

**ALCOHOL, DRUG ADDICTION, AND MENTAL  
HEALTH SERVICES BOARD OF TUSCARAWAS  
AND CARROLL COUNTIES**

**AUDITED FINANCIAL STATEMENTS  
DECEMBER 31, 2001**





STATE OF OHIO  
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

35 North Fourth Street  
Columbus, Ohio 43215  
Telephone 614-466-3402  
800-443-9275  
Facsimile 614-728-7199  
[www.auditor.state.oh.us](http://www.auditor.state.oh.us)

Board Members

Alcohol, Drug Addiction, and Mental Health Services Board  
of Tuscarawas and Carroll Counties

We have reviewed the Independent Auditor's Report of the Alcohol, Drug Addiction, and Mental Health Services Board, Tuscarawas County, prepared by Rea & Associates, Inc. for the audit period January 1, 2001 through December 31, 2001. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The Alcohol, Drug Addiction, and Mental Health Services Board of Tuscarawas and Carroll Counties is responsible for compliance with these laws and regulations.

A handwritten signature in black ink, appearing to read "Jim Petro".

JIM PETRO  
Auditor of State

September 20, 2002

**This Page is Intentionally Left Blank.**

**ALCOHOL, DRUG ADDICTION, AND MENTAL  
HEALTH SERVICES BOARD OF TUSCARAWAS  
AND CARROLL COUNTIES**

**AUDITED FINANCIAL STATEMENTS  
DECEMBER 31, 2001**

**TABLE OF CONTENTS**

<b><u>TITLE</u></b>	<b><u>PAGE</u></b>
Index of Funds .....	i
Independent Auditor's Report .....	1-2
Combined Statement of Cash, Investments and Fund Cash Balances - All Fund Types.....	3
Combined Statement of Cash Receipts, Disbursements and Changes in Fund Balances .....	4
Combined Statement of Receipts - Budget and Actual.....	5
Combined Statement of Disbursements and Encumbrances Compared with Expenditure Authority.....	6
Notes to the Financial Statements .....	7-12
Schedule of Expenditures of Federal Awards .....	13
Notes to the Schedule of Expenditures of Federal Awards.....	14
Independent Auditor's Report on Compliance and Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i> .....	15
Independent Auditor's Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with <i>OMB Circular A-133</i> .....	16-17
Schedule of Findings and Questioned Costs .....	18-19
Corrective Action Plan.....	20

**This Page is Intentionally Left Blank.**

ALCOHOL, DRUG ADDICTION, AND MENTAL HEALTH SERVICES  
BOARD OF TUSCARAWAS AND CARROLL COUNTIES

INDEX OF FUNDS

GOVERNMENTAL FUND TYPES:

General Fund Type:

General Fund

Special Revenue Fund Types:

Medical Assistance Program; Medicaid, Title XIX Fund

Alcohol and Drug Addiction Block Grant Fund

Women's Set-Aside Grant Fund

Community Plan Block Grant Fund

Children/Adolescent Block Grant Special Fund

Housing Assistance Program Grant Fund

Drug Free School Grant Fund

Title XX Fund

**This Page is Intentionally Left Blank.**



# Rea & Associates, Inc.

---

ACCOUNTANTS AND BUSINESS CONSULTANTS

August 30, 2002

Board Members  
Alcohol, Drug Addiction, and Mental Health  
Services Board of Tuscarawas and Carroll Counties  
New Philadelphia, OH 44663

## **Independent Auditor's Report**

We have audited the accompanying financial statements of the Alcohol, Drug Addiction, and Mental Health Services Board of Tuscarawas and Carroll Counties (the "Board"), as of and for the year ended December 31, 2001, as listed in the table of contents. These financial statements are the responsibility of the Board's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit 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 audit provides a reasonable basis for our opinion.

As discussed in Note 1, the Board 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 accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, cash balances of the Alcohol, Drug Addiction, and Mental Health Services Board of Tuscarawas and Carroll Counties, as of December 31, 2001, and the revenues it received and expenditures it paid and budgeted receipts, appropriations, and encumbrances for the year then ended, on the basis of accounting described in Note 1.

