



**CRAWFORD REGIONAL PLANNING COMMISSION
CRAWFORD COUNTY**

FINAL AUDIT

FOR THE YEARS ENDED DECEMBER 31, 2013-2012



Dave Yost • Auditor of State

**CRAWFORD REGIONAL PLANNING COMMISSION
CRAWFORD COUNTY**

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Dave Yost • Auditor of State

INDEPENDENT AUDITOR'S REPORT

Crawford Regional Planning Commission
Crawford County
117 East Mansfield Street
Bucyrus, Ohio 44820

To the Board of Commissioners:

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the major fund of the Crawford Regional Planning Commission, Crawford County, Ohio (the Commission), as of and for the years ended December 31, 2013 and 2012, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for preparing and fairly presenting these financial statements in accordance with the cash accounting basis Note 2 describes. This responsibility includes determining that the cash accounting basis is acceptable for the circumstances. Management is also responsible for designing, implementing and maintaining internal control relevant to preparing and fairly presenting financial statements that are 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 Commission'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 Commission'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 opinions.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective cash financial position of the governmental activities and the major fund of the Crawford Regional Planning Commission, Crawford County, Ohio, as of December 31, 2013 and 2012, and the respective changes in cash financial position and the budgetary comparison for the General fund thereof for the years then ended in accordance with the accounting basis described in Note 2.

Accounting Basis

We draw attention to Note 2 of the financial statements, which describes the accounting basis, which differs from generally accepted accounting principles. We did not modify our opinion regarding this matter.

Emphasis of Matter – Ceased Operations

As disclosed in Note 10 of the financial statements, the Commission voted to cease operations on July 23, 2014. We did not modify our opinion regarding this matter.

Other Matters

Supplemental and Other Information

We audited to opine on the Commission's financial statements that collectively comprise its basic financial statements.

Management's Discussion & Analysis includes tables of net position, change in net position, and governmental activities. This information provides additional analysis and is not a required part of the basic financial statements.

These tables are management's responsibility, and derive from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. We subjected these tables to the auditing procedures we applied to the basic financial statements. We also applied certain additional procedures, including comparing and reconciling these tables directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and in accordance with auditing standards generally accepted in the United States of America. In our opinion, these tables are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Other than the aforementioned procedures applied to the tables, we applied no procedures to any other information in Management's Discussion & Analysis, and we express no opinion or any other assurance on it.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 6, 2014, on our consideration of the Commission'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 Commission's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "Dave Yost". The signature is written in a cursive style with a large, looping initial "D".

Dave Yost
Auditor of State
Columbus, Ohio

October 6, 2014

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**CRAWFORD REGIONAL PLANNING COMMISSION
CRAWFORD COUNTY**

**MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEARS ENDED DECEMBER 31, 2013 AND 2012
UNAUDITED**

The discussion and analysis of the Regional Planning Commission's (the Commission) financial performance provides a review of the Commission's financial activities for the years ended December 31, 2013 and 2012, within the limitations of the Commission's cash basis of accounting. The intent of this discussion and analysis is to provide readers with a general explanation of the Commission's financial performance. Readers should also review the basic financial statements and notes to the basic financial statements to enhance their understanding of the Commission's financial performance.

Using the Basic Financial Statements

This annual report is presented in a format consistent with the presentation requirements of Governmental Accounting Standards Board Statement No. 34, as applicable to the Commission's cash basis of accounting.

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

The Statement of Net Position - Cash Basis and Statement of Activities - Cash Basis provide information about the activities of the whole Commission, presenting both an aggregate view of the Commission's finances and a longer-term view of those finances. Fund financial statements provide a greater level of detail. Funds are created and maintained on the financial records of the Commission as a way to segregate money whose use is restricted to a particular specified purpose. These statements present financial information by fund, presenting funds with the largest balances or most activity in separate columns.

The notes to the financial statements are an integral part of the government-wide and fund financial statements and provide expanded explanation and detail regarding the information reported in the statements.

Basis of Accounting

The basis of accounting is a set of guidelines that determine when financial events are recorded. The Commission has elected to present its financial statements on a cash basis of accounting. This basis of accounting is a basis of accounting other than generally accepted accounting principles. Under the Commission's cash basis of accounting, receipts and disbursements are recorded when cash is received or paid.

As a result of using the cash basis of accounting, certain assets and their related revenues (such as accounts receivable) and certain liabilities and their related expenses (such as accounts payable) are not recorded in the financial statements. Therefore, when reviewing the financial information and discussion within this report, the reader must keep in mind the limitations resulting from the use of the cash basis of accounting.

