



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

**MONROEVILLE LOCAL SCHOOL DISTRICT
HURON COUNTY**

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REPORT OF INDEPENDENT ACCOUNTANTS

Monroeville Local School District
Huron County
101 West Street
Monroeville, Ohio 44847-9439

To the Board of Education:

We have audited the accompanying general-purpose financial statements of Monroeville Local School District (the District) as of and for the year ended June 30, 2002, as listed in the table of contents. These general-purpose financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these general-purpose 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.

In our opinion, the general-purpose financial statements referred to above present fairly, in all material respects, the financial position of the Monroeville Local School District, Huron County, as of June 30, 2002, and the results of its operations and the cash flows of its proprietary fund types and nonexpendable trust funds for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 12, 2002 on our consideration of the District'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.

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

Jim Petro
Auditor of State

December 12, 2002

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**MONROEVILLE LOCAL SCHOOL DISTRICT
HURON COUNTY**

**Combined Balance Sheet
All Fund Types and Account Groups
June 30, 2002**

	Governmental Fund Types		
	General	Special Revenue	Capital Projects
ASSETS AND OTHER DEBITS			
Assets:			
Equity in pooled cash and cash equivalents	\$2,562,522	\$66,228	\$79,665
Equity in pooled cash and cash equivalents - nonexpendable trust fund			
Receivables (net of allowances of uncollectibles):			
Property taxes - current and delinquent	2,363,485		79,144
Accounts		6	
Accrued interest	2,865		
Due from other governments	3,598	11,412	
Interfund loan receivable	6,417		
Materials and supplies inventory	15,325		
Prepayments	15,151		
Property, plant and equipment (net of accumulated depreciation where applicable)			
Other debits:			
Amount to be provided for retirement of general long-term obligations			
	\$4,969,363	\$77,646	\$158,809
Total assets and other debits	\$4,969,363	\$77,646	\$158,809

Proprietary Fund Types		Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
Enterprise	Internal Service	Trust and Agency	General Fixed Assets	General Long-Term Obligations	
\$125,534	\$1,062	\$42,671			\$2,877,682
		22,148			22,148
					2,442,629
50					56
		421			3,286
					15,010
6,088					6,417
					21,413
					15,151
10,928			\$2,617,425		2,628,353
				\$392,336	392,336
\$142,600	\$1,062	\$65,240	\$2,617,425	\$392,336	\$8,424,481

(Continued)

**MONROEVILLE LOCAL SCHOOL DISTRICT
HURON COUNTY**

**Combined Balance Sheet
All Fund Types and Account Groups
June 30, 2002
(Continued)**

	Governmental Fund Types		
	General	Special Revenue	Capital Projects
LIABILITIES, EQUITY AND OTHER CREDITS			
Liabilities:			
Accounts payable	\$15,198	\$7,909	
Accrued wages and benefits	426,670	16,954	
Compensated absences payable	13,083		
Pension obligation payable	65,795	2,050	
Due to other governments	16,863	662	
Interfund loan payable		6,417	
Deferred revenue	2,201,664		\$73,689
Deposits held and due to others			
Due to students			
Energy conservation notes payable			
Total liabilities	2,739,273	33,992	73,689
Equity and other credits:			
Investment in general fixed assets			
Retained earnings: unreserved			
Fund balances:			
Reserved for encumbrances	162,924	23,641	1,450
Reserved for materials and supplies inventory	15,325		
Reserved for prepayments	15,151		
Reserved for tax revenue unavailable for appropriation	164,070		5,455
Reserved for principal endowment			
Unreserved-designated	71,030		
Unreserved-undesignated	1,801,590	20,013	78,215
Total equity and other credits	2,230,090	43,654	85,120
Total liabilities, equity and other credits	\$4,969,363	\$77,646	\$158,809

The notes to the general-purpose financial statements are an integral part of this statement.

Proprietary Fund Type		Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
Enterprise	Internal Service	Trust and Agency	General Fixed Assets	General Long-Term Obligations	
	\$472				\$23,579
	10,545				454,169
	3,369			\$208,180	224,632
	5,443			31,696	104,984
	414				17,939
					6,417
	5,003	\$421			2,280,777
		1,118			1,118
		37,012			37,012
				152,460	152,460
	25,246	38,551		392,336	3,303,087
			\$2,617,425		2,617,425
117,354	\$1,062				118,416
		250			188,265
					15,325
					15,151
					169,525
		10,500			10,500
					71,030
		15,939			1,915,757
117,354	1,062	26,689	2,617,425		5,121,394
\$142,600	\$1,062	\$65,240	\$2,617,425	\$392,336	\$8,424,481

**MONROEVILLE LOCAL SCHOOL DISTRICT
HURON COUNTY**

**Combined Statement of Revenues, Expenditures and Changes in Fund Balances
All Governmental and Similar Fiduciary Fund Types
For the Fiscal Year Ended June 30, 2002**

	Governmental Fund Types		
	General	Special Revenue	Capital Projects
Revenues:			
From local sources:			
Taxes	\$2,116,715		\$70,441
Tuition	4,964		
Earnings on investments	76,444	\$94	
Extracurricular		78,231	
Other local revenues	8,136	12,621	
Intergovernmental - State	2,417,522	145,628	60,166
Intergovernmental - Federal		113,389	
Total revenues	4,623,781	349,963	130,607
Expenditures:			
Current:			
Instruction:			
Regular	1,886,481	129,479	42,948
Special	388,480	85,244	
Vocational	176,078		
Other	38,482		9,320
Support services:			
Pupil	71,593	5,033	
Instructional staff	143,667		
Board of Education	7,609	139	
Administration	499,872	7,746	
Fiscal	184,172	3,894	1,709
Business	57,840		
Operations and maintenance	382,516		
Pupil transportation	392,538		
Central	2,142	1,019	
Community services		78,328	
Extracurricular activities	118,644	67,334	
Facilities acquisition and construction	2,000		61,912
Debt service:			
Principal retirement	14,865		
Interest and fiscal charges	8,793		
Total expenditures	4,375,772	378,216	115,889
Excess of revenues over (under) expenditures	248,009	(28,253)	14,718
Fund balances, July 1	1,985,000	71,907	70,402
Decrease in reserve for inventory	(2,920)		
Fund balances, June 30	\$2,230,089	\$43,654	\$85,120

The notes to the general-purpose financial statements are an integral part of this statement.

<u>Fiduciary Fund Type</u>	<u>Total (Memorandum Only)</u>
<u>Expendable Trust</u>	
	\$2,187,156
	4,964
	76,538
	78,231
\$8,010	28,767
	2,623,316
	113,389
<u>8,010</u>	<u>5,112,361</u>
	2,058,908
	473,724
	176,078
	47,802
7,849	84,475
	143,667
	7,748
	507,618
	189,775
	57,840
	382,516
	392,538
	3,161
	78,328
	185,978
	63,912
	14,865
	8,793
<u>7,849</u>	<u>4,877,726</u>
161	234,635
4,380	2,131,689
	(2,920)
<u>\$4,541</u>	<u>\$2,363,404</u>

**MONROEVILLE LOCAL SCHOOL DISTRICT
HURON COUNTY**

**Combined Statement of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual Comparison (Non-GAAP Budgetary Basis)
All Governmental Fund Types
For the Fiscal Year Ended June 30, 2002**

	General		
	Revised Budget	Actual	Variance: Favorable (Unfavorable)
Revenues:			
From local sources:			
Taxes	\$2,520,020	\$2,317,124	(\$202,896)
Tuition	3,827	4,964	1,137
Earnings on investments	56,775	73,638	16,863
Extracurricular			
Other local revenues	2,381	3,088	707
Intergovernmental - State	1,820,483	2,416,174	595,691
Intergovernmental - Federal			
Total revenues	<u>4,403,486</u>	<u>4,814,988</u>	<u>411,502</u>
Expenditures:			
Current:			
Instruction:			
Regular	2,051,435	1,883,462	167,973
Special	434,212	390,875	43,337
Vocational	195,878	190,539	5,339
Other	42,425	38,610	3,815
Support services:			
Pupil	82,386	74,529	7,857
Instructional staff	178,276	148,068	30,208
Board of Education	9,684	9,245	439
Administration	535,059	501,393	33,666
Fiscal	204,478	184,870	19,608
Business	167,650	93,337	74,313
Operations and maintenance	461,897	403,849	58,048
Pupil transportation	421,916	386,020	35,896
Central	5,000	2,142	2,858
Community services			
Extracurricular activities	127,855	118,437	9,418
Facilities acquisition and construction	154,389	113,080	41,309
Debt service:			
Principal retirement	14,900	14,865	35
Interest and fiscal charges	8,800	8,793	7
Total expenditures	<u>5,096,240</u>	<u>4,562,114</u>	<u>534,126</u>
Excess of revenues over (under) expenditures	<u>(692,754)</u>	<u>252,874</u>	<u>945,628</u>
Other financing sources (uses):			
Advances in	23,130	30,000	6,870
Advances out	(6,417)	(6,417)	
Refund of prior year expenditure	3,907	5,068	1,161
Total other financing sources (uses)	<u>20,620</u>	<u>28,651</u>	<u>8,031</u>
Excess of revenues and other financing sources over (under) expenditures and other financing (uses)	<u>(672,134)</u>	<u>281,525</u>	<u>953,659</u>
Fund balances, July 1	1,894,672	1,894,672	
Prior year encumbrances appropriated	212,392	212,392	
Fund balances, June 30	<u>\$1,434,930</u>	<u>\$2,388,589</u>	<u>\$953,659</u>

