# Lima-Allen County Regional Planning Commission

Audited Financial Statements

June 30, 2009





Focused on Your Future.



Mary Taylor, CPA Auditor of State

Commission Members Lima-Allen County Regional Planning Commission 130 W. North Street Lima, Ohio 45801

We have reviewed the *Independent Auditor's Report* of the Lima-Allen County Regional Planning Commission, Allen County, prepared by Rea & Associates, Inc., 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 Lima-Allen County Regional Planning Commission is responsible for compliance with these laws and regulations.

Mary Jaylo

Mary Taylor, CPA Auditor of State

February 5, 2010

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## LIMA-ALLEN COUNTY REGIONAL PLANNING COMMISSION FINANCIAL STATEMENTS

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December 10, 2009

Commission Members Lima-Allen County Regional Planning Commission Lima, Ohio

#### **Independent Auditor's Report**

We have audited the accompanying financial statements of the business-type activities of the Lima-Allen County Regional Planning Commission (the Commission) as of and for the year ended June 30, 2009, which collectively comprise the Commission's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Commission's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Lima-Allen County Regional Planning Commission, as of June 30, 2009, and the changes in financial position and cash flows 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 10, 2009, on our consideration of the Commission'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 Audit Standards and should be considered in assessing the results of our audit.

The management's discussion and analysis on pages 3 through 6 is not a required part of the basic financial statements but are 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.

1 2300 Baton Rouge Ave. | Lima, OH 45805-1197 | p: 419.331.1040 | f: 419.331.1120 Lima-Allen County Regional Planning Commission Independent Auditor's Report December 10, 2009

We conducted our audit to opine on the financial statements that collectively comprise the Commission's basic financial statements, the schedules of expense by element, statement of direct labor, fringe benefits and general overhead labor and the schedule of expenditures of federal awards – cash basis on pages 21 through 24 provides additional information and are not a required part of the basic financial statements. We did not subject the schedules of expense by element, statement of direct labor, fringe benefits and general overhead labor and the schedule of expenditures of federal awards to auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on them.

Kea & Associates, Inc.

The discussion and analysis of Lima-Allen County Regional Planning Commission's (the Commission) financial statements provides an overview of the Commission's activities for the year ending June 30, 2009. Management has prepared the financial statements and the related footnote disclosures along with the discussion and analysis and supplemental schedules. The discussion and analysis contains financial activities of the Commission.

## **Financial Highlights**

Key financial highlights for fiscal year ended June 30, 2009 are as follows:

At the end of fiscal year 2009, the Commission's total net assets decreased by \$60,539. In 2009 the Commission reimbursed the Ohio Department of Transportation \$43,153, which had been carried from prior years as cash. Current liabilities increased in 2009 as current portions of the capitalized lease and mortgage payable increased as well as an increase in accounts payable.

## Using the Basic Financial Statements

This report consists of a series of financial statements and notes to those statements. These statements are organized so the reader can understand the Commission as a financial whole, an entire operating entity.

## **Statement of Net Assets**

The Statement of Net Assets examines how well the Commission has performed financially from inception through June 30, 2009. This statement includes all assets, liabilities and net asset balances using the accrual basis of accounting, which is the accounting method used by most private-sector companies. This form of accounting takes into account all revenues earned and expenses incurred during the 12-month period, regardless as to when the cash is received or expended.

The following schedule provides a summary of the Commission's Statement of Net Assets for fiscal years ended June 30, 2005, 2006, 2007, 2008, and 2009.

Table 1 Net Assets

	2009	2008	2007	2006	2005
Assets:					
Current Assets	\$ 241,349	\$ 295,249	\$ 269,301	\$ 159,548	\$ 197,802
Capital Assets	336,635	367,687	396,513	416,939	398,346
Total Assets	577,984	662,936	665,814	576,487	596,148
Liabilities:					
Current Liabilities	100,392	96,808	73,307	93,380	108,537
Long-Term Liabilities	90,544	118,541	145,639	172,541	168,393
Total Liabilities	190,936	215,349	218,946	265,921	276,930
Net Assets:					
Invested in Capital Assets	218,094	223,364	222,447	216,875	199,419
Unrestricted	168,954	224,223	224,421	93,691	119,799
Total Net Assets	\$ 387,048	\$ 447,587	\$ 446,868	\$ 310,566	\$ 319,218

Net assets decreased by \$60,539 the major portion of which was a return of funds to the Ohio Department of Transportation that had been received but not expended. The Commission also disposed of some equipment and software that was no longer usable, accounting for a \$2,647 loss on assets.

## Statement of Revenues, Expenses and Changes in Net Assets

The Statement of Revenues, Expenses and Changes in Net Assets report operating and non-operating activities for the fiscal year ended June 30, 2009.

The following schedule provides a summary of the Commission's Statement of Revenues, Expenses and Changes in Net Assets for fiscal years ended June 30, 2005, 2006, 2007, 2008 and 2009.