**CRAWFORD REGIONAL PLANNING COMMISSION
CRAWFORD COUNTY**

**MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEARS ENDED DECEMBER 31, 2013 AND 2012
UNAUDITED
(Continued)**

Reporting the Regional Planning Commission as a Whole

The statement of net position and the statement of activities reflect how the Commission did financially during 2013 and 2012, within the limitations of the cash basis of accounting. The Statement of Net Position - Cash Basis presents the cash balance of the governmental activities of the Commission at year end. The Statement of Activities - Cash Basis compares disbursements with program receipts for each governmental activity. Program receipts include charges paid by the recipient of the program's goods or services and grants and contributions restricted to meeting the operational or capital requirements of a particular program. General receipts are all receipts not classified as program receipts. The comparison of disbursements with program receipts identifies how each governmental function draws from the Commission's general receipts.

These statements report the Commission's cash position and the changes in cash position. Keeping in mind the limitations of the cash basis of accounting, these changes can be one way to measure the Commission's financial health. Over time, increases or decreases in the Commission's cash position are one indicator of whether the Commission's financial health is improving or deteriorating. When evaluating the Commission's financial condition, other nonfinancial factors should also be considered, such as the Commission's census as the base for subdivision charges and the reliance on non-local financial resources for operations and the need for continued growth.

The Statement of Activities - Cash Basis reports all of the Commission's activities, which are governmental. Subdivision charges and grant administration finance most of these activities.

Reporting the Regional Planning Commission's Most Significant Fund

Fund Financial Statements

Fund financial statements provide detailed information about the Commission's fund.

The Commission's activities are reported in a governmental fund. The governmental fund financial statements provide a detailed short-term view of the Commission's governmental operations and the planning services it provides. Governmental fund information helps determine whether there are more or less financial resources that can be spent to finance the Commission's programs. The Commission's governmental fund is the General Fund.

**CRAWFORD REGIONAL PLANNING COMMISSION
CRAWFORD COUNTY**

**MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEARS ENDED DECEMBER 31, 2013 AND 2012
UNAUDITED
(Continued)**

The Regional Planning Commission as a Whole

Table 1 provides a summary of the Commission's net position on a cash basis for 2013 compared to 2012 and 2011:

**Table 1
Net Position - Cash Basis**

	Governmental Activities		
	2013	2012	2011
Assets			
Cash and Cash Equivalents	\$10,098	\$31,758	\$45,685
Net Position			
Unrestricted	10,098	31,758	45,685
Total Net Position	\$10,098	\$31,758	\$45,685

As reflected in the table above, net position decreased to \$10,098 in 2013 from \$31,758 in 2012. This 68 percent decrease is largely attributable to the Commission no longer receiving receipts from administering CDBG formula grants. Net assets decreased from \$45,685 to \$31,758, or 30 percent, between 2011 and 2012 also due to a reduction in receipts for the Commission administering CDBG formula grants.

Table 2 reflects the changes in net position for 2013, 2012, and 2011.

**Table 2
Change in Net Position - Cash Basis**

	2013	2012	2011
Program Cash Receipts			
Charges for Services	\$17,487	\$35,880	\$66,715
Total Program Cash Receipts	17,487	35,880	66,715
General Receipts			
Miscellaneous	267	0	0
Total General Receipts	267	0	0
Total Receipts	17,754	35,880	66,715
Disbursements			
Planning	39,414	49,807	48,913
Total Disbursements	39,414	49,807	48,913
Change in Net Position	(21,660)	(13,927)	17,802
Net Position Beginning of Year	31,758	45,685	27,883
Net Position End of Year	\$10,098	\$31,758	\$45,685

**CRAWFORD REGIONAL PLANNING COMMISSION
CRAWFORD COUNTY**

**MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEARS ENDED DECEMBER 31, 2013 AND 2012
UNAUDITED
(Continued)**

Program receipts accounted for the majority of the Commission's receipts in 2013 and 2012. These receipts consist primarily of fees, charges for services, and charges to member subdivisions. The Commission received fewer charges for services receipts for administering CDBG formula grants in 2013 and 2012 and that contributed to an overall decrease in receipts for 2013 and 2012 compared to 2011.

Governmental Activities

Table 3 indicates the total cost of services and the net cost of services. The Statement of Activities - Cash Basis reflects the cost of program services and the charges for services and operating grants and contributions offsetting those services. The total cost of services represents expenses related to planning issues and special projects, and administration of a Community Development Block Grant (CDBG) program. The net cost of services identifies the cost of those services supported by subdivision charges, and payment for administering the CDBG program.

**Table 3
Governmental Activities**

	Total Cost of Services			Net Cost of Services		
	2013	2012	2011	2013	2012	2011
Planning	\$39,414	\$49,807	\$48,913	\$21,927	\$13,927	\$17,802
Total Disbursements	\$39,414	\$49,807	\$48,913	\$21,927	\$13,927	\$17,802

The net cost of services for 2013 and 2012 resulted primarily from the reduction in receipts to the Commission for administering the CDBG program. For 2011, program receipts exceeded the cost of providing services primarily due to the Commission receiving fees from administering Community Development Block Grants for Galion, Bucyrus, and Crawford County.

