



**Auditor of State  
Betty Montgomery**



**FAMILY AND CHILDREN FIRST COUNCIL  
CRAWFORD COUNTY**

**TABLE OF CONTENTS**

| <b>TITLE</b>  | <b>PAGE</b> |
|---|-------------|
| Cover Letter .....  | 1           |
| Independent Accountants' Report.....  | 3           |
| Combined Statement of Cash Receipts, Cash Disbursements, and Changes in<br>Fund Cash Balances – All Governmental Fund Types –<br>For the Year Ended December 31, 2004 ..... | 5           |
| Combined Statement of Cash Receipts, Cash Disbursements, and Changes in<br>Fund Cash Balances – All Governmental Fund Types –<br>For the Year Ended December 31, 2003.....  | 6           |
| Notes to the Financial Statements .....   | 7           |
| Independent Accountants' Report on Internal Control Over Financial Reporting and on<br>Compliance and Other Matters Required by <i>Government Auditing Standards</i> .....  | 13          |

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**Auditor of State  
Betty Montgomery**

Family and Children First Council  
Crawford County  
1810 East Mansfield Street  
Bucyrus, Ohio 44820

To the Family and Children First Council:

As you are aware, the Auditor of State's Office (AOS) must modify the *Independent Accountants' Report* we provide on your financial statements due to a February 2, 2005 interpretation from the American Institute of Certified Public Accountants (AICPA). While AOS does not legally require your government to prepare financial statements pursuant to Generally Accepted Accounting Principles (GAAP), the AICPA interpretation requires auditors to formally acknowledge that you did not prepare your financial statements in accordance with GAAP. Our Report includes an opinion relating to GAAP presentation and measurement requirements, but does not imply the amounts the statements present are misstated under the non-GAAP basis you follow. The AOS report also includes an opinion on the financial statements you prepared using the cash basis and financial statement format the AOS permits.

A handwritten signature in black ink that reads "Betty Montgomery".

**Betty Montgomery**  
Auditor of State

May 3, 2005

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**Auditor of State  
Betty Montgomery**

**INDEPENDENT ACCOUNTANTS' REPORT**

Family and Children First Council  
Crawford County  
1810 East Mansfield Street  
Bucyrus, Ohio 44820

To the Family and Children First Council:

We have audited the accompanying financial statements of the Family and Children First Council, Crawford County, Ohio, (the Council) as of and for the years ended December 31, 2004, and December 31, 2003. 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 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 the Comptroller General of the United States' *Government Auditing Standards*. Those standards require that we plan and perform the audit to reasonably assure 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 our audit provides a reasonable basis for our opinion.

As described more fully in Note 1, the Council has prepared these financial statements using accounting practices the Auditor of State prescribes or permits. These practices differ from accounting principles generally accepted in the United States of America (GAAP). Although we cannot reasonably determine the effects on the financial statements of the variances between these regulatory accounting practices and GAAP, we presume they are material.

Revisions to GAAP would require the Council to reformat its financial statement presentation and make other changes effective for the year ended December 31, 2004. Instead of the combined funds the accompanying financial statements present for 2004 (and 2003), the revisions require presenting entity wide statements and also to present its larger (i.e. major) funds separately for 2004. While the Council does not follow GAAP, generally accepted auditing standards requires us to include the following paragraph if the statements do not substantially conform to the new GAAP presentation requirements. The Auditor of State permits, but does not require governments to reformat their statements. The Council has elected not to reformat its statements. Since this Council does not use GAAP to measure financial statement amounts, the following paragraph does not imply the amounts reported are materially misstated under the accounting basis the Auditor of State permits. Our opinion on the fair presentation of the amounts reported pursuant to its non-GAAP basis is in the second following paragraph.

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In our opinion, because of the effects of the matter discussed in the preceding two paragraphs, the financial statements referred to above for the year ended December 31, 2004, do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Council as of December 31, 2004, or their changes in financial position for the year then ended.

Also, in our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of the Family and Children First Council, Crawford County, Ohio, as of December 31, 2004, and December 31, 2003, and its combined cash receipts and disbursements for the years then ended on the accounting basis Note 1 describes.