Alcohol, Drug Addiction, and Mental Health  
Services Board of Tuscarawas and Carroll Counties  
Independent Auditor's Report  
August 30, 2002  
Page 2

Our audit was performed for the purpose of forming an opinion on the basic financial statements of the Board. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the U. S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

In accordance with *Government Auditing Standards*, we also have issued our report dated August 30, 2002 on our consideration of the Board'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 the audit committee, management, Board, federal awarding agencies and pass-through entities, and other officials authorized to receive this report under Section 117.26, Ohio Revised Code. It is not intended to be and should not be used by anyone other than specified parties.

*Rea & Associates, Inc.*

ALCOHOL, DRUG ADDICTION, AND MENTAL  
HEALTH SERVICES BOARD OF TUSCARAWAS  
AND CARROLL COUNTIES

COMBINED STATEMENT OF CASH, INVESTMENTS, AND  
FUND CASH BALANCES - ALL FUND TYPES  
AS OF DECEMBER 31, 2001

CASH AND INVESTMENTS HELD BY FISCAL AGENT	<u>\$ 1,450,440</u>
--	---------------------

CASH BALANCES BY FUND TYPE

GOVERNMENTAL FUND TYPES:	
General Fund	\$ 1,031,783
Special Revenue Funds	<u>418,657</u>
 <i>Total all funds</i>	 <u>\$ 1,450,440</u>

The accompanying notes are an integral part of these financial statements.

ALCOHOL, DRUG ADDICTION, AND MENTAL  
HEALTH SERVICES BOARD OF TUSCARAWAS  
AND CARROLL COUNTIES

COMBINED STATEMENT OF CASH RECEIPTS, DISBURSEMENTS  
AND CHANGES IN FUND BALANCES  
FOR THE YEAR ENDED DECEMBER 31, 2001

	General Fund	Special Revenue Fund	Total (Memorandum Only)
<b>RECEIPTS:</b>			
Property taxes	\$ 426,681	\$ 0	\$ 426,681
Intergovernmental receipts	3,489,812	2,639,695	6,129,507
Other receipts	58,359	0	58,359
<i>Total receipts</i>	3,974,852	2,639,695	6,614,547
<b>DISBURSEMENTS:</b>			
Salaries - employees	214,166	0	214,166
PERS	28,449	0	28,449
Insurance	29,821	0	29,821
Workers' Compensation	5,648	0	5,648
Medicare	3,098	0	3,098
Travel	7,847	0	7,847
Contract services	3,664,072	2,699,348	6,363,420
Supplies	11,816	0	11,816
Equipment	20,997	0	20,997
Repairs	1,537	0	1,537
Advertising	10,684	0	10,684
Other expenses	13,241	0	13,241
<i>Total disbursements</i>	4,011,376	2,699,348	6,710,724
<i>Excess of receipts under disbursements</i>	(36,524)	(59,653)	(96,177)
<b>OTHER FINANCING SOURCES (USES):</b>			
Advance In	206,795	227,195	433,990
Advance Out	(227,195)	(206,795)	(433,990)
Transfers In	36,219	74,351	110,570
Transfers Out	0	(110,570)	(110,570)
<i>Total other financing sources (uses)</i>	15,819	(15,819)	0
<i>Excess of receipts and other financing sources under disbursements</i>	(20,705)	(75,472)	(96,177)
<i>FUND CASH BALANCES, January 1, 2001</i>	1,052,488	494,129	1,546,617
<i>FUND CASH BALANCES, December 31, 2001</i>	\$ 1,031,783	\$ 418,657	\$ 1,450,440

The accompanying notes are an integral part of these financial statements.

ALCOHOL, DRUG ADDICTION, AND MENTAL  
HEALTH SERVICES BOARD OF TUSCARAWAS AND  
CARROLL COUNTIES

COMBINED STATEMENT OF RECEIPTS - BUDGET AND ACTUAL  
FOR THE YEAR ENDED DECEMBER 31, 2001

<u>Fund Types/Funds</u>	<u>Estimated Receipts</u>	<u>Actual Receipts</u>	<u>Variance (Unfavorable)</u>
GOVERNMENTAL:			
General Fund	\$ 3,856,860	\$ 4,217,866	\$ 361,006
Special Revenue Funds	2,577,681	2,941,241	363,560
	<u>                    </u>	<u>                    </u>	<u>                    </u>
<i>Total (Memorandum Only)</i>	<u><u>\$ 6,434,541</u></u>	<u><u>\$ 7,159,107</u></u>	<u><u>\$ 724,566</u></u>

The accompanying notes are an integral part of these financial statements.