The Regional Planning Commission's Fund

In 2013 and 2012, the Regional Planning Commission's general fund cash balance decreased by \$21,660 and \$13,927, respectively, and is mostly attributable to the decrease in charges for services receipts for grant administration.

General Fund Budgeting Highlights

The Commission's budget is prepared according to Ohio law and is based on accounting for certain transactions on a basis of cash receipts, disbursements, and encumbrances.

The Commission did not amend its' estimated receipts or disbursements for 2013 or 2012.

Contacting the Regional Planning Commission's Financial Management

This financial report is designed to provide a general overview of the Commission's finances for all those with an interest in the Commission's finances and to reflect the Commission's accountability for the money it receives. Questions concerning any of the information in this report or requests for additional information should be directed to the Crawford Regional Planning Commission, 117 East Mansfield Street, Bucyrus, Ohio 44820.

**CRAWFORD REGIONAL PLANNING COMMISSION
CRAWFORD COUNTY**

**STATEMENT OF NET POSITION - CASH BASIS
DECEMBER 31, 2013**

	<u>Governmental Activity</u>
Assets	
Cash and Cash Equivalents	<u>\$10,098</u>
<i>Total Assets</i>	<u><u>10,098</u></u>
Net Position	
Unrestricted	<u>10,098</u>
<i>Total Net Position</i>	<u><u>\$10,098</u></u>

See accompanying notes to the basic financial statements

**CRAWFORD REGIONAL PLANNING COMMISSION
CRAWFORD COUNTY**

**STATEMENT OF ACTIVITIES - CASH BASIS
FOR THE YEAR ENDED DECEMBER 31, 2013**

	Program Receipts	Net Disbursements and Change in Net Position
Cash Disbursements	Charges for Services	Governmental Activity
Governmental Activity Planning	<u>\$17,487</u>	<u>(\$21,927)</u>
	General Receipts	
	Miscellaneous	267
	<i>Total General Receipts</i>	267
	Change in Net Position	(21,660)
	<i>Net Assets Beginning of Year</i>	<u>31,758</u>
	<i>Net Assets End of Year</i>	<u><u>\$10,098</u></u>

See accompanying notes to the basic financial statements

**CRAWFORD REGIONAL PLANNING COMMISSION
CRAWFORD COUNTY**

**STATEMENT OF CASH BASIS ASSETS AND FUND BALANCE
DECEMBER 31, 2013**

	<u>General</u>
Assets	
Cash and Cash Equivalents	<u>\$10,098</u>
<i>Total Assets</i>	<u><u>10,098</u></u>
Fund Balance	
Unassigned	<u>10,098</u>
<i>Total Fund Balance</i>	<u><u>\$10,098</u></u>

See accompanying notes to the basic financial statements

**CRAWFORD REGIONAL PLANNING COMMISSION
CRAWFORD COUNTY**

**STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND CHANGE IN CASH BASIS
FUND BALANCE
FOR THE YEAR ENDED DECEMBER 31, 2013**

	<u>General</u>
Receipts	
Charges for Services - Grant Administration	\$800
Subdivision Charges	16,687
Miscellaneous	<u>267</u>
<i>Total Receipts</i>	<u>17,754</u>
Disbursements	
Current:	
Planning	<u>39,414</u>
<i>Net Change in Fund Balance</i>	(21,660)
<i>Fund Balance Beginning of Year</i>	<u>31,758</u>
<i>Fund Balance End of Year</i>	<u><u>\$10,098</u></u>

See accompanying notes to the basic financial statements

**CRAWFORD REGIONAL PLANNING COMMISSION
CRAWFORD COUNTY**

**STATEMENT OF RECEIPTS, DISBURSEMENTS AND CHANGE
IN FUND BALANCE - BUDGET AND ACTUAL - BUDGET BASIS - GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2013**

	<u>Budgeted Amounts</u>		<u>Actual</u>	Variance With Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>		
Receipts				
Charges for Services - Grant Administration	\$41,000	\$41,000	\$800	(\$40,200)
Subdivision Charges	17,005	17,005	16,687	(318)
Miscellaneous	<u>0</u>	<u>0</u>	<u>267</u>	<u>267</u>
<i>Total Receipts</i>	<u>58,005</u>	<u>58,005</u>	<u>17,754</u>	<u>(40,251)</u>
Disbursements				
Current:				
Planning				
Personal Services	49,335	49,335	38,916	10,419
Materials and Supplies	1,000	1,000	87	913
Contractual Services	2,043	2,043	0	2,043
Capital Outlay	500	500	0	500
Other	<u>3,000</u>	<u>3,000</u>	<u>411</u>	<u>2,589</u>
<i>Total Disbursements</i>	<u>55,878</u>	<u>55,878</u>	<u>39,414</u>	<u>16,464</u>
<i>Net Change in Fund Balance</i>	2,127	2,127	(21,660)	(23,787)
<i>Fund Balance Beginning of Year</i>	<u>31,758</u>	<u>31,758</u>	<u>31,758</u>	<u>0</u>
<i>Fund Balance End of Year</i>	<u><u>\$33,885</u></u>	<u><u>\$33,885</u></u>	<u><u>\$10,098</u></u>	<u><u>(\$23,787)</u></u>

