



**ADAMS COUNTY FAMILY AND CHILDREN FIRST COUNCIL  
ADAMS COUNTY  
REGULAR AUDIT  
FOR THE YEARS ENDED DECEMBER 31, 2000-1999**



**JIM PETRO**  
**AUDITOR OF STATE**  

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**STATE OF OHIO**



**ADAMS COUNTY FAMILY AND CHILDREN FIRST COUNCIL  
ADAMS COUNTY**

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STATE OF OHIO  
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

250 West Court Street  
Suite 150 E  
Cincinnati, Ohio 45202  
Telephone 513-361-8550  
800-368-7419  
Facsimile 513-361-8577  
www.auditor.state.oh.us

**INDEPENDENT ACCOUNTANTS' REPORT**

Adams County Family and Children First Council  
Adams County  
482 Rice Drive  
West Union, Ohio 45693

To the Council:

We have audited the accompanying financial statements of the Adams County Family and Children First Council, Adams County, Ohio (the Council), as of and for the years ended December 31, 2000 and 1999. These financial statements are the responsibility of the Council's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

As described in Note 1, the Council prepares its financial statements on the basis of accounting prescribed or permitted by the Auditor of State, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of the Council, as of December 31, 2000 and 1999, and its combined cash receipts and disbursements for the years then ended on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated June 12, 2001, on our consideration of the Council's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

This report is intended solely for the information and use of management, Council and other officials authorized to receive this report under § 117.26, of the Ohio Revised Code, and is not intended to be and should not be used by anyone other than these specified parties.

**Jim Petro**  
Auditor of State

June 12, 2001

**ADAMS COUNTY FAMILY AND CHILDREN FIRST COUNCIL  
ADAMS COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS,  
AND CHANGES IN FUND CASH BALANCES  
ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 2000**

	<b>General</b>	<b>Special Revenue</b>	<b>Totals (Memorandum Only)</b>
<b>Cash Receipts:</b>			
Intergovernmental	\$54,250	\$94,720	\$148,970
Other Revenue	425		425
	<u>54,675</u>	<u>94,720</u>	<u>149,395</u>
<b>Total Cash Receipts</b>			
<b>Cash Disbursements:</b>			
Salaries and Benefits	18,984	4,748	23,732
Training	36		36
Travel		478	478
Contract Services	5,751	32,326	38,077
Administrative Costs	1,917	100	2,017
Project Expense		7,734	7,734
	<u>26,688</u>	<u>45,386</u>	<u>72,074</u>
<b>Total Cash Disbursements</b>			
<b>Total Receipts Over/(Under) Disbursements</b>			
	<u>27,987</u>	<u>49,334</u>	<u>77,321</u>
<b>Other Financing Receipts/(Disbursements):</b>			
Advances In from County	5,000		5,000
Advances Out to County	(5,000)		(5,000)
	<u></u>	<u></u>	<u></u>
<b>Total Other Financing Receipts/(Disbursements)</b>			
<b>Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements</b>			
	<u>27,987</u>	<u>49,334</u>	<u>77,321</u>
<b>Fund Cash Balances, January 1</b>			
	<u>6,132</u>	<u>56,112</u>	<u>62,244</u>
<b>Fund Cash Balances, December 31</b>			
	<u><u>\$34,119</u></u>	<u><u>\$105,446</u></u>	<u><u>\$139,565</u></u>

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

**ADAMS COUNTY FAMILY AND CHILDREN FIRST COUNCIL  
ADAMS COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS,  
AND CHANGES IN FUND CASH BALANCES  
ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 1999**