ALCOHOL, DRUG ADDICTION, AND MENTAL HEALTH  
SERVICES BOARD OF TUSCARAWAS AND CARROLL COUNTIES

COMBINED STATEMENT OF DISBURSEMENTS AND ENCUMBRANCES  
COMPARED WITH EXPENDITURE AUTHORITY  
FOR THE YEAR ENDED DECEMBER 31, 2001

<u>Fund Types/Funds</u>	<u>Prior Year Carryover Appropriations</u>	<u>2001 Appropriations</u>	<u>Total</u>	<u>Actual 2001 Disbursements</u>	<u>Encumbrances Outstanding at 12/31/01</u>	<u>Actual Advances Not Appropriated</u>	<u>Total</u>	<u>Variance Favorable</u>
GOVERNMENTAL FUNDS:								
General Fund	\$ 230,256	\$ 4,677,543	\$ 4,907,799	\$ 4,238,571	\$ 394,131	\$ 0	\$ 4,632,702	\$ 275,097
Special Revenue Funds	93,712	2,967,989	3,061,701	3,016,713	130,179	(113,795)	3,033,097	28,604
<i>Total (Memorandum Only)</i>	<u>\$ 323,968</u>	<u>\$ 7,645,532</u>	<u>\$ 7,969,500</u>	<u>\$ 7,255,284</u>	<u>\$ 524,310</u>	<u>\$ (113,795)</u>	<u>\$ 7,665,799</u>	<u>\$ 303,701</u>

The accompanying notes are an integral part of these financial statements.

ALCOHOL, DRUG ADDICTION, AND MENTAL  
HEALTH SERVICES BOARD OF TUSCARAWAS AND  
CARROLL COUNTIES

NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2001

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. DESCRIPTION OF THE ENTITY

The Alcohol, Drug Addiction, and Mental Health Services Board of Tuscarawas and Carroll Counties (the Board) is a body politic and corporate established for the purpose of exercising the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The Board operates under the direction of a fifteen-member appointed board. The Tuscarawas County Auditor and Tuscarawas County Treasurer are responsible for fiscal control of the resources of the Board which are maintained in the funds described below. Services provided by the Board include services to persons who are mentally ill, drug and alcohol services to residents, services to battered women, and services to students having trouble in school.

Management believes the financial statements included in this report represent all of the funds of the Board over which the Board has the ability to exercise direct operating control.

B. BASIS OF ACCOUNTING

The Board prepares its financial statements on a basis of cash receipts and disbursements; consequently, certain revenues and the related assets are recognized when received rather than when earned, and certain expenditures are recognized when paid rather than when the obligation is incurred. A general fixed asset group and long-term debt group of accounts are not recorded on the financial statements by the Board under the basis of accounting used. By virtue of Ohio Law, the Board is required to maintain the encumbrance method of accounting and to make appropriations.

C. FUND ACCOUNTING

The Board maintains its accounting records in accordance with the principles of fund accounting. Fund accounting is a concept developed to meet the needs of governmental entities in which legal or other restraints require the recording of specific receipts and disbursements. The transactions of each fund are reflected in a self-balancing group of accounts, an accounting entity which stands separate from the activities reported in other funds. The restrictions associated with each type of funds are as follows:

Governmental Fund Types

General Fund

The General Fund is the general operating fund of the Board. It is used to account for all financial resources except those required by law or contract to be accounted for in another fund.

ALCOHOL, DRUG ADDICTION, AND MENTAL  
HEALTH SERVICES BOARD OF TUSCARAWAS AND  
CARROLL COUNTIES

NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2001

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Governmental Fund Types

Special Revenue Funds

Special revenue funds are to account for proceeds of specific revenue sources that are legally restricted to disbursements for specified purposes.

D. BUDGETARY PROCESS

1. Budget

A budget of estimated cash receipts and disbursements is submitted to the county auditor, as secretary of the county budget commission, by July 20 of each year, for the period January 1 to December 31 of the following year.