See accompanying notes to the basic financial statements

**CRAWFORD REGIONAL PLANNING COMMISSION
CRAWFORD COUNTY**

**STATEMENT OF NET POSITION - CASH BASIS
DECEMBER 31, 2012**

	<u>Governmental Activity</u>
Assets	
Cash and Cash Equivalents	<u>\$31,758</u>
<i>Total Assets</i>	<u><u>31,758</u></u>
Net Position	
Unrestricted	<u>31,758</u>
<i>Total Net Position</i>	<u><u>\$31,758</u></u>

See accompanying notes to the basic financial statements

**CRAWFORD REGIONAL PLANNING COMMISSION
CRAWFORD COUNTY**

**STATEMENT OF ACTIVITIES - CASH BASIS
FOR THE YEAR ENDED DECEMBER 31, 2012**

	Program Receipts	Net Disbursements and Change in Net Position
Cash Disbursements	Charges for Services	Governmental Activity
Governmental Activity		
Planning	\$49,807	\$35,880
		(\$13,927)
	<i>Total General Receipts</i>	0
	<i>Net Assets Beginning of Year</i>	45,685
	<i>Net Assets End of Year</i>	\$31,758

See accompanying notes to the basic financial statements

**CRAWFORD REGIONAL PLANNING COMMISSION
CRAWFORD COUNTY**

**STATEMENT OF CASH BASIS ASSETS AND FUND BALANCE
DECEMBER 31, 2012**

	<u>General</u>
Assets	
Cash and Cash Equivalents	<u>\$31,758</u>
Fund Balances	
Unassigned	<u>31,758</u>
Total Fund Balances	<u>\$31,758</u>

See accompanying notes to the basic financial statements

**CRAWFORD REGIONAL PLANNING COMMISSION
CRAWFORD COUNTY**

**STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND CHANGE IN CASH BASIS
FUND BALANCE
FOR THE YEAE ENDED DECEMBER 31, 2012**

	<u>General</u>
Receipts	
Charges for Services-Grant Administration	\$18,900
Subdivision Charges	<u>16,980</u>
<i>Total Receipts</i>	<u>35,880</u>
Disbursements	
Current:	
Planning	<u>49,807</u>
<i>Net Change in Fund Balance</i>	(13,927)
<i>Fund Balance Beginning of Year</i>	<u>45,685</u>
<i>Fund Balance End of Year</i>	<u><u>\$31,758</u></u>

See accompanying notes to the basic financial statements

**CRAWFORD REGIONAL PLANNING COMMISSION
CRAWFORD COUNTY**

**STATEMENT OF RECEIPTS, DISBURSEMENTS AND CHANGE
IN FUND BALANCE - BUDGET AND ACTUAL - BUDGET BASIS - GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2012**

	<u>Budgeted Amounts</u>		<u>Actual</u>	Variance With
	<u>Original</u>	<u>Final</u>		Final Budget Positive (Negative)
Receipts				
Charges for Services-Grant Administration	\$41,000	\$41,000	\$18,900	(\$22,100)
Subdivision Charges	17,005	17,005	16,980	(25)
<i>Total Receipts</i>	<u>58,005</u>	<u>58,005</u>	<u>35,880</u>	<u>(22,125)</u>
Disbursements				
Current:				
Planning				
Personal Services	49,335	49,335	46,980	2,355
Materials and Supplies	1,000	1,000	455	545
Contractual Services	2,043	2,043	1,886	157
Capital Outlay	500	500	0	500
Other	3,000	3,000	486	2,514
<i>Total Disbursements</i>	<u>55,878</u>	<u>55,878</u>	<u>49,807</u>	<u>6,071</u>
<i>Net Change in Fund Balance</i>	2,127	2,127	(13,927)	(16,054)
<i>Fund Balance Beginning of Year</i>	<u>45,685</u>	<u>45,685</u>	<u>45,685</u>	<u>0</u>
<i>Fund Balance End of Year</i>	<u><u>\$47,812</u></u>	<u><u>\$47,812</u></u>	<u><u>\$31,758</u></u>	<u><u>(\$16,054)</u></u>

See accompanying notes to the basic financial statements

**CRAWFORD REGIONAL PLANNING COMMISSION
CRAWFORD COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2013 AND 2012**

Note 1 - Reporting Entity

The Crawford Regional Planning Commission, Crawford County, Ohio, (the Commission) is a body corporate and politic established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The Commission was formed for the purpose of providing cooperation in planning for land use, systems of transportation, highways, parks and recreational facilities, water supply, sewage disposal, garbage disposal, civic centers and other public improvements which affect the development of the region. The Commission is directed by a 35 member Board. The Board consists of representatives from participating political subdivisions, the county commissioners, and certain other county officials. The participating subdivisions are:

Auburn Township	Jefferson Township	Vernon Township
Bucyrus Township	Liberty Township	Whetstone Township
Chatfield Township	Lykens Township	Village of New Washington
Cranberry Township	Polk Township	Village of Crestline
Dallas Township	Sandusky Township	City of Bucyrus
Holmes Township	Texas Township	City of Galion
Jackson Township	Tod Township	

The reporting entity is composed of the primary government.

