

**FOUR COUNTY CAREER CENTER**  
**HENRY COUNTY**  
**FINANCIAL STATEMENTS**  
*Year Ended June 30, 2009*





Mary Taylor, CPA  
Auditor of State

Board of Education  
Four County Career Center  
22-900 State Route 34  
Archbold, Ohio 43502

We have reviewed the *Independent Auditor's Report* of the Four County Career Center, Henry County, prepared by Steyer & Co., for the audit period July 1, 2008 through June 30, 2009. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The Four County Career Center is responsible for compliance with these laws and regulations.

*Mary Taylor*

Mary Taylor, CPA  
Auditor of State

February 11, 2010

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# STEYER & CO.

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## INDEPENDENT AUDITOR'S REPORT

Board of Education  
Four County Career Center  
Archbold, Ohio

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Four County Career Center, an Ohio joint vocational school district (the Career Center), as of and for the year ended June 30, 2009, which collectively comprise the Career Center's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Career Center's management. Our responsibility is to express opinions 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 opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Four County Career Center, as of June 30, 2009, and the respective changes in financial position, and the respective budgetary comparison for the General Fund and the Adult Education Fund, 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 17, 2009, on our consideration of Four County Career Center's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in conjunction with this report in considering the results of our audit.

The management's discussion and analysis on pages 3 through 8 is not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

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

A handwritten signature in black ink that reads "Steyer & Co." in a cursive, flowing script.

STEYER & CO.  
Certified Public Accountants

Defiance, Ohio  
December 17, 2009



**FOUR COUNTY CAREER CENTER  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR FISCAL YEAR ENDED JUNE 30, 2009  
UNAUDITED**

The discussion and analysis of the Four County Career Center's (the Career Center) financial performance provides an overall review of the Career Center's financial activities for the fiscal year ended June 30, 2009. The intent of this discussion and analysis is to look at the Career Center's financial performance as a whole; readers should also review the basic financial statements and notes to the basic financial statements to enhance their understanding of the Career Center's financial performance.

**Financial Highlights**

Key financial highlights for fiscal year 2009 are as follows:

In total, net assets of governmental activities increased \$971,609.

General revenues accounted for \$12,932,472 in revenue or 74% of all revenues. Program specific revenues in the form of charges for services and sales, grants and contributions accounted for \$4,531,657 or 26% of total revenues of \$17,464,129.

The Career Center had \$16,492,520 in expenses related to governmental activities; \$4,531,657 of these expenses was offset by program specific charges for services, grants or contributions. General revenues supporting governmental activities (primarily taxes and unrestricted grants and entitlements) of \$12,932,472 were adequate to provide for these programs.

The Career Center has two major governmental funds; the General Fund, and the Adult Education Fund. The General Fund had \$14,702,968 in revenues and other financing sources and \$13,637,463 in expenditures and other financing uses. During fiscal 2009, the General Fund's balances increased \$1,065,505 from \$10,423,085 to \$11,488,590. The Adult Education Fund had \$1,269,835 in revenues and \$1,248,618 in expenditures. During fiscal 2009, the Adult Education Fund's balance increased \$21,217 from \$157,461 to \$178,678.

**Using the Basic Financial Statements**

The annual report consists of a series of financial statements and notes to those statements. The statements are organized so the reader can understand the Career Center as a financial whole, or as an entire operating entity. The statements then proceed to provide an increasingly detailed look at specific financial activities.

The *Statement of Net Assets* and *Statement of Activities* provide information about the activities of the whole Career Center, presenting both an aggregate view of the Career Center's finances and a longer-term view of those finances. Fund financial statements provide the next level of detail. For governmental funds, these statements tell how services were financed in the short-term as well as what remains for future spending. The fund financial statements also look at the Career Center's most significant funds, with all other nonmajor funds presented in total in one column. In the case of the Career Center, the General Fund, and Adult Education Fund are by far the most significant funds, and are the only governmental funds reported as major funds.

**FOUR COUNTY CAREER CENTER  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR FISCAL YEAR ENDED JUNE 30, 2009  
UNAUDITED**

**Reporting the Career Center as a Whole**

Statement of Net Assets and Statement of Activities

The Statement of Net Assets and Statement of Activities reflect how the Career Center did financially during fiscal year 2009. These statements include all assets and liabilities using the accrual basis of accounting similar to which is used by most private-sector companies. The basis of accounting considers all of the current fiscal years' revenues and expenses regardless of when cash is received or paid.

These two statements report the Career Center's net assets and changes in those assets. This change in net assets is important because it tells the reader that, for the Career Center as a whole, the financial position of the Career Center has improved or diminished. The causes for this change may be the result of many factors, some financial, some not. Non-financial factors include the Career Center's property tax base, current property tax laws in Ohio restricting revenue growth, facility conditions, required educational programs, and other factors.

In the Statement of Net Assets and the Statement of Activities, the Governmental Activities include the Career Center's programs and services, including instruction, support services, operation of maintenance of plant, pupil transportation, extracurricular activities, and food service operations.

**Reporting the Career Center's Most Significant Funds**

Fund Financial Statements

Fund financial statements provide detailed information about the Career Center's major funds. While the Career Center uses many funds to account for its multitude of financial transactions, the fund financial statements focus on the Career Center's most significant funds. The Career Center's two major governmental funds are the General Fund and Adult Education Fund.

Governmental Funds – Most of the Career Center's activities are reported in governmental funds, which focus on how monies flow into and out of those funds and the balances left at fiscal year-end available for spending in future periods. These funds are reported using modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the Career Center's general government operations and the basic services it provides. Governmental fund information helps determine whether there are more or less financial resources that can be spent in the near future to finance educational programs. The relationship (or differences) between governmental activities (reported in the Statement of Net Assets and the Statement of Activities) and governmental funds is reconciled in the basic financial statements.

Fiduciary Funds – Fiduciary funds are used to account for resources held for the benefit of parties outside the Career Center. Fiduciary funds are not reflected on the government-wide financial statements because the resources from these funds are not available to support the Career Center's programs. These funds use the accrual basis of accounting.

**FOUR COUNTY CAREER CENTER  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR FISCAL YEAR ENDED JUNE 30, 2009  
UNAUDITED**

**The Career Center as a Whole**

Table 1 provides a summary of the Career Center's net assets for fiscal year 2009 compared to fiscal year 2008. The Career Center's increase in general revenues aided the decrease in current liabilities.

**Table 1  
Net Assets  
Governmental Activities**

	2009	2008
<b>Assets:</b>		
Current and Other Assets	\$ 18,565,813	\$ 17,976,600
Capital Assets, Net	7,924,808	7,858,447
Total Assets	26,490,621	25,835,047
<b>Liabilities:</b>		
Current and Other Liabilities	6,332,331	6,616,416
Long-Term Liabilities	1,480,747	1,512,697
Total Liabilities	7,813,078	8,129,113
<b>Net Assets:</b>		
Invested in Capital Assets, Net of Related Debt	7,575,923	7,385,700
Restricted	538,934	765,718
Unrestricted	10,562,686	9,554,516
Total	\$ 18,677,543	\$ 17,705,934

Table 2 reflects the changes in net assets for fiscal year 2009 compared to fiscal year 2008. The increase in general revenues was attributed to increased enrollment which provided increased state foundation revenue.

**Table 2  
Changes in Net Assets  
Governmental Activities**

	2009	2008
<b>Revenues:</b>		
Program Revenues:		
Charges for Services and Sales	\$ 1,322,863	\$ 1,389,208
Operating Grants, Contributions & Interest	3,208,794	2,949,308
Total Program Revenues	4,531,657	4,338,516
General Revenues:		
Property Taxes	5,676,723	5,611,392
Grants and Entitlements	6,749,720	5,692,506
Investment Earnings	394,421	534,233
Gifts and Donations	85,665	266,519
Miscellaneous	15,111	4,597
Gain (loss) from Sale of Capital Assets	10,832	(15,573)
Total General Revenues	12,932,472	12,093,674
Total Revenues	17,464,129	16,432,190

**FOUR COUNTY CAREER CENTER  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR FISCAL YEAR ENDED JUNE 30, 2009  
UNAUDITED**

**Table 2  
Change in Net Assets  
Governmental Activities**

	2009	2008
<u>Expenses:</u>		
Instruction	9,629,774	9,063,147
Support Services:		
Pupils	1,446,233	1,439,089
Instructional Staff	610,370	633,319
Board of Education	55,827	70,810
Administration	1,400,543	1,375,419
Fiscal	515,707	522,782
Business	76,746	73,009
Operation and Maintenance of Plant	1,780,116	1,838,944
Pupil Transportation	21,102	26,065
Central	387,863	382,569
Non-Instructional Services	473,301	480,554
Extracurricular Activities	70,902	59,786
Capital Outlay	24,036	24,035
Total Expenses	16,492,520	15,989,528
Increase (decrease) in Net Assets	\$ 971,609	\$ 442,662

**FOUR COUNTY CAREER CENTER  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR FISCAL YEAR ENDED JUNE 30, 2009  
UNAUDITED**

**Governmental Activities**

Table 3 indicates the total cost of services and the net cost of services for governmental activities. The statement of activities reflects the cost of program services and the charges for services and sales, grants, and contributions offsetting those services. The net cost of services identifies the cost of those services supported by tax revenues and unrestricted state entitlements.

**Table 3  
Governmental Activities**

	Total Cost of Services 2009	Net Cost of Services 2009	Total Cost of Services 2008	Net Cost of Services 2008
Instruction	\$ 9,629,774	\$ 5,497,291	\$ 9,063,147	\$ 5,048,738
Support Services:				
Pupils	1,446,233	1,443,233	1,439,089	1,436,089
Instructional Staff	610,370	610,370	633,319	633,319
Board of Education	55,827	55,827	70,810	70,810
Administration	1,400,543	1,400,543	1,375,419	1,375,419
Fiscal	515,707	515,707	522,782	522,782
Business	76,746	76,746	73,009	73,009
Operation and Maintenance of Plant	1,780,116	1,778,303	1,838,944	1,837,148
Pupil Transportation	21,102	21,102	26,065	26,065
Central	387,863	364,863	382,569	377,569
Non-Instructional Services	473,301	101,940	480,554	166,243
Extracurricular Activities	70,902	70,902	59,786	59,786
Capital Outlay	24,036	24,036	24,035	24,035
Total Expenses	<u>\$16,492,520</u>	<u>\$11,960,863</u>	<u>\$15,989,528</u>	<u>\$11,651,012</u>

The dependence upon tax revenues and unrestricted state entitlements for governmental activities is apparent. 57% of instruction activities are supported through taxes and other general revenues. For all governmental activities, support from general revenues is 73%. It is apparent that the communities, as a whole, are the primary support for the Career Center's students.

**The Career Center's Funds**

The Career Center's governmental funds are accounted for using the modified accrual basis of accounting. Total governmental funds had revenues of \$17,429,426 and expenditures of \$16,590,831. The net positive change of \$838,595 in fund balance for the year indicates that the Career Center had no difficulty meeting current costs.

General Fund Budgeting Highlights

The Career Center's budget is prepared according to Ohio law and is based on accounting for certain transactions on a basis of cash receipts, disbursements, and encumbrances. The most significant budgeted fund is the General Fund.

During the course of fiscal year 2009, the Career Center amended its General Fund budget as needed. Final budgeted revenues, in the amount of \$14,561,219, were the same as the original budgeted revenues.

