



Dave Yost • Auditor of State

MERCER COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

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Independent Auditor's Report on Applying Agreed-Upon Procedures

Halina Schroeder, Audit Chief
Division of Fiscal Administration, Audit Office
Ohio Department of Developmental Disabilities
30 E. Broad Street, 13th Floor
Columbus, Ohio 43215

Dear Ms. Schroeder:

As permitted by Ohio Rev. Code § 5123.05 and as required by the *Application for a § 1915(c) HCBS Waiver*, Appendix I-2(c), the Auditor of State's Office performed the procedures enumerated below, to which the Ohio Department of Developmental Disabilities (DODD) agreed. The purpose is to assist you in evaluating whether the Mercer County Board of Developmental Disabilities (County Board) prepared its *Income and Expenditure Report* for the years ended December 31, 2009 and 2010 (Cost Reports) in accordance with DODD's Guide to Preparing Income and Expenditure Reports for 2009 and 2010 (Cost Report Guides) and to assist you in evaluating whether reported receipts and disbursements complied with 2 CFR 225 (OMB Circular A-87 *Cost Principles for State, Local, and Indian Tribal Governments*), and other compliance requirements described in the procedures below. The County Board's management is responsible for preparing these reports. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of DODD. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The Auditor of State, under the same authority noted above, also performed the Acuity Testing procedures below for the 2008, 2009 and 2010 cost reports.

Statistics – Square Footage

1. DODD requested us to tour the facilities to identify how space was used by County Board programs and to identify new, closed or empty buildings along with rented or idle space and, if final 2008 square footage totals are the same and no significant changes in the floor plan have occurred, to perform no additional procedures.

We toured the facilities to identify how space was used by County Board programs and to identify new, closed or empty buildings along with rented or idle floor space. We found unreported rented or idle floor space. We reported these variances in Appendix A (2009).

We also compared 2009 and 2010 square footage totals to final 2008 square footage totals and discussed square footage changes with the County Board and noted significant changes have occurred.

2. DODD requested us to report variances if the County Board's square footage for three rooms varied by more than 10 percent of the square footage reported in the summary which rolls up to *Schedule B-1, Section A, Square Footage* of the Cost Reports.

We measured six rooms and compared the square footage to the County Board's square footage summary.

We found square footage variances for adult program rooms that were measured exceeding 10 percent. Due to this, the County Board prepared a revised adult square footage summary.

3. DODD requested us to report variances if the County Board's square footage for one floor plan varied by more than 10 percent of the square footage reported in the summary which rolls up to *Schedule B-1, Section A, Square Footage* of the Cost Reports.

We compared each building and traced each room on the floor plans to the County Board's summary for each year. We found variances as reported on Appendix A (2009) and Appendix B (2010).

4. DODD requested us to report variances if the County Board's square footage summary varied by more than 10 percent when comparing the County Board's summary to the Cost Report for any cell within *Schedule B-1, Section A, Square Footage* worksheet.

We compared the County Board's square footage summary to the square footage reported for each cell in *Schedule B-1, Section A, Square Footage* of the Cost Reports.

We found variances exceeding 10 percent and we reported these variances in Appendix A (2009) and Appendix B (2010).

5. DODD asked us to obtain the County Board's methodology for allocating square footage between programs and reviewed the methodology to ensure that square footage for areas shared by more than one type of service is allocated by program based on reported usage of the area in accordance with the Cost Report Guides.

We obtained the County Board's methodology for allocating square footage and compared the methodology with the Cost Report Guides.

We found no inconsistencies between the County Board's methodology and the Cost Report Guide.

Statistics – Attendance

1. We reviewed the Cost Reports to determine if individuals served or units of service were omitted on *Schedule B-1, Section B, Attendance Statistics*, worksheet 4, or worksheets 7A to 7H which result in unassigned program or general expenses-all program costs.

We determined that the number of individuals served for School Age on *Schedule B-1, Section B, Attendance Statistics* were omitted in 2009 and were not reported correctly for 2010; therefore, costs in Column (D), Unassigned Children's program on *Worksheet 5, Direct Services* was not assigned correctly to Column (C) School Age.

We also determined that the number of individuals for School Age on *Worksheet 7-B, Nursing Services* was omitted in 2009 and needed to be obtained as costs in Column (X), General Expenses-All Programs was not assigned to Column (A), Early Intervention.

We also determined that in 2009 and 2010 that the number of individuals served was reported on *Worksheet 7-B, Nursing Services* in Columns (A) Early Intervention and Column (B) Pre-School and was assigned costs from Column (X), General Expenses-All Programs even though those individuals did not receive nursing services.

We also determined that the number of individuals served for School Age in 2009 for *Worksheets 7-E, Occupational Therapy and 7-F, Physical Therapy* needed to be obtained as costs were reported in Column (X), General Expenses-All Programs and were not assigned to Column (C) School Age.

These statistics are reported in Appendix A (2009) and Appendix B (2010).

2. DODD asked us to compare the County Board's final 2008 typical hours of service reported on *Schedule B-1, Section B, Attendance statistics* to the typical hours of service reported on *Schedule B-1* for 2009 and 2010 and, if the hours are the same, to do no additional procedures.

We compared the final 2008 typical hours of service to the typical hours of service reported on *Schedule B-1* for 2009 and 2010.

We found no differences.

3. DODD requested us to report variances if the County Board's attendance statistics were not within two percent of the attendance statistics reported.

We compared the County Board's Attendance by Acuity and Units Provided Detail reports for the number of individuals served, days of attendance, and 15 minute units with similar information reported for Day Habilitation/Adult Day Services/Vocational Habilitation and Community Employment on *Schedule B-1, Section B, Attendance Statistics* of the Cost Reports and determined if the statistics were reported in accordance with the Cost Report Guides. We also footed the County Board's reports on Attendance Statistics for accuracy.

We found variances exceeding two percent. We reported these variances in Appendix A (2009) and Appendix B (2010).

4. DODD requested us to report variances if the County Board's number of individuals served varied by more than 10 percent when compared to the prior year's final attendance statistics on *Schedule B-1, Section B, Attendance Statistics*.

We compared the County Board's final 2008 number of individuals served to the final individuals served for Day Habilitation/Adult Day Services/Vocational Habilitation and Community Employment for 2009 and the final 2009 individual served to the final individuals served for 2010 on *Schedule B-1, Section B, Attendance Statistics* and determined if the variances were over 10 percent.

The number of reported individuals served did not change by more than 10 percent from the prior year's Schedule B-1.

5. DODD requested us to report variances if the individuals served on *Schedule B-1, Section B, Attendance Statistics* of the Cost Reports were not within three of the individuals documented on the attendance sheets.

We did not perform this procedure because the variance in procedure 4 above was less than 10 percent.

6. DODD requested us to report variances to *Schedule B-1, Section B, Attendance Statistics* if more than three of the 15 minute community employment units tested were not calculated in accordance with the Cost Report Guide.

We haphazardly selected 25 units from 2009 and 15 units from 2010 from the County Board's Units Provided Detail report and determined if the units were calculated in accordance with the Cost Report Guide.

We found no differences.

Acuity Testing

1. DODD requested us to report variances if days of attendance and individuals served on the Days of Attendance and Individuals Served by Acuity supplemental cost report worksheet did not agree to the County Board's supporting documentation for 2008, 2009 and 2010.