2. Estimated Resources

The county budget commission certifies its actions to the Board by September 1. As part of this certification, the Board receives the official certificate of estimated resources which states the projected receipts of each fund. On or about January 1, this certificate is amended to include any unencumbered balances from the preceding year. Prior to December 31, the Board must revise its budget so that the total contemplated expenditures from a fund during the ensuing fiscal year will not exceed the amount stated in the certificate of estimated resources. The revised budget then serves as the basis for the annual appropriation measure. Budget receipts as shown in the accompanying financial statements do not include January 1, 2001, unencumbered fund balances. However, those fund balances are available for appropriations.

3. Appropriations

A temporary appropriation measure to control cash disbursements may be passed on or about January 1 of each year for the period January 1 to March 31. An annual appropriation measure must be passed by April 1 of each year for the period January 1 to December 31. The appropriation measure may be amended or supplemented during the year as new information becomes available. Appropriations may not exceed estimated resources.

4. Encumbrances

The Board is required to use the encumbrance method of accounting by virtue of Ohio law. Under this system, purchase orders, contracts and other commitments for the expenditure of funds are recorded in order to reserve the portion of the applicable appropriation. At the close of each year, the unencumbered balance of each appropriation reverts to the respective fund from which it was appropriated and becomes subject to future appropriations. The encumbered appropriation balance is carried forward to the succeeding year and need not be reappropriated.



ALCOHOL, DRUG ADDICTION, AND MENTAL  
HEALTH SERVICES BOARD OF TUSCARAWAS AND  
CARROLL COUNTIES

NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2001

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. PROPERTY, PLANT AND EQUIPMENT

Fixed assets acquired or constructed for general governmental service are recorded as expenditures. Depreciation is not recorded for these fixed assets.

F. TOTAL COLUMN ON FINANCIAL STATEMENTS

Total columns on the financial statements are captioned “(Memorandum Only)” to indicate that they are presented only to facilitate financial analysis. Such data is not comparable to a consolidation.

2. PROPERTY TAX

Tuscarawas County

Real property taxes are levied on assessed values which equal 35% of appraised value. The county auditor reappraises all real property every six years with a triennial update. The last update was completed for tax year 1998.

Real property taxes become a lien on all non-exempt real property located in the county on January 1. Real property taxes are payable annually or semiannually. If paid annually, payment is due December 31; if paid semiannually, the first payment is due December 31 with the remainder payable by June 20 of the following year. Under certain circumstances, state statute permits later payment dates to be established.

The full tax rate applied to real property for the tax (calendar) year 2000 was \$.50 per \$1,000 of assessed valuation. After adjustment of the rate for inflationary increases in property values, the effective tax rate was \$.268 per \$1,000 of assessed valuation for real property classified as residential/agricultural, and \$.355 per \$1,000 of assessed valuation for all other real property. Real property owners' tax bills are further reduced by homestead and rollback deductions, when applicable. The amount of these homestead and rollback reductions is reimbursed to the Board by the State of Ohio.

ALCOHOL, DRUG ADDICTION, AND MENTAL  
HEALTH SERVICES BOARD OF TUSCARAWAS AND  
CARROLL COUNTIES

NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2001

2. PROPERTY TAX (Continued)

Owners of tangible personal property are required to file a list of such property, including costs, by April 30 of each year. The property is assessed for tax purposes at varying statutory percentages of cost. The tax rate applied to tangible personal property for the fiscal year ended December 31, 2001 was \$.50 per \$1,000 of assessed valuation.

Real property – 2000 valuation:

Residential/Agricultural	\$ 847,914,860
Commercial/Industrial/Minerals	248,156,970
Public Utilities	562,400

Tangible personal property - 2001 valuation:

General	221,986,520
Public Utilities	<u>95,434,850</u>

Total valuation \$ 1,414,055,600

The Tuscarawas County Treasurer collects property tax on behalf of all taxing districts within the county. The Tuscarawas County Auditor periodically remits to the taxing districts their portion of the taxes collected.

Carroll County

Carroll County did not have a property tax levy in effect for community mental health, alcohol, and drug services.

3. EQUITY IN POOLED INVESTMENTS

The County Auditor serves as statutory fiscal officer of the Board. Board investments, as shown on the “Combined Statement of Investments and Fund Cash Balance at December 31, 2001” were commingled with the County’s cash and investments for investment purposes and were not separately identified as to risk.