The aforementioned revision to generally accepted accounting principles also requires the Council to include Management's Discussion and Analysis for the year ended December 31, 2004. The Council has not presented Management's Discussion and Analysis, which accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not required to be part of, the financial statements.

In accordance with *Government Auditing Standards*, we have also issued our report dated May 3, 2005, on our consideration of the Council's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. While we did not opine on the internal control over financial reporting or on compliance, that report describes the scope of our testing of internal control over financial reporting and compliance, and the results of that testing. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*. You should read it in conjunction with this report in assessing the results of our audit.



**Betty Montgomery**  
Auditor of State

May 3, 2005



**FAMILY AND CHILDREN FIRST COUNCIL  
CRAWFORD COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES - ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 2004**

|  | <u>Governmental Fund Types</u> |                            | <u>Totals<br/>(Memorandum<br/>Only)</u> |
|--|--------------------------------|----------------------------|---|
|  | <u>General</u>                 | <u>Special<br/>Revenue</u> |   |
| <b>Cash Receipts:</b>  |                                |                            |   |
| Intergovernmental Receipts   | \$25,020                       | \$362,699                  | \$387,719                               |
| Member Contributions   | 25,150                         | 0                          | 25,150                                  |
| Donations  | 7,226                          | 0                          | 7,226                                   |
| All Other Receipts   | 18,396                         | 0                          | 18,396                                  |
|  | <u>75,792</u>                  | <u>362,699</u>             | <u>438,491</u>                          |
| <b>Cash Disbursements:</b>   |                                |                            |   |
| Salaries   | 35,727                         | 127,205                    | 162,932                                 |
| Travel and Expenses  | 1,933                          | 5,845                      | 7,778                                   |
| Retirement   | 8,025                          | 24,001                     | 32,026                                  |
| Workers' Compensation  | 412                            | 1,207                      | 1,619                                   |
| Medicare   | 498                            | 1,807                      | 2,305                                   |
| Insurance  | 9,595                          | 17,803                     | 27,398                                  |
| Advertising and Printing   | 1,593                          | 15,705                     | 17,298                                  |
| School Projects  | 10,212                         | 13,686                     | 23,898                                  |
| Parent Involvement   | 0                              | 210                        | 210                                     |
| Purchased Services   | 9,438                          | 83,177                     | 92,615                                  |
| Supplies   | 2,762                          | 16,747                     | 19,509                                  |
| Equipment  | 178                            | 1,758                      | 1,936                                   |
| Dues and Fees  | 0                              | 20,348                     | 20,348                                  |
| Other Expenses   | 6,406                          | 13,225                     | 19,631                                  |
|  | <u>86,779</u>                  | <u>342,724</u>             | <u>429,503</u>                          |
| Total Cash Receipts Over/(Under) Cash Disbursements  | <u>(10,987)</u>                | <u>19,975</u>              | <u>8,988</u>                            |
| <b>Other Financing Receipts and (Disbursements):</b>   |                                |                            |   |
| Transfers-In   | 1,537                          | 0                          | 1,537                                   |
| Transfers-Out  | 0                              | (1,537)                    | (1,537)                                 |
|  | <u>1,537</u>                   | <u>(1,537)</u>             | <u>0</u>                                |
| Total Other Financing Receipts/(Disbursements)   | <u>1,537</u>                   | <u>(1,537)</u>             | <u>0</u>                                |
| Excess of Cash Receipts and Other Financing<br>Receipts Over/(Under) Cash Disbursements<br>and Other Financing Disbursements | (9,450)                        | 18,438                     | 8,988                                   |
| Fund Cash Balances, January 1  | <u>64,661</u>                  | <u>(20,551)</u>            | <u>44,110</u>                           |
| <b>Fund Cash Balances, December 31</b>   | <b><u>\$55,211</u></b>         | <b><u>(\$2,113)</u></b>    | <b><u>\$53,098</u></b>                  |