	2009	2008	2007	2006	2005
Revenues:					
Federal	\$ 454,028	\$ 433,031	\$ 467,611	\$ 380,345	\$ 426,183
State	21,668	26,139	28,161	16,076	109,638
Local Governments	120,736	120,409	120,409	118,867	124,225
Other	64,182	54,765	149,821	153,207	148,724
Total Revenues	660,614	634,344	766,002	668,495	808,770
Expenses:					
Direct Labor	267,660	261,412	265,391	235,023	276,281
Other Direct Expenses	78,192	78,036	90,421	112,741	94,516
Indirect Expenses	332,148	294,177	273,889	329,383	379,300
ODOT Reimbursement	43,153	0	0	0	0
Total Expenses	721,153	633,625	629,701	677,147	750,097
Change in Net Assets	(60,539)	719	136,301	(8,652)	58,673
Net Assets at Beginning of Year	447,587	446,868	310,567	319,219	260,546
Net Assets at End of Year	\$ 387,048	\$ 447,587	\$ 446,868	\$ 310,567	\$ 319,219

The Commission had a \$15,567 increase in federal funds, which was from a one-time origin destination study grant in fiscal year ending June 30, 2009. All other funding remained static. The Commission also paid back to the Ohio Department of Transportation \$43,153 collected but not used, which had been carried on the Commissions books as cash. The Commission also sustained a \$17,387 loss mainly of indirect expenses that were not able to be recovered.

## **Capital Assets**

As of June 30, 2009, the Commission had capital assets of \$323,923 and capitalized lease equipment of \$12,712. These are decreases of \$16,084 and \$14,968, respectively. For more information on capital assets and capitalized lease equipment, please see Notes 4 and 5 to the Basic Financial Statements.

## **Current Financial Issues**

The Lima-Allen County Regional Planning Commission is extremely dependent upon intergovernmental revenues (Federal and State grants) provided by the Federal and State government through the State of Ohio; approximately 70% of the Commission's total revenue in fiscal year 2009 as received form intergovernmental sources. The Commission has been able to maintain its financial position through careful management of expenses and continued efforts to increase other funding sources. However, LACRPC is vulnerable to changes in Federal and State grant programs.

## **Contacting the Commission's Financial Management**

This financial summary is designed to provide our funding sources and member governments as well as the local citizenry with an overview of the LACRPC's finances and to document the LACRPC's accountability for the monies it receives. Questions about this report or for additional financial information contact the Grants Administrator at the Lima-Allen County Regional Planning Commission, 130 West Main St., Lima, Ohio 45801 or call 419-228-1836, or by e-mail to mschumaker@lacrpc.com.

## LIMA-ALLEN COUNTY REGIONAL PLANNING COMMISSION ALLEN COUNTY STATEMENT OF NET ASSETS AS OF JUNE 30, 2009

## ASSETS

		2009
CURRENT ASSETS: Cash	\$	104,339
Intergovernmental receivables:		
Ohio Department of Transportation		45,859
Ohio Department of Public Safety		15,242
Surface Transportation Program		39,510
Office of Transit		6,845
Local Assessments		9,003
Other		1,378
Prepaid expenses	<u> </u>	19,173
Total Current Assets		241,349
NON-CURRENT ASSETS:		
Capital assets (Net of Accumulated Depreciation)		320,971
Capitalized lease equipment (Net of Accumulated Depreciation)		15,664
Total Non-Current Assets		336,635
TOTAL ASSETS		577,984

See accompanying notes to the financial statements.

## **LIABILITIES**

	2009
CURRENT LIABILITIES:	
Current Portion of capitalized lease	\$ 8,696
Mortgage payable current	19,301
Accounts Payable	722
Accrued Wages and Benefits	28,219
Compensated Absences Payable	25,400
Deferred Revenues	18,054
Total Current Liabilities	100,392
LONG-TERM LIABILITIES:	
Mortgage payable (net of current portion)	81,899
Capitalized leases (net of current portion)	8,645
Total Long Term Liabilities	90,544
TOTAL LIABILITIES	190,936
NET ASSETS:	
Invested in Capital Assets - net of related debt	218,094
Unrestricted	168,954
TOTAL NET ASSETS	387,048
TOTAL LIABILITIES AND NET ASSETS	\$ 577,984

See accompanying notes to the basic financial statements.

## LIMA-ALLEN COUNTY REGIONAL PLANNING COMMISSION ALLEN COUNTY STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS FOR THE YEAR ENDED JUNE 30, 2009

	2009
OPERATING REVENUES:	
Fees Charged to Subdivisions	\$ 120,736
Local Revenues	64,182
Total Operating Revenues	184,918
OPERATING EXPENSES:	
Salaries & Wages	324,945
Employee Benefits	160,227
Occupancy & Other	156,976
Depreciation	23,895
Total Operating Expenses	666,043
Operating Loss	(481,125)
NON-OPERATING REVENUES (EXPENSES):	
Intergovernmental Revenue	475,696
Reimbursement to Intergovernment Source	(43,153)
Loss on sale of capital assets	(2,646)
Interest Expense	(9,311)
Total Non-Operating Revenue (Expenses)	420,586
Change in Net Assets	(60,539)
Net Assets, Beginning of Year	447,587
Net Assets, End of Year	\$387,048

See accompanying notes to the basic financial statements.