Special Revenue			Capital Projects		
Revised Budget	Actual	Variance: Favorable (Unfavorable)	Budget Revised	Actual	Variance: Favorable (Unfavorable)
			\$83,500	\$77,435	(\$6,065)
\$98	\$94	(\$4)			
81,809	78,232	(3,577)			
13,198	12,621	(577)			
152,287	145,628	(6,659)	43,388	60,166	16,778
106,640	101,977	(4,663)			
<u>354,032</u>	<u>338,552</u>	<u>(15,480)</u>	<u>126,888</u>	<u>137,601</u>	<u>10,713</u>
149,582	143,865	5,717	58,607	43,138	15,469
101,817	86,645	15,172			
5,663	5,663		9,728	9,728	
5,000	5,000				
337	337				
139	139				
11,338	8,456	2,882			
5,000	5,000		1,800	1,709	91
1,023	1,023				
103,014	92,729	10,285			
84,774	81,196	3,578			
1	1		76,962	66,487	10,475
<u>467,688</u>	<u>430,054</u>	<u>37,634</u>	<u>147,097</u>	<u>121,062</u>	<u>26,035</u>
<u>(113,656)</u>	<u>(91,502)</u>	<u>22,154</u>	<u>(20,209)</u>	<u>16,539</u>	<u>36,748</u>
6,710	6,417	(293)			
(30,000)	(30,000)				
<u>(23,290)</u>	<u>(23,583)</u>	<u>(293)</u>			
(136,946)	(115,085)	21,861	(20,209)	16,539	36,748
85,151	85,151		59,367	59,367	
64,813	64,813		2,309	2,309	
<u>\$13,018</u>	<u>\$34,879</u>	<u>\$21,861</u>	<u>\$41,467</u>	<u>\$78,215</u>	<u>\$36,748</u>

(Continued)

**MONROEVILLE LOCAL SCHOOL DISTRICT
HURON COUNTY**

**Combined Statement of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual Comparison (Non-GAAP Budgetary Basis)
All Governmental Fund Types
For the Fiscal Year Ended June 30, 2002
(Continued)**

	Total (Memorandum only)		
	Budget Revised	Actual	Variance: Favorable (Unfavorable)
Revenues:			
From local sources:			
Taxes	\$2,603,520	\$2,394,559	(\$208,961)
Tuition	3,827	4,964	1,137
Earnings on investments	56,873	73,732	16,859
Extracurricular	81,809	78,232	(3,577)
Other local revenues	15,579	15,709	130
Intergovernmental - State	2,016,158	2,621,968	605,810
Intergovernmental - Federal	106,640	101,977	(4,663)
Total revenues	<u>4,884,406</u>	<u>5,291,141</u>	<u>406,735</u>
Expenditures:			
Current:			
Instruction:			
Regular	2,259,624	2,070,465	189,159
Special	536,029	477,520	58,509
Vocational	201,541	196,202	5,339
Other	52,153	48,338	3,815
Support services:			
Pupil	87,386	79,529	7,857
Instructional staff	178,613	148,405	30,208
Board of Education	9,823	9,384	439
Administration	546,397	509,849	36,548
Fiscal	211,278	191,579	19,699
Business	167,650	93,337	74,313
Operations and maintenance	461,897	403,849	58,048
Pupil transportation	421,916	386,020	35,896
Central	6,023	3,165	2,858
Community services	103,014	92,729	10,285
Extracurricular activities	212,629	199,633	12,996
Facilities acquisition and construction	231,352	179,568	51,784
Debt service:			
Principal retirement	14,900	14,865	35
Interest and fiscal charges	8,800	8,793	7
Total expenditures	<u>5,711,025</u>	<u>5,113,230</u>	<u>597,795</u>
Excess of revenues over (under) expenditures	<u>(826,619)</u>	<u>177,911</u>	<u>1,004,530</u>
Other financing sources (uses):			
Advances in	29,840	36,417	6,577
Advances out	(36,417)	(36,417)	
Refund of prior year expenditure	3,907	5,068	1,161
Total other financing sources (uses)	<u>(2,670)</u>	<u>5,068</u>	<u>7,738</u>
Excess of revenues and other financing sources over (under) expenditures and other financing (uses)	<u>(829,289)</u>	<u>182,979</u>	<u>1,012,268</u>
Fund balances, July 1	2,039,190	2,039,190	
Prior year encumbrances appropriated	279,514	279,514	
Fund balances, June 30	<u>\$1,489,415</u>	<u>\$2,501,683</u>	<u>\$1,012,268</u>

The notes to the general-purpose financial statements are an integral part of this statement.

**MONROEVILLE LOCAL SCHOOL DISTRICT
HURON COUNTY**

**Combined Statement of Revenues, Expenses and
Changes in Retained Earnings/Fund Balance
All Proprietary and Similar Fiduciary Fund Types
For the Fiscal Year Ended June 30, 2002**

	<u>Proprietary Fund Types</u>		<u>Fiduciary Fund Type</u>	<u>Total (Memorandum Only)</u>
	<u>Enterprise</u>	<u>Internal Service</u>	<u>Nonexpendable Trust</u>	
Operating revenues:				
Tuition and fees	\$19,462			\$19,462
Sales/charges for services	165,024			165,024
Investment earnings			\$1,914	1,914
Other operating revenues		\$28		28
Total operating revenues	<u>184,486</u>	<u>28</u>	<u>1,914</u>	<u>186,428</u>
Operating expenses:				
Personal services	98,826			98,826
Contract services	2,579		250	2,829
Materials and supplies	129,284			129,284
Depreciation	410			410
Total operating expenses	<u>231,099</u>		<u>250</u>	<u>231,349</u>
Operating income (loss)	<u>(46,613)</u>	<u>28</u>	<u>1,664</u>	<u>(44,921)</u>
Nonoperating revenues:				
Operating grants	48,949			48,949
Federal commodities	18,788			18,788
Interest revenue	3,579			3,579
Total nonoperating revenues	<u>71,316</u>			<u>71,316</u>
Net income	24,703	28	1,664	26,395
Retained earnings/fund balance, July 1	<u>92,651</u>	<u>1,034</u>	<u>20,484</u>	<u>114,169</u>
Retained earnings/fund balance, June 30	<u>\$117,354</u>	<u>\$1,062</u>	<u>\$22,148</u>	<u>\$140,564</u>

The notes to the general-purpose financial statements are an integral part of this statement.

**MONROEVILLE LOCAL SCHOOL DISTRICT
HURON COUNTY**

**Combined Statement of Cash Flows
All Proprietary and Similar Fiduciary Fund Types
For the Fiscal Year Ended June 30, 2002**

	<u>Proprietary Fund Types</u>		<u>Fiduciary Fund Type</u>	Total (Memorandum Only)
	<u>Enterprise</u>	<u>Internal Service</u>	<u>Nonexpendable Trust</u>	
Cash flows from operating activities:				
Cash received from tuition and fees	\$19,531			\$19,531
Cash received from sales/service charges	165,024			165,024
Cash received from other operations		\$28		28
Cash payments for personal services	(111,773)			(111,773)
Cash payments for contract services	(2,580)		(\$250)	(2,830)
Cash payments for materials and supplies	(110,236)			(110,236)
Net cash provided by (used in) operating activities	(40,034)	28	(250)	(40,256)
Cash flows from noncapital financing activities:				
Cash received from operating grants	48,949			48,949
Net cash provided by noncapital financing activities	48,949			48,949
Cash flows from investing activities:				
Interest received	3,579		1,914	5,493
Net cash provided by investing activities	3,579		1,914	5,493
Net increase in cash and cash equivalents	12,494	28	1,664	14,186
Cash and cash equivalents at beginning of year	113,040	1,034	20,484	134,558
Cash and cash equivalents at end of year	<u>\$125,534</u>	<u>\$1,062</u>	<u>\$22,148</u>	<u>\$148,744</u>
Reconciliation of operating income (loss) to net cash provided by (used in) operating activities:				
Operating income (loss)	(\$46,613)	\$28	\$1,664	(\$44,921)
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:				
Depreciation	410			410
Federal donated commodities	18,788			18,788
Interest reported as operating income			(1,914)	(1,914)
Changes in assets and liabilities:				
Decrease in materials and supplies inventory	660			660
Decrease in accounts receivable	69			69
Decrease in accounts payable	(8)			(8)
Decrease in accrued wages and benefits	(8,454)			(8,454)
Decrease in compensated absences payable	(2,188)			(2,188)
Decrease in pension obligation payable	(2,719)			(2,719)
Increase in due to other governments	414			414
Decrease in deferred revenue	(393)			(393)
Net cash provided by (used in) operating activities	<u>(\$40,034)</u>	<u>\$28</u>	<u>(\$250)</u>	<u>(\$40,256)</u>

The notes to the general-purpose financial statements are an integral part of this statement.