**FOUR COUNTY CAREER CENTER  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR FISCAL YEAR ENDED JUNE 30, 2009  
UNAUDITED**

Final expenditures were budgeted at \$14,475,641 while actual expenditures were \$13,469,117. The \$826,117 difference is primarily due to a conservative "worst case scenario" approach. The Career Center over appropriates in case significant, unexpected expenditures arise during the fiscal year.

Capital Assets

At the end of fiscal year 2009, the Career Center had \$7,924,808 invested in capital assets (net accumulated depreciation) for governmental activities.

For further information regarding the Career Center's capital assets see notes in the basic financial statements.

Debt

At June 30, 2009, the Career Center had \$348,885 in asbestos loans for building improvements. The asbestos loans will be completely paid by 2013.

At June 30, 2009, the Career Center's overall legal debt margin was \$246,330,633, with an unvoted debt margin of \$2,737,007.

In addition to the debt outlined above, the Career Center's long-term debt also includes compensated absences.

For further information regarding the Career Center's debt see the notes to the basic financial statements.

Current Issues

The Career Center is holding its own in the state of a declining economy and uncertainty in State funding. The Career Center covers portions of eight different counties, which mostly consists of residential/farming communities.

Over the past several years, the Career Center has remained in a good financial position. In 1976 the Career Center passed a 1.40 continuous levy, in 1979 a .60 continuous levy, and in 1988 a 1.00 continuous levy and has not had to renew these levies. In 2001, a .20 permanent improvement levy was passed. These levies provide a continuous source of funds for a financial cushion. The Career Center has also been able to benefit from increased enrollment.

The Career Center is unique in that it has students attending from eight different counties. It also has an adult education program. The building and facilities are on one campus.

Contacting the Career Center's Financial Management

This financial report is designed to provide our citizens, taxpayers, investors, and creditors with a general overview of the Career Center's finances and to reflect the Career Center's accountability for the monies it receives. Questions concerning any of the information in this report or requests for additional information should be directed to Jennifer Bonner, Treasurer, Four County Career Center, 22-900 St. Rt. 34, Archbold, Ohio, 43502.

**FOUR COUNTY CAREER CENTER  
HENRYCOUNTY  
STATEMENT OF NET ASSETS  
AS OF JUNE 30, 2009**

	<u>Governmental Activities</u>
<b>ASSETS</b>	
Current Assets	
Equity in Pooled Cash and Cash Equivalents	\$ 6,963,856
Investments	5,856,214
Materials and Supplies Inventory	175,395
Accrued Interest Receivable	34,205
Accounts Receivable	65,399
Intergovernmental Receivable	103,848
Prepaid Items	17,649
Taxes Receivable	5,349,247
Noncurrent Assets	
Non-Depreciable Capital Assets	219,258
Depreciable Capital Assets, net	<u>7,705,550</u>
Total Assets	26,490,621
<b>LIABILITIES</b>	
Current Liabilities	
Accounts Payable	8,818
Accrued Wages and Benefits	1,161,676
Contracts Payable	188,677
Intergovernmental Payable	26,405
Matured Compensated Absences Payable	143,970
Deferred Revenue	4,802,785
Long-Term Liabilities	
Due Within One Year	123,861
Due in More Than One Year	<u>1,356,886</u>
Total Liabilities	7,813,078
<b>NET ASSETS</b>	
Invested in Capital Assets, Net of Related Debt	7,575,923
Restricted for Capital Outlay	314,445
Restricted for Other Purposes	224,489
Unrestricted	<u>10,562,686</u>
Total Net Assets	<u>\$ 18,677,543</u>

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

**FOUR COUNTY CAREER CENTER  
HENRY COUNTY  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2009**

	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expense)</u>
		<u>Charges for Services and Sales</u>	<u>Operating Grants and Contributions</u>	<u>Revenue and Changes in Net Assets</u>
				<u>Governmental Activities</u>
Governmental Activities				
Instruction:				
Regular	\$ 88,938	\$ -	\$ -	\$ (88,938)
Vocational	8,366,911	418,808	2,420,398	(5,527,705)
Adult/Continuing	1,173,925	659,988	633,289	119,352
Support Services:				
Pupils	1,446,233	-	3,000	(1,443,233)
Instructional Staff	610,370	-	-	(610,370)
Board of Education	55,827	-	-	(55,827)
Administration	1,400,543	-	-	(1,400,543)
Fiscal	515,707	-	-	(515,707)
Business	76,746	-	-	(76,746)
Operation and Maintenance of Plant	1,780,116	-	1,813	(1,778,303)
Pupil Transportation	21,102	-	-	(21,102)
Central	387,863	-	23,000	(364,863)
Operation of Non-Instructional Services	473,301	244,067	127,294	(101,940)
Extracurricular Activities	70,902	-	-	(70,902)
Capital Outlay	24,036	-	-	(24,036)
<b>Totals</b>	<u>\$ 16,492,520</u>	<u>\$ 1,322,863</u>	<u>\$ 3,208,794</u>	<u>\$ (11,960,863)</u>

General Revenues	
Taxes	
Property Taxes, Levied for General Purposes	5,367,889
Property Taxes, Levied for Capital Outlay	308,834
Grants and Entitlements not Restricted to	6,749,720
Specific Programs	
Gifts and Donations	85,665
Investment Earnings	394,421
Miscellaneous	15,111
Loss from Sale of Capital Assets	10,832
<b>Total General Revenues</b>	<u>12,932,472</u>
<b>Change in Net Assets</b>	971,609
<b>Net Assets Beginning of Year</b>	<u>17,705,934</u>
<b>Net Assets End of Year</b>	<u>\$ 18,677,543</u>

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



**FOUR COUNTY CAREER CENTER**  
**HENRY COUNTY**  
**BALANCE SHEET**  
**GOVERNMENTAL FUNDS**  
*AS OF JUNE 30, 2009*

	<b>General Fund</b>	<b>Adult Education</b>	<b>All Other Governmental Funds</b>	<b>Total Governmental Funds</b>
<b>ASSETS:</b>				
Equity in Pooled Cash and Cash Equivalent	\$ 5,855,600	\$ 362,508	\$ 745,748	\$ 6,963,856
Investments	5,856,214	-	-	5,856,214
Materials and Supplies Inventory	136,470	14,949	23,976	175,395
Accrued Interest Receivable	34,205	-	-	34,205
Accounts Receivable	25,534	36,730	3,135	65,399
Interfund Receivable	461,560	-	-	461,560
Intergovernmental Receivable	-	102,773	-	102,773
Prepaid Items	17,649	-	-	17,649
Taxes Receivable	<u>5,069,386</u>	<u>-</u>	<u>279,861</u>	<u>5,349,247</u>
<i>Total Assets</i>	<u>\$ 17,456,618</u>	<u>\$ 516,960</u>	<u>\$ 1,052,720</u>	<u>\$ 19,026,298</u>
<b>LIABILITIES:</b>				
Accounts Payable	\$ 4,824	\$ 3,894	\$ 100	\$ 8,818
Accrued Wages and Benefits	1,131,308	20,785	9,583	1,161,676
Contracts Payable	-	-	188,677	188,677
Interfund Payable	-	242,145	218,340	460,485
Intergovernmental Payable	13,233	1,200	11,972	26,405
Matured Compensated Absences Payable	122,890	21,080	-	143,970
Deferred Revenue	<u>4,695,773</u>	<u>49,178</u>	<u>256,371</u>	<u>5,001,322</u>
<i>Total Liabilities</i>	<u>5,968,028</u>	<u>338,282</u>	<u>685,043</u>	<u>6,991,353</u>
<b>FUND BALANCES:</b>				
<b>Reserved:</b>				
Reserved for Encumbrances	61,653	16,921	304,009	382,583
Reserved for Inventory	136,470	14,949	23,976	175,395
Reserved for Property Taxes	373,613	-	23,490	397,103
<b>Unreserved, Undesignated, Reported in:</b>				
General Fund	10,916,854	-	-	10,916,854
Special Revenue Funds	-	146,808	26,393	173,201
Capital Projects Funds	<u>-</u>	<u>-</u>	<u>(10,191)</u>	<u>(10,191)</u>
<i>Total Fund Balances</i>	<u>11,488,590</u>	<u>178,678</u>	<u>367,677</u>	<u>12,034,945</u>
<i>Total Liabilities and Fund Balances</i>	<u>\$ 17,456,618</u>	<u>\$ 516,960</u>	<u>\$ 1,052,720</u>	<u>\$ 19,026,298</u>

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

**FOUR COUNTY CAREER CENTER  
HENRY COUNTY  
RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES TO  
NET ASSETS OF GOVERNMENTAL ACTIVITIES  
AS OF JUNE 30, 2009**

<b>Total Governmental Fund Balances</b>		<b>\$ 12,034,945</b>
<i>Amounts reported for governmental activities in the statement of net assets are different because</i>		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds		7,924,808
Other long-term assets are not available to pay for current-period expenditures and therefore are deferred in the funds: Deferred Revenue		198,537
Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds: Compensated Absences Notes Payable	\$ (1,131,862) <u>(348,885)</u>	(1,480,747)
<i>Net Assets of Governmental Activities</i>		<u><b>\$ 18,677,543</b></u>

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

**FOUR COUNTY CAREER CENTER  
HENRY COUNTY  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS  
FOR THE YEAR ENDED JUNE 30, 2009**

	General Fund	Adult Education	All Other Governmental Funds	Total Governmental Funds
<b>REVENUES</b>				
Property and Other Local Taxes	\$ 5,347,890	\$ -	\$ 308,373	\$ 5,656,263
Intergovernmental	8,649,249	607,946	687,076	9,944,271
Interest	348,811	-	98	348,909
Decrease in Fair Value of Investments	45,512	-	-	45,512
Tuition and Fees	106,776	658,473	92,945	858,194
Rent	53,478	-	-	53,478
Gifts and Donations	84,665	1,000	-	85,665
Customer Sales and Services	43,474	1,515	366,202	411,191
Miscellaneous	12,281	901	1,929	15,111
<i>Total Revenues</i>	14,692,136	1,269,835	1,456,623	17,418,594
<b>EXPENDITURES</b>				
Current:				
Instruction:				
Regular	70,342	-	-	70,342
Vocational	8,071,343	-	459,628	8,530,971
Adult/Continuing	212,019	949,470	9,397	1,170,886
Support Services:				
Pupils	1,337,260	-	38,879	1,376,139
Instructional Staff	393,404	225,682	12,119	631,205
Board of Education	55,013	-	-	55,013
Administration	1,387,334	-	2,886	1,390,220
Fiscal	455,069	46,047	9,013	510,129
Business	68,773	-	5,942	74,715
Operation and Maintenance of Plant	1,200,350	-	495,242	1,695,592
Pupil Transportation	21,102	-	-	21,102
Central	239,947	27,419	120,497	387,863
Operation of Non-Instructional Services	4,605	-	477,285	481,890
Extracurricular Activities	70,902	-	-	70,902
Debt Service:				
Principal	-	-	123,862	123,862
<i>Total Expenditures</i>	13,587,463	1,248,618	1,754,750	16,590,831
<i>Excess of Revenues Over (Under) Expenditure</i>	1,104,673	21,217	(298,127)	827,763
<b>OTHER FINANCING SOURCES AND USES</b>				
Transfers In	-	-	50,000	50,000
Proceeds from Sale of Capital Assets	10,832	-	-	10,832
Transfers Out	(50,000)	-	-	(50,000)
<i>Total Other Financing Sources and Uses</i>	(39,168)	-	50,000	10,832
<i>Net Change in Fund Balances</i>	1,065,505	21,217	(248,127)	838,595
<i>Fund Balance at Beginning of Year</i>	10,423,085	157,461	615,804	11,196,350
<i>Fund Balance at End of Year</i>	\$ 11,488,590	\$ 178,678	\$ 367,677	\$ 12,034,945

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

**FOUR COUNTY CAREER CENTER  
HENRY COUNTY  
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2009**

**Net Change in Fund Balances - Total Governmental Funds** \$ 838,595

*Amounts reported for governmental activities in the statement of activities are different because*

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.