The Commission's management believes these financial statements present all activities for which the Commission is financially accountable.

Note 2 - Summary of Significant Accounting Policies

As discussed further in Note 2C., these financial statements are presented on a cash basis of accounting. This cash basis of accounting differs from accounting principles generally accepted in the United States of America (GAAP). Generally accepted accounting principles include all relevant Governmental Accounting Standards Board (GASB) pronouncements, which have been applied to the extent they are applicable to the cash basis of accounting. Following are the more significant of the Commission's accounting policies.

A. Basis of Presentation

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

Government-Wide Financial Statements

The statement of net position and the statement of activities display information about the Commission as a whole. These statements include the financial activities of the primary government. Governmental activities generally are financed through taxes, intergovernmental receipts or other nonexchange transactions.

**CRAWFORD REGIONAL PLANNING COMMISSION
CRAWFORD COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2013 AND 2012
(Continued)**

Note 2 - Summary of Significant Accounting Policies (Continued)

A. Basis of Presentation (Continued)

The statement of net position presents the cash balance of the governmental activity of the Commission at year end. The statement of activities compares disbursements and program receipts for each program or function of the Commission's governmental activities. Disbursements are reported by function. A function is a group of related activities designed to accomplish a major service or regulatory program for which the Commission is responsible. Program receipts include charges paid by the recipient of the goods or services offered by the program and grants that are restricted to meeting the operational requirements of a particular program.

Receipts which are not classified as program receipts are presented as general receipts of the Commission, with certain limited exceptions. The comparison of direct disbursements with program receipts identifies the extent to which each governmental program is self-financing on a cash basis or draws from the general receipts of the Commission.

Fund Financial Statements

During the year, the Commission segregates transactions related to certain Commission functions or activities in a fund in order to aid financial management and to demonstrate legal compliance. Fund financial statements are designed to present financial information of the Commission at this more detailed level.

B. Fund Accounting

The Commission uses a fund to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. The Commission classifies its fund as governmental.

Governmental Fund

The governmental fund finances all governmental functions of the Commission. The following is the Commission's major governmental fund:

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

**CRAWFORD REGIONAL PLANNING COMMISSION
CRAWFORD COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2013 AND 2012
(Continued)**

Note 2 - Summary of Significant Accounting Policies (Continued)

C. Basis of Accounting

The Commission's financial statements are prepared using the cash basis of accounting. Except for modifications having substantial support, receipts are recorded in the Commission's financial records and reported in the financial statements when cash is received rather than when earned and disbursements are recorded when cash is paid rather than when a liability is incurred. Any such modifications made by the Commission are described in the appropriate section in this note.

As a result of the use of this cash basis of accounting, certain assets and their related revenues (such as accounts receivable and revenue for billed or provided services not yet collected) and certain liabilities and their related expenses (such as accounts payable and expenses for goods or services received but not yet paid, and accrued expenses and liabilities) are not recoded in these financial statements.

D. Budgetary Process

The Board makes appropriations for its expenditures for the upcoming year at the regular meeting held in December. Appropriations may be modified or supplemented from time to time during the year, and shall be in accordance with the same budgetary statutes as used by Crawford County, which is the designated fiscal agent of the Commission under Ohio Revised Code. The amounts reported as the original budgeted amounts reflect the first appropriation resolution that covered the entire year. The amounts reported as the final budgeted amounts represent the final appropriation amounts passed by the Commission during the year.

The certificate of estimated resources may be amended during the year if projected increases or decreases in receipts are identified by the Commission. The amounts reported as the original budgeted amounts on the budgetary statements reflect the amounts on the certificate of estimated resources when the original appropriations were adopted. The amounts reported as the final budgeted amounts on the budgetary statements reflect the amounts on the amended certificate of estimated resources in effect at the time final appropriations were passed by the Commission.

E. Cash and Cash Equivalents

As required by Ohio Revised Code, the Crawford County Treasurer is the custodian of the Commission's monies. The Commission's assets are held in Crawford County's cash and investment pool, and are valued at the County Treasurer's reported carrying amount. Deposits and investments disclosures for the County as a whole may be obtained from the Crawford County Auditor's Office, 112 East Mansfield Street, Bucyrus, Ohio 44820.