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

**FAMILY AND CHILDREN FIRST COUNCIL  
CRAWFORD COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES - ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 2003**

|   | <u>Governmental Fund Types</u> |                            | Totals<br>(Memorandum<br>Only) |
|---|--------------------------------|----------------------------|--------------------------------|
|   | <u>General</u>                 | <u>Special<br/>Revenue</u> |                                |
| <b>Cash Receipts:</b>   |                                |                            |                                |
| Intergovernmental Receipts  | \$30,914                       | \$398,746                  | \$429,660                      |
| Member Contributions  | 18,350                         | 0                          | 18,350                         |
| Donations   | 3,466                          | 0                          | 3,466                          |
| All Other Receipts  | 1,809                          | 0                          | 1,809                          |
|   | <hr/>                          | <hr/>                      | <hr/>                          |
| Total Cash Receipts   | 54,539                         | 398,746                    | 453,285                        |
| <b>Cash Disbursements:</b>  |                                |                            |                                |
| Salaries  | 31,761                         | 125,476                    | 157,237                        |
| Travel and Expenses   | 1,125                          | 7,328                      | 8,453                          |
| Retirement  | 4,295                          | 17,382                     | 21,677                         |
| Workers' Compensation   | 273                            | 992                        | 1,265                          |
| Medicare  | 437                            | 1,859                      | 2,296                          |
| Insurance   | 9,585                          | 13,922                     | 23,507                         |
| Advertising and Printing  | 1,067                          | 11,472                     | 12,539                         |
| School Projects   | 0                              | 45,220                     | 45,220                         |
| Parent Involvement  | 0                              | 310                        | 310                            |
| Purchased Services  | 29,354                         | 124,568                    | 153,922                        |
| Supplies  | 2,151                          | 12,623                     | 14,774                         |
| Equipment   | 405                            | 4,348                      | 4,753                          |
| Dues and Fees   | 0                              | 15,047                     | 15,047                         |
| Other Expenses  | 7,829                          | 17,312                     | 25,141                         |
|   | <hr/>                          | <hr/>                      | <hr/>                          |
| Total Cash Disbursements  | 88,282                         | 397,859                    | 486,141                        |
| Total Cash Receipts Over/(Under) Cash Disbursements   | <hr/>                          | <hr/>                      | <hr/>                          |
|   | (33,743)                       | 887                        | (32,856)                       |
| <b>Other Financing Receipts and (Disbursements):</b>  |                                |                            |                                |
| Transfers-In  | 17,800                         | 0                          | 17,800                         |
| Transfers-Out   | 0                              | (17,800)                   | (17,800)                       |
|   | <hr/>                          | <hr/>                      | <hr/>                          |
| Total Other Financing Receipts/(Disbursements)  | 17,800                         | (17,800)                   | 0                              |
| Excess of Cash Receipts and Other Financing<br>Receipts Under Cash Disbursements and Other<br>Financing Disbursements | <hr/>                          | <hr/>                      | <hr/>                          |
|   | (15,943)                       | (16,913)                   | (32,856)                       |
| Fund Cash Balances, January 1   | <hr/>                          | <hr/>                      | <hr/>                          |
|   | 80,604                         | (3,638)                    | 76,966                         |
| <b>Fund Cash Balances, December 31</b>  | <hr/>                          | <hr/>                      | <hr/>                          |
|   | <b>\$64,661</b>                | <b>(\$20,551)</b>          | <b>\$44,110</b>                |

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

**FAMILY AND CHILDREN FIRST COUNCIL  
CRAWFORD COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2004 AND 2003**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Description of the Entity**