Capital Outlay - Depreciable Capital Assets	\$ 548,054	
Depreciation	<u>(473,235)</u>	74,819

The proceeds from the sale of capital assets are reported as other financing sources in the governmental funds. However, the cost of the capital assets is removed from the capital asset account on the statement of net assets and is offset against the proceeds from the sale of capital assets resulting in a gain (loss) on disposal of capital assets on the statement of activities.

Proceeds from Sale of Capital Assets	(10,832)	
Gain (Loss) on Disposal of Capital Assets	<u>2,374</u>	(8,458)

Revenues on the statement of activities that do not provide current financial resources are not reported as revenues in governmental funds:

Delinquent Taxes	20,460	
Intergovernmental	<u>14,243</u>	34,703

Repayment of principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities on the statements of activities

123,862

Some expenses reported in the statement of activities, such as compensated absences and intergovernmental payable representing contractually required pension contributions, do not require the use of current financial resources, therefore, are not reported as expenditures in governmental funds:

Compensated Absences Payable		<u>(91,912)</u>
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<i>Change in Net Assets of Governmental Activities</i>		<u>\$ 971,609</u>
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*The accompanying notes are an integral part of these financial statements*

**FOUR COUNTY CAREER CENTER  
HENRY COUNTY  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCE - BUDGET (NON-GAAP BASIS) AND ACTUAL  
GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2009**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance with Final Budget</u>
<b>REVENUES:</b>				
Property and Other Local Taxes	\$ 5,324,927	\$ 5,324,927	\$ 5,212,094	\$ (112,833)
Intergovernmental	8,314,745	8,314,745	8,649,249	334,504
Interest	360,000	360,000	346,741	(13,259)
Tuition and Fees	212,547	212,547	131,875	(80,672)
Rent	56,000	56,000	53,478	(2,522)
Gifts and Donations	234,000	234,000	84,665	(149,335)
Customer Sales and Services	50,000	50,000	43,474	(6,526)
Miscellaneous	<u>9,000</u>	<u>9,000</u>	<u>5,214</u>	<u>(3,786)</u>
Total Revenues	14,561,219	14,561,219	14,526,790	(34,429)
<b>EXPENDITURES:</b>				
<b>Current:</b>				
<b>Instruction:</b>				
Regular	53,101	53,401	52,489	912
Special	-	-	-	-
Vocational	8,433,219	8,490,020	8,100,538	389,482
Adult/Continuing	215,095	215,095	213,162	1,933
<b>Support Services:</b>				
Pupils	1,364,148	1,380,148	1,335,117	45,031
Instructional Staff	390,132	415,132	392,923	22,209
Board of Education	104,840	104,840	55,055	49,785
Administration	1,464,714	1,463,914	1,393,087	70,827
Fiscal	500,348	500,348	457,542	42,806
Business	84,685	88,685	69,405	19,280
Operation and Maintenance of Plant	1,361,911	1,361,111	1,243,696	117,415
Pupil Transportation	28,922	30,122	20,924	9,198
Central	316,310	287,310	240,217	47,093
<b>Operation of Non-Instructional Services:</b>				
Extracurricular Activities	<u>3,870</u>	<u>4,670</u>	<u>4,605</u>	<u>65</u>
Total Expenditures	<u>14,394,040</u>	<u>14,475,641</u>	<u>13,649,524</u>	<u>826,117</u>
Excess of Revenues Over Expenditures	167,179	85,578	877,266	791,688
<b>OTHER FINANCING SOURCES AND USES:</b>				
Proceeds from Sale of Fixed Assets	10,000	10,000	10,832	832
Refund of Prior Year Expenditures	1,000	1,000	4,157	3,157
Advances In	105,600	105,600	105,600	-
Transfers Out	(125,000)	(122,500)	(50,000)	72,500
Refund of Prior Year Receipts	(10,500)	(10,500)	(10,500)	-
Advances Out	(250,000)	(250,000)	(150,000)	100,000
Other Financing Uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources and Uses	<u>(268,900)</u>	<u>(266,400)</u>	<u>(89,911)</u>	<u>176,489</u>
Net Change in Fund Balances	(101,721)	(180,822)	787,355	968,177
Fund Balance at Beginning of Year	10,755,614	10,755,614	10,755,614	-
Prior Year Encumbrances Appropriated	<u>78,798</u>	<u>78,798</u>	<u>78,798</u>	<u>-</u>
Fund Balance at End of Year	<u>\$ 10,732,691</u>	<u>\$ 10,653,590</u>	<u>\$ 11,621,767</u>	<u>\$ 968,177</u>

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

**FOUR COUNTY CAREER CENTER  
HENRY COUNTY  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCE - BUDGET (NON-GAAP BASIS) AND ACTUAL  
ADULT EDUCATION  
FOR THE YEAR ENDED JUNE 30, 2009**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance with Final Budget</u>
<b>REVENUES:</b>				
Intergovernmental	\$ 818,319	\$ 814,945	\$ 630,814	\$ (184,131)
Tuition and Fees	634,000	634,000	661,806	27,806
Gifts and Donations	-	-	1,000	1,000
Customer Sales and Services	3,000	3,000	1,515	(1,485)
Total Revenues	<u>1,455,319</u>	<u>1,451,945</u>	<u>1,295,135</u>	<u>(156,810)</u>
<b>EXPENDITURES:</b>				
Current:				
Instruction:				
Adult/Continuing	1,044,482	1,068,990	967,341	101,649
Support Services:				
Pupils	-	-	-	-
Instructional Staff	245,013	261,360	227,863	33,497
Fiscal	48,644	50,157	46,435	3,722
Pupil Transportation	-	-	-	-
Central	<u>35,000</u>	<u>35,000</u>	<u>27,419</u>	<u>7,581</u>
Total Expenditures	<u>1,373,139</u>	<u>1,415,507</u>	<u>1,269,058</u>	<u>146,449</u>
Excess of Revenues Over (Under) Expenditures	82,180	36,438	26,077	(10,361)
<b>OTHER FINANCING SOURCES AND USES:</b>				
Advances In	-	-	150,000	150,000
Refund of Prior Year End Expenditures	-	-	1,252	1,252
Advances Out	(100,000)	(100,000)	(100,000)	-
Refund of Prior Year End Receipts	<u>-</u>	<u>-</u>	<u>(278)</u>	<u>(278)</u>
Total Other Financing Sources and Uses	<u>(100,000)</u>	<u>(100,000)</u>	<u>50,974</u>	<u>150,974</u>
Net Change in Fund Balances	(17,820)	(63,562)	77,051	140,613
Fund Balance at Beginning of Year	230,013	230,013	230,013	-
Prior Year Encumbrances Appropriated	<u>37,547</u>	<u>37,547</u>	<u>37,547</u>	<u>-</u>
Fund Balance at End of Year	<u>\$ 249,740</u>	<u>\$ 203,998</u>	<u>\$ 344,611</u>	<u>\$ 140,613</u>

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

**FOUR COUNTY CAREER CENTER  
HENRYCOUNTY  
STATEMENT OF FIDUCIARY NET ASSETS  
FIDUCIARY FUND  
AS OF JUNE 30, 2009**

	<b>Agency Fund</b>
<b>ASSETS</b>	
Current Assets	
Equity in Pooled Cash and Cash Equivalents	\$ 17,465
Total Assets	\$ 17,465
<b>LIABILITIES</b>	
Current Liabilities	
Accounts Payable	\$ 1,075
Due to Students	16,390
Total Liabilities	\$ 17,465

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

**FOUR COUNTY CAREER CENTER  
HENRY COUNTY  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
*June 30, 2009***

**Note 1 – Description of the Career Center and Reporting Entity**

Four County Career Center (the Career Center) is a joint vocational school district as defined by Section 3311.18 of the Ohio Revised Code. Effective July 1, 1999, the Career Center changed its name from Four County Joint Vocational School District to Four County Career Center, an Ohio Vocational School District. The Career Center was established in 1966, with classes beginning in September 1969, and serves 22 districts located in Defiance, Fulton, Henry and Williams counties. The Career Center is operated under a board of education consisting of eleven members. The vocational career center provides job training for residents of participating districts. Currently, Four County Career Center provides thirty courses of instruction in such varied fields as chef training, electronics, machine trades and cosmetology. The average daily membership for fiscal year 2009 was 1,007. The Career Center employed 11 administrators and supervising personnel, 105 certified and 49 non-certified employees.

Four County Career Center provides regular, vocational, and adult continuing instruction. Also, Four County Career Center has support services for pupils, instructional staff, general and school administration, fiscal and business affairs. In addition, Four County Career Center accounts for various extra-curricular activities and retirement of debt obligations.

**Reporting Entity**

This report includes all activities considered by management to be part of the Career Center by virtue of Section 2100 of the Codification of Governmental Accounting and Financial Reporting Standards. The reporting entity consists of (a) the primary government, (b) organizations for which the primary government is financially accountable and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

A primary government has the ability to impose its will on an organization if it can significantly influence the programs, projects, or activities of, or the level of services performed or provided by, the organization. A financial benefit or burden relationship exists if the primary government (a) is entitled to the organization's resources; (b) is legally obligated or has otherwise assumed the obligation to finance the deficits of, or provide financial support to the, organization; or (c) is obligated in some manner for the debt of the organization.

The financial statements of the reporting entity allow the users to distinguish between the primary government and its component units. Most component units are included in the financial reporting entity by discrete presentation (one or more columns separate from the financial data of the primary government). Some component units are so intertwined with the primary government that they are reported in a manner similar to the balances and transactions of the primary government itself (this method is known as blending). The Career Center has no component units.

The Career Center reports under the provisions of Governmental Accounting Standards Board (GASB) Statement No. 14, "The Financial Reporting Entity", under which the financial statements include all the organizations, activities, functions and component units for which the Career Center (Primary Government) is financially accountable. Financial accountability is defined as the appointment of a voting majority of the component unit's board, and either (1) the Career Center's ability to impose its will over the component unit, or (2) the possibility that the component unit will provide a financial benefit to or impose a financial burden on the Career Center. On the basis of the provisions of GASB Statement No. 14, no organizations are financially accountable to the Career Center as component units.



**FOUR COUNTY CAREER CENTER  
HENRY COUNTY  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
June 30, 2009**

**Note 1 – Description of the Career Center and Reporting Entity (Continued)**

The Career Center is associated with three jointly governed organizations and two group purchasing pools. These organizations are the Northwest Ohio Computer Association, Northern Buckeye Education Council, Cisco Academy of Northwest Ohio, Northern Buckeye Education Council's Employee Insurance Benefits Program, Northern Buckeye Education Council Workers' Compensation Group Rating Plan. These organizations are presented in Notes 15 and 16 to the basic financial statements.