**MONROEVILLE LOCAL SCHOOL DISTRICT
HURON COUNTY**

**Notes to the General-Purpose Financial Statements
June 30, 2002**

NOTE 1 - DESCRIPTION OF THE SCHOOL DISTRICT

Monroeville Local School District (the District) is located in Huron County and encompasses the Village of Monroeville and portions of surrounding townships in Huron County.

The District was established through the consolidation of existing land areas and school districts and is organized under Section 2 and 3, Articles VI of the Constitution of the State of Ohio. Under such laws there is no authority for a school district to have a charter or adopt local laws. The legislative power of the school district is vested in the Board of Education, consisting of five members elected at large for staggered four-year terms.

The District ranks as the 568th largest by enrollment among the 705 public and community school districts in the state, and the smallest in Huron County. It currently operates one elementary school and one comprehensive high school. The District employs 24 non-certified and 52 certified employees to provide services to 688 students in grades K through 12 and various community groups.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The general-purpose financial statements (GPFS) of the District have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The District also applies Financial Accounting Standards Board (FASB) Statements and Interpretations issued prior to November 30, 1989 to its proprietary activities unless those pronouncements conflict with or contradict GASB pronouncements. The District's significant accounting policies are described below.

A. Reporting Entity

The District's reporting entity has been defined in accordance with GASB Statement No. 14, "The Financial Reporting Entity". A reporting entity is comprised of the primary government, component units, and other organizations that are included to insure that the financial statements of the District are not misleading. The primary government consists of all funds, departments, boards, and agencies that are not legally separate from the District. For the District, this includes general operations, food service, and student related activities of the District. Component units are legally separate organizations for which the District is financially accountable. The District is financially accountable for an organization if the District appoints a voting majority of the organization's governing board and (1) the District is able to significantly influence the programs or services performed or provided by the organization; or (2) the District is legally entitled to or can otherwise access the organization's resources; the District is legally obligated or has otherwise assumed the responsibility to finance the deficits of, or provide financial support to, the organization or the District is obligated for the debt of the organization. Component units may also include organizations that are fiscally dependent on the District in that the District approves the budget, the issuance of debt, or the levying of taxes for the organization. The financial statements of the reporting entity include only those of the District (the primary government). The District has no component units. The following organizations are described due to their relationship to the District.

**MONROEVILLE LOCAL SCHOOL DISTRICT
HURON COUNTY**

**Notes to the General-Purpose Financial Statements
June 30, 2002
(Continued)**

JOINTLY GOVERNED ORGANIZATIONS

Bay Area Council of Governments (BACG)

The BACG is a jointly governed organization. Members of the BACG consist of 26 school districts representing 7 counties (Ottawa, Sandusky, Seneca, Erie, Huron, Wood and Crawford). The BACG was formed for the purpose of purchasing goods and services at a lower cost. The items currently being purchased through the council of governments are natural gas and insurance. The only cost to the District is an administrative charge if they participate in purchasing through the BACG. The BACG consists of the superintendent of each school district. The Board of Directors of the BACG consist of 1 elected representative of each county, the superintendent of the fiscal agent and 2 non-voting members (administrator and fiscal agent). Members of the Board serve two-year terms, which are staggered. Financial information can be obtained by contacting the Erie-Huron-Ottawa Educational Service Center, who serves as fiscal agent, at 2900 South Columbus Avenue, Sandusky, Ohio 44870.

EHOVE Joint Vocational School

The vocational school district is a separate body politic and corporate, established by the Ohio Revised Code (ORC) to provide vocational and special education needs of the students. The school accepts non-tuition students from the District as a member school; however, it is considered a separate political subdivision and is not considered to be part of the District.

Northern Ohio Educational Computer Association (NOECA)

NOECA is a jointly governed organization among 41 school districts. The joint venture was formed for the purpose of applying modern technology (with the aid of computers and other electronic equipment) to the administrative and instructional functions of member districts. Each of the governments of these schools supports NOECA based upon a per pupil charge dependent upon the software package utilized. In the event of dissolution of the organization, all current members will share in net obligations or asset liquidations in a ratio proportionate to their last twelve months' financial contributions. NOECA is governed by a Board of Directors consisting of superintendents of the member school districts. The degree of control exercised by any participating school district is limited to its representation on the Board. Financial information can be obtained by contacting the Erie-Huron-Ottawa Educational Service Center, who serves as fiscal agent, at 2900 South Columbus Avenue, Sandusky, Ohio 44870.

RELATED ORGANIZATION

Monroeville Public Library

The District appoints the trustees of the Library and approves its budget to comply with state code requirements, but is not involved in budgeting or management of the library and does not subsidize and finance the operation of the Library.

PUBLIC ENTITY RISK POOL

Ohio School Boards Association Workers' Compensation Group Rating Program

The District participates in a group rating plan for workers' compensation as established in § 4123.29 of the Ohio Revised Code. The Ohio School Boards Association Workers'

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Compensation Group Rating Program (GRP) was established as an insurance purchasing pool. The GRP is governed by a three-member Board of Directors. The Executive Director of the OSBA, or his designee, serves as coordinator of the program. Each year, the participating school districts pay an enrollment fee to the GRP to cover the costs of administering the program. Refer to Note 10 for further information on this group rating plan.

B. Fund Accounting

The District uses funds and account groups to report its financial position and the results of its operations. A fund is a separate accounting entity with a self-balancing set of accounts. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain school district activities or functions. Funds are classified into three categories: governmental, proprietary and fiduciary. Each category is divided into separate fund types.

GOVERNMENTAL FUNDS

Governmental funds are those through which most governmental functions of the District are financed. The acquisition, use and balances of the District's expendable financial resources and the related liabilities (except those accounted for in proprietary funds) are accounted for through governmental funds. The following are the district's governmental fund types:

General Fund - The general fund is the general operating fund of the district and is used to account for all financial resources except those required to be accounted for in another fund. The general fund balance is available to the District for any purpose provided it is expended or transferred in accordance with applicable Ohio statute.

Special Revenue Funds - The special revenue funds are used to account for the proceeds of specific revenue sources (other than expendable trusts, or major capital projects) that are legally restricted to expenditures for specified purposes.

Capital Projects Funds - The capital projects funds are used to account for financial resources to be used for the acquisition of construction of major capital facilities (other than those financed by proprietary funds).

PROPRIETARY FUNDS

Proprietary funds are used to account for the district's ongoing activities, which are similar to those often found in the private sector where the determination of net income is necessary or useful to sound financial administration. The following are the district's proprietary fund types:

Enterprise Funds - The enterprise funds are used to account for operations that are (a) financed and operated in a manner similar to private business enterprises--where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

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Internal Service Funds - The internal service funds are used to account for the financing of goods and services provided by one department or agency to other departments or agencies of the District, or to other governments, on a cost-reimbursement basis.

FIDUCIARY FUNDS

Trust and Agency Funds - These funds are used to account for assets held by the District in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds. These include expendable trust, nonexpendable trust and agency funds. Expendable trust funds are accounted for in essentially the same manner as governmental funds. Nonexpendable trust funds are accounted for in essentially the same manner as proprietary funds. Agency funds are custodial in nature (assets equal liabilities), and do not involve the measurement of results of operations. Agency funds are presented on a budgetary basis, with note disclosure, if applicable, regarding items, which, in other funds, would be subject to accrual (see Note 3.B.).