F. Capital Assets

Acquisitions of property, plant and equipment are recoded as disbursements when paid. These items are not reflected as assets in the accompanying financial statements.

**CRAWFORD REGIONAL PLANNING COMMISSION
CRAWFORD COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2013 AND 2012
(Continued)**

Note 2 - Summary of Significant Accounting Policies (Continued)

G. 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 Commission's cash basis of accounting.

H. Employer Contributions to Cost-Sharing Pension Plans

The Commission recognizes the disbursement for their employer contributions to cost-sharing pension plans when they are paid. As described in Notes 7 and 8, the employer contributions include portions for pension benefits and for postretirement health care benefits.

I. Net Position

Net position is reported as restricted when there are limitations imposed on its use either through enabling legislation or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. The Commission's policy is to first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

The government-wide statement of net position reports no restricted net position.

J. Fund Balance

Fund balance is divided into five classifications based primarily on the extent to which the Commission is bound to observe constraints imposed upon the use of the resources in governmental funds. The classifications are as follows:

Nonspendable - The nonspendable classification includes amounts that cannot be spent because they are not in spendable form or legally or contractually required to be maintained intact. The "not in spendable form" includes items that are not expected to be converted to cash.

Restricted - The restricted classification includes amounts 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.

Committed - The committed classification includes amounts that can be used only for the specific purposes imposed by a formal action (resolution) of the Commission. The committed amounts cannot be used for any other purpose unless the Commission removes or changes the specified use by taking the same type of action (resolution) it employed to previously commit those amounts. In contrast to fund balance that is restricted by enabling legislation, committed fund balance may be redeployed for other purposes with appropriate due process. Constraints imposed on the use of committed amounts are imposed by the Commission, separate from the authorization to raise the underlying revenue; therefore, compliance with these constraints is not considered to be legally enforceable. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

**CRAWFORD REGIONAL PLANNING COMMISSION
CRAWFORD COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2013 AND 2012
(Continued)**

Note 2 - Summary of Significant Accounting Policies (Continued)

Assigned - Amounts in the assigned classification are intended to be used by the Commission for specific purposes but do not meet the criteria to be classified as restricted or committed. In the General Fund, assigned amounts represent intended uses established by the Commission or by a Commission official delegated that authority by resolution.

Unassigned - Unassigned fund balance is the residual classification for the General Fund and includes all spendable amounts not contained in the other classifications.

The Commission first applies restricted resources when an expenditure is 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 can be used.

Note 3 – Changes in Accounting Principles

For 2012 and 2013, the Commission implemented Governmental Accounting Standards Board (GASB) Statement No. 61, "The Financial Reporting Entity: Omnibus", Statement No. 62, "Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989, FASB and AICPA Pronouncements", Statement No. 63, "Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position", and Statement No. 66, "Technical Corrections-2012-an amendment of GASB Statements No. 10 and No. 62".

GASB Statement No. 61 modifies existing requirements for the assessment of potential component units in determining what should be included in the financial reporting entity and the financial reporting entity display and disclosure requirements. The implementation of this statement did not result in any change to the District's financial statements.

GASB Statement No. 62 incorporates into GASB's authoritative literature certain FASB and AICPA pronouncements issued on or before November 30, 1989. The implementation of this statement did not result in any change to the District's financial statements.

GASB Statement No. 63 provides guidance for reporting deferred outflows or resources, deferred inflows of resources, and net position in the statement of financial position and related note disclosures. These changes were incorporated in the Commission's 2012 and 2013 financial statements; however, there was no effect on beginning net position and/or fund balance.

GASB Statement No. 66 resolves conflicting accounting and financial reporting guidance that could diminish the consistency of financial reporting and, thereby, enhance the usefulness of the financial reports. The implementation of this statement did not result in any change to the Commission's financial statements.

**CRAWFORD REGIONAL PLANNING COMMISSION
CRAWFORD COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2013 AND 2012
(Continued)**

Note 4 - Budgetary Basis of Accounting

The budgetary basis as provided by law is based upon accounting for certain transactions on the basis of cash receipts, disbursements, and encumbrances. The Statement of Receipts, Disbursements and Change in Fund Balance - Budget and Actual - Budgetary Basis presented for the General Fund is prepared on the budgetary basis to provide a meaningful comparison of actual results with the budget. The difference between the budgetary basis and the cash basis is outstanding year end encumbrances are treated as expenditures (budgetary basis) rather than as a reservation of restricted, committed, or assigned fund balance (cash basis). There were no encumbrances outstanding at December 31, 2013 and 2012 (budgetary basis).

Note 5 - Subdivision Charges

The Commission receives revenue from charges to member subdivisions. The charges are based upon per capita data. Subdivision fees are based on a sixteen-cent per capita charge.

Note 6 - Risk Management

The Commission is included in Crawford County's commercial insurance policies for the following risks:

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

During 2013, Crawford County contracted with the County Risk Sharing Authority (CORSA) for its insurance. Comprehensive property insurance has a limit of \$80,557,306. The primary general liability limit is \$1,000,000.

