



**Auditor of State  
Betty Montgomery**



**COSHOCTON COUNTY FAMILY AND CHILDREN FIRST COUNCIL  
COSHOCTON COUNTY**

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## Auditor of State Betty Montgomery

### INDEPENDENT ACCOUNTANTS' REPORT

Coshocton County Family and Children First Council  
Coshocton County  
724 South Seventh Street  
Coshocton, Ohio 43812

To the Executive Committee:

We have audited the accompanying financial statements of Coshocton County Family and Children First Council, Coshocton County, Ohio, (the Council) as of and for the years ended December 31, 2002 and 2001. 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 *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 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, 2002 and 2001, 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 July 31, 2003 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 audits.

This report is intended solely for the information and use of the audit committee, management, the Executive Committee and other officials authorized to receive this report under § 117.26, Ohio Revised Code, and is not intended to be and should not be used by 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

July 31, 2003

**COSHOCTON COUNTY FAMILY AND CHILDREN FIRST COUNCIL  
COSHOCTON COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES  
ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 2002**

	<u>Governmental Fund Types</u>		<b>Totals (Memorandum Only)</b>
	<u>General</u>	<u>Special Revenue</u>	
<b>Cash Receipts:</b>			
Local Taxes	\$29,500		\$29,500
Intergovernmental	21,873	\$93,591	115,464
Administrative	8,367		8,367
Miscellaneous	2,797		2,797
	<hr/>	<hr/>	<hr/>
Total Cash Receipts	62,537	93,591	156,128
	<hr/>	<hr/>	<hr/>
<b>Cash Disbursements:</b>			
Current:			
Salaries and Benefits	51,875	85,182	137,057
Contract Services	35,246		35,246
Grants			
Foster Care			
Cluster Reimbursements			
Treatment Services			
Materials & Supplies	1,157		1,157
Travel Reimbursements			
Advertising			
Other	4,810	7,867	12,677
	<hr/>	<hr/>	<hr/>
Total Cash Disbursements	93,088	93,049	186,137
	<hr/>	<hr/>	<hr/>
Total Receipts Over/(Under) Disbursements	(30,551)	542	(30,009)
Fund Cash Balances, January 1	103,187	3,663	106,850
	<hr/>	<hr/>	<hr/>
<b>Fund Cash Balances, December 31</b>	<b><u>\$72,636</u></b>	<b><u>\$4,205</u></b>	<b><u>\$76,841</u></b>

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

**COSHOCTON COUNTY FAMILY AND CHILDREN FIRST COUNCIL  
COSHOCTON COUNTY**

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

	<u>Governmental Fund Types</u>		<u>Totals (Memorandum Only)</u>
	<u>General</u>	<u>Special Revenue</u>	
<b>Cash Receipts:</b>			
Local Taxes	\$24,000		\$24,000
Intergovernmental	155,605	\$94,370	249,975
Administrative	21,842		21,842
Miscellaneous	844		844
	<u>202,291</u>	<u>94,370</u>	<u>296,661</u>
<b>Cash Disbursements:</b>			
Current:			
Salaries and Benefits	49,814	81,894	131,708
Contract Services	97,202		97,202
Grants			
Foster Care			
Cluster Reimbursements			
Treatment Services			
Materials & Supplies	1,736	37	1,773
Travel Reimbursements			
Transfers Out		21,842	21,842
Other	3,961	1,825	5,786
	<u>152,713</u>	<u>105,598</u>	<u>258,311</u>
Total Cash Disbursements			
	<u>152,713</u>	<u>105,598</u>	<u>258,311</u>
Total Receipts Over/(Under) Disbursements	49,578	(11,228)	38,350
Fund Cash Balances, January 1	<u>53,609</u>	<u>14,891</u>	<u>68,500</u>
<b>Fund Cash Balances, December 31</b>	<b><u>\$103,187</u></b>	<b><u>\$3,663</u></b>	<b><u>\$106,850</u></b>

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



**COSHOCTON COUNTY FAMILY AND CHILDREN FIRST COUNCIL  
COSHOCTON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2002 AND 2001**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Description of the Entity**

Section 121.37, 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:

1. 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 directors of both boards;
2. The health commissioner of the board of health of each city or general health district in the county, or their designees;
3. The director of the county department of human services;
4. The executive director of the county agency responsible for the administration of children services pursuant to section 5153.15 of the Revised Code;
5. The superintendent of the county board of mental retardation and developmental disabilities;
6. The county's juvenile court judge senior in service;
7. 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;
8. 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;
9. A representative of the largest city in the county;
10. The chair of the board of county commissioners, or an individual designated by the board;
11. A representative of the regional office of the department of youth services;
12. A representative of the county's head start agencies, as defined in section 3301.31 of the Revised Code;
13. 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"; and

**COSHOCTON COUNTY FAMILY AND CHILDREN FIRST COUNCIL  
COSHOCTON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2002 AND 2001  
(Continued)**

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

**A. Description of the Entity (Continued)**

14. 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 percent of the council's remaining membership. In addition, 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.