ACCOUNT GROUPS

To make a clear distinction between fixed assets related to specific funds and those of general government, and between long-term liabilities related to specific funds and those of general nature, the following account groups are used:

General Fixed Assets Account Group - This group of accounts is established to account for all fixed assets of the District, other than those accounted for in the proprietary funds.

General Long-Term Obligations Account Group - This group of accounts is established to account for all long-term obligations of the District, other than those accounted for in the proprietary funds.

C. Measurement Focus/Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental and expendable trust funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets.

All proprietary and nonexpendable trust funds are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and all liabilities associated with the operations of these funds are included on the balance sheet. Proprietary fund type operating statements present increases (revenues) and decreases (expenses) in net total assets.

The modified accrual basis of accounting is followed for governmental and expendable trust funds. Under the modified accrual basis of accounting, revenues are recognized when they become both measurable and available to finance expenditures of the current period, which for the District is 60 days after the June 30 year-end. Revenues accrued at the end of the year include taxes, (to the extent they are intended to finance the current fiscal year), interest, and accounts (student fees and tuition). Current property taxes measurable as of June 30, 2002, and which are intended to finance fiscal 2003 operations, have been recorded as deferred revenues. Delinquent property taxes measurable and available (received within 60 days) are recognized as revenue at year-end. Taxes

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available for advance and recognized as revenue but not received by the District prior to June 30, 2002, are reflected as a reservation of fund balance for future appropriations. The District is prohibited by law from appropriating this revenue in accordance with ORC Section 5705.35, since an advance of revenue was not requested or received prior to the fiscal year-end.

Nonexchange transactions, in which the District receives value without directly giving equal value in return, include property taxes, grants, entitlements and donations. On the modified accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied and the resources are available. Revenue from grants, entitlements and donations is recognized in the fiscal year in which all eligibility requirements have been met and the resources are available. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the fiscal year when use is first permitted, matching requirements, in which the District must provide local resources to be used for a specified purpose, and expenditure requirements, in which the resources are provided to the District on a reimbursement basis.

The District reports deferred revenue on its combined balance sheet. Deferred revenues arise when a potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period. Deferred revenues also arise when resources are received by the District before it has a legal claim to them, as when grant monies are received prior to the recognition of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the government has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized.

Expenditures (decreases in net financial resources) are recognized in the period in which the fund liability is incurred with the following exceptions: general long-term obligation principal and interest are reported only when due; and costs of accumulated unpaid vacation and sick leave are reported as expenditures in the period in which they will be liquidated with available financial resources rather than in the period earned by employees. Allocations of cost, such as depreciation and amortization, are not recognized in governmental funds.

The proprietary funds and nonexpendable trust funds are accounted for on the accrual basis of accounting. Under the accrual basis of accounting, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. The fair value of donated commodities used during the year is reported on the operating statement as an expense, with a like amount reported as donated commodities revenue. Unused donated commodities are reported as deferred revenues.

On the accrual basis of accounting, revenue from nonexchange transactions, such as grants, entitlements and donations, is recognized in the fiscal year in which all eligibility requirements have been met. The proprietary funds receive no revenue from property taxes.

D. Budgets

The budgetary process is prescribed by provisions of the Ohio Revised Code and entails the preparation of budgetary documents within an established timetable. The major documents prepared are the tax budget, the certificate of estimated resources, and the appropriation resolution, all of which are prepared on the budgetary basis of accounting. The certificate of estimated resources and the appropriation resolution are subject to amendment throughout the year with the legal restriction that appropriations cannot exceed estimated resources, as certified. The specific timetable for fiscal year 2002 is as follows:

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1. Prior to January 15 of the preceding year, the Superintendent and Treasurer submit to the Board of Education a proposed operating budget for the fiscal year commencing the following July 1. The budget includes proposed expenditures and the means of financing for all funds. Public hearings are publicized and conducted to obtain taxpayers' comments. The expressed purpose of this budget document is to reflect the need for existing (or increased) tax rates.
2. By no later than January 20, the Board-adopted budget is filed with the Huron County Budget Commission for tax rate determination.
3. Prior to April 1, the Board of Education accepts, by formal resolution, the tax rates as determined by the Budget Commission and receives the Commission's Certificate of Estimated Resources, which states the projected revenue of each fund. Prior to June 30, the District must revise its budget so that total contemplated expenditures from any fund during the ensuing year will not exceed the amount stated in the Certificate of Estimated Resources. The revised budget then serves as a basis for the appropriation measure. On or about July 1, the Certificate is amended to include any unencumbered balances from the preceding year as reported by the District Treasurer. The Certificate may be further amended during the year if projected increases or decreases in revenue are identified by the District Treasurer. The amounts reported in the budgetary statement reflect the amounts set forth in the final Amended Certificate issued for fiscal year 2002.
4. By July 1, the annual appropriation resolution is legally enacted by the Board of Education at the fund, function, and object level of expenditures, which are the legal levels of budgetary control. (State statute permits a temporary appropriation to be effective until no later than October 1 of each year.) Resolution appropriations by fund must be within the estimated resources as certified by the County Budget Commission and the total of expenditures and encumbrances may not exceed the appropriation totals.
5. All funds, other than agency funds, are legally required to be budgeted and appropriated. Short-term interfund loans are not required to be budgeted since they represent a temporary cash flow resource, and are intended to be repaid.
6. Any revisions that alter the total of any fund appropriation or alter total function appropriations within a fund, or alter object appropriations within functions must be approved by the Board of Education.
7. Formal budgetary integration is employed as a management control device during the year for all funds consistent with the general obligation bond indenture and other statutory provisions. All departments/functions and funds completed the year within the amount of their legally authorized cash basis appropriation.
8. Appropriation amounts are as originally adopted, or as amended by the Board of Education through the year by supplemental appropriations, which either reallocated or increased the original appropriated amounts. All supplemental appropriations were legally enacted by the Board during fiscal 2002.
9. Unencumbered appropriations lapse at year-end. Encumbered appropriations are carried forward to the succeeding fiscal year and need not be reappropriated. Cash disbursements plus encumbrances may not legally exceed budgeted appropriations at the fund, function and/or object level.

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Encumbrance accounting is utilized with District funds in the normal course of operations, for purchase orders and contract-related expenditures. An encumbrance is a reserve on the available spending authority due to commitment for a future expenditure and does not represent a liability. For governmental fund types, encumbrances outstanding at year-end (not recognized as accounts payable) appear as a reserve to the fund balance on a GAAP basis and as the equivalent of expenditures on a non-GAAP budgetary basis in order to demonstrate legal compliance. Note 14 provides a reconciliation of the budgetary and GAAP basis of accounting. Encumbrances for enterprise funds are disclosed in Note 11 to the financial statements.

E. Cash and Investments

To improve cash management, cash received by the District is pooled. Monies for all funds, including Proprietary funds, are maintained in this pool. Individual fund integrity is maintained through the District's records. Each fund's interest in the pool is presented as "Equity in Pooled Cash and Cash Equivalents" on the combined balance sheet.

During 2002, investments were limited to the State Treasury Asset Reserve of Ohio (STAR Ohio) and certificates of deposit.

Except for nonparticipating investment contracts, investments are reported at fair value, which is based on quoted market prices. Nonparticipating investment contracts such as non-negotiable certificates of deposit are reported at cost.

STAR Ohio is an investment pool managed by the State Treasurer's Office, which allows governments within the state to pool their funds for investment purposes. STAR Ohio is not registered with the SEC as an investment company, but does operate in a manner consistent with Rule 2a7 of the Investment Company Act of 1940. Investments in STAR Ohio are valued at STAR Ohio's share price, which is the price the investment could be sold for on June 30, 2002.

Under existing Ohio statutes all investment earnings are assigned to the general fund unless statutorily required to be credited to a specific fund. Interest revenue credited to the general fund during fiscal 2002 amounted to \$76,444, which includes \$6,525 assigned from the other District funds.

For purposes of the combined statement of cash flows and for presentation on the combined balance sheet, investments of the cash management pool and investments with original maturities of three months or less at the time they are purchased by the District are considered to be cash equivalents. Investments with an initial maturity of more than three months are reported as investments.

An analysis of the Treasurer's investment account at year-end is provided in Note 4.

F. Inventory

Inventories for all governmental funds are valued at cost (first-in/first-out method). The purchase method is used to account for inventories. Under the purchase method, inventories are recorded as expenditures when purchased; however, material amounts of inventories at period-end are reported as assets of the respective fund, which are equally offset by a fund balance reserve, which indicates they are unavailable for appropriation even though they are a component of reported assets.