Section 121.37 of the Ohio Revised Code 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 board of alcohol, drug addiction, and mental health services that serves the county, or, in the case of a county that has a board of alcohol and drug addiction services and a community mental health board, the director of both boards;
- b. The health commissioner of the board of health of each city or general health district in the county, or their designees;
- c. The director of the county department of human services;
- d. The executive director of the county agency responsible for the administration of children services pursuant to section 5153.15 of the Revised Code;
- e. The superintendent of the county board of mental retardation and developmental disabilities;
- f. The county's juvenile court judge senior in service;
- g. The superintendent of the city, exempted village, or local school district with the largest number of pupils residing in the county, as determined by the department of education, which shall notify each county of its determination at least biennially;
- 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 an individual designated by the board;
- k. A representative from the regional office of the Ohio Department of Youth Services;
- l. A representative of the county's head start agencies, as defined in section 3301.31 of the Revised Code;
- m. A representative of the county's early intervention collaborative established pursuant to the federal early intervention program operated under the "Education of the Handicapped Act Amendments of 1986";
- n. At least three individuals representing the interests of families in the county. Where possible, the number of members representing families shall be equal to twenty per cent of the council's remaining membership;
- o. A representative of the local nonprofit entity that funds, advocates or provides services to children and families.

**FAMILY AND CHILDREN FIRST COUNCIL  
CRAWFORD COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2004 AND 2003  
(Continued)**

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

**A. Description of the Entity (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 countywide, 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;
- 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 that is restricted as to use. The Council classifies its funds into the following types:

**1. General Fund**

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

**2. Special Revenue Funds**

These funds are used to account for proceeds from specific sources that are restricted to expenditure for specific purposes. The Council had the following significant Special Revenue Funds:

**FAMILY AND CHILDREN FIRST COUNCIL  
CRAWFORD COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2004 AND 2003  
(Continued)**

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

**C. Fund Accounting (Continued)**

Wellness Block Grant Fund – This fund receives grant money to provide community based programs of prevention services to reduce the rate of births to teens and to develop programs for child abuse and neglect prevention.

Help Me Grow Grant Fund – This fund receives grant money to provide services for expectant parents; newborns and their families; and infants and toddlers at risk for or with developmental delays and disabilities and their families. Activities include direct services, public and provider awareness, centralized intake and referral, and procedural safeguards for families.

Family Stability Grant Fund – This fund receives grant money to enhance the local child and family serving system, according to the terms of the Family Stability Agreement.

**D. Fiscal Agent**

The Mid-Ohio Educational Service Center is the Council's fiscal agent. Council funds are maintained in a separate agency fund at the Center.

**E. Budgetary Process**

Ohio Revised Code requires the Council to submit a budget annually to its administrative agent, the county auditor, and the board of county commissioners. The Council adopted a budget at the object level.

The Council follows the same encumbrance method of accounting as its administrative agent.

A summary of 2004 and 2003 budgetary activity appears in Note 3.

**F. Property, Plant and Equipment**

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

**2. EQUITY IN POOLED CASH**

The Mid-Ohio Educational Service Center's Treasurer maintains a cash pool used by all of the Center's funds, including those of the Council. The Ohio Revised Code prescribes allowable deposits and investments. The Council's carrying amounts of cash on deposit with the Center at December 31, 2004, and December 31, 2003, were \$53,098 and \$44,110, respectively. The Mid-Ohio Educational Service Center's Treasurer, as fiscal agent for the Council, is responsible for maintaining adequate depository collateral for all funds in the Mid-Ohio Educational Service Center's pooled and deposit accounts.

**FAMILY AND CHILDREN FIRST COUNCIL  
CRAWFORD COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2004 AND 2003  
(Continued)**

**3. BUDGETARY ACTIVITY**

Budgetary activity for the years ending December 31, 2004, and December 31, 2003, follows:

**2004 Budgeted Vs. Actual Receipts**

| Fund Type       | Budgeted<br>Receipts | Actual<br>Receipts | Variance         |
|-----------------|----------------------|--------------------|------------------|
| General         | \$ 90,067            | \$ 77,329          | \$ (12,738)      |
| Special Revenue | 270,860              | 362,699            | 91,839           |
| Total           | <u>\$ 360,927</u>    | <u>\$ 440,028</u>  | <u>\$ 79,101</u> |