	<b>General</b>	<b>Special Revenue</b>	<b>Totals (Memorandum Only)</b>
<b>Cash Receipts:</b>			
Intergovernmental	\$103,983	\$94,227	\$198,210
Total Cash Receipts	103,983	94,227	198,210
<b>Cash Disbursements:</b>			
Salaries and Benefits	21,608	2,348	23,956
Training		462	462
Travel		898	898
Contract Services	2,177	11,979	14,156
Reimbursement to Parents	680		680
Administrative Costs	4,169	2,650	6,819
Project Expense	2,639	31,832	34,471
Intergovernmental	109,605		109,605
All other Disbursements	253	2,530	2,783
Total Cash Disbursements	141,131	52,699	193,830
Total Receipts Over/(Under) Disbursements	(37,148)	41,528	4,380
<b>Other Financing Receipts/(Disbursements):</b>			
Advances In from County	2,500		2,500
Advances Out to County	(2,500)		(2,500)
Refund - Unspent Grant Money	(37,407)		(37,407)
Total Other Financing Receipts/(Disbursements)	(37,407)		(37,407)
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	(74,555)	41,528	(33,027)
Fund Cash Balances, January 1	80,687	14,584	95,271
<b>Fund Cash Balances, December 31</b>	<b>\$6,132</b>	<b>\$56,112</b>	<b>\$62,244</b>

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



**ADAMS COUNTY FAMILY AND CHILDREN FIRST COUNCIL  
ADAMS COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2000 AND 1999**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Description of the Entity**

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

- a. The director of the county ADAMH board. For counties served by a joint ADAMH board, the joint board's director must designate a member to participate on the county's council.
- b. A representative from each city board of health and general health district in the county. If there are more than two health districts, then the membership is limited to the commissioners of the two districts with the largest populations.
- c. The director of the county department of human services.
- d. The executive director of the county children's services board.
- e. The superintendent of the county board of mental retardation and developmental disabilities.
- f. The administrative or the judge senior in service or his designee for the county's juvenile court.
- g. The superintendent of the city, exempted village, or local school district with the largest number of pupils residing in the county.
- h. A school superintendent representing all other school districts with territory in the county, as designated at a biennial meeting of the superintendents of those districts;
- i. A representative of the municipal corporation with the largest population in the county.
- j. The chair of the board of county commissioners, or designee.
- k. A representative of the regional office of the department of youth services.
- l. A representative of the county's head start agencies.
- m. A representative of the county's early intervention collaborative.
- n. At least three individuals whose families are receiving or have received services from an agency which is represented on the council. If possible, 20% of the council's membership should consist of members representing families.
- o. The director of the community mental health board.
- p. A representative of the local nonprofit entity that funds, advocates or provides services to children and families.

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

**ADAMS COUNTY FAMILY AND CHILDREN FIRST COUNCIL  
ADAMS COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2000 AND 1999  
(Continued)**

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

A county council's statutory responsibilities include the following:

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

**B. Basis of Accounting**

These financial statements follow the basis of accounting prescribed or permitted by the Auditor of State, which is similar to the cash receipts and disbursements basis of accounting. Receipts are recognized when received in cash rather than when earned, and disbursements are recognized when paid rather than when a liability is incurred.

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

**C. Fund Accounting**

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

**1. General Fund**

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

**2. Special Revenue Funds**

These funds are used to account for proceeds from specific sources that are restricted to expenditure for specific purposes.

**ADAMS COUNTY FAMILY AND CHILDREN FIRST COUNCIL  
ADAMS COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2000 AND 1999  
(Continued)**

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

The Council has two Special Revenue Funds: Wellness Block Grant (Indicator 1) and Wellness Block Grant (Indicator 2). These funds are established to track the funds received through the Wellness Block Grant which supports programs for teen pregnancy prevention.

**D. Fiscal Agent**

The Adams County Auditor serves as the Council's fiscal agent. The Adams County Department of Jobs and Family Services serves as the Council's administrative agent. The administrative agent provides a program coordinator to oversee the various programs under the Family and Children First Council.

**E. Service Coordinator**

The purpose of Council is to identify ways in which the Child Servicing System can provide services to the community in the most efficient and effective manner. A Service Coordinator has been hired to coordinate all Family and Children First programs. This employee contributes to the Public Employees Retirement System which is described in Note 3.