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Inventories of proprietary funds are valued at the lower of cost (first-in/first-out method) or market and expensed when used rather than when purchased.

G. Prepaids

Prepayments for governmental funds represent cash disbursements, which have occurred and are, therefore, not current expendable resources. These items are reported as fund assets on the balance sheet using the allocation method, which amortizes their cost over the periods benefiting from the advance payment. At fiscal year-end, because prepayments are not available to finance future governmental fund expenditures, the fund balance is reserved by an amount equal to the carrying value of the asset.

H. Fixed Assets and Depreciation

1. General Fixed Assets Account Group

General fixed assets are capitalized at cost (or estimated historical cost) and updated for the cost of additions and retirements during the year in the general fixed assets account group. Donated fixed assets are recorded at their fair market values as of the date donated. The District follows the policy of not capitalizing assets with a cost of less than \$500 and a useful life of less than one year. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not capitalized. No depreciation is recognized for assets in the general fixed assets account group. The District has not included infrastructure in the general fixed asset account group.

2. Proprietary Funds and Nonexpendable Trust Funds

Equipment reflected in these funds is stated at historical cost or estimated historical cost and updated for the cost of additions and retirements during the year. Donated fixed assets are recorded at their fair market values as of the date donated. Improvements are capitalized and depreciated over the remaining useful life of the related fixed asset. Depreciation has been provided, where appropriate, on a straight-line basis over the following estimated useful lives:

<u>Asset</u>	<u>Life (years)</u>
Furniture, fixtures and equipment	15-20

I. Compensated Absences

Compensated absences of the District consist of vacation leave and sick leave to the extent that payment to the employee for these absences are attributable to services already rendered and are not contingent on a specific event that is outside the control of the District and the employee.

In accordance with the provisions of GASB Statement No. 16, "Accounting for Compensated Absences", a liability for vacation leave is accrued if a) the employees' rights to payment are attributable to services already rendered; and b) it is probable that the employer will compensate the employees for the benefits through paid time off or other means, such as cash payment at termination or retirement. A liability for severance is accrued using the vesting method; i.e., the liability is based on the sick leave accumulated at the balance sheet date by those employees who are currently eligible to receive termination (severance) payments, as well as those employees expected to become eligible in the future. For purposes of establishing a liability for severance on

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employees expected to become eligible to retire in the future, all employees age 50 or greater with at least 10 years of service and all employees with at least 20 years of service regardless of their age were considered expected to become eligible to retire in accordance with GASB Statement No. 16.

The total liability for vacation and sick leave payments has been calculated using pay rates in effect at the balance sheet date, and reduced to the maximum payment allowed by labor contract and/or statute, plus any applicable additional salary related payments.

Accumulated vacation and severance of governmental fund type employees meeting the above requirements have been recorded in the appropriate governmental fund as a current liability to the extent that the amounts are expected to be payable within the current available period. The balance of the liability is recorded in the general long-term obligations account group. Vacation and sick leave for employees meeting the above requirements who are paid from proprietary funds is recorded as an expense when earned.

J. Long-Term Obligations

In general, governmental fund payables and accrued liabilities are reported as obligations of the funds, regardless of whether they will be liquidated with current resources; however, compensated absences and contractually required pension contributions that will be paid from governmental funds are reported as a liability in the general long-term obligations account group to the extent that they will not be paid with current available expendable financial resources. Payments made more than sixty days after year-end are generally considered not to have been paid with current available financial resources. Bonds, capital leases, and long-term loans are reported as a liability of the general long-term obligations account group until due.

Long-term debt and other obligations financed by proprietary funds are reported as liabilities in the appropriate proprietary funds.

K. Fund Equity

Reserved fund balances indicate that portion of fund equity, which is not available for current appropriation or is legally segregated for a specific use. Fund balances are reserved for encumbrances, prepayments, materials and supplies inventory, and tax revenue unavailable for appropriation. In addition, although the nonexpendable trust fund uses the total economic resources measurement focus, the fund equity is reserved for the amount of the principal endowment. The reserve for property taxes represents taxes recognized as revenue under GAAP, but not available for appropriation under state statute. The unreserved portions of fund equity reflected for the governmental funds are available for use within the specific purposes of those funds. Unreserved fund balances have been designated in the General Fund for budget stabilization. Designations represent tentative management plans which are subject to change.

L. Interfund Transactions

During the course of normal operations, the District has numerous transactions between funds. The most significant include:

1. Transfers of resources from one fund to another fund. The resources transferred are to be expended for operations by the receiving fund and are recorded as operating transfers, with

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the exception of agency funds, which do not report transfers of resources as operating transfers.

2. Reimbursements from one fund to another are treated as expenditures/expenses in the reimbursing fund and a reduction in expenditures/expenses in the reimbursed fund.
3. Short-term interfund loans made pursuant to Board of Education Resolution are reflected as "interfund loans receivable or payable." Such interfund loans are repaid in the following fiscal year. The District has reported interfund loans outstanding at June 30, 2002.
4. Quasi-external transactions are similar to the purchase of goods or services from a vendor; i.e., the fund which provides a service records revenue, and the fund, which receives that service records an expenditure/expense.
5. Residual equity transfers are non-recurring or non-routine permanent transfers of equity, generally made when a fund is closed.
6. Long-term interfund loans that will not be repaid within the next year are termed "advances" and are shown as reservations of fund balances on the combined balance sheet for those funds that report advances to other funds as assets because they are not spendable, available resources.

An analysis of the District's interfund transactions for fiscal year 2002 is presented in Note 5.

M. Parochial Schools

Within the District boundaries, St. Joseph Elementary is operated through the Toledo Catholic Diocese. Current state legislation provides funding to this parochial school. These monies are received and disbursed on behalf of the parochial school by the Treasurer of the District, as directed by the parochial school. The receipt and expenditure of these state monies by the District are reflected in a special revenue fund for financial reporting purposes.

N. Estimates

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

O. Memorandum Only - Total Columns

Total columns on the GPFS are captioned (Memorandum Only) to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations, or changes in financial position in conformity with GAAP. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

NOTE 3 - ACCOUNTABILITY AND COMPLIANCE

A. Deficit Fund Balances

The following funds had deficit fund balances at June 30, 2002:

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Special Revenue Funds:	
Title VI-R	\$28
Extended Learning Opportunity Grant	2

These funds complied with Ohio state law which does not allow for a cash deficit at year-end. These GAAP-basis deficits will be funded by anticipated future intergovernmental revenues or other subsidies not recognized and recorded at June 30. The general fund provides transfers for deficit balances; however, transfers are made when cash is needed rather than when accruals occur. These deficits are a result of accruing liabilities in accordance with GAAP.

B. Agency Funds

The following are accrual for the agency funds, which, in another fund type, would be recognized in the combined balance sheet:

<u>ASSETS</u>	
Accounts receivable	\$5
<u>LIABILITIES</u>	
Accounts payable	2,279

NOTE 4 - EQUITY IN POOLED CASH AND INVESTMENTS

State statutes classify monies held by the District into three categories.

Active deposits are public deposits necessary to meet current demands on the treasury. Such monies must be maintained either as cash in the District treasury, in commercial accounts payable or withdrawable on demand, including negotiable order of withdrawal (NOW) accounts, or in money market deposit accounts.

Inactive deposits are public deposits the Board of Education has identified as not required for use within the current two-year period of designation of depositories. Inactive deposits must either be evidenced by certificates of deposit maturing not later than the end of the current period of designation of depositories, or by savings or deposit accounts including, but not limited to, passbook accounts.

Interim deposits are deposits of interim monies. Interim monies are those monies, which are not needed for immediate use, but which will be needed before the end of the current period of designation of depositories. Interim deposits must be evidenced by time certificates of deposit maturing not more than one year from the date of deposit or by savings accounts, including passbook accounts.

Protection of the District's deposits is provided by the Federal Deposit Insurance Corporation, by eligible securities pledged by the financial institution as security for repayment, by surety company bonds deposited with the Treasurer by the financial institution or by a single collateral pool established by the financial institution to secure the repayment of all public moneys deposited with the institution.