We compared the County Board's individuals served and attendance acuity reports for the number of individuals served and days of attendance for Day Habilitation/Adult Day Services/ Vocational Habilitation with the Days of Attendance and Individuals Served by Acuity supplemental cost report worksheet.

We found no differences.

2. We also compared two individuals from each acuity level on the County Board's 2008, 2009 and 2010 individuals served and attendance acuity reports to the Acuity Assessment Instrument or other documentation for each individual.

In 2008, we found one individual and eight days of attendance should be removed from acuity level A-1 because the individual was a child. We also found that one individual and 216 days of attendance should be reclassified from acuity level A-1 to level A.

In 2009, we found two individuals and 35 days of attendance should be reclassified from acuity level A-1 to level A.

We found no acuity variances in 2010.

Statistics – Transportation

1. DODD requested us to report variances if the Board's transportation units were not within two percent of total units reported on each line of *Schedule B-3 Quarterly Summary of Transportation Statistics*.

We compared the number of one-way trips from the County Board's Print Transportation by Age Group reports with those statistics as reported in *Schedule B-3, Quarterly Summary of Transportation Statistics* of the Cost Reports. We also footed the County Board's Print Transportation by Age Group reports for accuracy.

We found differences as reported in Appendix A (2009) and Appendix B (2010).

2. DODD requested us to report variances of more than 10 percent of the total trips taken for five individuals for both 2009 and 2010, between the County Board's internal documentation versus the amount reported on *Schedule B-3, Quarterly Summary of Transportation Services*.

We traced the number of trips for five individuals for 2009 and five individuals for 2010 from the County Board's daily reporting documentation to *Schedule B-3, Quarterly Summary of Transportation Services*.

We found no differences.

3. DODD requested us to report variances if the County Board's cost of bus tokens/cabs was not within two percent of the total amount reported on *Schedule B-3, Quarterly Summary of Transportation Statistics*.

We compared the cost of bus tokens/cabs from the County Board's State Expenses Without Payroll or Benefits Detailed reports to the amount reported in *Schedule B-3* of the Cost Reports. We found differences as reported in Appendix A (2009) and Appendix B (2010).

Statistics – Service and Support Administration (SSA)

1. DODD requested us to report variances if the County Board's SSA units were not within two percent of total units reported on each line of *Schedule B-4, Quarterly Summary of Units of Service – Service and Support Administration*.

We compared the number of SSA units (Targeted Case Management (TCM), Other SSA Allowable, and SSA Unallowable) from the County Board's TCM Units and the Quarterly Detailed Units Marked Non-Billable for SSA Unallowable units reports with those statistics reported in *Schedule B-4, Quarterly Summary of Units of Service – Service and Support Administration*. We also footed the County Board's SSA unit reports for accuracy.

We found differences as reported in Appendix A (2009) and Appendix B (2010).

2. DODD requested us to report variances if the Other SSA Allowable units tested had an error rate exceeding 10 percent and indicated a systemic issue.

We haphazardly selected a sample of 80 Other SSA Allowable units for 2009 and 80 units from 2010 from the Unit Entry by Date Span reports and determined if the case note documentation described activities listed in Ohio Admin. Code § 5101:3-48-01(D), and also included the documentation required by Ohio Admin. Code § 5101:3-48-01(F). We also determined if the units for Other Allowable SSA services for both 2009 and 2010 were provided to individuals that were not Medicaid eligible at the time of service delivery per the Medicaid Information Technology System (MITS).

The units found to be in error exceeded 10 percent of our Other SSA Allowable services sample for both years, but did not indicate a systemic issue. We reported differences in Appendix A (2009) and Appendix B (2010).

3. DODD requested us to report variances if the SSA Unallowable units tested had an error rate exceeding 10 percent and indicated a systemic issue.

We haphazardly selected a sample of 40 Unallowable SSA service units for 2009 and 40 units for 2010 from the Detailed Units Marked Non Billable report and determined if the case note documentation described activities listed in Ohio Admin. Code § 5101:3-48-01(D), and also included the documentation required by Ohio Admin. Code § 5101:3-48-01(F).

The units found to be in error did not exceed 10 percent of our sample for 2009 or 2010.

5. DODD requested us to report decreases exceeding five percent in total SSA units by line on *Schedule B-4* when compared to the prior year's final cost report.

We compared the final 2008 SSA units to the final 2009 SSA units and compared the final 2009 SSA units to the final 2010 SSA units.

The final Other SSA Allowable units decreased by more than five percent from the prior year's *Schedule B-4* and we obtained the County Board's explanation that there were multiple individuals who became Medicaid eligible and individuals who were placed on waivers which required additional services. We reported no differences in Appendix A (2009) and Appendix B (2010).

6. DODD requested us to determine if the County Board maintained case note documentation for non-individual specific activities (general time units) as described in *Worksheet 9, Service and Support Administration Costs* of the Cost Report Guides. If the County Board does record general time units and they account for over 10% of total SSA units on the final audited Schedule B-4 plus any general time units recorded, DODD requested us to determine if they were properly classified and report any variances with an error rate exceeding 10 percent and indicated a systemic issue.

We haphazardly selected a sample of 46 General Time Units for 2009 and 64 for 2010 from the Detailed Units Marked Non Billable report and determined if the case note documentation described activities listed in Ohio Admin. Code § 5101:3-48-01(D) or in *Worksheet 9, Service and Support Administration Costs*, Section 1(b) of the Cost Report Guides.

The units found to be in error did not exceed 10 percent of our sample for 2009 or 2010.

Revenue Cost Reporting and Reconciliation to the County Auditor Report

1. We compared the receipt totals from the 12/31/2009 and 12/31/2010 County Auditor's YTD Fund Period Report for (2039) MRDD and (2080) MRDD Severance Benefit funds to the County Auditor's report totals reported on the *Reconciliation to County Auditor Worksheets*.

We found differences as reported in Appendix A (2009) and Appendix B (2010).

2. DODD asked us to determine whether total County Board receipts reported in the *Reconciliation to County Auditor Worksheets* reconciled within 1/4 percent of the county auditor's yearly report of total receipts for these funds.

Total county board receipts were within 1/4 percent of the county auditor yearly receipt totals reported for these funds.

3. DODD asked that we compare the account description and amount for each revenue reconciling item on the *Reconciliation to County Auditor Worksheet* to the County Board's detailed revenue reports and other supporting documentation unless Procedure 2 above reconciled within the 1/4 percent threshold.

We did not perform this procedure since the total County Board receipts were within 1/4 percent of the County Auditor yearly receipt totals in Procedure 2 above.

4. We compared revenue entries on *Schedule C, Income Report* to the West Central Ohio Network Council of Government (COG) prepared County Board Summary Workbook.

We found differences as reported in Appendix A (2009) and Appendix B (2010).

5. We reviewed the County Board's detailed revenue report and *Schedule C, Income Report* to determine whether revenues are maintained separately to offset corresponding expense via the use of specific expenditure costs centers and identified any potential revenue offsets/applicable credits.

We identified the following sources of potential revenue credits for which the County Board did not offset costs on the Cost Reports in accordance with 2 CFR 225, Appendix A (C)(3)(c) and (4)(a):

- Transportation reimbursements in the amount of \$80,243 in 2009 and \$111,054 in 2010;
- Miscellaneous refunds, reimbursements and other income in the amount of \$46,415 in 2009 and \$121,954 in 2010; and
- Title XX revenues in the amount of \$22,610 in 2009 and \$30,159 in 2010.