## LIMA-ALLEN COUNTY REGIONAL PLANNING COMMISSION ALLEN COUNTY STATEMENT OF CASH FLOWS FOR THE FISCAL YEAR ENDED JUNE 30, 2009

		2009
Cash Flows from Operating Activities:		
Cash Received from Subdivision Fees	\$	120,736
Cash Received from Local Sources		81,971
Cash Payments to Employees for Services		(479,446)
Cash Payments to Suppliers for Services		(164,756)
Net Cash Used for Operating Activities		(441,495)
Cash Flows from Noncapital Financing Activities:		
Cash Received from Intergovernmental Sources		388,869
Cash Paid back to Intergovernmental Sources		(43,153)
Loss on disposal of capital assets		(2,646)
Interest Paid	<u> </u>	(9,311)
Net Cash Provided by Noncapital Financing Activities		333,759
Cash Flow from Capital and Related Financing Activities:		
Payments on Capitalized Lease		(7,919)
Payments on Mortgage Obligations		(17,863)
Net Cash Used for Capital and Related Financing Activities		(25,782)
Net Decrease in Cash		(133,518)
Cash at Beginning of Year		237,857
Cash at End of Year		104,339
Reconciliation of Operating Income to Net Cash Used by Operating Activities		
Operating Loss	\$	(481,125)
Adjustments to Reconcile Operating Loss to Net Cash Used for Operating Activities:		
Depreciation		23,895
Changes in Assets and Liabilities:		
Accounts Receivable		19,687
Prepaid Expenses		(5,321)
Accounts Payable		(2,459)
Accrued Wages and Benefits		6,461
Compensated Absences Payable		(735)
Deferred Local Revenues		(1,898)
Total Adjustments		39,630
Net Cash Used for Operating Activities		(441,495)

See accompanying notes to the basic financial statements.

#### NOTE 1: DESCRIPTION OF THE ENTITY

The-Lima Allen County Regional Planning Commission, Allen County, (the Commission) was organized in 1964 under Section 713.21 of the Ohio Revised Code. The Commission is governed by a thirty-three member board. The Board consists of representatives from participating political subdivisions, the County Commissioners, and appointed citizens. The Commission serves the County by performing studies and making maps, preparing recommendations and reports relating to the physical, environmental, social, economic and governmental characteristics, functions and services of the County. The participating subdivisions are:

Allen County	City of Lima	City of Delphos
Village of Beaverdam	Village of Bluffton	Amanda Township
Village of Elida	Village of Spencerville	Bath Township
American Township	Auglaize Township	Monroe Township
Jackson Township	Marion Township	Shawnee Township
Perry Township	<b>Richland</b> Township	Spencer Township
Village of Fort Shawnee	Sugar Creek Township	

In accordance with the Governmental Accounting Standards Board (GASB) Statement No. 14, "The Reporting Entity", the Commission is not considered part of the Allen County financial reporting entity. There are no agencies or organizations for which the Commission is considered the primary government. Accordingly, the Commission is the sole organization of the reporting entity.

The Commission maintains its own set of accounting records. The Allen County Auditor acts as the fiscal agent. These financial statements were prepared from the accounts and financial record of the Commission and, accordingly, these financial statements do not present the financial position or results of the operations of Allen County.

The accompanying financial statements have been designed to facilitate an understanding of the financial position and results of operations of the Commission. The activity of the Commission is determined by an overall work program which is approved by the Commission's Board and the Ohio Department of Transportation. All revenue and related costs are accounted for on a project basis. The financial information contained in these statements is the responsibility of the Commission.

#### NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Commission have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental organizations. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The Commission also applies Financial Accounting Standards Board (FASB) statements and interpretations issued before November 30, 1989, to its business-type activities provided they do not conflict with or contradict GASB pronouncements. The Commission has elected not to follow FASB statements and interpretations issued after November 30, 1989. The more significant of the Commission's accounting policies are described below.

## **NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

#### A. Basis of Presentation

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

## B. Measurement Focus and Basis of Accounting

The accounting and financial reporting treatment is determined by its measurement focus. Enterprise accounting uses a flow of economic resources measurement focus. With this measurement focus, all assets and all liabilities are included on the Statements of Net Assets. Operating statements present increases (e.g., revenues) and decreases (e.g., expenses) in net total assets.

Basis of accounting refers to when revenues and expenses are recognized in the financial records and reported in the financial statements. The Commission's financial statements are prepared using the accrual basis of accounting. Revenue resulting from exchange transactions, in which the party gives and receives essentially equal value, is recorded when the exchange takes place. Revenues resulting from nonexchange transactions, in which the Commission receives value without directly giving equal value in return, such as grants and entitlements, are recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the fiscal year when the resources are required to be used or the fiscal year when use is first permitted; matching requirements, in which the Commission must provide local resources to be used for a specified purpose; and expenditure requirements, in which the resources are provided to the Commission on a reimbursement basis. Expenses are recognized at the time they are incurred.

C. Cash and Investments

As required by Section 713.21, Ohio Revised Code, the Commission must deposit all receipts in the Allen County Treasury. The County Treasurer maintains a cash and investment pool used for all County and Commission funds. The Commission has no other cash deposits or investments and does not receive interest income on its cash balances held in the County Treasury.

Pursuant to Section 135.181, Ohio Revised Code, the County's deposits are covered by collateral held by third party trustees in collateral pools securing all public funds on deposit with specific depository institutions. In accordance with GASB Statement No. 3, "Deposits with Financial Institutions, Investments (including Repurchase Agreements) and Reverse Repurchase Agreements", all deposits are classified as to risk.