Interim monies may be deposited or invested in the following securities:

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1. United States Treasury Notes, Bills, Bonds, or any other obligation or security issued by the United States Treasury or any other obligation guaranteed as to principal and interest by the United States;
2. Bonds, Notes, Debentures, or any other obligations or securities issued by any federal government agency or instrumentality, including but not limited to, the Federal National Mortgage Association, Federal Home Loan Bank, Federal Farm Credit Bank, Federal Home Loan Mortgage Corporation, Government National Mortgage Association, and Student Loan Marketing Association. All federal agency securities shall be direct issuances of federal government agencies or instrumentalities;
3. Written repurchase agreements in the securities listed above provided that the market value of the securities subject to the repurchase agreement must exceed the principal value of the agreement by at least 2% and be marked to market daily, and that the term of the agreement must not exceed 30 days;
4. Bond and other obligations of the State of Ohio;
5. No-load money market mutual funds consisting exclusively of obligations described in division (1) or (2) and repurchase agreements secured by such obligations, provided that investments in securities described in this division are made only through eligible institutions;
6. The State Treasurer's investment pool (STAR Ohio);
7. Certain bankers' acceptances and commercial paper notes for a period not to exceed 180 days from the date of purchase in an amount not to exceed 25% of the interim moneys available for investment at any one time; and,
8. Under limited circumstances, corporate debt instruments rated in either of the two highest rating classifications by at least two nationally recognized rating agencies.

Investments in stripped principal or interest obligations, reverse repurchase agreements and derivatives are prohibited. The issuance of taxable notes for the purpose of arbitrage, the use of leverage and short selling are also prohibited. An investment must mature within five years from the date of purchase unless matched to a specific obligation or debt of the District, and must be purchased with the expectation that it will be held to maturity. Investments may only be made through specified dealers and institutions. Payment for investments may be made only upon delivery of the securities representing the investments to the Treasurer or qualified trustee or, if the securities are not represented by a certificate, upon receipt of confirmation of transfer from the custodian.

Cash on Hand: At year-end, the District had \$150 in undeposited cash on hand, which is included on the combined balance sheet as part of "Equity in Pooled Cash and Cash Equivalents", but is not included in the total amount of deposits reported below.

The following information classifies deposits and investments by categories of risk as defined in GASB Statement No. 3, "Deposits With Financial Institutions, Investments (including Repurchase Agreements), and Reverse Repurchase Agreements".

Deposits: At year-end the carrying amount of the District's deposits was \$184,072 and the bank balance was \$210,675 (both including \$170,000 in non-negotiable certificates of deposit). Of the bank balance:

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1. \$150,675 was covered by federal depository insurance; and
2. \$60,000 was uninsured and uncollateralized as defined by GASB although it was secured by collateral held by third party trustees, pursuant to Section 135.81, Ohio Revised Code, in collateralized pools securing all public funds on deposit with specific depository institutions; these securities not being in the name of the District. Although all state statutory requirements for the deposit of money had been followed, non-compliance with federal requirements could potentially subject the District to a successful claim by the FDIC.

Investments: The District's investments are required to be categorized to give an indication of the level of risk assumed by the District at year-end. Category 1 includes investments that are insured or registered or for which the securities are held by the District or its agent in the District's name. Category 2 includes uninsured and unregistered investments for which the securities are held by the counterparty's trust department or agent in the District's name. Category 3 includes uninsured and unregistered investments for which the securities are held by the counterparty, or by its trust department or agent, but not in the District's name. STAR Ohio is an unclassified investment since it is not evidenced by securities that exist in physical or book entry form.

	Carrying Value
Not subject to categorization:	
Investment in STAR Ohio	\$2,715,608

The classification of cash and cash equivalents and investments on the combined balance sheet is based on criteria set forth in GASB Statement No. 9, "Reporting Cash Flows of Proprietary and Nonexpendable Trust Funds and Governmental Entities That Use Proprietary Fund Accounting".

A reconciliation between the classifications of cash and cash equivalents on the combined balance sheet per GASB Statement No. 9 and the classifications of deposits and investments presented above per GASB Statement No. 3 is as follows:

	Equity in Pooled Cash and Cash Equivalents	Investments
GASB Statement No. 9	\$2,899,830	
Investments of the cash Management pool:		
Investment in STAR Ohio	(2,715,608)	\$2,715,608
Cash on hand	(150)	
GASB Statement No. 3	\$184,072	\$2,715,608

NOTE 5 - INTERFUND TRANSACTIONS

Interfund balances at June 30, 2002, consist of the following individual interfund loans receivable and payable:

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Fund	Interfund Loan Receivable	Interfund Loan Payable
General Fund	\$6,417	
<u>Special Revenue Funds</u>		
Miscellaneous State Grants		6,000
Title II		417
Totals	\$6,417	\$6,417

NOTE 6 - PROPERTY TAXES

Property taxes are levied and assessed on a calendar year basis. Distributions from the second half of the calendar year occur in a new fiscal year and are intended to finance the operations of that year. Property taxes include amounts levied against all real, public utility and tangible (used in business) property located in the District. Real property taxes and public utility taxes are levied after November 1 on the assessed value listed as of the prior January 1, the lien date. Assessed values are established by state law at 35% of appraised market value.

Public utility property taxes are assessed on tangible personal property, as well as land and improvements. Real property is assessed at 35% of market value and personal property is assessed at varying rates of true value.

Tangible personal property taxes attach as a lien and are levied on January 1 of the current year. Tangible personal property assessments are 25% of true value. The first \$10,000 of assessed value is exempt from taxation. The District receives a state subsidy in lieu of tax revenue which would otherwise have been collected.

The assessed value upon which the 2001 taxes were collected was \$74,433,920. Agricultural/residential and public utility/minerals real estate represented 74.17% or \$55,208,460 of this total; Commercial and industrial real estate represented 10.51% or \$7,825,750 of this total, public utility tangible represented 3.75% or \$2,788,410 of this total and general tangible property represented 11.57% or \$8,611,300 of this total. The voted general tax rate at the fiscal year ended June 30, 2002 was \$46.70 per \$1,000.00 of assessed valuation for operations and \$1.80 per \$1,000.00 of assessed valuation for permanent improvement.

Real property taxes are payable annually or semi-annually. If paid annually, payment is due January 20; if paid semi-annually, the first payment is due January 20 with the remainder payable by June 20.

The Huron and Erie County Treasurer's collect property taxes on behalf of the District. The Huron and Erie County Auditor's periodically remit to the District its portion of the taxes collected. These tax "advances" are based on statutory cash flow collection rates. Final "settlements" are made each February and August.

Accrued property taxes receivable represent delinquent taxes outstanding and real property, personal property and public utility taxes, which became measurable as of June 30, 2002. Although total property tax collections for the next fiscal year are measurable, they are not (exclusive of advances) intended to finance current year operations. The net receivable (total receivable less the amount available intended to finance the current year) is therefore offset by a credit to deferred revenue.

**MONROEVILLE LOCAL SCHOOL DISTRICT
HURON COUNTY**

**Notes to the General-Purpose Financial Statements
June 30, 2002
(Continued)**

Taxes available for advance and recognized as revenue, but not received by the district prior to June 30, 2002, are reflected as a reservation of fund balance for future appropriations. The District is prohibited, by law, from appropriating this revenue in accordance with ORC Section 5705.35, since an advance of revenue was not requested or received prior to the fiscal year-end. Available tax advances at June 30, 2002 totaled \$164,070 in the general fund and \$5,455 in the permanent improvement fund.

NOTE 7 - RECEIVABLES

Receivables at June 30, 2002 consisted of taxes, accounts (billings for user charged services and student fees), accrued interest, interfund loans, and intergovernmental grants (to the extent eligibility requirements have been met by year-end). Intergovernmental grants receivable have been presented as "Due from Other Governments" on the combined balance sheet. Taxes and intergovernmental receivables are considered collectible in full due to the ability to foreclose for the nonpayment of taxes and the stable condition of state programs.

A summary of the principal items of receivables follows:

	Amounts
General Fund:	
Taxes - current and delinquent	\$2,363,485
Accrued interest	2,865
Due from other governments	3,598
Special Revenue Funds:	
Due from other governments	11,412
Capital Projects Funds:	
Taxes - current and delinquent	79,144
Enterprise Funds:	
Accounts	50

NOTE 8 - FIXED ASSETS

For the year ended June 30, 2002, the following correction of an error has resulted in a restatement of furniture/equipment in the General Fixed Asset Account Group.