**2004 Budgeted Vs. Actual Budgetary Basis Expenditures**

| Fund Type       | Appropriation<br>Authority | Budgetary<br>Expenditures | Variance           |
|-----------------|----------------------------|---------------------------|--------------------|
| General         | \$ 156,925                 | \$ 86,779                 | \$ 70,146          |
| Special Revenue | 225,122                    | 344,261                   | (119,139)          |
| Total           | <u>\$ 382,047</u>          | <u>\$ 431,040</u>         | <u>\$ (48,993)</u> |

**2003 Budgeted Vs. Actual Receipts**

| Fund Type       | Budgeted<br>Receipts | Actual<br>Receipts | Variance         |
|-----------------|----------------------|--------------------|------------------|
| General         | \$ 94,565            | \$ 72,339          | \$ (22,226)      |
| Special Revenue | 323,283              | 398,746            | 75,463           |
| Total           | <u>\$ 417,848</u>    | <u>\$ 471,085</u>  | <u>\$ 53,237</u> |

**2003 Budgeted Vs. Actual Budgetary Basis Expenditures**

| Fund Type       | Appropriation<br>Authority | Budgetary<br>Expenditures | Variance           |
|-----------------|----------------------------|---------------------------|--------------------|
| General         | \$ 156,348                 | \$ 88,282                 | \$ 68,066          |
| Special Revenue | 271,985                    | 415,659                   | (143,674)          |
| Total           | <u>\$ 428,333</u>          | <u>\$ 503,941</u>         | <u>\$ (75,608)</u> |

**FAMILY AND CHILDREN FIRST COUNCIL  
CRAWFORD COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2004 AND 2003  
(Continued)**

**4. RETIREMENT SYSTEMS**

The Council contributes to the School Employees' Retirement System of Ohio (SERS), a cost-sharing multiple employer public employee retirement system administrated by the School Employees' Retirement Board. SERS provides basic retirement benefits, disability, survivor, and health care benefits based on eligible service credit to members and beneficiaries. Benefits are established by Chapter 3309 of the Ohio Revised Code. SERS issues a publicly available financial report that includes financial statements and required supplementary information for SERS.

Contribution rates are also prescribed by the Ohio Revised Code. All Council employees are members of SERS and contributed 9% of their gross salaries. The Council contributed an amount equal to 14% of employees' gross salaries. The Council has paid all contributions required through December 31, 2004.

**5. RISK MANAGEMENT**

The Council has obtained commercial insurance for comprehensive property and general liability.

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## **Auditor of State Betty Montgomery**

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

Family and Children First Council  
Crawford County  
1810 East Mansfield Street  
Bucyrus, Ohio 44820

To the Family and Children First Council:

We have audited the accompanying financial statements of the Family and Children First Council, Crawford County, Ohio, (the Council), as of and for the years ended December 31, 2004, and December 31, 2003, and have issued our report thereon dated May 3, 2005, wherein we noted the Council follows the accounting practices the Auditor of State prescribes rather than accounting principles generally accepted in the United States of America. 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.

#### **Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the Council's internal control over financial reporting to determine our auditing procedures to express our opinion on the financial statements and not to opine on the internal control over financial reporting. Our consideration of the internal control would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a reportable 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 caused by error or fraud in amounts material to the financial statements we audited may occur and not be timely detected by employees when performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider material weaknesses. In a separate letter to the Council's management dated May 3, 2005, we reported a matter involving internal control over financial reporting we did not deem a reportable condition.

#### **Compliance and Other Matters**

As part of reasonably assuring whether the Council's financial statements are free of material misstatement, we tested 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, providing an opinion 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*. In a separate letter to the Council's management dated May 3, 2005, we reported a matter related to noncompliance we deemed immaterial.

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Family and Children First Council  
Crawford County  
Independent Accountants' Report on Internal Control Over  
Financial Reporting and on Compliance and Other Matters  
Required by *Government Auditing Standards*  
Page 2

This report is intended for the information and use of management, the finance committee, and the Council. It is not intended for anyone other than these specified parties.

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

**Betty Montgomery**  
Auditor of State

May 3, 2005



**Auditor of State  
Betty Montgomery**

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**CRAWFORD COUNTY FAMILY AND CHILDREN FIRST COUNCIL**

**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  
JUNE 2, 2005**