The following risk categories most typically used are:

- 1. Insured or collateralized with securities held by the entity or by its agent in the entity's name.
- 2. Collateralized with securities held by the pledging financial institution's trust department or agent in the entity's name.
- 3. Uncollateralized, including any bank balance that is collateralized with securities held by the pledging financial institution or by its trust department or agent but not in the entity's name.

## NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

The Commission's deposits with Allen County are classified in Category 3. Allen County's deposits of the Commission's funds are held by third party trustees pursuant to Section 135.181, Ohio Revised Code in collateral pools securing all public monies on deposit with specific depository institutions.

The Ohio Revised Code does not provide the Commission the power to make or hold investments other than the deposits in the Allen County Treasury explained above.

As of June 30, 2009, the Allen County Treasury had the following investments types: Federal Home Loan Mortgage Corporation Notes, Federal Home Loan Bank Bonds, Federal Farm Credit Bank Bonds, STAR Ohio and U.S. Treasury Security Money Market Fund.

The Federal Home Loan Mortgage Corporation Notes, Federal Home Loan Bank Bonds, Federal Farm Credit Bank Bonds and U.S. Treasury Security Money Market Fund carry a rating of Aaa by Moodys. STAR Ohio carries a rating of AAA by Standard and Poor's.

#### D. Intergovernmental Receivable

Local assessment receivables consist of amounts due from subdivisions based on a per capita assessment. Other accounts receivable consist of billings from the Commission for lot split fees, subdivision review fees, and federal and state grants.

#### E. Prepaid Items

Recording a current asset for the prepaid amount and reflecting the expenditures/expenses in the year in which services are consumed record payments made to vendors for services that will benefit periods beyond June 30, 2009, as prepaid items using the consumption method.

#### F. Building and Improvements, Office Equipment, Vehicles and Computer Software

The Commission has opted to capitalize their externally acquired computer software and any capital purchase greater than \$2,000. Buildings and improvements, office equipment, vehicles and computer software are stated at cost. Depreciation of the office equipment, computer software, and vehicles are computed on the straight-line method over the useful lives (five years) of the assets. Depreciation of the building and improvements is computed on the straight-line method over the useful lives (31.5 years) of the assets.

#### G. 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 employer will compensate the employees for benefits through paid time off or some other means. The Commission records a liability for all 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 vested method. The Commission records a liability for employees at a rate of .0575 hours for every hour worked. The accrued sick leave at June 30, 2009 was estimated because payment of this compensation was probable.

## **NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

#### H. Deferred Revenue

The Commission reports deferred revenues on its statement of net assets. Deferred revenues arise when unearned revenue has been received by the Commission. Membership assessment amounts paid in advance by calendar year is deferred revenue for the six-month period beyond the financial statement date.

- I. <u>Local Revenue</u> Local revenues consist of contract services, lot splits, subdivision reviews, and sundry revenues.
- J. <u>Non-Operating Revenues (Expenses)</u> Non-operating revenues (expenses) consist of expenses incurred by the Commission, which are consequently reimbursed to the Commission, and interest expense incurred during the fiscal year ending June 30, 2009.

## NOTE 3: IMPLEMENTATION OF NEW ACCOUNTING POLICIES

For the year ended June 30, 2009, the Commission has implemented GASB Statement No. 52, "Land and Other Real Estate Held as Investments by Endowments", GASB Statement No. 55, "The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments", and GASB Statement No. 56, "Codification of Accounting and Financial Reporting Guidance Contained in the AICPA Statements on Auditing Standards".

GASB Statement No. 52 establishes consistent standards for the reporting of land and other real estate held as investments by essentially similar entities. It requires endowments to report their land and other real estate investments at fair value. Governments also are required to report the changes in fair value as investment income and to disclose the methods and significant assumptions employed to determine fair value, and other information that they currently present for other investments reported at fair value.

GASB Statement No. 55 incorporates the hierarchy of generally accepted accounting principles (GAAP) for state and local governments into the Governmental Accounting Standards Board's (GASB) authoritative literature.

GASB Statement No. 56 incorporates into the Governmental Accounting Standards Board's (GASB) authoritative literature certain accounting and financial reporting guidance presented in the American Institute of Certified Public Accountants' Statements on Auditing Standards.

Implementation of these GASB Statements did not affect the presentation of the financial statements of the School District.

## NOTE 4: PROPERTY, PLANT AND EQUIPMENT

Building and improvements, office equipment, computer software, and vehicle valuation consist of the following:

	Balance 07/01/08	Balance 07/01/08 Additions Disposals		Balance 6/30/09
Cost:			<u></u>	
Building and improvements	\$360,079	\$0	\$0	\$360,079
Office equipment	177,469	0	(2,647)	174,822
Computer software	73,264	0	(50,712)	22,552
Land	35,500	0	0	35,500
Vehicles	<u>34,156</u>	0	0	<u> </u>
	680,468	0	(53,359)	627,109
Accumulated Depreciation:				
Building and improvements	91,330	11,292	0	102,622
Office equipment	151,333	2,504	0	153,837
Computer software	63,642	2,593	(50,712)	15,523
Vehicle	<u> </u>	0	0	34,156
	_340,461	16,389	(50,712)	306,138
Net book value	<u>\$340,007</u>			<u>\$320,971</u>