We also noted RSC revenues in the amount of \$109,429 in 2009 and \$190,710 however these amounts were off-set on *a1, adult worksheet* so they are not considered potential revenue offsets.

Paid Claims Testing

1. We selected 50 paid claims among all service codes from 2009 and 2010 from the Medicaid Billing System (MBS) data and determined if the claims met the following service documentation requirements of Ohio Admin. Code Sections 5123:2-9-05, 5123-2-9-18(H)(1)-(2), and 5101:3-48-01(F):

- Date of service;
- Place of service;
- Name of the recipient;
- Name of the provider;
- Signature of the person delivering the service or initials of the person delivering the service if the signature and corresponding initials are on file with the provider;
- Type of service (for homemaker/personal care, type must include if routine, on-site/on-call, or level one emergency);
- Number of units of the delivered service or continuous amount of uninterrupted time during which the service was provided; and
- Arrival and departure times of the provider of service's site visit to the recipient's location or of the recipient's visit to the provider of service's location.¹

We found two instances of non-compliance in 2010 and selected an additional 79 paid claims for review (see below). We found no instances of non-compliance in 2009.

¹ For non-medical transportation (service codes) we reviewed similar service documentation requirements to ensure compliance with Ohio Admin. Code § 5123:2-9-18(H)(1)-(2) excluding (H)(1)(d),(f),(j) and (H)(2)(d),(f).

Recoverable Finding - 2010

Finding \$546.10

We found instances of non-compliance in which the County Board was incorrectly reimbursed for both Enclave and Adult Day Program services when Enclave services were not provided. This included three units of Supported Employment - Enclave Daily Unit (FND) and 262 units of Supported Employment – Enclave 15 minute Unit (FNF).

We also found instances of non-compliance in which the County Board was reimbursed for a full day of Adult Day Program services and also for additional 15 minute Adult Day Program service time. This included 172 units of Adult Day/Voc Hab Combo 15 minute (FXF).

Service Code	Units	Review Results	FFP ¹ Amount	eFMAP ² Amount	Total Finding
FXF	172	Incorrect Billing	\$174.18	\$27.40	\$201.58
FNF	262	Incorrect Billing	\$233.61	\$36.75	\$270.36
FND	3	Incorrect Billing	\$64.08	\$10.08	\$74.16
		TOTAL			\$546.10

¹ Federal Financial Participation Amount (FFP)

² Enhanced Federal Medical Assistance Percentage (eFMAP)

2. DODD requested us to report variances if units reimbursed by Medicaid were more than the units reported in the Cost Reports.

We compared the number of reimbursed TCM units and Community Employment units from the MBS Summary by Service Code report, to the final units on *Schedule B-4, Quarterly Summary of Units of Service – Service and Support Administration, Line (1)(F), TCM Units* and to *Schedule B-1, Section B, Attendance Statistics, Line (4)(C), Supported Employment – Community Employment, 15 minute units*, respectively.

In 2009, we initially found Medicaid reimbursed units of 15,236 were 405 units greater than the County Board's TCM units report of 14,831 units. The County Board provided an updated 2009 Billable Unit Report listing 15,815 TCM claims. We performed a data comparison of each TCM claim of the 2009 Billable Unit report against the MBS claims data. We found no TCM claims where the Medicaid reimbursed units in MBS were greater than the amount reported in the 2009 Billable Unit report.

In 2010, we initially found Medicaid reimbursed units of 20,351 were 591 units greater than the County Board's TCM units report of 19,760 units. The County Board provided an updated 2010 Billable Unit Report listing 21,085 TCM claims. We performed a data comparison of each TCM claim of the 2010 Billable Unit report against the MBS claims data. We found no TCM claims where the Medicaid reimbursed units in MBS were greater than the amount reported in the 2010 Billable Unit report.

3. DODD requested us to report whether any reimbursements exceeded disbursements on *Schedule A, Summary of Service Costs- By Program* worksheet by two percent.

We compared the amounts reported on *Schedule A, Summary of Service Costs – By Program*, Lines (20) Environmental Accessibility Adaptations to Line (25) Other Waiver Services to the amount reimbursed for these services in 2009 and 2010 on the MBS Summary by Service Code report.

We found no differences exceeding two percent.

Non-Payroll Expenditures and Reconciliation to the County Auditor Report

1. We compared the disbursement totals from the 12/31/2009 and 12/31/2010 County Auditor's report listed on the *Reconciliation to County Auditor Worksheets* to the County Auditor's YTD Fund Period Report balances for the (2039) MRDD and (2080) MRDD Severance Benefit funds.

We found differences as reported in Appendix A (2009) and Appendix B (2010).

2. DODD asked us to determine whether total County Board disbursements reported in the *Reconciliation to County Auditor Worksheets* reconciled within 1/4 percent of the County Auditor's yearly report of total disbursements for these funds.

Total county board disbursements were within 1/4 percent of the county auditor yearly disbursement totals reported for these funds.

3. DODD asked that we compare the account description and amount for each reconciling item on the *Reconciliation to County Auditor Worksheet* to the County Board's detailed disbursement reports and other supporting documentation unless Procedure 2 above reconciled within the 1/4 percent threshold.

We did not perform this procedure since total County Board disbursements were within 1/4 percent of the County Auditor yearly disbursement totals in Procedure 2 above.

4. DODD asked us to compare the County Board's detailed disbursements to the amounts reported on Worksheets 2 through 10, and report variances exceeding \$100 for service contracts and other expenses on any Worksheet.

We compared all Service Contract and Other Expenses entries on Worksheets 2 through 10 to the County Board's State Expenses Without Payroll or Benefits Detailed reports.

We found differences as reported in Appendix A (2009) and Appendix B (2010) .

5. We compared disbursement entries on Schedule A, Summary of Service Costs – By Program and Worksheets 2 through 10 to the COG prepared County Board Summary Workbook.

We found differences as reported in Appendix A (2009) and Appendix B (2010).

6. We haphazardly selected 20 disbursements from the County Board's State Expenses Without Payroll or Benefits Detailed reports that were classified as service contract and other expenses on Worksheets 2-10 (not selected for scanning under Step 5 above). We determined if supporting documentation was maintained as required by 2 CFR 225 (OMB Circular A-87, Appendix A, (C)(1)(j)) and the disbursement was properly classified according to the Cost Report Guides.

We reported differences from these procedures in Appendix A (2009) and Appendix B (2010) for misclassified and non-federal reimbursable costs.

6. DODD asked us to determine whether total County Board disbursements were properly classified, on Worksheets 2 through 10, within two percent of total service contracts and other expenses for each individual Worksheet and that no Worksheet included disbursements over \$100 which are non-federal reimbursable under 2 CFR 225 Appendix B.

We scanned the County Board's State Expenses Without Payroll or Benefits Detailed reports for service contracts and other expenses in the following columns and worksheets: Column X-Gen Expense all Programs on Worksheets 2, 3 and 8; Column N-Service and Support Admin Costs on Worksheet 9; and Columns E-Facility Based Services, F-Enclave, and G-Community Employment and H-unassigned on Worksheet 10 and reviewed documentation to identify disbursements not classified as prescribed by the Cost Report Guides or costs which are non-federal reimbursable under 2 CFR 225 Appendix B.