ALCOHOL, DRUG ADDICTION, AND MENTAL  
HEALTH SERVICES BOARD OF TUSCARAWAS AND  
CARROLL COUNTIES

NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2001

4. INTERFUND CASH ADVANCES OUTSTANDING

As of December 31, 2001, the following interfund cash advances from the Board's General Fund were not repaid as follows:

Special Revenue Funds:	
Title XIX Medicaid Fund	\$ 470,000
Women's Set Aside Fund	<u>27,195</u>
Total	<u>\$ 497,195</u>

5. RETIREMENT COMMITMENTS

Employees of the Board were covered by the Public Employees Retirement System of Ohio. The State of Ohio accounts for the activity of the retirement system and, accordingly, the amount of that fund is not reflected in the accompanying financial statements. As of December 31, 2001, Board employees contributed 8.5 percent of their gross wages to the fund, while the Board contributed 13.55 percent of its employees' gross wages.

6. RISK MANAGEMENT

The Board is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees and natural disasters.

Public officials liability insurance is provided by Monticello Insurance Company with limits of \$1,000,000. This policy has a \$2,500 deductible.

Settled claims have not exceeded this commercial coverage in any of the past three years. There has not been a significant reduction in coverage from the prior year.

The Board pays the State Workers' Compensation System a premium based on a rate of \$100 of salaries. This rate is calculated based on accident history and administrative costs.

ALCOHOL, DRUG ADDICTION, AND MENTAL  
HEALTH SERVICES BOARD OF TUSCARAWAS AND  
CARROLL COUNTIES

NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2001

6. RISK MANAGEMENT (Continued)

The Board has elected to provide employees' major medical, vision and hospitalization through the Tuscarawas County self-insured program. The predominate participant is the County. The County maintains a Self-Insurance Internal Service Fund to account for and finance its uninsured risks of loss in this program. This plan provides a major medical plan with a \$100 single and \$200 family deductible. A third party administrator, AultCare, located in Canton, Ohio, reviews all claims which are then paid by the County. The County purchases stop-loss coverage of \$100,000 per employee per year and an aggregate limit of \$1,000,000. The County pays coverage into the Self-Insurance Internal Service Fund for County employees of \$685.00 family, \$292.00 individual per employee per month, which represents the entire premium required. The County also pays a \$4.10 monthly premium per employee for death benefit. These premiums are paid by the fund that pays the salary for the employee and is based on historic cost information. Claims liability information is disclosed in the Tuscarawas County Comprehensive Annual Financial Report.

7. CONTINGENCIES

Grants

The Board received financial assistance from federal and state agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and is subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the general fund or other applicable funds. Disallowances totaling \$154,415 for the federal Substance Abuse Prevention and Treatment Block Grant are likely.

8. SUBSEQUENT EVENTS

In June 2002, the Board sent a letter to ODADAS requesting permission to carry over unexpended federal Substance Abuse Prevention and Treatment Block Grant funds totaling \$154,415. On August 22, 2002, ODADAS responded and indicated the Board will be required to return these funds. Once the funds are returned to ODADAS, they will consider returning them to the Board as a one-time allocation. The unexpended federal funds are in the appropriate fund of the Board, and have been earmarked for return to ODADAS.