## NOTE 5: CAPITAL LEASES

Commission leases consist of the following:

	Balance <u>07/01/08</u>	Additions Disposals		Balance 6/30/09
<u>Cost:</u>	\$ 42,372	\$ 0	\$0	\$ 42,372
Copiers	<u>17,710</u>	0	0	<u>17,710</u>
Vehicles	60,082	0	0	60,082
Accumulated Depreciation:	21,186	8,474	0	29,660
Copiers	<u>11,216</u>	<u>3,542</u>	0	<u>14,758</u>
Vehicle	<u>32,402</u>	12,016	0	<u>44,418</u>
Net book value	<u>\$ 27,680</u>			<u>\$ 15,664</u>

## NOTE 5: CAPITAL LEASES (continued)

The Commission's capital lease obligations at June 30, 2009 are as follows:

Capital Lease Interest Rate	<u>2009</u> \$17,341 12.73%				
	Balance07/01/08ProceedsPayments				Balance 6/30/09
Capital Lease payable	\$ 25,260	\$	0	\$ 7,919	\$ 17,341

Lease payments for capital leases as of June 30, 2009, are as follows:

Year ending June 30,:	Capital Lease - Copiers				
	Principal		Ir	nterest	
2010	\$	8,696	\$	1,264	
2011		8,645		412	
	\$	17,341	\$	1,676	

## NOTE 6: MORTGAGE PAYABLE

The Commission's long-term obligations at June 30, 2009 are as follows:

			_2009	_	
Land Contract		5	\$101,20	0	
Interest Rate			8.5%	ó	
	Balance 07/01/08	Proc	ceeds	Payments [Variable]	Balance 6/30/09
Mortgage payable	\$ 119,063	\$	0	\$ 17,863	\$ 101,200

The debt is for the purchase of a building and building improvements.

Debt payments as of June 30, 2009, are as follows:

Year ending June 30,:	Land	Land Contract			
	<b>Principal</b>	Interest			
2010	\$ 19,301	\$ 7,873			
2011	21,008	6,166			
2012	22,864	4,310			
2013	24,885	2,289			
2014	13,142	196			
	\$ 101,200	\$ 20,834			

#### NOTE 7: RETIREMENT SYSTEM

- A. All employees of the Commission participate in the Ohio Public Employees Retirement System (OPERS), which administers three separate pension plans as described below:
  - 1. The Traditional Pension Plan (TP) a cost-sharing multiple-employer defined benefit pension plan,
  - 2. The Member-Directed Plan (MD) a defined contribution plan in which the member invests both member and employer contributions (employer contributions vest over five years at 20% per year). Under the Member-Directed Plan, members accumulate retirement assets equal to the value of member and (vested) employer contributions plus any investment earnings.
  - 3. The Combined Plan (CO) a cost-sharing multiple-employer defined benefit pension plan that has elements of both a defined benefit and defined contribution plan. Under the Combined Plan employer contributions are invested by the retirement system to provide a formula retirement benefit similar in nature to the Traditional Plan benefit. Member contributions, the investment of which is self-directed by the members, accumulate retirement assets in a manner similar to the Member-Directed Plan.
- B. OPERS provides retirement, disability, survivor and death benefits and annual cost-of living adjustments to members of the Traditional Pension and Combined Plans. Members of the Member-Directed Plan do not qualify for ancillary benefits.
- C. Authority to establish and amend benefits is provided in Chapter 145 of the Ohio Revised Code.
- D. OPERS issues a stand-alone financial report. Interested parties may obtain a copy by writing to OPERS, Attention: Finance Director, 277 East Town Street, Columbus, OH 43215-4642, or by calling 614-222-5601 or 800-222-7377.
- E. The Ohio Revised Code provides statutory authority for member and employer contributions. For 2009, member and employer contribution rates were consistent across all three plans. While members in the state and local divisions may participate in all three plans, law enforcement and public safety divisions exist only within the Traditional Pension Plan.

The 2008 member contribution rates were 10.0% for members in state and local classifications. Public safety and law enforcement members contributed 10.1%.

The 2008 employer contribution rate for state and local employers was 14.00% of covered payroll. For both the law enforcement and public safety divisions, the employer contribution rate for 2008 was 17.40%.

F. Total required employer contributions for all plans are equal to 100% of employer charges and should be extracted from the employer's records.

The Commission's contributions for pension obligations to the OPERS for the years ending June 30, 2009, 2008 and 2007 were \$52,270, \$49,274 and \$46,467, respectively, equal to the required contributions for each year. The full amount has been contributed for each year.

#### **NOTE 8: POSTEMPLOYMENT BENEFITS**

#### A. Plan Description

Ohio Public Employees Retirement System (OPERS) administers three separate pension plans: The Traditional Pension Plan—a cost-sharing, multiple-employer defined benefit pension plan; the Member-Directed Plan—a defined contribution plan; and the Combined Plan—a cost sharing, multiple-employer defined benefit pension plan that has elements of both a defined benefit and defined contribution plan.