Settled claims have not exceeded commercial coverage in any of the past three years, and there has been no significant reduction in coverage from the prior year.

Note 7 - Defined Benefit Pension Plans

The Commission participates in the Ohio Public Employees Retirement System (OPERS). OPERS administers three separate pension plans. The traditional plan is a cost-sharing, multiple-employer defined benefit pension plan. The member-directed plan is a defined contribution plan in which the member invests both member and employer contributions (employer contributions vest over five years at 20 percent per year). Under the member-directed plan, members accumulate retirement assets equal to the value of the member and vested employer contributions plus any investment earnings. The combined plan is a cost-sharing, multiple-employer defined benefit pension plan. Under the combined plan, employer contributions are invested by OPERS to provide a formula retirement benefit similar to the traditional plan benefit. Member contributions, whose investment is self-directed by the member, accumulate retirement assets in a manner similar to the member-directed plan.

OPERS provides retirement, disability, survivor and death benefits, and annual cost of living adjustments to members of the traditional and combined plans. Members of the member-directed plan do not qualify for ancillary benefits. Authority to establish and amend benefits is provided by Chapter 145 of the Ohio Revised Code. OPERS issues a stand-alone financial report that may be obtained by visiting <https://www.opers.org/investments/cafr.shtml>, by writing to the Ohio Public Employees Retirement System, 277 East Town Street, Columbus, Ohio 43215-4642, or by calling (614) 222-5601 or 800-222-7377.

**CRAWFORD REGIONAL PLANNING COMMISSION
CRAWFORD COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2013 AND 2012
(Continued)**

Note 7 - Defined Benefit Pension Plans (Continued)

For 2013 and 2012, the Commission's employee, who is a member of the traditional plan, was required to contribute 10 percent of annual covered salary to fund pension obligations. The Commission's contribution rate for pension benefits for 2013 and 2012 was 14 percent. The Ohio Revised Code provides statutory authority for member and employer contributions.

The Commission's required contribution for pension obligations to the traditional plan for the years ended December 31, 2013, 2012, and 2011 were \$3,037, \$3,682, and \$3,823, respectively; 100 percent has been contributed for 2013, 2012, and 2011.

Note 8 - Postemployment Benefits

The Ohio Public Employees Retirement System (OPERS) administers three separate pension plans; the traditional plan, a cost-sharing, multiple-employer defined benefit pension plan; the member-directed plan, a defined contribution plan; and the combined plan, a cost-sharing, multiple-employer defined benefit pension plan that has elements of both a defined benefit and defined contribution plan.

OPERS maintains a cost-sharing, multiple-employer postemployment health care plan for qualifying members of both the traditional and combined plans. Members of the member-directed plan do not qualify for ancillary benefits, including postemployment health care coverage. The plan includes a medical plan, a prescription drug program, and Medicare Part B premium reimbursement.

In order to qualify for postemployment health care coverage, age and service retirees under the traditional and combined plans must have ten or more years of qualifying Ohio service credit. Health care coverage for disability benefit recipients and qualified survivor benefit recipients is available. The Ohio Revised Code permits, but does not mandate, OPERS to provide health care benefits to its eligible members and beneficiaries. Authority to establish and amend benefits is provided in Chapter 145 of the Ohio Revised Code.

Disclosures for the health care plan are presented separately in the OPERS financial report which may be obtained by visiting <https://www.opers.org/investments/cafr.shtml>, by writing to the Ohio Public Employees Retirement System, 277 East Town Street, Columbus, Ohio 43215-4642, or by calling (614) 222-5601 or 800-222-7377.

The postemployment health care plan was established under, and is administered in accordance with, Internal Revenue Code 401(h). The Ohio Revised Code provides the statutory authority requiring public employers to fund postemployment health care through contributions to OPERS. A portion of each employer's contribution is set aside for the funding of postemployment health care.

Employer contribution rates are expressed as a percentage of the covered payroll of active members. For 2012 and 2013, state and local employers contributed 14 percent of covered payroll. This is the maximum employer contribution is set aside for the funding of postemployment health care.

Each year, the OPERS retirement board determines the portion of the employer contribution rate that will be set aside for funding postemployment health care benefits. The portion of the employer contribution allocated to health care for members in the traditional plan was 4 percent for 2012 and 1 percent for 2013. Effective January 1, 2014, the portion of the employer contributions allocated to healthcare was raised 2 percent for both plans as recommended by the OPERS actuary.

**CRAWFORD REGIONAL PLANNING COMMISSION
CRAWFORD COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2013 AND 2012
(Continued)**

Note 8 - Postemployment Benefits (Continued)

The OPERS retirement board is also authorized to establish rules for the payment of a portion of the health care benefits provided by the retiree or the retiree's surviving beneficiaries. Payment amounts vary depending on the number of covered dependents and the coverage selected. Active members do not make contributions to the postemployment health care plan.