ALCOHOL, DRUG ADDICTION, AND MENTAL HEALTH SERVICES  
BOARD OF TUSCARAWAS AND CARROLL COUNTIES

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
DECEMBER 31, 2001

Federal Grantor/ Pass Through Grantor Program Title	Pass Through Entity Number	Federal CFDA Number	Federal Expenditures
<b>U.S. Department of Health and Human Services:</b>			
<i>Passed through State Department of Mental Health:</i>			
Social Services Block Grant; Social Services	FY01	93.667	\$ 90,242
	FY02		22,353
Total (note 2)			112,595
Medical Assistance Program (Medicaid) Title XIX	FY00	93.778	20,246
	FY01		1,113,706
	FY02		629,298
Total (note 2)			1,763,250
<b>Composite Block Grants:</b>			
Community Plan Block Grant	FY01	93.958	72,979
	FY02		31,438
Total (note 2)			104,417
Children/Adolescent Block Grant	FY01	93.958	50,503
	FY02		27,556
Total (note 2)			78,059
Prevention Block Grant	FY01	93.958	2,500
Total (note 2)			2,500
<i>Passed through State Department of Alcohol and Drug Addiction Services:</i>			
Alcohol and Drug Abuse Block Grant; ADMS	FY01	93.959	222,746
	FY02		143,568
Total (note 2)			366,314
Women's Set-Aside Grant	79-79763-01-W-T01-9004	93.959	21,759
	79-79763-01-W-T02-9004		52,929
Total (note 2)			74,688
Medical Assistance Program (Medicaid) Title XIX	FY00	93.778	47
	FY01		60,793
	FY02		43,940
Total (note 2)			104,780
<i>Total U.S. Department of Health and Human Services</i>			2,606,603
<b>U.S. Department of Education:</b>			
<i>Passed through Ohio Department of Education:</i>			
Drug Free Schools Grant	79-79655-01-DFS-P-01-9108	84.186A	38,438
	79-79655-01-DFS-P-02-9108		13,750
Total (note 2)			52,188
<i>Total U.S. Department of Education</i>			52,188
<b>Total Expenditures of Federal Awards</b>			\$ 2,658,791

The accompanying notes are an integral part of this schedule.

ALCOHOL, DRUG ADDICTION, AND MENTAL  
HEALTH SERVICES BOARD OF TUSCARAWAS AND  
CARROLL COUNTIES

NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
DECEMBER 31, 2001

NOTE 1: BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards includes the federal grant activity of the Alcohol, Drug Addiction, and Mental Health Services Board of Tuscarawas and Carroll Counties and is presented on the cash basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

NOTE 2: SUBRECIPIENTS

Of the federal expenditures presented in the schedule, the Alcohol, Drug Addiction and Mental Health Services Board of Tuscarawas and Carroll Counties provided federal awards to subrecipients as follows:

<u>Program Title</u>	<u>Federal CFDA Number</u>	<u>Amount Provided to Subrecipients</u>
Social Services Block Grant; Social Services	93.667	\$ 112,595
Community Plan Block Grant	93.958	104,417
Children/Adolescent Block Grant	93.958	78,059
Prevention Block Grant	93.958	2,500
Women's Set-Aside Grant	93.959	74,688
Alcohol and Drug Abuse Block Grant; ADMS	93.959	366,314
Drug Free Schools Grant	84.186A	52,188
Medical Assistance Program (Medicaid)	93.778	1,868,030

NOTE 3: MEDICAID

The Alcohol, Drug Addiction, and Mental Health Services Board of Tuscarawas and Carroll Counties expended \$1,868,030 from the Medical Assistance Program; Medicaid; Title XIX and CFDA Number 93.778 for fees for service program. During 2001, the Board paid providers the entire bill and was subsequently reimbursed for the Federal Financial Participation rate (FFP) of 59.03% through September 30, 2001 and 58.78% thereafter. Expenditures reported on this schedule reflect only the federal portion of the total Medicaid payments to the Board's providers during 2001.

# Rea & Associates, Inc.

ACCOUNTANTS AND BUSINESS CONSULTANTS

August 30, 2002

Board Members  
Alcohol, Drug Addiction, and Mental Health  
Services Board of Tuscarawas and Carroll Counties  
New Philadelphia, OH 44663

## **Independent Auditor's Report on Compliance and Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards***

We have audited the accompanying financial statements of Alcohol, Drug Addiction, and Mental Health Services Board of Tuscarawas and Carroll Counties (the "Board"), as of and for the year ended December 31, 2001, and have issued our report thereon dated August 30, 2002. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

### Compliance

As part of obtaining reasonable assurance about whether the Board'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*.

### Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Board'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 structure 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 operations that we consider to be material weaknesses. However, we noted other matters involving the internal control over financial reporting, which we have reported to management of the Board in a separate letter dated August 30, 2002.

This report is intended for the information and use of the audit committee, management, Board, federal awarding agencies and pass-through entities, and is not intended to be and should not be used by anyone other than these specified parties.