OPERS maintains a cost-sharing multiple employer defined benefit post-employment healthcare plan, which includes a medical plan, prescription drug program and Medicare Part B premium reimbursement, to qualifying members of both the Traditional Pension and the Combined Plans. Members of the Member-Directed Plan do not qualify for ancillary benefits, including postemployment health care coverage.

In order to qualify for post-employment health care coverage, age-and-service retirees under the Traditional Pension and Combined Plans must have 10 or more years of qualifying Ohio service credit. Health care coverage for disability benefit recipients and qualified survivor benefit recipients is available. The health care coverage provided by OPERS meets the definition of an Other Post Employment Benefit (OPEB) as described in GASB Statement 45.

The Ohio Revised Code permits, but does not mandate, OPERS to provide OPEB benefits to its eligible members and beneficiaries. Authority to establish and amend benefits is provided in Chapter 145 of the Ohio Revised Code.

OPERS issues a stand-alone financial report. Interested parties may obtain a copy by writing OPERS, Attention: Finance Director, 277 East Town Street, Columbus OH 43215-4642, or by calling 614-222-5601 or 800-222-7377.

B. Funding Policy

The Ohio Revised Code provides the statutory authority requiring public employers to fund post retirement health care through their contributions to OPERS. A portion of each employer's contribution to OPERS is set aside for the funding of post retirement health care benefits.

Employer contribution rates are expressed as a percentage of the covered payroll of active members. In 2008, state and local employers contributed at a rate of 14.00% of covered payroll, and public safety and law enforcement employers contributed at 17.40%. The Ohio Revised Code currently limits the employer contribution to a rate not to exceed 14.0% of covered payroll for state and local employer units and 18.1% of covered payroll for law and public safety employer units. Active members do not make contributions to the OPEB Plan.

OPERS' Post Employment Health Care plan was established under, and is administrated in accordance with, Internal Revenue Code 401(h). Each year, the OPERS Retirement Board determines the portion of the employer contribution rate that will be set aside for funding of post employment health care benefits. For 2008, the employer contribution allocated to the health care plan was 7.0% of covered payroll. The OPERS Retirement Board is also authorized to establish rules for the payment of a portion of the health care benefits provided, by the retiree or their surviving beneficiaries. Payment amounts vary depending on the number of covered dependents and the coverage selected.

## **NOTE 8: POSTEMPLOYMENT BENEFITS (continued)**

#### C. Information from employer's records

The rates stated in Section B, above, are the contractually required contribution rates for OPERS. As part of this disclosure, it will be necessary for the employer to disclose the employer contributions actually made to fund post-employment benefits. The portion of your employer contributions that were used to fund post-employment benefits can be approximated by multiplying actual employer contributions for January 1 through December 31, 2008 by 0.5000 for state and local employers and 0.4023 for both law enforcement and public safety employers.

#### D. OPERS Retirement Board Implements its Health Care Preservation Plan

The Health Care Preservation Plan (HCPP) adopted by the OPERS Retirement Board on September 9, 2004, was effective January 1, 2007. Member and employer contribution rates increased as of January 1, 2006, January 1, 2007 and January 1, 2008, which allowed additional funds to be allocated to the health care plan.

## NOTE 9: RISK MANAGEMENT

The Commission has obtained commercial insurance through the Webb Insurance Company for comprehensive property, data processing equipment and general liability.

The Commission also provides a high deductible health, dental, and vision through Anthem Blue Cross as well as a life insurance plan. The Commission also offers a Health Savings Plan to full time employees.

Claims have not exceeded coverage in any of the past three years and the Commission did not significantly reduce their limits of liability during the year.

## **NOTE 10: CONTINGENCIES**

- A. Federal and State contracts are subject to review and audit by the grantor agencies or their designees. Such audits could lead to requests for reimbursement to the grantor agency for expenses disallowed under terms of the grant. There are no such claims pending and no known situations, which would lead to such a claim. In addition, based upon prior experience and audit results, management believes that such disallowances, if any, would be immaterial.
- B. In the normal course of its business activities, the Commission may become subject to claims and litigation relating to contracts, employment or other matters. In the opinion of management, the resolution of any such claims pending would not likely have a material impact on the Commission's financial position.

## NOTE 11: ELEMENT NUMBERS

The Element of Project numbers used on the Schedule of Expenses by Element for identification purposes are:

<u>Element</u>	Funding Source	Project
101	RPC	Local Expenses
205	ODPS	Community Traffic Safety Program
601	ODOT/FHWA	Short Range Planning
602	ODOT/FHWA	Transportation Improvement Program
605	ODOT/FHWA	Surveillance
610	ODOT/FHWA	Long Range Planning
674	ODOT/FHWA	Specialized Transportation Program
697	ODOT/FHWA	Rideshare
675	ODOT/FTA	Mass Transportation
601.4	ODOT/STP	Public Participation
601.5	ODOT/STP	Public Involvement Plan
605.7	ODOT/STP	Transportation
610.4	ODOT/STP	Long Range Planning

#### LIMA-ALLEN COUNTY REGIONAL PLANNING COMMISSION ALLEN COUNTY SCHEDULE OF EXPENSES BY ELEMENT FOR THE FISCAL YEAR ENDED JUNE 30, 2009