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

**Note 2 – Summary Of Significant Accounting Policies**

The financial statements of Four County Career Center have been prepared in conformity with generally accepted accounting principles (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 Career Center also applies Financial Accounting Standards Board (FASB) statements and interpretations issued on or before November 30, 1989, to its governmental and business-type activities and to its proprietary funds provided they do not conflict with or contradict GASB pronouncements. Following are the more significant of the Career Center's accounting policies.

*A. Basis of Presentation*

The Career Center's basic financial statements consist of government-wide statements, including a statement of net assets and a statement of activities, and fund financial statements, which provide a more detailed level of financial information.

*Government-Wide Financial Statements* – The statement of net assets and the statement of activities display information about the Career Center as a whole. These statements include the financial activities of the primary government, except for fiduciary funds.

The statement of net assets presents the financial condition of the governmental activities of the Career Center at year-end. The government-wide statement of activities presents a comparison between direct expenses and program revenues for each function program of the Career Center's governmental activities. Direct expenses are those that are specifically associated with a service, program, or department and therefore clearly identifiable to a particular function. Program revenues include charges paid by the recipient of the goods or services offered by the program and grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues, which are not classified as program revenues, are presented as general revenues of the Career Center, with certain limited exceptions. The comparison of direct expenses with program revenues identifies the extent to which governmental function is self-financing or draws from the general revenues of the Career Center.

*Fund Financial Statements* – During the year, the Career Center segregates transactions related to certain Career Center functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. Fund financial statements are designed to present financial information of the Career Center at this more detailed level. The focus of governmental and enterprise fund financial statements is on major funds rather than reporting funds by type. Each major fund is presented in a separate column. Non-major funds are aggregated and presented in a single column. Fiduciary funds are reported by fund type.

**FOUR COUNTY CAREER CENTER  
HENRY COUNTY  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
June 30, 2009**

**Note 2 – Summary Of Significant Accounting Policies (Continued)**

*B. Fund Accounting*

The Career Center uses funds to maintain its financial records during the fiscal year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain Career Center functions or activities. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. The various funds of the Career Center are grouped into the categories governmental and fiduciary.

*Governmental Funds* – Governmental funds focus on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used. Current liabilities are assigned to the fund from which they will be paid. The difference between governmental fund assets and liabilities is reported as fund balance. The following are the Career Center's major governmental funds:

*General Fund* – The General Fund is used to account for all financial resources, except those required to be accounted for in another fund. The general fund is available to the Career Center for any purpose provided it is expended or transferred according to the general laws of Ohio.

*Adult Education* – The Adult Education fund is used to account for transactions made in connection with adult education classes. Receipts include, but are not limited to, tuition from patrons and students and reimbursement from the State Department of Education. Expenditures include supplies, salaries and textbooks.

*Fiduciary Funds* – Fiduciary fund reporting focuses on net assets and changes in net assets. The fiduciary fund category is split into four classifications: pension trust funds, investment trust funds, private-purpose trust funds, and agency funds. Trust funds are used to account for assets held by the Career Center under a trust agreement for individuals, private organizations, or other governments and are therefore not available to support the Career Center's own programs. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. The Career Center's agency funds that existed throughout the fiscal year included National Honor Society, Family Career & Community Leaders of America, Future Farmers of America, Future Educators of America, Business Professionals of America, SKILLS USA of America and Student Council.

*C. Measurement Focus*

*Government-wide Financial Statements* – The government-wide financial statements are prepared using the economic resources measurement focus. All assets and all liabilities associated with the operation of the Career Center are included on the Statement of Net Assets.

*Fund Financial Statements* – All governmental funds are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. The statement of revenues, expenditures and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements therefore include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds.

Agency funds do not report a measurement focus as they do not report operations.

**FOUR COUNTY CAREER CENTER  
HENRY COUNTY  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
June 30, 2009**

**Note 2 – Summary Of Significant Accounting Policies (Continued)**

*D. Basis of Accounting*

Basis of accounting determines when transactions are recorded in the financial records and reported on the financial statements. Government-wide financial statements are prepared using the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting. Fiduciary funds use the accrual basis of accounting. Differences in the accrual and modified accrual bases of accounting arise in the recognition of revenue, the recording of deferred revenue and in the presentation of expenses versus expenditures.

*Revenues – Exchange and Non-Exchange Transactions* – Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current fiscal year or soon enough thereafter to be used to pay liabilities of the current fiscal year. For the Career Center, available means expected to be received within sixty days of fiscal year end.

Non-exchange transactions, in which the Career Center receives value without directly giving equal value in return, include income and property taxes, grants, entitlements, and donations. On an accrual basis, revenue from income taxes is recognized in the fiscal year in which the income is earned. Revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied. 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 Career Center must provide local resources to be used for a specified purpose; and expenditure requirements, in which the resources are provided to the Career Center on a reimbursement basis. On a modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

Under the modified accrual basis, the following revenue sources are considered to be both measurable and available at fiscal year end: property taxes available as an advance, income taxes, grants, investment earnings, tuition, and student fees.

*Deferred Revenue* – Deferred revenue arises when assets are recognized before revenue recognition criteria have been satisfied.

Property taxes (other than delinquent amounts) for which there is an enforceable legal claim as of June 30, 2008, but which were levied to finance fiscal year 2009 operations, have been recorded as deferred revenue. Grants and entitlements received before the eligibility requirements are met are also recorded as deferred revenue.

On governmental fund financial statements, receivables that will not be collected within the available period have been reported as deferred revenue.

*Expenditures/Expenses* – On the accrual basis of accounting, expenses are recognized at the time they 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. There were no donated commodities to report.

**FOUR COUNTY CAREER CENTER  
HENRY COUNTY  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
June 30, 2009**

**Note 2 – Summary Of Significant Accounting Policies (Continued)**

The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Expenditures are generally recognized in the accounting period in which the related fund liability is incurred, if measurable. Allocations of costs, such as depreciation and amortization, are not recognized in governmental funds.

*E. Cash and Investments*

To improve cash management, cash received by the Career Center is pooled and invested. Monies for all funds are maintained in this pool. Individual fund integrity is maintained through the Career Center records. Interest in the pool is presented as “Equity in Pooled Cash and Cash Equivalents.”

Investments of the Career Center’s cash management pool and investments with an original maturity of three months or less at the time they are purchased by the Career Center are presented on the financial statements as cash equivalents. Investments with an initial maturity of more than three months that are not purchased from the pool are reported as investments.

During fiscal year 2009, the Career Center invested in nonnegotiable certificates of deposit, federal agency securities and STAR Ohio. Nonnegotiable certificates of deposit are reported at cost. Except for non-participating investment contracts, investments are reported at fair value, which is based on quoted market prices. Non-participating investment contracts such as repurchase agreements 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, 2009.

Following Ohio statutes, the Board of Education has, by resolution, specified the funds to receive an allocation of interest earnings. Interest revenue credited to the General fund during fiscal year 2009 amounted to \$348,811.

*F. Prepaid Items*

Payments made to vendors for services that will benefit periods beyond June 30, 2009, are recorded as prepaid items using the consumption method. A current asset for the prepaid amount is recorded at the time of purchase and an expenditure/expense is reported in the year which services are consumed.

*G. Inventory*

On the government-wide financial statements, inventories are presented at the lower of cost or market on a first-in, first-out basis and are expensed when used.

On the fund financial statements, inventories of governmental funds are stated at cost. Cost is determined on a first-in, first-out basis. The cost of inventory items is recorded as an expenditure when purchased.

*H. Restricted Assets*

Assets are reported as restricted assets when limitations on their use change the normal understanding of the availability of the asset. Such constraints are either imposed by creditors, contributor’s grantors, or laws of other government or imposed by enabling legislation.

**FOUR COUNTY CAREER CENTER  
HENRY COUNTY  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
June 30, 2009**

**Note 2 – Summary Of Significant Accounting Policies (Continued)**

*I. Capital Assets*

General capital assets result from expenditures in the governmental funds. These assets are reported in the governmental activities column of the government-wide statement of net assets but are not reported on the fund financial statements.

All capital assets are capitalized at cost (or estimated historical cost) and updated for additions and reductions during the year. Donated fixed assets are recorded at their fair market values as of the date received. The Career Center maintains a capitalization threshold of \$5,000. The Career Center does not possess any infrastructure. Improvements are capitalized; 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.

All reported capital assets, other than land and construction in progress, are depreciated. Depreciation is computed using the straight-line method over the following useful lives:

Description	Estimated Lives
Land Improvements	20 years
Buildings and Building Improvements	15-40 years
Furniture and Fixtures	10 years
Vehicles	5-15 years
Equipment	5-15 years

*J. Interfund Balances*

On fund financial statements, receivables and payables resulting from short-term interfund loans are classified as “interfund receivables/payables.” These amounts are eliminated in the governmental columns of the statement of net assets.

*K. Compensated Absences*

Vacation benefits are accrued as a liability as the benefits are earned if the employees’ rights to receive compensation are attributable to services already rendered and it is probable that the Career Center will compensate the employees for the benefits through paid time off or some other means. The Career Center records a liability for accumulated unused vacation time when earned for all employees with more than one year of service.

Sick leave benefits are accrued as a liability using the vesting method. The liability includes the employees who are currently eligible to receive termination benefits and those the Career Center has identified as probable of receiving payment in the future. The amount is based on accumulated sick leave and employees’ wage rates at fiscal year end taking into consideration any limits specified in the Career Center’s termination policy. The Career Center records a liability for accumulated unused sick leave for all employees after five years of service.

The entire compensated absence liability is reported on the government-wide financial statements.

For governmental fund financial statements, the current portion of unpaid compensated absences is the amount that is normally expected to be paid using expendable available financial resources. These amounts are recorded in the account “compensated absences payable” in the fund from which the employees who have accumulated leave are paid. The non-current portion of the liability is not reported.

**FOUR COUNTY CAREER CENTER  
HENRY COUNTY  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
June 30, 2009**

**Note 2 – Summary Of Significant Accounting Policies (Continued)**

*L. Accrued Liabilities and Long-Term Obligations*

All payables, accrued liabilities and long-term obligations are reported in the government-wide financial statements.

In general, governmental fund payables and accrued liabilities that once incurred, are paid in a timely manner and in full from current financial resources, are reported as obligations of the funds. However, claims and judgments, compensated absences, special termination benefits and contractually required pension contributions that will be paid from governmental funds are reported as a liability in the fund financial statements only to the extent that they are due for payment during the current year. Long-term loans are recognized as a liability on the governmental fund financial statements when due.

*M. Net Assets*

Net assets represent the difference between assets and liabilities. Net assets invested in capital assets, net of related debt consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction, or improvement of those assets. Net assets are reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the Career Center or through external restrictions imposed by creditors, grantors or laws, or regulations of other governments.

The Career Center applies restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net assets are available.

*N. Fund Balance Reserves and Designations*

The Career Center reserves those portions of fund equity which are legally segregated for a specific future use or which do not represent available expendable resources and therefore are not available for appropriation or expenditure. Unreserved fund balance indicates that portion of fund equity, which is available for appropriation in future periods. Fund equity reserves have been established for encumbrances, inventory and property taxes.

The reserve for property taxes represents taxes recognized as revenue under generally accepted accounting principles but not available for appropriation under State statute.