We found differences as reported in Appendix A (2009) and Appendix B (2010) for misclassified and non-federal reimbursable costs.

7. We scanned the County Board's State Expenses Without Payroll or Benefits Detailed reports for items purchased during 2009 and 2010 that met the County Board's capitalization criteria and traced them to inclusion on the County Board's Fixed Asset Listing.

We reported differences for purchases that were not properly capitalized as reported in Appendix A (2009). We also found errors recording first year depreciation that we reported in Appendix B (2010).

Property, Depreciation, and Asset Verification Testing

1. We compared the County Board's procedures regarding capitalization of fixed assets with the Cost Report Guides for preparing *Worksheet 1, Capital Costs* and 2 CFR 225 (OMB Circular A-87, Appendix B, 15(a)(2)).

We found no inconsistencies between the County Board's capitalization procedures and the guidelines listed above.

2. We compared the County Board's final 2008 Depreciation Schedule to the County Board's 2009 and 2010 Depreciation Schedules for changes in the depreciation amounts for assets purchased prior to the periods under review which were not in compliance with the Cost Report Guides.

We reported differences in Appendix A (2009) and Appendix B (2010).

3. DODD asked us to compare the depreciation costs reported in the County Board's depreciation schedule to the amounts reported on *Worksheet 1, Capital Costs*, and to report variances exceeding \$100.

We compared all depreciation entries reported on *Worksheet 1, Capital Costs* to the County Board's Depreciation Schedule.

We found differences as reported in Appendix A (2009).

4. We scanned the County Board's Depreciation Schedule for 2009 and 2010 for depreciation taken on the same asset more than once, assets that have been fully depreciated in prior years, or depreciation taken on assets during the period of acquisition which were not in compliance with the Cost Report Guides.

We found no differences.

5. DODD asked us to haphazardly select the lesser of ten percent or 10 purchased assets from 2009 and 2010 from the County Board's list of Asset Listing which meet the County Board's capitalization policy and purchased in either 2009 or 2010 to determine if their useful life agreed to the estimated useful lives prescribed in the 2008 American Hospital Association (AHA) Asset Guide. We also recomputed the first year's depreciation for these assets, based on their cost, acquisition date and period of useful life to determine compliance with the Cost Report Guides and AHA Asset Guide.

We reported differences for purchases that were not properly capitalized as reported in Appendix B (2010).

6. DODD asked us to haphazardly select the lesser of five percent or 20 disposed assets from 2009 and 2010 from the County Board's list of disposed assets and determined if the asset was removed from the County Board's fixed asset ledger. DODD also asked us to recalculate depreciation and any gain or loss applicable to 2009 (and 2010, if applicable) for the disposed items based on its undepreciated basis and any proceeds received from the disposal or sale of the asset to determine compliance with the Cost Report Guide and CMS Publication 15-1, Chapter 1.

We did not perform this procedure because the County Board stated that no capital assets were disposed of in 2009 or 2010. We scanned the County Board's State Account Code Detail reports for 2009 and 2010 and did not find any proceeds from the sale or exchange of fixed assets.

Payroll Testing

1. DODD asked us to determine whether total County Board salaries and benefits in the 2009 and 2010 cost reports were within two percent of the county auditor's report totals for the (2039) MRDD and (2080) MRDD Severance Benefit funds.

We totaled salaries and benefits from Worksheets 2-10 from the 2009 and 2010 cost reports and compared the yearly totals to the county auditor's Combined MTD/YTD Expense Period reports.

The variance was greater than two percent; therefore, we scanned the County Board's State Expenses Without Payroll or Benefits Detail reports to identify misclassified costs. The variance was due to misclassified worker's compensation costs in 2009 and 2010 and unposted insurance costs in 2009. We reported these variances in Appendix A (2009) and Appendix B (2010).

2. DODD asked us to compare the County Board's payroll disbursements to the amounts reported on worksheets 2 through 10, and to report variances exceeding \$100 for salaries or employee benefit expenses.

We compared all Salary and Employee Benefit entries on worksheets 2 through 10 to the County Board's State Expenses Payroll Only Detailed Reports.

We found no differences.

3. We selected 15 employees and compared the County Board's organizational chart, staffing/payroll journal to the worksheet in which each employee's salary and benefit costs were allocated to ensure allocation is consistent with the Cost Report Guides.

We reported differences from these procedures in Appendix A (2009) and Appendix B (2010) and because misclassification errors exceeded 10 percent of the sample size we performed Procedure 4 below.

4. We scanned the County Board's State Expenses Only Detailed reports and compared classification of employees to entries on worksheets 2 through 10 to determine if salary and benefit costs were reported in accordance with the Cost Report Guides.

We found differences as reported in Appendix A (2009) and Appendix B (2010).

We did not receive a response from officials to the exceptions noted above.

We were not engaged to and did not conduct an audit, the objective of which would be the expression of an opinion on the County Board's Cost Reports. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of the managements of the County Board, DODD, the Office of Medical Assistance, and the Centers for Medicare and Medicaid Services and is not intended to be, and should not be used by anyone other than these specified parties.

Sincerely,

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

Dave Yost
Auditor of State

June 17, 2013

cc: Mark Overman, Superintendent, Mercer County Board of DD
Shawn Thieman, Business Manager, Mercer County Board of DD
Teri Spoltman, Board President, Mercer County Board of DD

Appendix A
Mercer County Board of Developmental Disabilities
2009 Income and Expenditure Report Adjustments