Project Number	Direct Labor	Other Direct	Indirect Cost	Total
Local				
101	\$ 37,897	\$ 15,600	\$ 45,325	\$ 98,822
ODOT				
601	26,758	5,054	32,003	63,815
602	5,143	177	6,151	11,471
605	55,512	22,464	66,392	144,368
610	29,668	5,055	35,483	70,206
674	6,132	576	7,334	14,042
697	2,633	840	3,149	6,622
Total ODOT	125,846	34,166	150,512	310,524
STP				
601.4	25,300	5,204	30,259	60,763
601.5	4,162	424	4,977	9,563
605.7	6,269	1	7,498	13,768
610.4		3,165	47,195	89,820
Total STP	75,191	8,794	89,929	173,914
<b>FTA</b> 675	6,132	576	7,334	14,042
<b>ODPS</b> 205	22,524	2,344	26,939	51,807
Coordination	70	16,712	83	16,865
Grand Total	<u>\$ 267,660</u>	\$ 78,192	<u>\$ 320,122</u>	\$ 665,974

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#### LIMA-ALLEN COUNTY REGIONAL PLANNING COMMISSION ALLEN COUNTY STATEMENT OF DIRECT LABOR, FRINGE BENEFITS AND GENERAL OVERHEAD LABOR FOR THE FISCAL YEAR ENDED JUNE 30, 2009

		Estimated FY 2009		Actual FY 2009	(0)	ifference ver Bdgt.) der Bdgt.		OOT stments		stimated FY 2010
Wages paid for time worked:										
Direct Labor	\$	336,500	\$	267,660	\$	68,840	\$	0	\$	275,250
Indirect Labor	•	54,300	•	57,285	•	(2,985)	•	0	•	49,000
Total Labor - base for fringe allocation		390,800		324,945	<u> </u>	65,855		0		324,250
Fringe Benefits										
Holidays		15,250		13,321		1,929		0		12,400
Sick Leave		12,321		13,201		(880)		0		14,600
Vacation		20,290		24,318		(4,028)		0		18,200
Mis Leave Pay		1,100		0		1,100		0		1,000
Subtotal Fringe Benefit Wages		48,961		50,840		(1,879)		0		46,200
Other Fringe Benefits			-				-			
PERS	\$	53,172	\$	52,270	\$	902	\$	0	\$	53,711
Hospitalization		43,250		37,617		5,633		0		45,800
Medicare		5,507		5,593		(86)		0		5,565
Workers Comp		7,590		3,858		3,732		0		6,500
Flex Benefit Plan		11,700		10,049		1,651		0		13,200
Prior Year Rate Adjustment (use only with fixed rate) Subtotal Other Fringe Benefits		0 121,219		0 109,387	<u> </u>	0		0		124,776
						÷				
TOTAL FRINGE BENEFITS	\$	170,180	\$	160,227	\$	9,953	<u> </u>		<u> </u>	170,976
Indirect Costs							-	_		
Salaries - Indirect Only	\$	54,300	\$	57,285	\$	(2,985)	\$	0	\$	49,000
Fringe Benefits for Indirect Salaries		23,646		28,247		(4,601)		0		25,838
Audit expenses		0		3,806		(3,806)		0		9,000
Postage		0		1,205		(1,205)		0		600
Copies		0		10,510		(10,510)		0		5,000
Sundry Supplies		5,000		6,205		(1,205)		0		0
Electric		7,800		10,863		(3,063)		0		8,000
Telephone		6,800		5,058		1,742		0		6,000 0
Audit expenses		0		273		(273)		0 0		15,000
Sundry Services		13,090		30,645		(17,555)		0		6,000
Repairs		8,000		6,963		1,037		0		3,500
Travel & Meetings		3,200		8		3,192		0		3,300
Depreciation		47,000		19,586		27,414		0		33,300 0
Gain or Loss on Equipment		0		2,647 9,311		(2,647) (61)		0		18,500
Interest Expense		9,250 0		•		(2,593)		Ő		2,500
Software Amortization		0		2,593 990		(990)		ŏ		2,500
Dues		15,000		450		14,550		ŏ		2,500
Software Trabaial Suggest		15,000		430 0		14,550		0 0		2,500
Technical Support		7,000		1,778		5,222		0 0		5,000
Sundry Expenses		7,000		1,778		J,222 0		ŏ		2,500
Training		0		(10,286)		10,286		0 0		2,500
Building Depreciation overstatement Prior Year Rate Adjustment (use only with fixed rate)		0		(10,200)		10,200		Ŏ		Ő
TOTAL INDIRECT COSTS	\$	200,086	\$	188,137	\$	11,949	5	0	\$	192,488
Divert Labor Costs by Departments										
Direct Labor Costs by Department: Local	S	60,500	\$	37,897	\$	22,603	\$	0	\$	52,250
ODOT Consolidated	.9	129,000		125,846	~	3,154	-	Õ	-	117,500
Transportation Planning		120,000		75,191		44,809		Ō		81,500
FTA		9,000		6,132		2,868		0		16,000
ODPS		18,000		22,524		(4,524)		0		8,000
O/D paid for with local		0		70		(70)		0		0
TOTAL DIRECT LABOR COSTS	\$	336,500	\$	267,660	\$	68,840	\$	0	\$	275,250
	<u> </u>		<u> </u>				=			