	Balance at 7/1/01	Correction of Error	Balance at 7/1/01
Furniture/Equipment:			
To correct error in recording of furniture and equipment	\$795,833	(\$145,529)	\$650,304

A summary of the changes in the general fixed assets account group during the fiscal year follows:

**MONROEVILLE LOCAL SCHOOL DISTRICT
HURON COUNTY**

**Notes to the General-Purpose Financial Statements
June 30, 2002
(Continued)**

	Balance 7/1/01	Additions	Disposals	Balance 6/30/02
Land/improvements	\$79,457			\$79,457
Buildings/improvements	1,354,267			1,354,267
Furniture/equipment	650,304	\$106,073	(\$8,601)	747,776
Vehicles	313,995	134,930	(13,000)	435,925
Total	\$2,398,023	\$241,003	(\$21,601)	\$2,617,425

A summary of the proprietary fixed assets at June 30, 2002 follows:

Furniture and equipment	\$57,795
Less: accumulated depreciation	46,867
Net fixed assets	\$10,928

NOTE 9 - LONG-TERM OBLIGATIONS

- A.** During fiscal year 2000, the District issued unvoted long-term “energy conservation” notes, under authority of House Bill 264. Energy conservation notes outstanding are general obligations of the District, for which the District’s full faith and credit are pledged for repayment. Accordingly, these notes are accounted for in the general long-term obligations account group. Payments of principal and interest relating to these notes are recorded as expenditures in the general fund; however, unlike general obligation bonds, Ohio statute allows for the issuance of these notes and loans without voter approval, and the subsequent repayment of the notes from operating revenues.

The following is a description of the District’s energy conservation note outstanding as of June 30, 2002:

	Interest Rates	Issue Date	Maturity Date	Balance 7/1/01	Retired in Fiscal 2002	Balance 6/30/02
School energy conservation note	5.5%	11/01/99	11/01/09	\$167,325	(\$14,865)	\$152,460
Total				\$167,325	(\$14,865)	\$152,460

- B.** The following is a summary of the District’s future annual debt service requirements to maturity for the energy conservation note:

Fiscal Year Ending	Principal on Energy Conservation Note	Interest on Energy Conservation Note	Total
2003	\$15,683	\$7,954	\$23,637
2004	16,545	7,068	23,613
2005	17,455	6,133	23,588
2006	18,415	5,146	23,561
2007	19,428	4,106	23,534
2008 - 2010	64,934	5,484	70,418
Total	\$152,460	\$35,891	\$188,351

**MONROEVILLE LOCAL SCHOOL DISTRICT
HURON COUNTY**

**Notes to the General-Purpose Financial Statements
June 30, 2002
(Continued)**

- C. During the year ended June 30, 2002, the following changes occurred in the liabilities reported in the general long-term obligations account group. Compensated absences and the pension obligation will be paid from the fund in which the employee was paid.

	Balance at 7/1/01	Increase	Decrease	Balance at 7/1/01
Compensated absences	\$206,999	\$20,965	\$19,784	\$208,180
Pension obligation	32,239	31,696	32,239	31,696
Energy conservation note	167,325		14,865	152,460
Total	406,563	52,661	66,888	392,336

D. Legal Debt Margin

The Ohio Revised Code provides that voted net general obligation debt of the District shall never exceed 9% of the total assessed valuation of the District. The code further provides that unvoted indebtedness shall not exceed 1/10 of 1% of the property valuation of the District. The code further provides that unvoted indebtedness for energy conservation measures shall not exceed 9/10 of 1% of the property valuation of the District. The effects of these debt limitations at June 30, 2002 are a voted debt margin of \$6,699,053, an unvoted debt margin of \$74,434, and an unvoted energy conservation debt margin of \$517,445.

NOTE 10 - RISK MANAGEMENT

A. Comprehensive

The District 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. The District maintains comprehensive insurance coverage with private carriers for real property, building contents and vehicles. Vehicle policies include liability coverage for bodily injury and property damage. Real property and contents are fully insured. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years. There has been no significant reduction in amounts of insurance coverage from 2001.

B. Health Care Benefits

The District provides employee health care benefits through membership in the Huron-Erie School Employees Insurance Association, a public entity risk management pool. Monthly payments are made to the Association for health, dental and vision insurance coverage. The pool agreement provides that the Association will be self-sustaining through member premiums, and the Association will purchase stop-loss insurance policies from commercial insurance carriers to cover any yearly claims in excess of 120% of the prior year's aggregate claims. Individual coverage cannot exceed \$1,000,000 in claims during their lifetime. Financial information can be obtained by writing to the Erie-Huron-Ottawa Educational Service Center, 2900 South Columbus Avenue, Sandusky, Ohio 44870.

Post employment health care is provided to plan participants or their beneficiaries through the respective retirement systems discussed in Note 13. As such, no funding provisions are required by the District.

**MONROEVILLE LOCAL SCHOOL DISTRICT
HURON COUNTY**

**Notes to the General-Purpose Financial Statements
June 30, 2002
(Continued)**

C. Workers' Compensation

For fiscal year 2002, the District participated in the Ohio School Boards Association Workers' Compensation Group Rating Program (GRP), an insurance purchasing pool (Note 2.A.). The intent of the GRP is to achieve the benefit of a reduced premium for the District by virtue of its grouping and representation with other participants in the GRP. The workers' compensation experience of the participating school districts is calculated as one experience and a common premium rate is applied to all school districts in the GRP. Each participant pays its workers' compensation premium to the state based on the rate for the GRP rather than its individual rate. Total savings are then calculated and each participant's individual performance is compared to the overall savings percentage of the GRP.

NOTE 11 - SEGMENT INFORMATION - ENTERPRISE FUNDS

The District maintains two enterprise funds to account for the operations of food service and uniform school supplies. The table below reflects, in a summarized format, the more significant financial data relating to the enterprise funds of the District as of and for the year ended June 30, 2002.

	Food Service	Uniform School Supply	Total
Operating revenue	\$165,024	\$19,462	\$184,486
Depreciation expense	410		410
Operating income/(loss)	(47,689)	1,076	(46,613)
Non-operating revenue:			
Operating grants	48,949		48,949
Interest revenue	3,579		3,579
Donated federal commodities	18,788		18,788
Net income	23,627	1,076	24,703
Net working capital	93,419	18,165	111,584
Total assets	123,970	18,630	142,600
Long-term liabilities			
payable from fund revenues	5,158		5,158
Total fund equity	99,189	18,165	117,354
Encumbrances outstanding			
as of 06/30/02	214	1,193	1,407

NOTE 12 - DEFINED BENEFIT PENSION PLANS

A. School Employees Retirement System

The District contributes to the School Employees Retirement System of Ohio (SERS), a cost-sharing, multiple-employer defined benefit pension plan administered by the School Employees Retirement Board. SERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Authority to establish and amend benefits is provided by Chapter 3309 of the Ohio Revised Code. SERS issues a publicly available, stand-alone financial report that includes financial statements and required supplementary information. The report may be obtained by writing to the School Employees Retirement System, 300 East Broad Street, Columbus, Ohio 43215, or by calling (614) 222-5853.

**MONROEVILLE LOCAL SCHOOL DISTRICT
HURON COUNTY**

**Notes to the General-Purpose Financial Statements
June 30, 2002
(Continued)**

Plan members are required to contribute 9% of their annual covered salary and the District is required to contribute at an actuarially determined rate, which was 14% for 2002; 5.46% was the portion to fund pension obligations. The contribution rates of plan members and employers are established and may be amended by the School Employees Retirement Board, up to maximum amounts allowed by state statute. The District's required contributions for pension obligations to SERS for the fiscal years ended June 30, 2002, 2001, and 2000 were \$32,036, \$23,280, and \$32,223, respectively; 49% has been contributed for fiscal year 2002 and 100% for the fiscal years 2001 and 2000. \$16,193, which represents the unpaid contribution for fiscal year 2002, is recorded as a liability within the respective funds and the general long-term obligations account group.

B. State Teachers Retirement System

The District contributes to the State Teachers Retirement System of Ohio (STRS), a cost-sharing multiple employer public employee retirement system administered by the State Teachers Retirement Board. STRS provides basic retirement benefits, disability, survivor, and health care benefits based on eligible service credit to members and beneficiaries. Benefits are established by Chapter 3307 of the Ohio Revised Code. STRS issues a publicly available financial report that includes financial statements and required supplementary information for STRS. The report may be obtained by writing to the State Teachers Retirement System, 275 East Broad Street, Columbus, Ohio 43215-3771.

Plan members are required to contribute 9.3% of their annual covered salary and the District is required to contribute 14%; 9.5% was the portion used to fund pension obligations. Contribution rates are established by the State Teachers Retirement Board, upon recommendation of its consulting actuary, not to exceed statutory maximum rates of 10% for members and 14% for employers. The District's required contributions for pension obligations to STRS for the fiscal years ended June 30, 2002, 2001, and 2000 were \$204,891, \$198,897, and \$124,069, respectively; 82% has been contributed for fiscal year 2002 and 100% for the fiscal years 2001 and 2000. \$35,896, which represents the unpaid contribution for fiscal year 2002, is recorded as a liability within the respective funds.