*Rea & Associates, Inc.*

# Rea & Associates, Inc.

ACCOUNTANTS AND BUSINESS CONSULTANTS

August 30, 2002

Board Members  
Alcohol, Drug Addiction, and Mental Health  
Services Board of Tuscarawas and Carroll Counties  
New Philadelphia, OH 44663

## **Independent Auditor's Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133**

### Compliance

We have audited the compliance of the Board with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended December 31, 2001. The Board's major federal programs are identified in the "Summary of Auditor's Results" section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to its major federal programs is the responsibility of the Board's management. Our responsibility is to express an opinion on the Board's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Board's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the Board's compliance with those requirements.

As described in item 2001-001 in the accompanying schedule of findings and questioned costs, the Board did not comply with the requirements regarding the minimum of twenty percent expenditure on prevention and the requirement to draw down funding based on actual expenditure information that are applicable to its Substance Abuse Prevention and Treatment (SAPT) block grant. Compliance with such requirements is necessary, in our opinion, for the Board to comply with the requirements applicable to that program.

In our opinion, except for the noncompliance described in the preceding paragraph, the Board complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended December 31, 2001.



Internal Control Over Compliance

The management of the Board is responsible for establishing and maintaining effective internal control over compliance with requirements, laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the Board's internal control over compliance with requirements that would have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with *OMB Circular A-133*.

We noted a certain matter involving the internal control over compliance and its operation that we consider to be reportable condition. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of internal control over compliance that, in our judgment, could adversely affect the Board's ability to administer a major federal program in accordance with the applicable requirement of laws, regulations, contracts, and grants. A reportable condition is described in conjunction with material noncompliance in the accompanying schedule of findings and questioned costs as item 2001-001

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. Our consideration of the internal control structure over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. However, the reportable condition described above (item 2001-001) is considered to be a material weakness.

This report is intended for the information and use of the audit committee, management, Board, federal awarding agencies and pass-through entities, and is not intended to be and should not be used by anyone other than these specified parties.

*Rea & Associates, Inc.*

ALCOHOL, DRUG ADDICTION, AND MENTAL HEALTH  
SERVICES BOARD OF TUSCARAWAS AND CARROLL COUNTIES

SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
DECEMBER 31, 2001

**1. SUMMARY OF AUDITOR'S RESULTS**

A-133 Ref.  
.505(d)

(d) (1) (i)	Type of Financial Statement Opinion	Unqualified
(d) (1) (ii)	Were there any material control weakness conditions reported at the financial statement level (GAGAS)?	No
(d) (1) (ii)	Were there any other reportable control weakness conditions reported at the financial statement level (GAGAS)?	No
(d) (1) (iii)	Was there any reported material non-compliance at the financial statement level (GAGAS)?	No
(d) (1) (iv)	Were there any material internal control weakness conditions reported for major federal programs?	Yes
(d)(1)(iv)	Were there any other reportable internal control weakness conditions reported for major programs?	No
(d) (1) (v)	Type of Major Programs' Compliance Opinion	Unqualified CFDA # 93.778 Qualified CFDA # 93.959
(d) (1) (vi)	Are there any reportable findings under Section .510(a) of Circular A-133?	Yes
(d) (1) (vii)	Major Programs (list):	Title XIX: Medicaid CFDA # 93.778  Substance Abuse Prevention and Treatment(SAPT) Block Grant CFDA # 93.959
(d) (1) (viii)	Dollar Threshold: Type A/B Programs	Type A: >\$300,000 Type B: All others
(d) (1) (ix)	Low Risk Auditee?	Yes

**2. FINDINGS RELATED TO THE FINANCIAL STATEMENTS  
REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS**

**None.**

ALCOHOL, DRUG ADDICTION, AND MENTAL HEALTH  
SERVICES BOARD OF TUSCARAWAS AND CARROLL COUNTIES

SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
(CONTINUED)  
DECEMBER 31, 2001

<b>3. FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS</b>
--

Finding Number	2001-001
CFDA Title and Number	Substance Abuse Prevention and Treatment (SAPT) Block Grant CFDA #93.959
Federal Award Number/Year	FY 2000, 2001, 2002
Federal Agency	Department of Health and Human Services
Pass-Through Agency	Ohio Department of Alcohol and Drug Addiction Services

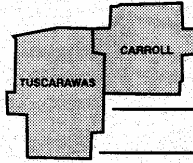
45 CFR Section 96.124 requires twenty percent of the allocation must be expended for prevention services and the remaining eighty percent for treatment. ODADAS Guidance Manual requires the Board to request Substance Abuse Prevention and Treatment (SAPT) Block Grant federal funds on a reimbursement basis utilizing the ODADAS Federal Funding Request Form. Instructions to the form require actual disbursements for the period. Services are to be provided by June 30<sup>th</sup> of the applicable fiscal year and paid for by November 30<sup>th</sup> of the following fiscal year.