The Commission's contribution allocated to fund postemployment health care benefits for the years ended December 31, 2013, 2012, and 2011 was \$234, \$1,473, and 1,529, respectively. 100 percent has been contributed for 2013, 2012, and 2011.

Changes to the health care plan were adopted by the OPERS Board of Trustees on September 9, 2012, with a transition plan commencing on January 1, 2014. With the recent passage of pension legislation under Senate Bill 343 and the approved health care changes, OPERS expects to be able to consistently allocate 4 percent of the employer contribution toward the health care fund after the end of the transition period.

Note 9 - Contingent Liabilities

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

Note 10 - Ceased Operations/Subsequent Event

As discussed in the Subdivision Charges Note 5, the Commission is dependent on funding from charges to member subdivisions for its continued operation. The ability of the Commission to continue operating at its current level was dependent upon its ability to generate sufficient cash flow to meet its anticipated obligations on a timely basis. Therefore, on July 23, 2014, a decision was made by the full Regional Planning Commission committee to cease operations.

**CRAWFORD REGIONAL PLANNING COMMISSION
CRAWFORD COUNTY**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2013 AND 2012
(Continued)**

Note 10 - Ceased Operations/Subsequent Event (Continued)

The following is a schedule of all disbursement transactions which occurred subsequent to December 31, 2013, and the effect these transactions had on the Commission's cash balance.

				12/31/13 Cash	
				\$10,098.29	
Date	Check Number	Payee/Vendor			Description
4/25/2014	44327	Ohio BWC	(\$391.22)		2013 Workers' Compensation
8/8/2014	47111	Ohio Auditor of State	(287.00)		2012-2014 audit services
8/22/2014	47692	Ohio Auditor of State	(225.50)		2012-2014 audit services
9/5/2014	47991	Patricia Rondon	(84.00)		mileage reimbursement
9/5/2014	47992	Dale Sipe	(23.03)		postage reimbursement
10/3/2014	Dir Dep	Bucyrus Township	(58.48)		Allocation
10/3/2014	Dir Dep	Cranberry Township	(42.86)		Allocation
10/3/2014	Dir Dep	Dallas Township	(33.97)		Allocation
10/3/2014	Dir Dep	Holmes Township	(93.77)		Allocation
10/3/2014	Dir Dep	Jackson Township	(16.35)		Allocation
10/3/2014	Dir Dep	Jefferson Township	(107.01)		Allocation
10/3/2014	Dir Dep	Liberty Township	(95.87)		Allocation
10/3/2014	Dir Dep	Lykens Township	(46.22)		Allocation
10/3/2014	Dir Dep	Polk Township	(149.31)		Allocation
10/3/2014	Dir Dep	Sandusky Township	(32.14)		Allocation
10/3/2014	Dir Dep	Texas Township	(26.89)		Allocation
10/3/2014	Dir Dep	Tod Township	(47.41)		Allocation
10/3/2014	Dir Dep	Vernon Township	(35.70)		Allocation
10/3/2014	Dir Dep	Whetstone Township	(134.66)		Allocation
10/3/2014	Dir Dep	Village of Crestline	(322.99)		Allocation
10/3/2014	48775	Village of New Washington	(67.72)		Allocation
10/3/2014	Dir Dep	Village of North Robinson	(14.36)		Allocation
10/3/2014	48776	City of Bucyrus	(865.74)		Allocation
10/3/2014	48777	City of Galion	(735.55)		Allocation
10/3/2014	48778	Crawford County	(4,377.04)		Allocation
				\$1,783.50	Balance obligated to pay final audit fees

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Dave Yost • Auditor of State

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

Crawford Regional Planning Commission
Crawford County
117 East Mansfield Street
Bucyrus, Ohio 44820

To the Board of Commissioners:

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 governmental activities and the major fund of the Crawford Regional Planning Commission, Crawford County, Ohio, (the Commission) as of and for the years ended December 31, 2013 and 2012, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements and have issued our report thereon dated October 6, 2014, wherein we noted the Commission voted to cease operations on July 23, 2014.

Internal Control Over Financial Reporting

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

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 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 Commission's financial statements. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all internal control deficiencies that might be material weaknesses or significant deficiencies. Given these limitations, we did not identify any deficiencies in internal control that we consider material weaknesses. However, unidentified material weaknesses may exist.

Compliance and Other Matters

As part of reasonably assuring whether the Commission'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 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 Commission's internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the Commission's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Dave Yost". The signature is written in a cursive style with a large, looping "D" and "Y".

Dave Yost
Auditor of State
Columbus, Ohio

October 6, 2014



Dave Yost • Auditor of State

CRAWFORD REGIONAL PLANNING COMMISSION

CRAWFORD 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
NOVEMBER 06, 2014**