**F. Property, Plant and Equipment**

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

**G. Grant Subrecipients**

During the period January 1, 1999 through December 31, 2000, the Council was awarded a grant from the Family Stability Incentive Program. A percentage of these grant revenues are passed on to Lawrence County Appalachian Family and Children First Council and South Central Ohio Educational Service Center, which serves as the fiscal agent for the Scioto County Family and Children First Council. This grant is presented as an Intergovernmental Receipt and Intergovernmental Disbursement on the Council's financial statements.

**2. CASH DEPOSITS**

The Adams County Treasurer maintains a cash pool used by all of the County's funds, including those of the Family and Children First Council. The Ohio Revised Code prescribes allowable deposits and investments, and the County is responsible for meeting compliance requirements. The Council's carrying amounts of cash on deposit with the County at December 31, 2000 and 1999 was \$139,565 and \$62,244, respectively.

All risk associated with such deposits are the responsibility of the Adams County Treasurer.

**3. RETIREMENT SYSTEMS**

The Service Coordinator belongs to the Public Employees Retirement System (PERS) of Ohio. PERS is a cost-sharing, multiple-employer plan. This plan provides retirement benefits, including post retirement healthcare, and survivor and disability benefits to participants as prescribed by the Ohio Revised Code.

**ADAMS COUNTY FAMILY AND CHILDREN FIRST COUNCIL  
ADAMS COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2000 AND 1999  
(Continued)**

**3. RETIREMENT SYSTEMS (Continued)**

Contribution rates are also prescribed by the Ohio Revised Code. PERS members contributed 8.5% of their gross salaries. The Township contributed an amount equal to 13.55% of participants' gross salaries in 1999 and an amount equal to 10.84% in 2000.

**4. ADVANCES FROM ADAMS COUNTY**

During fiscal years 2000 and 1999, \$5,000 and \$2,500, respectively, were advanced from Adams County's General Fund to fund administrative expenditures prior to the Council receiving administrative grant money. These advanced funds were repaid to Adams County within fiscal years 2000 and 1999.

**5. RISK MANAGEMENT**

The Council is covered under Adams County's insurance policy.



STATE OF OHIO  
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

250 West Court Street  
Suite 150 E  
Cincinnati, Ohio 45202  
Telephone 513-361-8550  
800-368-7419  
Facsimile 513-361-8577  
www.auditor.state.oh.us

**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL REQUIRED BY  
GOVERNMENT AUDITING STANDARDS**

Adams County Family and Children First Council  
Adams County  
482 Rice Drive  
West Union, Ohio 45693

To the Council:

We have audited the financial statements of Adams County Family and Children First Council, Adams County, Ohio (the Council), as of and for the years ended December 31, 2000 and 1999, and have issued our report thereon dated June 12, 2001. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Compliance**

As part of obtaining reasonable assurance about whether the Council's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*. However, we noted a certain immaterial instance of noncompliance that we have reported to management of the Council in a separate letter dated June 12, 2001.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the Council's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted other matters involving the internal control over financial reporting that do not require inclusion in this report that we have reported to management of the Council in a separate letter dated June 12, 2001.

Adams County Family and Children First Council  
Adams County  
Report on Compliance and on Internal Control Required by  
*Government Auditing Standards*  
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This report is intended solely for the information and use of management, Council, and other officials authorized to receive this report under § 117.26, of the Ohio Revised Code, and is not intended to be and should not be used by anyone other than these specified parties.

**Jim Petro**  
Auditor of State

June 12, 2001



STATE OF OHIO  
OFFICE OF THE AUDITOR  

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JIM PETRO, AUDITOR OF STATE

88 East Broad Street  
P.O. Box 1140  
Columbus, Ohio 43216-1140  
Telephone 614-466-4514  
800-282-0370  
Facsimile 614-466-4490

**FAMILY AND CHILDREN FIRST COUNCIL**

**ADAMS 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  
JULY 19, 2001**