	Reported Amount	Correction	Corrected Amount	Explanation of Correction
Schedule B-1, Section A				
1. Building Services (B) Adult	561	666	1,227	To agree to compiled amounts
7. Occupational Therapy (C) Child	483	(50)	433	To agree to compiled amounts
8. Physical Therapy (C) Child	1,189	(50)	1,139	To agree to compiled amounts
14. Facility Based Services (B) Adult	16,684	(251)	16,433	To agree to compiled amounts
22. Program Supervision (B) Adult	1,987	(1,735)	252	To agree to compiled amounts
25. Non-Reimbursable (C) Child	-	4,397	4,397	To agree to compiled amounts
25. Non-Reimbursable (D) General	-	177	177	To agree to compiled amounts
Schedule B-1, Section B				
1. Total Individuals Served By Program (A) Facility Based Services	85	17	102	To agree to compiled amounts
1. Total Individuals Served By Program (C) Supported Emp. -Community Employment	55	(54)	1	To agree to compiled amounts
2. Days Of Attendance (A) Facility Based Services	16,933	14	16,947	To agree to compiled amounts
4. 15 Minute Units (C) Supported Emp. -Community Employment	0	225	225	To agree to compiled amounts
5. Total Individuals Served by Age Group (C) (6-21)	0	213	213	To agree to compiled amounts
Schedule B-3				
1. Children 0-2 (H) Cost of Bus, Token, Cabs- Fourth Quarter	-	\$ 8,109	\$ 8,109	To report transportation expenses
3. Children 6-21 (G) One Way Trips- Fourth Quarter	-	619	619	To agree to compiled amounts
5. Facility Based Services (G) One Way Trips- Fourth Quarter	7,047	1,182	8,229	To agree to compiled amounts
5. Facility Based Services (H) Cost of Bus, Tokens, Cabs- Fourth Quarter	\$ 9,417	\$ (9,417)	\$ -	To agree to compiled amount
7. Supported Emp. -Comm Emp. (H) Cost of Bus, Tokens, Cabs- Fourth Quarter	\$ -	\$ 4,969	\$ 4,969	To report transportation expenses
		\$ 1,308	\$ 6,277	To report transportation expenses
Schedule B-4				
1. TCM Units (D) 4th Quarter	3,688	21	3,709	To reclassify TCM units
2. Other SSA Allowable Units (D) 4th Quarter	770	655	1,425	To agree to compiled amounts
		(21)	1,404	To reclassify TCM units
5. SSA Unallowable Units (A) 1st Quarter	2,767	(139)	2,628	To agree to compiled amounts
5. SSA Unallowable Units (B) 2nd Quarter	3,039	(3,039)	-	To agree to compiled amounts
5. SSA Unallowable Units (C) 3rd Quarter	3,375	(3,375)	-	To agree to compiled amounts
5. SSA Unallowable Units (D) 4th Quarter	2,549	(2,549)	-	To agree to compiled amounts
Schedule C				
II. Department of MR/DD				
(G) Waiver Administration- Subsidy- COG Revenue	\$ -	\$ 1,842	\$ 1,842	To agree to audited COG amounts
Worksheet 1				
2. Land Improvements (X) Gen Expense All Prgm.	\$ -	\$ 1,421	\$ 1,421	To agree to compiled amount
3. Buildings/Improve (X) Gen Expense All Prgm.	\$ 3,259	\$ (2,131)	\$ 1,128	To agree to compiled amount
	\$ -	\$ 6,572	\$ 7,700	To correct depreciation
5. Movable Equipment (L) Community Residential	\$ 15,405	\$ (15,405)	\$ -	To agree to compiled amount
5. Movable Equipment (U) Transportation	\$ -	\$ 15,405	\$ 15,405	To agree to compiled amount
	\$ -	\$ 3,806	\$ 19,211	To correct depreciation
8. COG Expenses (L) Community Residential	\$ 233	\$ 282	\$ 515	To agree to audited COG amounts
8. COG Expenses (M) Family Support Services	\$ 21	\$ 26	\$ 47	To agree to audited COG amounts
8. COG Expenses (N) Service & Support Admin	\$ 16	\$ 19	\$ 35	To agree to audited COG amounts
Worksheet 2				
2. Employee Benefits (X) Gen Expense All Prgm.	\$ 84,476	\$ 7,009	\$ 91,485	To reclassify worker's compensation
		\$ 43,824	\$ 135,309	To allocate expense for insurance holiday
		\$ (5,627)	\$ 129,682	To reclassify benefit adjustments
4. Other Expenses (O) Non-Federal Reimbursable	\$ 47,652	\$ 3,483	\$ 51,135	To reclassify non-federal reimbursable expenses
	\$ -	\$ (43,153)	\$ 7,982	To reclassify contingent fees
4. Other Expenses (X) Gen Expense All Prgm.	\$ 93,383	\$ (3,483)	\$ 89,900	To reclassify non-federal reimbursable expenses
	\$ -	\$ (44,414)	\$ 45,486	To reclassify worker's compensation
5. COG Expenses (L) Community Residential	\$ 7,808	\$ (629)	\$ 7,179	To agree to audited COG amounts
5. COG Expense (M) Family Support Services	\$ 712	\$ (57)	\$ 655	To agree to audited COG amounts
5. COG Expense (N) Service & Support Admin	\$ 549	\$ (55)	\$ 494	To agree to audited COG amounts
10. Unallowable Fees (O) Non-Federal Reimbursable	\$ -	\$ 87,444	\$ 87,444	To record real estate fees
		\$ 43,153	\$ 130,597	To reclassify contingent fees
Worksheet 2A				
1. Salaries (E) Facility Based Services	\$ 113,500	\$ (53,945)	\$ 59,555	To reclassify adult program salaries
1. Salaries (G) Community Employment	\$ 73,722	\$ (73,722)	\$ -	To reclassify community employment salaries
1. Salaries (N) Service & Support Admin	\$ 112,416	\$ (112,416)	\$ -	To reclassify SSA salaries
2. Employee Benefits (E) Facility Based Services	\$ 42,463	\$ 2,224	\$ 44,687	To reclassify worker's compensation
		\$ (2,320)	\$ 42,367	To allocate expense for insurance holiday
		\$ (20,823)	\$ 21,544	To reclassify adult program benefits
		\$ 482	\$ 22,026	To reclassify benefit adjustments
2. Employee Benefits (G) Community Employment	\$ 14,521	\$ (14,521)	\$ -	To reclassify community employment benefits
2. Benefits (N) Service & Support Admin	\$ 32,744	\$ (32,744)	\$ -	To reclassify SSA benefits
4. Other Expenses (A) Ages 0-2	\$ 2,300	\$ (2,000)	\$ 300	To reclassify direct services expenses

Appendix A
Mercer County Board of Developmental Disabilities
2009 Income and Expenditure Report Adjustments