*O. Interfund Transactions*

Exchange transactions between funds are reported as revenues in the seller funds and as expenditures/expenses in the purchaser funds. Flows of cash or goods from one fund to another without a requirement for repayment are reported as interfund transfers. Interfund transfers are reported as other financing sources/uses in governmental funds. Repayments from funds responsible for particular expenditures/expenses to the funds that initially paid for them are not presented on the financial statements.

*P. Estimates*

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

**FOUR COUNTY CAREER CENTER  
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**Note 2 – Summary Of Significant Accounting Policies (Continued)**

*Q. Extraordinary and Special Items*

Extraordinary items are transactions or events that are both unusual in nature and infrequent in occurrence. Special items are transactions or events that are within the control of the Career Center and that are either unusual in nature or infrequent in occurrence. Neither type of transaction occurred during fiscal year 2009.

**Note 3 – Budgetary Basis of Accounting**

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.

All funds, other than agency funds, are legally required to be budgeted and appropriated. The legal level of budgetary control has been established by the Board of Education at the fund, function, and object level within each fund. Any budgetary modifications at this level may only be made by resolution of the Board of Education.

While the Career Center is reporting financial position, results of operations, and changes in fund balances/retained earnings on the basis of generally accepted accounting principles (GAAP), the budgetary basis as provided by law is based upon accounting for certain transactions on a basis of cash receipts, disbursements, and encumbrances. The Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget (Non-GAAP Basis) and Actual presented for the General Fund and Adult Education are presented on the budgetary basis to provide a meaningful comparison of actual results with the budget. The major differences between the budget basis and fund financial statements are the following:

1. Revenues are recorded when received in cash (budget basis) as opposed to when susceptible to accrual (GAAP basis).
2. Expenditures are recorded when paid in cash (budget basis) as opposed to when the liability is incurred (GAAP basis).
3. Encumbrances are treated as expenditures (budget basis) rather than as a reservation of fund balance (GAAP basis).

The following table summarizes the adjustments necessary to reconcile the GAAP basis statements to the budgetary basis statements for the General Fund and Adult Education.

<b><u>Net Change in Fund Balance</u></b>		
<b><u>Major Governmental Funds</u></b>		
	<u>General</u>	<u>Adult Education</u>
GAAP Basis	\$1,065,505	\$ 21,217
Increase (Decrease) Due To:		
Revenue Accruals:		
Accrued FY 2008, received in cash FY 2009	293,945	116,599
Accrued FY 2009, not yet received in cash	(469,791)	(91,577)
Expenditure Accruals:		
Accrued FY 2008, paid in cash FY 2009	(1,122,616)	(34,546)
Accrued FY 2009, not yet paid in cash	1,128,636	33,262
Advances net	(44,400)	50,000
Encumbrances outstanding at year end (budget basis)	<u>(63,924)</u>	<u>(17,904)</u>
Budget Basis	<u>\$ 787,355</u>	<u>\$ 77,051</u>

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**Note 4 – Deposits and Investments**

Monies held by the Career Center are classified by State statute into three categories.

Active monies are public monies determined to be necessary to meet current demands upon the Career Center treasury. Active monies must be maintained either as cash in the Career Center 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 five-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 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 or deposit accounts, including passbook accounts.

Interim monies held by the Career Center can be deposited or invested in the following securities:

1. United States Treasury bills, bonds, notes, 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 obligation or security 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 the term of the agreement must not exceed thirty days;
4. Bonds and other obligations of the State of Ohio or Ohio local governments;
5. Time certificates of deposit or savings or deposit accounts including, but not limited to, passbook accounts;
6. 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; and
7. The State Treasurer's investment pool (STAR Ohio).
8. Certain banker's acceptance and commercial paper notes for a period not to exceed one hundred eighty days from the purchase date in an amount not to exceed twenty-five percent of the interim monies available for investment at any one time; and,
9. Under limited circumstances, corporate debt interest rated in either of the two highest classifications by at least two nationally recognized rating agencies.



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**Note 4 – Deposits and Investments (Continued)**

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. Investments may only be made through specified dealers and institutions.

At fiscal year end, the Career Center had \$450 in undeposited cash on hand which is included as part of “Equity in Pooled Cash and Cash Equivalents”.

**Deposits**

Custodial credit risk for deposits is the risk that in the event of bank failure, the Career Center will not be able to recover deposits or collateral securities that are in the possession of an outside party. At fiscal year end, \$4,217,957 of the Career Center’s bank balance of \$7,242,651 was exposed to custodial credit risk because it was uninsured and collateralized with securities held by the pledging financial institution’s trust department or agent, but not in the Career Center’s name.

The Career Center has no deposit policy for custodial risk beyond the requirements of State statute. Ohio law requires that deposits be either insured or be protected by eligible securities pledged to and deposited either with the Career Center or a qualified trustee by the financial institution as security for repayment, or by a collateral pool of eligible securities deposited with a qualified trustee and pledged to secure the repayment of all public monies deposited in the financial institution whose market value at all times shall be at least 105% of the deposits being secured.

**Investments**

As of June 30, 2009, the Career Center had the following investments:

<u>Investment Type</u>	<u>Fair Value</u>	<u>Maturing in Less Than 1 Year</u>	<u>Maturing in 1 to 2 Years</u>	<u>Maturing in 3 to 5 Years</u>
Federal National Mortgage Association Notes	\$ 927,530	\$ 927,530	\$ -	\$ -
Federal Farm Credit Notes	351,015	-	351,015	-
Federal Home Loan Bank Notes	2,347,411	-	1,947,411	400,000
STAR Ohio	2,230,258	2,230,258	-	-
Total Investments	<u>\$ 5,856,214</u>	<u>\$ 3,157,788</u>	<u>\$ 2,298,426</u>	<u>\$ 400,000</u>

*Interest Rate Risk* – The District has no investment policy that addresses interest rate risk. State statute requires that an investment mature within five years from the date of purchase, unless matched to a specific obligation or debt of the District, and that an investment must be purchased with the expectation that it will be held to maturity. State statute limits investments in commercial paper to a maximum maturity of 180 days from the date of purchase. Repurchase agreements are limited to 30 days and the market value of the securities must exceed the principal value of the agreement by at least 2% and be marked to market daily.

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June 30, 2009**

**Note 4 – Deposits and Investments (Continued)**

*Credit Risk* – The Federal National Mortgage Association Notes, Federal Farm Credit Notes and Federal Home Loan Bank Notes carry a rating of Aaa by Moody's and AAA by Standard and Poor's. STAR Ohio carries a rating of AAAM by Standard and Poor's. Ohio law requires that STAR Ohio maintain the highest rating provided by at least one nationally recognized standard rating service and that the money market mutual fund be rated in the highest category at the time of purchase by at least one nationally recognized standard rating services. The District has no investment policy that would further limit its investment choices.

*Custodial Credit Risk* – For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the District will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The Federal National Mortgage Association Notes, Federal Farm Credit Notes and the Federal Home Loan Bank Notes are exposed to custodial credit risk in that they are uninsured, unregistered, and held by the counterparty's trust department or agent but not in the District's name. The District has no investment policy dealing with investment custodial risk beyond the requirement in state statute that prohibits payment for investments prior to the delivery of the securities representing such investments to the Treasurer or qualified trustee.

*Concentration of Credit Risk* – The District places no limit on the amount it may invest in any one issuer, however state statute limits in commercial paper and bankers' acceptances to 25% of the interim monies available for investment at any one time. The District's investment in Federal National Mortgage Association Notes, the Farm Credit Notes and the Federal Home Loan Bank Notes represent 16%, 6%, and 40%, respectively, of the District's total investments.

**Note 5 – Property Taxes**

Property taxes are levied and assessed on a calendar year basis, while the Career Center's fiscal year runs from July through June. First-half tax distributions are received by the Career Center in the second half of the fiscal year. Second-half tax distributions are received in the first half of the following fiscal year.

Property taxes include amounts levied against all real, public utility, and tangible personal (used in business) property located in the district. Real and public utility property tax revenues received in calendar year 2009 represent the collection of calendar year 2008 taxes. Real property taxes for 2009 were levied after April 1, 2008, on the assessed values as of January 1, 2008, the lien date. Assessed values for real property taxes are established by State statute at 35% of appraised market value. Real property taxes are payable annually or semiannually. If paid annually, payment is due December 31; if paid semiannually, the first payment is due December 31, with the remainder payable by June 20. Under certain circumstances, State statute permits alternate payment dates to be established.

Public utility real and tangible personal property taxes for 2009 were levied after April 1, 2009, on the assessed values as of December 31, 2008, the lien date. Public utility real property is assessed at 35% of true value; tangible personal property is currently assessed at varying percentages of true value. Public utility taxes are payable on the same dates as real property taxes described previously.

**FOUR COUNTY CAREER CENTER  
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**Note 5 – Property Taxes (Continued)**

Tangible personal property tax revenues received in calendar year 2009 (other than public utility property) represent the collection of calendar year 2009 taxes. Tangible personal property taxes for 2008 were levied after April 1, 2009, on the value as of December 31, 2008. Tangible personal property is currently assessed at 0% of true value. Amounts paid by multi-county taxpayers are due September 20. Single county taxpayers may pay annually or semiannually. If paid annually, payment is due April 30; if paid semiannually, the first payment is due April 30, with the remainder payable by September 20.

House Bill No. 66 was signed into law on June 30, 2005. House Bill No. 66 phases out the tax on tangible personal property of general businesses, telephone and telecommunications companies, and railroads. The tax on general business and railroad property will be eliminated by calendar year 2009, and the tax on telephone and telecommunications property will be eliminated by calendar year 2011. The tax is phased out by reducing the assessment rate on the property each year. The House Bill No. 1 replaces the revenue lost by the Career Center due to the phasing out of the tax. In calendar years 2008-2013, the Career Center will be fully reimbursed for the lost revenue. In calendar years 2014-2017, the reimbursements will be phased out.

The Career Center receives property taxes from Defiance, Fulton, Henry, Lucas, Paulding, Putnam, Williams and Wood Counties. The County Auditors periodically advance to the Career Center its portion of the taxes collected. Second-half real property tax payments collected by the Counties by June 30, 2009, are available to finance fiscal year 2009 operations. The amount available to be advanced can vary based on the date the tax bills are sent.

Accrued property taxes receivable represents delinquent taxes outstanding and real property, public utility property, and tangible personal property taxes, which were measurable as of June 30, 2009 and for which there is an enforceable legal claim. Although total property tax collections for the next fiscal year are measurable, amounts to be received during the available period are not subject to reasonable estimation at June 30, nor were they levied to finance fiscal year 2009 operations. For the governmental fund financial statements, the receivable is therefore offset by a credit to deferred revenue for that portion not intended to finance current year operations. The amount available as an advance was recognized as revenue.

The amounts available as an advance at June 30, 2009, were \$373,613 in the General Fund and \$23,490 in the Permanent Improvement Fund. The amounts available as an advance at June 30, 2008, were \$237,817 in the General Fund and \$13,381 in the Permanent Improvement Fund.