A county council's statutory responsibilities include the following:

1. Refer to the cabinet council those children for whom the council cannot provide adequate services;
2. 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;
3. Develop a plan that reviews and adjusts existing programs, fills service gaps where possible, or invests new approaches to achieve better results for families and children;
4. 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";
5. Maintain an accountability system to monitor the council's progress in achieving its purposes; and
6. Establish a mechanism to ensure ongoing input from a broad representation of families who are receiving services within the county system.

The Hopewell MR/DD serves as administrative agent for the Coshocton County Family and Children First Council (Council) and the Coshocton County Auditor serves as fiscal agent for the Council.

Eighteen agencies are members of the Coshocton County Family and Children First Council of which they appoint an individual to attend the Council meetings. Only the agencies that regularly attend the meetings are voting members.

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

**COSHOCTON COUNTY FAMILY AND CHILDREN FIRST COUNCIL  
COSHOCTON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2002 AND 2001  
(Continued)**

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

**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. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

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

**C. Cash**

As required by the Ohio Revised Code, the Council's cash is held and invested by the Coshocton County Treasurer, who is the custodian for Council monies. The Council's assets are held in the County's cash and investment pool, and are valued at the County Treasurer's reported carrying amount.

**D. Fund Accounting**

The Council uses fund accounting to segregate resources 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. 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 (other than from trusts or for capital projects) that are restricted to expenditure for specific purposes. The Council has the following significant Special Revenue Funds:

*OCTF Fund* - This fund receives grant monies to partially fund positive parenting programs.

*Wellness Block Grant Fund* - This fund receives grant monies for services relating to teen pregnancy prevention.

**E. Budgetary Process**

The Ohio Revised Code requires that each fund be budgeted annually.

A summary of 2002 and 2001 budgetary activity appears in Note 2.

**COSHOCTON COUNTY FAMILY AND CHILDREN FIRST COUNCIL  
COSHOCTON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2002 AND 2001  
(Continued)**

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

**F. Property, Plant and Equipment**

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

**G. Unpaid Vacation and Sick Leave**

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. Unpaid leave is not reflected as a liability under the Council's basis of accounting.

**2. BUDGETARY ACTIVITY**

Budgetary activity for the years ended December 31, 2002 and 2001 follows:

2002 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$140,000	\$62,537	(\$77,463)
Special Revenue	90,000	93,591	3,591
Total	\$230,000	\$156,128	(\$73,872)

2002 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$159,950	\$93,088	\$66,862
Special Revenue	90,000	93,049	(3,049)
Total	\$249,950	\$186,137	\$63,813

2001 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$60,000	\$202,291	\$142,291
Special Revenue	90,000	93,795	3,795
Total	\$150,000	\$296,086	\$146,086

**COSHOCTON COUNTY FAMILY AND CHILDREN FIRST COUNCIL  
COSHOCTON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2002 AND 2001  
(Continued)**

**2. BUDGETARY ACTIVITY (Continued)**

2001 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$112,000	\$152,713	(\$40,713)
Special Revenue	92,500	105,598	(13,098)
Total	\$204,500	\$258,311	(\$53,811)

**3. RETIREMENT SYSTEM**

The Council contributes to the Ohio Public Employees Retirement System (OPERS), a cost-sharing, multiple-employer plan for the Council Director and employees. This plan provides retirement benefits, including postretirement healthcare, and survivor and disability benefits to participants as prescribed by the Ohio Revised Code.

Contribution rates are also prescribed by the Ohio Revised Code. For 2002 and 2001, members of OPERS contributed 8.5% of their gross salaries. The Council contributed an amount equal to 13.55% of participants' gross salaries for 2002 and 2001. The Council has paid all contributions required through December 31, 2002.

**4. RISK MANAGEMENT**

The Council is insured through Coshocton County. Coshocton County has obtained commercial insurance for the following risks:

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

The Council also provides health insurance, dental and vision coverage to full-time employee through Coshocton County.

**5. CONTINGENT LIABILITIES**

Amounts received from grantor agencies are subject to audit and adjustment by the grantor, principally the federal government. Any disallowed costs may require refunding to the grantor. Amounts which may be disallowed, if any, are not presently determinable. However, based on prior experience, management believes such refunds, if any, would not be material.

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**Auditor of State  
Betty Montgomery**

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

Coshocton County Family and Children First Council  
Coshocton County  
724 South Seventh Street  
Coshocton, Ohio 43812

To the Executive Committee:

We have audited the accompanying financial statements of Coshocton County Family and Children First Council, Coshocton County, Ohio, (the Council) as of and for the years ended December 31, 2002 and 2001, and have issued our report thereon dated July 31, 2003. 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 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 an immaterial instance of noncompliance that we have reported to management of the Council in a separate letter dated July 31, 2003.

**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.

Coshocton County Family and Children First Council  
Coshocton County  
Independent Accountants' Report on Compliance and on Internal Control  
Required by *Government Auditing Standards*  
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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 the Council in a separate letter dated July 31, 2003.

This report is intended solely for the information and use of the audit committee, management, and the Executive Committee, and is not intended to be and should not be used by 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

July 31, 2003





**Auditor of State  
Betty Montgomery**

88 East Broad Street  
P.O. Box 1140  
Columbus, Ohio 43216-1140

Telephone 614-466-4514  
800-282-0370

Facsimile 614-466-4490

**COSHOCTON FAMILY AND CHILDREN FIRST COUNCIL**

**COSHOCTON 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 7, 2003**