The Board requested the total allocation in increments of one-twelfth per month rather than the actual expenditures on the reimbursement basis required by ODADAS.

As a result, the Board received funding for prevention and treatment services that were not provided. The following unexpended funds were not returned to ODADAS and are considered to be questioned costs:

	<u>Treatment</u>	<u>Prevention</u>	<u>Total</u>
FY 2000	\$ 0	\$ 46,484	\$ 46,484
FY 2001	21,186	55,017	76,203
FY 2002	0	31,728	31,728
	\$ 21,186	\$ 133,229	\$ 154,415

We recommend the Board change their procedures for requesting Substance Abuse Prevention and Treatment (SAPT) Block Grant federal funds utilizing actual expenditures. We also recommend the Board consult with their provider agencies and ODADAS to identify additional qualifying prevention services that could be provided to meet the grant's twenty percent prevention requirement.



# ALCOHOL, DRUG ADDICTION and MENTAL HEALTH SERVICES BOARD

*of Tuscarawas and Carroll Counties*

P.O. BOX 522 NEW PHILADELPHIA, OHIO 44663-0522 FAX (330) 364-2009

## SUBSTANCE ABUSE PREVENTION AND TREATMENT BLOCK GRANT

### ALCOHOL, DRUG ADDICTION & MENTAL HEALTH SERVICES BOARD OF TUSCARAWAS & CARROLL COUNTIES

#### CORRECTIVE ACTION PLAN YEAR ENDED DECEMBER 31, 2001

#### **Finding 2001-001:**


The ADAMHS Board requested ODADAS Substance Abuse Prevention and Treatment (SAPT) Block Grant federal funds in one-twelfth per month increments rather than using actual expenditures on the reimbursement basis as required by ODADAS and the instructions on the ODADAS Federal Funding Request Form. In using this method, the Board requested and received funds that exceeded actual expenditures, thus creating a carryover amount of \$154,415 in a three grant year period.

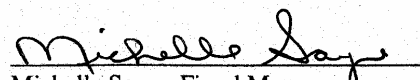
The ADAMHS Board also failed to expend the required twenty percent of the total federal allocation on prevention services.

#### **Corrective Action Taken or Planned:**

Effective July 1, 2002, the ADAMHS Board has requested funds per the instructions on the ODADAS Federal Funding Request Form for SAPT Block Grant Funding which is based on actual expenditures. The ADAMHS Board had sent a letter to ODADAS in June 2002 requesting permission to expend the carryover funds in FY 2003 (July 1, 2002, through June 30, 2002). The amount of unexpended funds covering the three grant years is \$154,415. These funds have been reconciled to the Board's cash balance and have been earmarked for returned to ODADAS.

The ADAMHS Board will address the failure to meet the twenty percent prevention allocation by contacting ODADAS prevention staff and scheduling a meeting to explore various ways the ADAMHS Board and Board contract agencies can utilize prevention funds more fully.

  
Martha E. Briem, Executive Director

  
Michelle Sayre, Fiscal Manager

*Tuscarawas County*  
172 N. BROADWAY  
NEW PHILADELPHIA, OH 44663-0522  
(330) 364-6488

<http://adamhtc.org>

**MARTY BRIEM**  
*Executive Director*

An Equal Opportunity Employer

[office@adamhtc.org](mailto:office@adamhtc.org)

*Carroll County*  
611 HIGH STREET NW  
CARROLLTON, OH 44615-1117  
(330) 627-7912



STATE OF OHIO  
OFFICE OF THE AUDITOR  

---

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

**A.D.A.M.H. BOARD OF TUSCARAWAS AND CARROLL COUNTIES**

**TUSCARAWAS 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  
OCTOBER 3, 2002**