The assessed values upon which the fiscal year 2009 taxes were collected are:

	<u>2008 Second-Half Collections</u>		<u>2009 First-Half Collections</u>	
	Amount	Percent	Amount	Percent
Agricultural/Residential	\$ 2,017,544,485	73 %	\$2,151,433,040	79 %
Industrial/Commercial	441,087,000	16 %	465,903,490	17 %
Public Utility	128,140,460	4 %	119,632,670	4 %
Tangible Personal	188,222,067	7 %	37,835	0 %
Total Assessed Value	<u>\$ 2,774,944,012</u>	<u>100 %</u>	<u>\$2,737,007,035</u>	<u>100 %</u>
Tax rate per \$1,000 of assessed valuation	<u>\$ 3.20</u>		<u>\$ 3.20</u>	

**FOUR COUNTY CAREER CENTER  
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**Note 6 – Receivables**

Receivables at June 30, 2009, consisted of accounts (billings for user charged services, tuition and fees), intergovernmental grants and taxes. All receivables are considered collectible in full due to the ability to foreclose for the nonpayment of taxes, the stable condition of State programs, and the current year guarantee of federal funds.

A summary of the principal items of receivables reported on the Statement of Net Assets follows:

	<u>Amounts</u>
Governmental Activities	
Accounts Receivable	\$ 65,399
Accrued Interest Receivable	34,205
Intergovernmental Receivable	103,848
Taxes Receivable	<u>5,349,247</u>
Total Receivables	<u>\$ 5,552,699</u>

**Note 7 – Capital Assets**

Capital asset activity for the fiscal year ended June 30, 2009, was as follows:

	<u>Balance at 6/30/08</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance at 6/30/09</u>
Governmental Activities:				
Non-Depreciable Capital Assets	\$ 219,258	\$ -	\$ -	\$ 219,258
Land	219,258	-	-	219,258
Depreciable Capital Assets				
Land Improvements	399,949	24,938	-	424,887
Buildings and Building Improvements	20,700,573	338,527	-	21,039,100
Furniture, Fixtures & Equipment	2,664,898	159,319	58,784	2,765,433
Vehicles	<u>506,902</u>	<u>25,270</u>	<u>27,480</u>	<u>504,692</u>
Total Depreciable Capital Assets	24,272,322	548,054	86,264	24,734,112
Less Accumulated Depreciation:				
Land Improvements	143,550	25,959	-	169,509
Buildings & Building Improvements	14,400,105	264,086	-	14,664,191
Furniture, Fixtures & Equipment	1,751,026	145,480	50,326	1,846,180
Vehicles	<u>338,452</u>	<u>37,710</u>	<u>27,480</u>	<u>348,682</u>
Total Accumulated Depreciation	<u>16,633,133</u>	<u>473,235</u>	<u>77,806</u>	<u>17,028,562</u>
Depreciable Capital Asset, Net	<u>7,639,189</u>	<u>74,819</u>	<u>8,458</u>	<u>7,705,550</u>
Governmental Activities				
Capital Assets, Net	<u>\$ 7,858,447</u>	<u>\$ 74,819</u>	<u>\$ 8,458</u>	<u>\$ 7,924,808</u>

**FOUR COUNTY CAREER CENTER  
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**Note 7 – Capital Assets (Continued)**

Depreciation expense was charged to governmental functions as follows:

Instruction:	
Regular	\$ 9,174
Vocational	198,008
Support Services:	
Pupils	49,770
Instructional Staff	3,919
Board of Education	814
Administration	8,218
Fiscal	4,604
Business	1,774
Operation and Maintenance of Plant	145,103
Operation of Non-Instructional Services	27,815
Capital Outlay	<u>24,036</u>
Total Depreciation Expense	<u>\$ 473,235</u>

**Note 8 – Interfund Transactions**

On the fund financial statements, the General Fund has receivables of \$461,560. The General Fund receivable consists of \$242,145 payable from the Audit Basic Education Fund, \$218,340 payable from the non-major governmental funds and \$1,075 payable from the Agency Fund. These interfund loans were made to provide operating capital.

Interfund transfers for the year ended June 30, 2009 consisted of transfers from the general fund to the non-major governmental funds in the amount of \$50,000.

Transfers are used to (1) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires them to expend them, (2) move receipts restricted to debt service from the funds collecting the receipts to the Debt Service Fund as debt service payments become due, and (3) use unrestricted revenues collected in the General Fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

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**Note 9 – Risk Management**

The Career Center 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. During fiscal year 2009 the Career Center contracted Argonaut Insurance Company; Governmental Underwriter of America is the Agent. The following insurance coverage was provided during the year:

Coverage amounts as of June 30, 2009:

General Liability:	
Bodily Injury / Property Damage	6,000,000
Personal Injury	6,000,000
Products / Completed Operations	6,000,000
General Annual Aggregate	8,000,000
Fire Legal Liability	500,000
Errors of Omissions Cover:	
Per Occurrence (\$2,500 deductible)	6,000,000
Per Aggregate (\$2,500 deductible)	6,000,000
Property and Crime:	
Property (incl. Inland Marine, misc. equipment) (\$1,000 deductible)	43,184,488
Employee Dishonesty / Faithful Performance of Duty (\$250 deductible)	50,000
Forgery / Alteration (\$250 deductible)	50,000
Computer Fraud (\$250 deductible)	50,000
Theft, Disappearance, Destruction (\$250 deductible)	50,000
Commercial Auto:	
Owned / Leased Vehicles	6,000,000
Medical Payments (occ/agg)	5,000/25,000
Uninsured Motorist	1,000,000
Physical Damage (\$500 deductible)	Actual Value

Settled claims have not exceeded this commercial coverage in any of the past three years, and there has been no significant reduction in insurance coverage from last year.

The Career Center participates in the Northern Buckeye Education Council Employee Insurance Benefits Program (the Program), a public entity shared risk pool consisting of school districts within Defiance, Fulton, Henry and Williams Counties and other eligible governmental entities. The Career Center pays monthly premiums to the Northern Buckeye Education Council for employee medical, dental and life insurance benefits. Northern Buckeye Education Council is responsible for the management and operations of the program. Upon withdrawal from the Program, a participant is responsible for the payment of all Program liabilities to its employees, dependents, and designated beneficiaries accruing as a result of withdrawal.

**FOUR COUNTY CAREER CENTER  
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**Note 9 – Risk Management (Continued)**

For fiscal year 2009, the Career Center participated in the Northern Buckeye Education Council Workers' Compensation Group Rating Plan (the Plan), an insurance purchasing pool. The intent of the Plan is to achieve the benefit of a reduced premium for the Career Center by virtue of its grouping and representation with other participants in the Plan. The workers' compensation experience of the participants is calculated as one experience and a common premium rate is applied to all participants in the Plan. Each participant pays its workers' compensation premium to the State based on the rate for the Plan 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 Plan.

Participation in the Plan is limited to educational entities that can meet the Plan's selection criteria. Each participant must apply annually. The Plan provides the participants with a centralized program for the processing, analysis and management of workers' compensation claims and a risk management program to assist in developing safer work environments. Each participant must pay its premiums, enrollment or other fees, and perform its obligations in accordance with the terms of the agreement.

**Note 10 – Defined Benefit Pension Plans**

*A. State Teachers Retirement System*

The Career Center contributes to the State Teachers Retirement System of Ohio (STRS Ohio), a cost-sharing multiple-employer public employee retirement system administered by the State Teachers Retirement Board. STRS Ohio provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits 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. The report may be obtained by writing to STRS Ohio, 275 East Broad St., Columbus, Ohio 43215-3771, by calling (614) 227-4090, or by visiting the STRS Ohio website at [www.strsoh.org](http://www.strsoh.org).

New members have a choice of three retirement plans, a Defined Benefit Plan (DBP), a Defined Contribution Plan (DCP), and a Combined Plan (CP). The DBP offers an annual retirement allowance based on final average salary multiplied by a percentage that varies based on years of service or on an allowance based on member contributions and earned interest matched by STRS Ohio funds times an actuarially determined annuity factor. The DC Plan allows members to place all of their member contributions and employer contributions equal to 10.5% of earned compensation into an investment account. Investment decisions are made by the member. A member is eligible to receive a retirement benefit at age fifty and termination of employment. The Combined Plan offers features of both the DC Plan and the DB Plan. In the Combined Plan, member contributions are invested by the member and employer contributions are used to fund the defined benefit payment at a reduced level from the regular DB Plan. DC and Combined Plan members will transfer to the Defined Benefit Plan during their fifth year of membership unless they permanently select the DC or Combined Plan. Existing members with less than five years of service credit as of June 30, 2001, were given the option of making a one time irrevocable decision to transfer their account balances from the existing DB Plan into the DC Plan or the Combined Plan. This option expired on December 31, 2001.

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**Note 10 – Defined Benefit Pension Plans (Continued)**

A DB or Combined Plan member with five or more years of credited service who becomes disabled may qualify for a disability benefit. Eligible spouses and dependents of these active members who die before retirement may qualify for survivor benefits. Members in the DC Plan who become disabled are entitled only to their account balance. If a member dies before retirement benefits begin, the member's designated beneficiary is entitled to receive the member's account balance.

For fiscal year ended June 30, 2009, plan members were required to contribute 10% of their annual covered salaries. The Career Center was required to contribute 14%; 13% was the portion used to fund pension obligations. For fiscal years 2009 and 2008, the portion used to fund pension obligations was 13%. Contribution rates are established by the STRS, upon recommendation of its consulting actuary, not to exceed statutory maximum rates of 10% for members and 14% for employers. Chapter 3307 of the Ohio Revised code provides statutory authority for member and employer contributions.

The Career Center's required contributions for pension obligations to the DB Plan for the fiscal years ended June 30, 2009, 2008, and 2007, were \$1,156,349, \$1,110,763, and \$1,034,138, respectively. The full amount has been contributed for fiscal years 2009, 2008 and 2007.

*B. School Employees Retirement System*

The Career Center contributes to the School Employees Retirement System (SERS), a cost-sharing multiple-employer defined benefit pension plan. SERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to members and beneficiaries. Authority to establish and amend benefits is provided by Chapter 3309 of the Ohio Revised Code. The School Employees Retirement System issues a publicly available, stand-alone financial report that includes financial statements and required supplementary information. The report may be obtained by writing to SERS, 300 East Broad St., Suite 100, Columbus, Ohio 43215-3746 or by calling (614) 222-5853, or by visiting the SERS Ohio website [www.ohsers.org](http://www.ohsers.org).

Plan members are required to contribute 10% of their annual covered salary and the Career Center is required to contribute an actuarially determined rate. The rate for fiscal year 2009 is 14% of annual covered payroll. The contribution requirements of plan members and employers are established and may be amended, up to statutory maximum amounts, by the SERS' Retirement Board. The Career Center's required contributions for pension obligations to SERS for the fiscal years ended June 30, 2009, 2008, and 2007, were \$306,726, \$289,523, and \$273,678, respectively, equal to the required contributions for each year.

*C. Social Security System*

Effective July 1, 1991, all employees not otherwise covered by the School Employees Retirement System or the State Teachers Retirement System have an option to choose Social Security or the School Employees Retirement System/State Teachers Retirement System. As of June 30, 2009, three members of the Board of Education have elected Social Security. The Board's liability is 6.2% of wages paid.

**Note 11 – Postemployment Benefits**

The Career Center provides comprehensive health care benefits to retired teachers and their dependents through the State Teachers Retirement System of Ohio (STRS Ohio) and to retired non-certified employees and their dependents through the School Retirement System (SERS). Benefits include hospitalization, physicians' fees, prescription drugs and partial reimbursement of monthly Medicare premiums. Benefit provisions and the obligations to contribute are established by the Systems based on authority granted by State statute. Both systems are on a pay-as-you go basis.