#### LIMA-ALLEN COUNTY REGIONAL PLANNING COMMISSION ALLEN COUNTY STATEMENT OF DIRECT LABOR, FRINGE BENEFITS AND GENERAL OVERHEAD LABOR FOR THE FISCAL YEAR ENDED JUNE 30, 2009 (Continued)

	Estimated FY 2008	Actual FY 2008	Difference (Over Bdgt.) Under Bdgt	ODOT Adjustments	Estimated FY 2009
Fringe Benefit Cost Rate Computation					
TOTAL Fringe Benefit Costs /	170,180	160,227			170,97
TOTAL Labor Costs (Direct & Indirect)	390,800	324,945			324,25
= Fringe Benefit Cost Rate	43.55%	49.31%			52.739
FY 2009 Fringe Benefit Cost Recovery Comparison	(Direct Labor Portio	n Only)			
Should have recovered in fiscal year (Actual Direct Labor * Actual Fringe Benefit Cost Rate)		131,980	49.31%		of Direct Labor
Amount actually recovered in fiscal year (Actual Direct Labor x ESTIMATED Fringe Benefit Cost Rate) Prior Year Net (Over) / Under Recovery		116,557	43.55%		of Direct Labor
Prior Year (Over) / Under Recovery Posted to Cost Pool		0			
(Over)/Under Recovery of Fringe Benefits		<u>\$ 15,424</u>	A (over)/under		
Indirect Cost Rate Computation					
TOTAL Indirect Costs /	200,086	188,137			192,48
only DIRECT Labor Costs	336,500	267,660			275,25
= Indirect Cost Rate	59.46%	70.29%			69.939
FY 2009				P (1)	
Indirect Cost Recovery Comparison	(All Indirect Costs, I	Indirect Labor & Ind	direct Labor Fringe	Benejiis)	
Should have recovered in fiscal year (Actual Direct Labor * Actual Indirect Cost Rate)		188,137	70.29%		of Direct Labor
Amount actually recovered in fiscal year					
(Actual Direct Labor x ESTIMATED Indirect Cost Rate)		159,153	59.46%		of Direct Labor
Prior Year Net (Over) / Under Recovery		0			
Prior Year (Over) / Under Recovery Posted to Cost Pool					
(Over)/Under Recovery of Indirect Costs		0 \$ 28,983	B (over)/under		
FY 2009		<b></b>			
Fringe Benefit Cost (Over)/Under Recovery		15,424	A (over)/under		
Indirect Cost (Over)/Under Recovery		15,424 28,983 \$ 44,407	A (over)/under B (over)/under		
Indirect Cost (Over)/Under Recovery	Estimated	28,983 \$ 44,407 Actual	• •		Estimated
Indirect Cost (Over)/Under Recovery Net (Over)/Under Recovery	Estimated FY 2009	28,983 \$ 44,407	• •		Estimated FY 2010
Indirect Cost (Over)/Under Recovery Net (Over)/Under Recovery Summary	FY 2009	28,983 \$ 44,407 Actual FY 2009	• •		FY 2010
Indirect Cost (Over)/Under Recovery Net (Over)/Under Recovery Summary Fringe Benefit Rate	FY 2009 43.55%	28,983 \$ 44,407 Actual FY 2009 49.31%	• •		FY 2010 52.73
Indirect Cost (Over)/Under Recovery Net (Over)/Under Recovery Summary	FY 2009	28,983 \$ 44,407 Actual FY 2009	• •		

#### LIMA-ALLEN COUNTY REGIONAL PLANNING COMMISSION

#### Schedule of Expenditures of Federal Awards - Cash Basis Year ended June 30, 2009

Federal Grantor/		
Program Title	CFDA <u>Number</u>	Federal D <u>isbursemen</u> ts
U. S. Department of Transportation		
Pass through Programs from Ohio Department of Transportation:		
Highway Planning and Construction	20.205	\$ 279,473
Carryover		93,013
Planning	20.205	50,617
Sub-Total		423,103
Pass through Programs from Ohio Department of Public Safety:		
Safety Fiscal Year 2009	20.600	21,668
Origin Destination Study	20.205	16,705
Sub-Total		
Total Department of Transportation		461,476
Total Expenditures of Federal Awards		\$ 461,476

Note: This schedule is prepared on the cash basis.

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December 10, 2009

Commission Members Lima-Allen County Regional Planning Commission Lima, Ohio

#### Independent Auditor's 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*

We have audited the accompanying financial statements of Lima-Allen County Regional Planning Commission (the Commission) as of and for the year ended June 30, 2009, and have issued our report thereon dated December 10, 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 Commission's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Commission'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 entity'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 entity's financial statements 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 a material misstatement of the financial statements will not be prevented or detected by the entity'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.

However, we noted matters that we reported to the Commission's management in a separate letter dated December 10, 2009.

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Lima-Allen County Regional Planning Commission Independent Auditor's 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* December 10, 2009 Page 2

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

As part of obtaining reasonable assurance about whether Commission'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 audit committee, others within the Commission and pass-through entities, and is not intended to be and should not be used by anyone other than those specified parties.

Kea & Associates, Inc.





## LIMA-ALLEN COUNTY REGIONAL PLANNING COMMISSION

## ALLEN 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 Babbett

## **CLERK OF THE BUREAU**

CERTIFIED FEBRUARY 18, 2010

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