	Reported Amount	Correction	Corrected Amount	Explanation of Correction
Worksheet 3				
2. Employee Benefits (X) Gen Expense All Prgm.	\$ 5,607	\$ 733	\$ 6,499	To reclassify worker's compensation To reclassify benefit adjustments
3. Service Contracts (B) Ages 3-5	\$ 3,570	\$ (3,570)	\$ -	To reclassify non-federal reimbursable expenses
3. Service Contracts (O) Non-Federal Reimbursable	\$ -	\$ 3,570	\$ 3,570	To reclassify non-federal reimbursable expenses
4. Other Expenses (B) Ages 3-5	\$ 1,450	\$ (1,450)	\$ -	To reclassify facility based expenses
4. Other Expenses (E) Facility Based Services	\$ 3,418	\$ (3,418)	\$ -	To reclassify community employment expenses
4. Other Expenses (G) Community Employment	\$ -	\$ 1,450	\$ 1,450	To reclassify facility based expenses
5. COG Expenses (L) Community Residential	\$ 1,046	\$ (84)	\$ 962	To reclassify community employment expenses
5. COG Expenses (M) Family Support Services	\$ 95	\$ (7)	\$ 88	To agree to audited COG amounts
5. COG Expenses (N) Service & Support Admin	\$ 74	\$ (8)	\$ 66	To agree to audited COG amounts
Worksheet 5				
2. Employee Benefits (A) Ages (0-2)	\$ 49,163	\$ 2,024	\$ 51,187	To reclassify worker's compensation To allocate expense for insurance holiday
		\$ (3,481)	\$ 47,706	
		\$ 438	\$ 48,144	To reclassify benefit adjustments
2. Employee Benefits (D) Unasn Children Program	\$ 4,682	\$ 152	\$ 4,834	To reclassify worker's compensation
		\$ 33	\$ 4,867	To reclassify benefit adjustments
2. Employee Benefits (L) Community Residential	\$ 10,565	\$ 472	\$ 11,037	To reclassify worker's compensation
		\$ 102	\$ 11,139	To reclassify benefit adjustments
3. Service Contracts (A) Ages (0-2)	\$ 3,144	\$ 2,000	\$ 5,144	To reclassify direct services expenses
		\$ (2,750)	\$ 2,394	To reclassify unassigned expenses
		\$ 929	\$ 3,323	To reclassify early intervention expenses
3. Service Contracts (B) Ages (3-5)	\$ 929	\$ (929)	\$ -	To reclassify early intervention expenses
3. Service Contracts (D) Unasn Children Program	\$ -	\$ 2,750	\$ 2,750	To reclassify unassigned expenses
3. Service Contracts (L) Community Residential	\$ -	\$ 58,714	\$ 58,714	To reclassify individual resource options expenses
4. Other Expenses (B) Ages (3-5)	\$ 305	\$ (305)	\$ -	To reclassify non-federal reimbursable expenses
4. Other Expenses (O) Non-Federal Reimbursable	\$ -	\$ 305	\$ 305	To reclassify non-federal reimbursable expenses
Worksheet 7-B				
1. Salaries (E) Facility Based Services	\$ 134,163	\$ (80,267)	\$ 53,896	To reclassify general expenses
1. Salaries (X) Gen Expense All Prgm.	\$ -	\$ 80,267	\$ 80,267	To reclassify general expenses
2. Employee Benefits (E) Facility Based Services	\$ 32,914	\$ 2,628	\$ 35,542	To reclassify worker's compensation
		\$ (24,718)	\$ 10,824	To reclassify general expenses
		\$ 569	\$ 11,393	To reclassify benefit adjustments
2. Employee Benefits (X) Gen Expense All Prgm.	\$ -	\$ 24,718	\$ 24,718	To reclassify general expenses
		\$ (1,160)	\$ 23,558	To allocate expense for insurance holiday
13. No. of Individuals Served (A) Ages (0-2)	0	56	56	To report individuals served
Worksheet 7-C				
3. Service Contracts (A) Ages 0-2	\$ 69,508	\$ (4,641)	\$ 64,867	To reclassify speech expenses
3. Service Contracts (C) Ages 6-21	\$ -	\$ 4,429	\$ 4,429	To reclassify speech expenses
3. Service Contracts (X) Gen Expense All Prgm.	\$ -	\$ 212	\$ 212	To reclassify speech expenses
Worksheet 7-E				
3. Service Contracts (B) Ages 3-5	\$ 31,546	\$ (31,546)	\$ -	To reclassify OT expenses
3. Service Contracts (C) Ages 6-21	\$ 61,196	\$ 31,546	\$ 92,742	To reclassify OT expenses
13. No. of Individuals Served (C) Ages (6-21)	0	213	213	To report individuals served
Worksheet 7-F				
1. Salaries (A) Ages 0-2	\$ -	\$ 47,298	\$ 47,298	To reclassify early intervention salaries
1. Salaries (X) Gen Expense All Prgm.	\$ 47,298	\$ (47,298)	\$ -	To reclassify early intervention salaries
2. Employee Benefits (A) Ages (0-2)	\$ -	\$ 201	\$ 201	To reclassify benefit adjustments
		\$ 7,051	\$ 7,252	To reclassify early intervention benefits
		\$ 927	\$ 8,179	To reclassify worker's compensation
2. Employee Benefits (X) Gen Expense All Prgm.	\$ 7,051	\$ (7,051)	\$ -	To reclassify early intervention benefits
13. No. of Individuals Served (C) Ages (6-21)	0	213	213	To report individuals served
Worksheet 8				
4. Other Expenses (F) Enclave	\$ 1,308	\$ (1,308)	\$ -	To reclassify community employment expenses
4. Other Expenses (G) Community Employment	\$ 4,969	\$ 1,308	\$ 6,277	To reclassify community employment expenses
Worksheet 9				
1. Salaries (N) Service & Support Admin. Costs	\$ 442,924	\$ 112,416	\$ 555,340	To reclassify SSA salaries
2. Employee Benefits (N) Service & Support Admin. Costs	\$ 171,841	\$ 10,879	\$ 182,720	To reclassify worker's compensation
		\$ (12,013)	\$ 170,707	To allocate expense for insurance holiday
		\$ 32,744	\$ 203,451	To reclassify SSA benefits
		\$ 2,356	\$ 205,807	To reclassify benefit adjustments
5. COG Expenses (N) Service & Support Admin. Costs	\$ 13,051	\$ (273)	\$ 12,778	To agree to audited COG amounts

Appendix A
Mercer County Board of Developmental Disabilities
2009 Income and Expenditure Report Adjustments

	Reported Amount	Correction	Corrected Amount	Explanation of Correction
Worksheet 10				
1. Salaries (E) Facility Based Services	\$ 437,218	\$ 109,082	\$ 546,300	To reclassify facility based salaries
1. Salaries (G) Community Employment	\$ 375,514	\$ 73,722		To reclassify community employment salaries
		\$ (109,082)	\$ 340,154	To reclassify facility based salaries
1. Salaries (H) Unasgn Adult Program	\$ -	\$ 53,945	\$ 53,945	To reclassify adult program salaries
2. Employee Benefits (E) Facility Based Services	\$ 209,832	\$ 10,702		To reclassify worker's compensation
		\$ (16,317)		To allocate expense for insurance holiday
		\$ 2,318		To reclassify benefit adjustments
		\$ 43,434	\$ 249,969	To reclassify facility based benefits
2. Employee Benefits (G) Community Employment	\$ 174,892	\$ 6,664		To reclassify worker's compensation
		\$ (8,533)		To allocate expense for insurance holiday
		\$ (43,434)		To reclassify facility based benefits
		\$ 14,521		To reclassify community employment benefits
		\$ 1,443	\$ 145,553	To reclassify benefit adjustments
2. Employee Benefits (H) Unasgn Adult Program	\$ -	\$ 20,823	\$ 20,823	To reclassify adult program benefits
3. Service Contracts (G) Community Employment	\$ 24,528	\$ (2,675)	\$ 21,853	To reclassify individual resource options expenses
3. Service Contracts (H) Unasgn Adult Program	\$ 77,679	\$ (56,039)	\$ 21,640	To reclassify individual resource options expenses
4. Other Expenses (E) Facility Based Services	\$ 50,112	\$ (7,550)	\$ 42,562	To capitalize, rather than expense a purchase
a1 adult				
10. Community Employment (B) Less Revenue	\$ -	\$ 109,429	\$ 109,429	To offset RSC revenue
Reconciliation to County Auditor Worksheet				
Expense:				
Plus: Real Estate Fees	\$ -	\$ (87,444)	\$ (87,444)	To reconcile off real estate fees
Plus: Purchases Greater Than \$5,000	\$ -	\$ 7,550	\$ 7,550	To capitalize, rather than expense a purchase
Less: Capital Costs	\$ (31,910)	\$ 710		To reconcile off depreciation
		\$ (10,378)	\$ (41,578)	To reconcile off depreciation
Total from 12/31 County Auditor's Report	\$ 5,615,191	\$ 1,237	\$ 5,616,428	To agree to County Auditor totals
Revenue:				
Less: COG Revenue	\$ (189,290)	\$ (1,842)	\$ (191,132)	To reconcile off COG revenue
Plus: Transfer In	\$ -	\$ 200,000	\$ 200,000	To report transfers
Total from 12/31 County Auditor's Report	\$ 5,493,292	\$ 200,000	\$ 5,693,292	To agree to County Auditor totals

Appendix B
Mercer County Board of Developmental Disabilities
2010 Income and Expenditure Report Adjustments