**FOUR COUNTY CAREER CENTER  
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**Note 11 – Postemployment Benefits (Continued)**

All STRS Ohio retirees who participated in the Defined Benefit or Combined Plans and their dependents are eligible for health care coverage. The STRS Ohio Board has authority over how much, if any, of the health care costs will be absorbed by STRS Ohio. All benefit recipients pay a portion of the health care cost in the form of a monthly premium. By law, the cost of coverage paid from STRS Ohio funds is included in the employer contribution rate, currently 14% of covered payroll. For the fiscal year ended June 30, 2009, the STRS Ohio Board allocated employer contributions equal to 1% of covered payroll to the Health Care Stabilization Fund. For the District, this amount equaled \$76,054 for fiscal year 2009.

STRS Ohio pays health care benefits from the Health Care Stabilization Fund. At June 30, 2008 the balance in the fund was \$3.7 billion. For the fiscal year ended June 30, 2008, net health care costs paid the STRS Ohio were \$288,878,000 and STRS Ohio had 126,506 eligible benefit recipients.

In addition to cost-sharing multiple-employer defined benefit pension plan, the School Employees Retirement System of Ohio (SERS) administers two postemployment benefit plans.

*A. Medicare Part B Plan*

The Medicare B plan reimburses Medicare Part B premiums paid by eligible retirees and beneficiaries as set forth in Ohio Revised Code (ORC) 3309.69. Qualified benefit recipients who pay Medicare Part B premiums may apply for and receive a monthly reimbursement from SERS. The reimbursement amount is limited by statute to the lesser of the January 1, 1999 Medicare Part B premium or the current premium. The Medicare Part B premium for calendar year 2009 was \$96.40; SERS' reimbursement to retirees was \$45.50.

The Retirement Board, acting with the advice of the actuary, allocates a portion of the current employer contribution rate to the Medicare B Fund. For fiscal year 2009, the actuarially required allocation was .75%. The District's contributions for the years ended June 30, 2009, 2008 and 2007 were \$16,432, \$13,649, and \$13,293, respectively, which equaled the required contributions for the year.

*B. Health Care Plan*

ORC 3309.375 and 3309.69 permit SERS to offer health care benefits to eligible retirees and beneficiaries. SERS' Retirement Board reserves the right to change or discontinue any health plan or program. SERS offers several types of health plans from various vendors, including HMO's, PPO's, and traditional indemnity plans. A prescription drug program is also available to those who elect health coverage. SERS employs two third-party administrators and a pharmacy benefit manager to manage the self-insurance and prescription drug plans, respectively.

The ORC provides the statutory authority to fund SERS' postemployment benefits through employer contributions. Active members do not make contributions to the postemployment benefit plans.

The Health Care Fund was established under, and is administered in accordance with, Internal Revenue Code 105(e). Each year after the allocation for statutorily required benefits; the Retirement Board allocates the remainder of the employer 14% contribution to the Health Care Fund. For the year ended June 30, 2009, the health care allocation is 4.16%. An additional surcharge on employers is collected for employees earning less than an actuarially determined minimum compensation amount, pro-rated according to service credit earned. Statutes provide

**FOUR COUNTY CAREER CENTER  
HENRY COUNTY  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
June 30, 2009**

**Note 11 – Postemployment Benefits (Continued)**

that no employer shall pay a health care surcharge greater than 2% of the employer's SERS-covered payroll; for may SERS collect in aggregate more than 1,.5% of the total statewide SERS-covered payroll for health care surcharge. For fiscal year 2009, the minimum compensation level was established at \$35,800. The surcharge, added to the unallocated portion of the 14% employer contribution rate is the total amount assigned to the Health Care Fund. The Career Center contributions assigned to health care for the years June 30, 2009, 200, and 2007 were \$117,546, \$111,087, and \$88,023, respectively.

The SERS Retirement Board establishes the rules for the premiums paid by the retirees for health care coverage for themselves and their dependents or for their surviving beneficiaries. Premiums vary depending on the plan selected, qualified years of service, Medicare eligibility, and retirement status.

The financial reports of SERS' Health Care and Medicare B plans are included in its *Comprehensive Annual Financial Report*. The report can be obtained by contacting SERS,300 East Broad Street, Suite 100,Columbus,Ohio 43215-3746 or by calling toll free (800)878-5853.It is also posted on SERS ' website at [www.ohsers.org](http://www.ohsers.org) under *Employers/Audit Resources*.

**Note 12 – Employee Benefits**

*A. Compensated Absences*

Employees earn vacation at rates specified under State of Ohio law and based on credited service. All twelve-month employees with one or more years of service are entitled to vacation ranging from 10 to 20 days.

All regular employees are entitled to a sick leave credit equal to one and one-quarter days for each month of service. This sick leave will either be absorbed by time off due to illness or injury or, within certain limitations, be paid to the employee upon retirement. The amount paid to an employee upon retirement is limited to 25% of unused sick leave up to 220 days for a maximum of 55 days for all classified and administrative employees. All certified employees are entitled to 25% of unused sick leave up to 220 days or a maximum of 55 days.

At June 30, 2009 the current amount of unpaid compensated absences in all funds was \$143,970. The long-term amount of unpaid compensated absences in all funds was \$1,131,862.

*B. Retirement Incentive Plan*

The Career Center agrees to pay a bonus amount to an employee who elects to retire under the following provisions:

1. Be under contract at July 1, 2007.
2. Be under contract at the time of application.
3. Be a member of the Bargaining Unit.
4. Be eligible to retire on or before dates listed.
5. Age 50 has been obtained on or before June 30.
6. Officially retire on or before July 1.
7. Employees are only eligible for this plan in the first year that age and years of service makes them eligible to retire. During fiscal year 2007 – 2008 only, no more than five (5) employees who previously met age and service requirements based on seniority will be eligible to participate in this plan.

**FOUR COUNTY CAREER CENTER  
HENRY COUNTY  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
June 30, 2009**

**Note 12 – Employee Benefits**

Employees wishing to participate in this plan must indicate their desire by submitting a written request to the Treasurer’s office on or before applicable dates. Those submitting written applications must irrevocably commit to retire during the plan year.

Employees wishing to participate in the Retirement Incentive Plan should indicate a retirement date on or before the applicable date.

Individuals retiring under the provisions of this program shall receive a bonus equal to 20% of their previous year’s contract salary, payable at the same time as the severance payment.

<u>Application Due Date</u>	<u>Retirement Date Prior to</u>
March 1, 2008	August 31, 2008
March 1, 2009	August 31, 2009
March 1, 2010	August 31, 2010

12 month employees retiring at the first of the year shall make application on or before October 1.

*C. Health Care Benefits*

The Career Center provides employee health care benefits through membership in the Northern Buckeye Education Council (NBEC). Monthly payments are made to the NBEC for health, dental and life insurance coverage. Vision insurance is provided through Vision Service Plan. The employees share the cost of the monthly premiums with the Board of Education.

**Note 13 – Long-Term Obligations**

Changes in the Career Center’s long-term obligations during fiscal year 2009 were as follows:

	Balance at 06/30/08	Additions	Reductions	Balance at 06/30/09	Amounts Due Within One Year
Governmental Activities:					
Asbestos Loans	\$ 472,747	\$ -	\$ 123,862	\$ 348,885	\$ 123,861
Compensated Absences	1,039,950	112,059	20,147	1,131,862	-
<b>Total Governmental Activities</b>	<b>\$1,512,697</b>	<b>\$ 112,059</b>	<b>\$ 123,862</b>	<b>\$1,480,747</b>	<b>\$ 123,861</b>

The Career Center has two approved interest free loans and grants from EPA Assistance/U.S. Environmental Protection Agency for friable asbestos removal. This loan and grant was for asbestos removal over a three-year period beginning in the summer of 1993 and ending in the summer of 1995. The loans are paid semi-annually over an eighteen year period. The loan is being paid from the Permanent Improvement Fund, which is classified as a Capital Project Fund Type.

Compensated absences and employee bonuses will be paid from the fund from which the employees’ salaries are paid.

Total expenditures for interest for the above debt for the period ended June 30, 2009 was \$0.

**FOUR COUNTY CAREER CENTER  
HENRY COUNTY  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
June 30, 2009**

**Note 13 – Long-Term Obligations (Continued)**

Principal and interest requirements to retire the Asbestos loans outstanding at June 30, 2009 are as follows:

<u>For the Years Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2010	\$ 123,861	\$ -	\$ 123,861
2011	123,862	-	123,862
2012	81,546	-	81,546
2013	19,616	-	19,616
Total	<u>\$ 348,885</u>	<u>\$ -</u>	<u>\$ 348,885</u>

**Note 14 – Set-Asides**

The Career Center is required by State statute to annually set aside, in the General Fund, an amount based on a statutory formula for the purchase of textbooks and other instructional materials, and an equal amount for the acquisition and construction of capital improvements. Amounts not spent by the end of the fiscal year or offset by similarly restricted resources received during the year must be held in cash at year-end. These amounts must be carried forward and used for the same purposes in future years.

The following cash basis information describes the change in the year-end set-aside amounts for textbooks and capital acquisition. Disclosure of this information is required by state statute.

	<u>Textbooks</u>	<u>Capital Acquisition</u>
Balance June 30, 2008	\$(1,414,027)	\$ -
Current Year Set-Aside Requirement	156,654	156,654
Qualifying Expenditures	<u>(516,868)</u>	<u>(397,695)</u>
Total	<u>\$(1,774,241)</u>	<u>\$ (241,041)</u>
Balance Carried Forward to FY 2010	<u>\$(1,774,241)</u>	<u>\$ -</u>

Although the Career Center has offsets and qualifying disbursements during the year that reduced the set-aside requirements below zero, only the amount for textbooks may be used to reduce the set-aside requirements of future years.

**Note 15 – Jointly Governed Organizations**

*A. Northwest Ohio Computer Association*

The Career Center is a participant in the Northwest Ohio Computer Association (NWOCA). NWOCA is an association of public educational entities within the boundaries of Defiance, Fulton, Henry, and Williams Counties. The organization was formed for the purpose of applying modern technology with the aid of computers and other electronic equipment to administrative and instructional functions among member educational entities.

**FOUR COUNTY CAREER CENTER  
HENRY COUNTY  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
June 30, 2009**

**Note 15 – Jointly Governed Organizations (Continued)**

The NWOCA Assembly consists of a superintendent from each participating educational entity and a representative from the fiscal agent. The Assembly elects the Council. NWOCA is governed by a Council chosen from two representatives from each of the four counties in which the member educational entities are located and the representative from the member educational entity serving as fiscal agent for NWOCA. The degree of control exercised by any participating educational entity is limited to its representation on the Board. Total disbursements made by the Career Center to NWOCA during this fiscal year were \$14,223. Financial information can be obtained from Robin Pfund, who serves as Treasurer, at 209 Nolan Parkway, Archbold, Ohio 43502.

*B. Northern Buckeye Education Council*

The Northern Buckeye Education Council (NBEC) was established in 1979 to foster cooperation among educational entities located in Defiance, Fulton, Henry, Lucas, Williams and Wood counties. The NBEC is organized under Ohio laws as a regional council of governments pursuant to a written agreement entered into by its member educational entities and bylaws adopted by the representatives of the member educational entities. An elected board consisting of two representatives from each of the six counties in which the member's educational entities are located governs NBEC. The board is elected from an assembly consisting of a representative from each participating educational entity. The degree of control exercised by any participating educational entity is limited to its representation on the Board. To obtain financial information write to the Northern Buckeye Education Council, Robin Pfund, who serves as Treasurer, at 209 Nolan Parkway, Archbold, Ohio 43502.