C. Social Security System

Effective July 1, 1991, all employees not otherwise covered by SERS or STRS have an option to choose Social Security or SERS/STRS. As of June 30, 2001, STRS certain members of the Board of Education have elected Social Security. The Board's liability is 6.2% of wages paid.

NOTE 13 - POSTEMPLOYMENT BENEFITS

The District provides comprehensive health care benefits to retired teachers and their dependents through STRS, and to retired non-certified employees and their dependents through SERS. Benefits include hospitalization, physicians' fees, prescription drugs, and partial reimbursement of monthly Medicare Part B premiums. Benefit provisions and the obligations to contribute are established by STRS and SERS based on authority granted by state statute. Both STRS and SERS are funded on a pay-as-you-go basis.

The State Teachers Retirement Board has statutory authority over how much, if any, of the health care costs will be absorbed by STRS. Most benefit recipients pay a portion of the health care cost in the form of a monthly premium. By Ohio law, the cost of coverage paid from STRS funds shall be included in the employer contribution rate, currently 14 percent of covered payroll. For this fiscal year, the State

**MONROEVILLE LOCAL SCHOOL DISTRICT
HURON COUNTY**

**Notes to the General-Purpose Financial Statements
June 30, 2002
(Continued)**

Teachers Retirement Board allocated employer contributions equal to 4.5 percent of covered payroll to the Health Care Reserve fund. For the District, this amount equaled \$97,054 during fiscal 2002.

STRS pays health care benefits from the Health Care Reserve fund. The balance in the Health Care Reserve fund was \$3.256 billion at June 30, 2001 (the latest information available). For the fiscal year ended June 30, 2001 (the latest information available), net health care costs paid by STRS were \$300.772 million and STRS had 102,132 eligible benefit recipients.

For SERS, coverage is made available to service retirees with 10 or more years of qualifying service credit, and disability and survivor benefit recipients. Members retiring on or after August 1, 1989, with less than 25 years of service credit must pay a portion of their premium for health care. The portion is based on years of service up to a maximum of 75 percent of the premium.

For this fiscal year, employer contributions to fund health care benefits were 8.54 percent of covered payroll. In addition, SERS levies a surcharge to fund health care benefits equal to 14 percent of the difference between a minimum pay and the member's pay, pro-rated for partial service credit. For fiscal year 2002, the minimum pay has been established at \$12,400. The surcharge, added to the unallocated portion of the 14 percent employer contribution rate, provides for maintenance of the asset target level for the health care fund.

The target level for the health care reserve is 150 percent of annual health care expenses. Expenses for health care at June 30, 2001 (the latest information available), were \$161.440 million and the target level was \$242.2 million. At June 30, 2001 (the latest information available), SERS had net assets available for payment of health care benefits of \$315.7 million and SERS had approximately 50,000 participants receiving health care benefits. For the District, the amount to fund health care benefits, including the surcharge, equaled \$59,204 during the 2002 fiscal year.

NOTE 14 - BUDGETARY BASIS OF ACCOUNTING

While reporting financial position, results of operations, and changes in fund balance is done on a GAAP basis, the budgetary basis, as provided by law, is based upon accounting for certain transactions on a basis of cash receipts and disbursements.

The Combined Statement of Revenue, Expenditures, and Changes in Fund Balances - Budget and Actual - All Governmental Fund Types is presented on the budgetary basis to provide a meaningful comparison of actual results with the budget. The major differences between the budget basis and the GAAP basis are that:

- (a) Revenues are recorded when received in cash (budget basis) as opposed to when susceptible to accrual (GAAP basis);
- (b) Expenditures are recorded when paid in cash (budget basis) as opposed to when the liability is incurred (GAAP basis);
- (c) In order to determine compliance with Ohio law, and to reserve that portion of the applicable appropriation, encumbrances are recorded as the equivalent of an expenditure (budget basis) as opposed to a reservation of fund balance for governmental funds (GAAP basis).

The adjustments necessary to convert the results of operations for the year on the budget basis to the GAAP basis for the governmental funds are as follows:

**MONROEVILLE LOCAL SCHOOL DISTRICT
HURON COUNTY**

**Notes to the General-Purpose Financial Statements
June 30, 2002
(Continued)**

Excess of Revenues and Other Financing Sources Over
(Under) Expenditures and Other Financing Uses

	Governmental Fund Types		
	General Fund	Special Revenue Funds	Capital Project Funds
Budget basis	\$281,525	(\$115,085)	\$16,539
Net adjustment for revenue accruals	(191,207)	11,411	(6,994)
Net adjustment for expenditure accruals	12,409	20,489	3,723
Net adjustment for other financing sources/(uses)	(28,651)	23,583	
Encumbrances (budget basis)	173,933	31,349	1,450
GAAP basis	<u>\$248,009</u>	<u>(\$28,253)</u>	<u>\$14,718</u>

NOTE 15 - CONTINGENCIES

A. Grants

The District receives significant financial assistance from numerous federal, state and local agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with the terms and conditions specified in the grant agreements and are 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; however, in the opinion of management, any such disallowed claims will not have a material effect on any of the financial statements of the individual fund types included herein or on the overall financial position of the District at June 30, 2002.

B. Litigation

The District is party to legal proceedings. The District management is of the opinion that ultimate disposition of these claims and legal proceedings will not have a material effect, if any, on the financial condition of the District.

C. State School Funding Decision

On December 11, 2002, the Ohio Supreme Court issued its latest opinion regarding the State's school funding plan. The decision reaffirmed earlier decisions that Ohio's current school-funding plan is unconstitutional.

The Supreme Court relinquished jurisdiction over the case and directed "...the Ohio General Assembly to enact a school-funding scheme that is thorough and efficient...". The School District is currently unable to determine what effect, if any, this decision will have on its future State funding and its financial operations.

NOTE 16 - STATUTORY RESERVES

The District is required by state law to set-aside certain general fund revenue amounts, as defined by statute, into various reserves. These reserves are calculated and presented on a cash basis. During the fiscal year ended June 30, 2002, the reserve activity was as follows:

**MONROEVILLE LOCAL SCHOOL DISTRICT
HURON COUNTY**

**Notes to the General-Purpose Financial Statements
June 30, 2002
(Continued)**

	<u>Textbook</u>	<u>Capital Acquisition</u>	<u>BWC Refund</u>
Set-aside cash balance, June 30, 2001	(\$25,998)		\$21,351
Current year set-aside requirement	79,351	\$79,351	
Transfer to capital acquisition		21,351	(21,351)
Current year offsets		(86,513)	
Qualifying disbursements	(114,630)	(46,459)	
Total	<u>(\$61,277)</u>	<u>(\$32,270)</u>	
Balance at June 30, 2002	<u>(\$61,277)</u>	<u>(\$32,270)</u>	
Carried forward to FY 2003	<u>(\$61,277)</u>		

Senate Bill 345 placed special restrictions on the use of Bureau of Worker's Compensation refunds remaining in the budget stabilization reserve as of April 10, 2001. The District adopted a resolution authorizing the balance of these funds to be transferred to the capital acquisition set-aside during fiscal year 2002.

Although the District had qualifying disbursements during the year that reduced the capital acquisition set-aside amounts below zero, this extra money may not be used to reduce the set-aside amount for future years. The negative amount is therefore not presented as being carried forward to the next fiscal year.

NOTE 17 - OUTSTANDING CONTRACTUAL COMMITMENTS

At June 30, 2002, the District had the following contractual commitments:

<u>Vendor</u>	<u>Contract Amount</u>	<u>Amount Paid</u>	<u>Balance Remaining</u>
Appex Structures	<u>\$111,080</u>		<u>\$111,080</u>



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

Monroeville Local School District
Huron County
101 West Street
Monroeville, Ohio 44847-9439

To the Board of Education:

We have audited the financial statements of Monroeville Local School District (the District) as of and for the year ended June 30, 2002, and have issued our report thereon dated December 12, 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 District'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 certain immaterial instances of noncompliance that we have reported to management of the District in a separate letter dated December 12, 2002.

Internal Control over Financial Reporting

In planning and performing our audit, we considered the District'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.

Monroeville Local School District
Huron County
Report of Independent Accountants on Compliance and on Internal Control
Required by *Government Auditing Standards*
Page 2

This report is intended for the information and use of the audit committee, management and the Board of Education, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink, appearing to read "Jim Petro". The signature is stylized with a large, looping initial "J" and a horizontal line extending to the right.

Jim Petro
Auditor of State

December 12, 2002



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

88 East Broad Street
P.O. Box 1140
Columbus, Ohio 43216-1140
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MONROEVILLE LOCAL SCHOOL DISTRICT

HURON 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
JANUARY 9, 2003**