	Reported Amount	Correction	Corrected Amount	Explanation of Correction
Schedule A				
19. Room and Board/Cost to Live (L) Community Residential	\$ -	\$ 4,014	\$ 4,014	To agree to audited COG amounts
20. Environmental Accessibility Adaptations And/Or Modifications And Supplies (L) Community Residential	\$ -	\$ 289	\$ 289	To agree to audited COG amounts
21. Adaptive And Assistive Equipment (L) Community Residential	\$ -	\$ 7,664	\$ 7,664	To agree to audited COG amounts
Schedule B-1, Section A				
1. Building Services (B) Adult	1,161	66	1,227	To agree to compiled amounts
7. Occupational Therapy (C) Child	483	(50)	433	To agree to compiled amounts
8. Physical Therapy (C) Child	1,189	(50)	1,139	To agree to compiled amounts
14. Facility Based Services (B) Adult	17,044	(611)	16,433	To agree to compiled amounts
22. Program Supervision (B) Adult	2,347	(2,095)	252	To agree to compiled amounts
Schedule B-1, Section B				
1. Total Individuals Served By Program (A) Facility Based Services	85	18	103	To agree to compiled amounts
1. Total Individuals Served By Program (C) Supported Emp. -Community Employment	55	(42)	13	To agree to compiled amounts
2. Days Of Attendance (A) Facility Based Services	17,286	81	17,367	To agree to compiled amounts
2. Days Of Attendance (B) Supported Emp. -Enclave	17	(17)	-	To agree to compiled amounts
4. 15 Minute Units (C) Supported Emp. -Community Employment	1,246	40	1,286	To agree to compiled amounts
5. Total Individuals Served by Age Group (C) School Age	98	52	150	To agree to compiled amounts
Schedule B-3				
1. Early Intervention (H) Cost of Bus, Token, Cabs- Fourth Quarter	\$ -	\$ 6,102	\$ 6,102	To report transportation costs
3. School Age (G) One Way Trips- Fourth Quarter	-	400	400	To agree to compiled amounts
6. Supported Emp. -Enclave (A) One Way Trips- First Quarter	50	(50)	-	To reclassify facility based trips
6. Supported Emp. -Enclave (C) One Way Trips- Second Quarter	92	(92)	-	To reclassify facility based trips
7. Supported Emp. -Comm Emp. (H) Cost of Bus, Tokens, Cabs- Fourth Quarter	\$ -	\$ 4,403	\$ 4,403	To report transportation costs
Schedule B-4				
1. TCM Units (D) 4th Quarter	4,176	10	4,186	To reclassify TCM units
2. Other SSA Allowable Units (D) 4th Quarter	710	682	1,392	To agree to compiled amounts
		(10)	1,380	To reclassify TCM units
		(2)	1,378	To remove general time units
5. SSA Unallowable Units (D) 4th Quarter	460	435	895	To agree to compiled amounts
Schedule C				
II. Department of MR/DD				
(M) Other (Detail on Separate Sheet)				
11.	\$ 7,423	\$ (17,508)	\$ (10,085)	To agree to audited COG amounts
Worksheet 1				
3. Buildings/Improve (X) Gen Expense All Prgm.	\$ 1,128	\$ 6,572	\$ 7,700	To correct depreciation
5. Movable Equipment (U) Transportation	\$ 5,854	\$ 3,806	\$ 9,660	To correct depreciation
5. Movable Equipment (X) Gen Expenses All Prgm.	\$ 2,401	\$ 1,359	\$ 3,760	To correct depreciation
8. COG Expenses (L) Community Residential	\$ 404	\$ 11	\$ 415	To agree to audited COG amounts
8. COG Expenses (M) Family Support Services	\$ 66	\$ (20)	\$ 46	To agree to audited COG amounts
8. COG Expenses (N) Service & Support Admin	\$ 40	\$ 2	\$ 42	To agree to audited COG amounts
8. COG Expenses (O) Non-Federal Reimbursable	\$ -	\$ 8	\$ 8	To agree to audited COG amounts
Worksheet 2				
1. Salaries (X) Gen Expense All Prgm.	\$ 387,525	\$ 46,086	\$ 433,611	To reclassify retirement expense
2. Employee Benefits (X) Gen Expense All Prgm.	\$ 194,082	\$ (49,706)	\$ 144,376	To reclassify worker's compensation expenses
		\$ 7,351	\$ 151,727	To reclassify retirement expense
		\$ (2,336)	\$ 149,391	To reclassify benefit adjustments
4. Other Expenses (O) Non-Federal Reimbursable	\$ -	\$ 1,981	\$ 1,981	To reclassify non-federal reimbursable expenses
		\$ 5,317	\$ 7,298	To reclassify non-federal reimbursable expenses
4. Other Expenses (X) Gen Expense All Prgm.	\$ 84,477	\$ (1,981)	\$ 82,496	To reclassify non-federal reimbursable expenses
		\$ (6,625)	\$ 75,871	To reclassify non-profit audit fees
5. COG Expenses (L) Community Residential	\$ 9,309	\$ (750)	\$ 8,559	To agree to audited COG amounts
5. COG Expense (M) Family Support Services	\$ 1,526	\$ (581)	\$ 945	To agree to audited COG amounts
5. COG Expense (N) Service & Support Admin	\$ 911	\$ (48)	\$ 863	To agree to audited COG amounts
5. COG Expense (O) Non-Federal Reimbursable	\$ -	\$ 160	\$ 160	To agree to audited COG amounts
10. Unallowable Fees (O) Non-Federal Reimbursable	\$ 46,031	\$ 4,684	\$ 50,715	To agree to compiled amounts
		\$ (5,317)	\$ 45,398	To reclassify non-federal reimbursable expenses
		\$ 88,480	\$ 133,878	To record real estate fees
Worksheet 2A				
1. Salaries (E) Facility Based Services	\$ 124,007	\$ (57,511)	\$ 66,496	To reclassify adult program salaries
1. Salaries (G) Community Employment	\$ 113,171	\$ (113,171)	\$ -	To reclassify community employment salaries
1. Salaries (N) Service & Support Admin	\$ 137,602	\$ (46,086)	\$ 91,516	To reclassify retirement expense
		\$ (91,516)	\$ -	To reclassify SSA salaries
2. Employee Benefits (E) Facility Based Services	\$ 41,914	\$ 3,109	\$ 45,023	To reclassify worker's compensation expenses
		\$ (20,292)	\$ 24,731	To reclassify adult program benefits
		\$ 182	\$ 24,913	To reclassify benefit adjustments
2. Employee Benefits (G) Community Employment	\$ 30,269	\$ (30,269)	\$ -	To reclassify community employment benefits
2. Employee Benefits (N) Service & Support Admin	\$ 37,389	\$ (7,351)	\$ 30,038	To reclassify retirement expense
		\$ (30,038)	\$ -	To reclassify SSA benefits
Worksheet 3				
2. Employee Benefits (X) Gen Expense All Prgm.	\$ 6,547	\$ 1,038	\$ 7,585	To reclassify worker's compensation expenses
		\$ 61	\$ 7,646	To reclassify benefit adjustments
3. Service Contracts (B) Pre-School	\$ 3,363	\$ (3,363)	\$ -	To reclassify non-federal reimbursable expenses
3. Service Contracts (O) Non-Federal Reimbursable	\$ -	\$ 3,363	\$ 3,363	To reclassify non-federal reimbursable expenses
4. Other Expenses (B) Pre-School	\$ 258	\$ (258)	\$ -	To reclassify non-federal reimbursable expenses
4. Other Expenses (O) Non-Federal Reimbursable	\$ -	\$ 258	\$ 258	To reclassify non-federal reimbursable expenses
5. COG Expenses (L) Community Residential	\$ 737	\$ 19	\$ 756	To agree to audited COG amounts
5. COG Expenses (M) Family Support Services	\$ 121	\$ (37)	\$ 84	To agree to audited COG amounts
5. COG Expenses (N) Service & Support Admin	\$ 72	\$ 4	\$ 76	To agree to audited COG amounts
5. COG Expenses (O) Non-Federal Reimbursable	\$ -	\$ 14	\$ 14	To agree to audited COG amounts