*C. Cisco Academy of Northwest Ohio*

The Cisco Academy of Northwest Ohio (the Academy) was established July 1, 1998 to foster cooperation toward joint training and other joint activities of mutual interest among certain educational entities located in Northwest Ohio. The Academy is organized under Ohio laws as a regional council of governments pursuant to a written agreement entered into by its member educational entities and bylaws adopted by representatives of the member educational entities. The Academy is governed by a management council consisting of a representative appointed from each participating member educational entity. Total disbursements made by the Career Center to the Academy during this fiscal year were \$1,000. Financial information can be obtained from the Northern Buckeye Educational Council, Robin Pfund, who serves as Treasurer, at 209 Nolan Parkway, Archbold, Ohio 43502.

**FOUR COUNTY CAREER CENTER  
HENRY COUNTY  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
June 30, 2009**

**Note 16 – Group Purchasing Pools**

*A. Northern Buckeye Education Council's Employee Insurance Benefits Program*

The Northern Buckeye Education Council's Employee Insurance Benefits Program includes health, dental, and life insurance plans. The health and dental plans are risk-sharing pools among approximately 30 members, and the life insurance plan is a group purchasing pool among 29 members. The purpose of the plans is for its members to pool funds or resources to purchase commercial insurance products and enhance the wellness opportunities for employees.

Each member pays a monthly premium amount, which is established annually by the Council, to the treasurer to comply with the terms of any contracts with any third-party claims administrator or insurance company. The insurance group is governed by a council consisting of two representatives from each of the four counties in which the member educational entities are located. The degree of control exercised by any participating member is limited to its representation on the council.

In fiscal year 2009, the Career Center contributed a total for all three plans of \$1,181,488, which represented 4.32% of total contributions. Financial information can be obtained from Robin Pfund, who serves as Treasurer, at 209 Nolan Parkway, Archbold, Ohio 43502.

*B. Northern Buckeye Education Council's Worker's Compensation Group Rating Plan*

The Career Center participates in a group rating plan for workers' compensation as established under Section 4123.29 of the Ohio Revised Code. The Northern Buckeye Education Council's Workers' Compensation Group Rating Plan (WCGRP) was established through the Northern Buckeye Educational Council (NBEC) as a group purchasing pool. The WCGRP is governed by the NBEC and the plan participants. The Executive Director of the Council coordinates the management and administration of the program. Each year, the participating members pay an enrollment fee to the WCGRP to cover the costs of administering the program. The Career Center paid \$1,712 in enrollment fees for fiscal year 2009.

**Note 17 – Contingencies**

*A. Grants*

The Career Center receives significant financial assistance from numerous federal and state agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and are subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the Career Center. However, in the opinion of management, any such disallowed claims will not have a material effect on the financial position of the Career Center.

*B. Litigation*

There are currently no matters in litigation with the Career Center as defendant.

**FOUR COUNTY CAREER CENTER  
HENRY COUNTY  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
*For the Year Ended June 30, 2009 (Non-GAAP Basis)*

Federal Grantor/Pass Through Grantor Program Title	Federal CFDA Number	Receipts	Expenditures
<b>U.S. DEPARTMENT OF EDUCATION</b>			
<i>Passed Through Ohio Department of Education</i>			
Adult Education-State Grant Program	84.002	\$ 118,698	\$ 123,303
Vocational Education-Basic Grants to States			
Secondary Perkins	84.048	309,416	311,910
Adult Perkins	84.048	58,018	56,618
		<u>367,434</u>	<u>368,528</u>
Safe and Drug-Free Schools and Communities	84.186	1,813	1,813
Improving Teacher Quality State Grants (Title II, Part A)	84.367	2,303	2,303
Innovative Education Program Strategies	84.298	<u>692</u>	<u>692</u>
Total Department of Education		490,940	496,639
<b>U.S. DEPARTMENT OF AGRICULTURE</b>			
<i>Passed Through Ohio Department of Education</i>			
Nutrition Cluster:			
National School Lunch Program	10.555	104,035	104,035
School Breakfast Program	10.553	<u>20,725</u>	<u>20,725</u>
Total Department of Agriculture		<u>124,760</u>	<u>124,760</u>
<b>TOTAL FEDERAL ASSISTANCE</b>		<u>\$ 615,700</u>	<u>\$ 621,399</u>

**FOUR COUNTY CAREER CENTER  
HENRY COUNTY  
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
*June 30, 2009***

**Note 1 – Significant Accounting Policies**

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) is a summary of the activity of the Career Center's federal award programs. The Schedule has been prepared on the cash (Non-GAAP) basis of accounting.

**Note 2 – Food Distribution**

Monies received under federal provisions are commingled with State grants. It is assumed federal monies are expended first. At June 30, 2009, the Career Center had no food commodities in inventory.



# STEYER & CO.

*Certified Public Accountants*

2000 NORTH CLINTON STREET  
DEFIANCE, OHIO 43512  
PHONE (419) 782-1030  
FAX (419) 782-5298

## **REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board of Education  
Four County Career Center  
Archbold, Ohio

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Four County Career Center, as of and for the year ended June 30, 2009, which collectively comprise the Career Center's basic financial statements and have issued our report thereon dated December 17, 2009. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

### Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Career Center's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Career Center's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Career Center's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Career Center's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the Career Center's financial statements that is more than inconsequential will not be prevented or detected by the Career Center's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the Career Center's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

## Compliance and Other Matters

As part of obtaining reasonable assurance about whether Four County Career Center's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, 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 or other matters that are required to be reported under *Government Auditing Standards*

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

A handwritten signature in cursive script that reads "Steyer & Co." with a period at the end.

STEYER & CO.

Defiance, Ohio  
December 17, 2009

**REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH  
MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE IN  
ACCORDANCE WITH OMB CIRCULAR A-133**

Board of Education  
Four County Career Center  
Archbold, Ohio

Compliance

We have audited the compliance of the Four County Career Center with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 *Compliance Supplement* that are applicable to each of its major federal programs for the year ended June 30, 2009. The Career Center's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the Career Center's management. Our responsibility is to express an opinion on the Career Center's compliance based on our audit.

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

In our opinion, the Career Center complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2009.

Internal Control Over Compliance

The management of the Career Center is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the Career Center's internal control over compliance with the requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Career Center's internal control over compliance.

A *control deficiency* in an entity's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance with a type of compliance requirement of a federal program on a timely basis. A *significant deficiency* is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to administer a federal program such that there is more than a remote likelihood that noncompliance with a type of compliance requirement of a federal program that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that material noncompliance with a type of compliance requirement of a federal program will not be prevented or detected by the entity's internal control.

Our consideration of the internal control over compliance was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as described above.

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

A handwritten signature in black ink that reads "Steyer & Co." in a cursive, flowing script.

STEYER & CO.

Defiance, Ohio  
December 17, 2009

**FOUR COUNTY CAREER CENTER  
HENRY COUNTY**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2009**

**Section I – Summary of Auditor's Results**

***Financial Statements***

Type of auditor's report issued: Unqualified

Internal control over financial reporting:  
 Material weakness(es) identified? \_\_\_\_\_yes      X  no  
 Significant deficiencies identified  
 not considered to be material weaknesses? \_\_\_\_\_yes      X  none reported

Noncompliance material to financial statements  
 noted? \_\_\_\_\_yes      X  no

***Federal Awards***

Internal control over major programs:  
 Material weakness(es) identified? \_\_\_\_\_yes      X  no  
 Significant deficiencies identified  
 not considered to be material weaknesses? \_\_\_\_\_yes      X  none reported

Type of auditor's report issued on compliance  
 for major programs: Unqualified

Any audit findings disclosed that are required  
 to be reported in accordance with  
 Circular A-133, Section.510(a)? \_\_\_\_\_yes      X  no

Identification of major programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
84.048	Vocational Education – Basic Grants to States

Dollar threshold used to distinguish  
 between Type A and Type B programs: \$300,000

Auditee qualified as a low-risk auditee?   X  yes    \_\_\_\_\_no

**FOUR COUNTY CAREER CENTER  
HENRY COUNTY**

**SCHEDULE OF FINDINGS & QUESTIONED COSTS**  
*YEAR ENDED JUNE 30, 2009*

**Section II – Schedule of Financial Statement Findings**

None

**Section III – Schedule of Federal Award Findings and Questioned Costs**

None

**Section IV – Summary of Prior Audit Findings and Questioned Costs**

None

**INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING  
AGREED-UPON PROCEDURES**

Four County Career Center  
Henry County  
22-900 State Route 34  
Archbold, OH 43502

To the Board of Education:

Ohio Rev. Code Section 117.53 states "the auditor of state shall identify whether the school district or community school has adopted an anti-harassment policy in accordance with Section 3313.666 of the Revised Code. This determination shall be recorded in the audit report. The auditor of state shall not prescribe the content or operation of any anti-harassment policy adopted by a school district or community school."

Accordingly, we have performed the procedures enumerated below, which were agreed to by the Board, solely to assist the Board in evaluating whether Four County Career Center has adopted an anti-harassment policy in accordance with Ohio Rev. Code Section 3313.666. Management is responsible for complying with this requirement. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the Board. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

1. We noted the Board adopted an anti-harassment policy at its meeting on December 20, 2007.
2. We read the policy, except as noted, it included the following requirements, from Ohio Rev. Code Section 3313.666(B).
  - (1) A statement prohibiting harassment, intimidation, or bullying of any student on school property or at school-sponsored events;
  - (2) A definition of harassment, intimidation, or bullying that shall include the definition in division (A) of Ohio Rev. Code Section 3313.666;
  - (3) A procedure for reporting prohibited incidents;
  - (4) A requirement that school personnel report prohibited incidents of which they are aware to the school principal or other administrator designated by the principal;
  - (5) A requirement that parents or guardians of any student involved in a prohibited incident be notified and, to the extent permitted by section 3391.321 of the Revised Code and the "Family Educational Rights and Privacy Act of 1974," 88 Stat. 571, 20 U.S.C. 1232q, as amended, have access to any written reports pertaining to the prohibited incident;

- (6) The policy has a requirement that parents or guardians be notified; however it does not mention that they have access to any written reports pertaining to the prohibited incident. The District does have a Public's Right to know policy in place that could permit access.
- (7) A procedure for documenting any prohibited incident that is reported;
- (8) A procedure for responding to any investigating any reported incident;
- (9) The policy does not state a strategy for protecting a victim from additional harassment, intimidation, or bullying, and from retaliation following a report;
- (10) A disciplinary procedure for any student guilty of harassment, intimidation, or bullying which shall not infringe on any student's rights under the first amendment to the Constitution of the United States;
- (11) A requirement that the district administration semiannually provide the president of the district board a written summary of all reported incidents and post the summary on its web site, if the district has a web site, to the extent permitted by section 3319.321 of the Revised Code and the "Family Educational Rights and Privacy Act of 1974," 88 Stat. 571, 20 U.S.C. 1232q, as amended.

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on compliance with the anti-harassment policy. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

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



STEYER & CO.

Defiance, Ohio  
December 17, 2009





**Mary Taylor, CPA**  
Auditor of State

**FOUR COUNTY CAREER CENTER  
HENRY 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  
FEBRUARY 25, 2010**