees.

The accompanying financial statements reflect all reclassifications.

To help ensure accuracy and reliability in the financial reporting process, we recommend that management perform a detailed review of its draft financial statements. Such review should include procedures to ensure that all sources of revenues are properly identified and classified on the financial statements.

Management's Response – We did not receive a response from officials to this finding.

# SCHEDULE OF PRIOR AUDIT FINDINGS FOR THE YEARS ENDED DECEMBER 31, 2012 AND 2011

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <i>Explain</i>
2010-001	Material Weakness – Posting Receipts	No	Not Corrected, Repeated as Finding 2012-001



## COSHOCTON COUNTY FAMILY AND CHILDREN FIRST COUNCIL

### **COSHOCTON 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.

**CLERK OF THE BUREAU** 

Susan Babbitt

CERTIFIED AUGUST 29, 2013