Appendix B
Mercer County Board of Developmental Disabilities
2010 Income and Expenditure Report Adjustments

Worksheet 5

2. Employee Benefits (A) Early Intervention	\$ 50,820	\$ 2,879			To reclassify worker's compensation expenses
		\$ 169	\$ 53,868		To reclassify benefit adjustments
2. Employee Benefits (L) Community Residential	\$ 10,860	\$ 648			To reclassify worker's compensation expenses
		\$ 38	\$ 11,546		To reclassify benefit adjustments
3. Service Contracts (A) Early Intervention	\$ 8,967	\$ (4,900)	\$ 4,067		To reclassify fees paid to COG
3. Service Contracts (D) Unasgn Children Program	\$ 2,250	\$ (2,250)	\$ -		To reclassify fees paid to COG
3. Service Contracts (L) Community Residential	\$ -	\$ 58,090	\$ 58,090		To reclassify individual resource options expenses
5. COG Expenses (L) Community Residential	\$ 140,514	\$ (4,014)	\$ 136,500		To agree to audited COG amounts
5. COG Expenses (M) Family Support Services	\$ 23,031	\$ (7,953)	\$ 15,078		To agree to audited COG amounts
5. COG Expenses (O) Non-Federal Reimbursable	\$ -	\$ 2,546	\$ 2,546		To agree to audited COG amounts

Worksheet 7-B

2. Employee Benefits (E) Facility Based Services	\$ 6,037	\$ 1,015			To reclassify worker's compensation expenses
		\$ 60	\$ 7,112		To reclassify benefit adjustments
2. Employee Benefits (X) Gen Expense All Prgm.	\$ 25,190	\$ 2,289			To reclassify worker's compensation expenses
		\$ 134	\$ 27,613		To reclassify benefit adjustments

Worksheet 7-C

2. Employee Benefits (A) Early Intervention	\$ 58,535	\$ (58,535)	\$ -		To reclassify contract service expenses
3. Service Contracts (A) Early Intervention	\$ 382	\$ 58,535	\$ 58,917		To reclassify contract service expenses

Worksheet 7-F

1. Salaries (A) Early Intervention	\$ -	\$ 49,109	\$ 49,109		To reclassify early intervention salaries
1. Salaries (X) Gen Expense All Prgm.	\$ 49,109	\$ (49,109)	\$ -		To reclassify early intervention salaries
2. Employee Benefits (A) Early Intervention	\$ -	\$ 7,311			To reclassify early intervention benefits
		\$ 72			To reclassify benefit adjustments
		\$ 1,231	\$ 8,614		To reclassify worker's compensation expenses
2. Employee Benefits (X) Gen Expense All Prgm.	\$ 7,311	\$ (7,311)	\$ -		To reclassify early intervention benefits

Worksheet 9

1. Salaries (N) Service & Support Admin. Costs	\$ 481,805	\$ 91,516			To reclassify SSA salaries
		\$ (22,889)	\$ 550,432		To reclassify salary reimbursement from COG
2. Employee Benefits (N) Service & Support Admin. Costs	\$ 179,004	\$ 14,372			To reclassify worker's compensation expenses
		\$ 30,037			To reclassify SSA benefits
		\$ 844	\$ 224,257		To reclassify benefit adjustments

Worksheet 10

1. Salaries (E) Facility Based Services	\$ 411,173	\$ 115,240	\$ 526,413		To reclassify facility based salaries
1. Salaries (G) Community Employment	\$ 398,129	\$ 113,171			To reclassify community employment salaries
		\$ (115,240)	\$ 396,060		To reclassify facility based salaries
1. Salaries (H) Unasgn Adult Program	\$ -	\$ 57,511	\$ 57,511		To reclassify adult program salaries
2. Employee Benefits (E) Facility Based Services	\$ 169,282	\$ 13,196			To reclassify worker's compensation expenses
		\$ 44,596			To reclassify facility based benefits
		\$ 775	\$ 227,849		To reclassify benefit adjustments
2. Employee Benefits (G) Community Employment	\$ 167,870	\$ 9,926			To reclassify worker's compensation expenses
		\$ 30,269			To reclassify community employment benefits
		\$ (44,596)			To reclassify facility based benefits
		\$ 583	\$ 164,052		To reclassify benefit adjustments
2. Employee Benefits (H) Unasgn Adult Program	\$ -	\$ 20,292	\$ 20,292		To reclassify adult program benefits
3. Service Contracts (E) Facility Based Services	\$ 256,310	\$ 22,111	\$ 278,421		To reclassify facility based expenses
3. Service Contracts (F) Enclave	\$ 22,111	\$ (22,111)	\$ -		To reclassify facility based expenses
3. Service Contracts (H) Unasgn Adult Program	\$ 60,107	\$ (58,090)	\$ 2,017		To reclassify individual resource options expenses
4. Other Expenses (H) Unasgn Adult Program	\$ 2,336	\$ 6,625	\$ 8,961		To reclassify non-profit audit fees

a1 adult

10. Community Employment (B) Less Revenue	\$ -	\$ 190,710	\$ 190,710		To offset RSC revenue
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Reconciliation to County Auditor Worksheet Expense:

Plus: Real Estate Fees	\$ -	\$ (88,480)	\$ (88,480)		To reconcile off real estate fees
Plus: Fees Paid To COG, Or Payments And Transfers made To COG	\$ 30,607	\$ 7,150	\$ 37,757		To reclassify fees paid to COG
Less: Capital Costs	\$ (12,157)	\$ (10,378)			To reconcile off depreciation
		\$ (1,359)	\$ (23,894)		To reconcile off depreciation
Less: Schedule A COG expenses	\$ -	\$ (11,967)	\$ (11,967)		To reconcile off Schedule A COG expenses
Less: Salary reimbursement from COG	\$ -	\$ 22,889	\$ 22,889		To reclassify salary reimbursement from COG
Total from 12/31 County Auditor's Report	\$ 5,794,664	\$ 582	\$ 5,795,246		To agree to County Auditor totals

Revenue:

Less: COG Revenue	\$ (229,154)	\$ 17,508	\$ (211,646)		To reconcile off COG revenue
Plus: Transfer In	\$ -	\$ 25,000	\$ 25,000		To report transfers
Total from 12/31 County Auditor's Report	\$ 5,817,799	\$ 25,000	\$ 5,842,799		To agree to County Auditor totals

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Dave Yost • Auditor of State

MERCER COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MERCER 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
AUGUST 6, 2013**