



Rea & associates *a brighter way*

# Willoughby-Eastlake City School District Lake County, Ohio

## *Audited Financial Statements*

For the Fiscal Year Ended  
June 30, 2013





# Dave Yost • Auditor of State

Board of Education  
Willoughby-Eastlake City School District  
37047 Ridge Road  
Willoughby, OH 44094

We have reviewed the *Independent Auditor's Report* of the Willoughby-Eastlake City School District, Lake County, prepared by Rea & Associates, Inc., for the audit period July 1, 2012 through June 30, 2013. 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 Willoughby-Eastlake City School District is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Dave Yost".

Dave Yost  
Auditor of State

March 7, 2014

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**Willoughby-Eastlake City School District**  
**Lake County, Ohio**  
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*June 30, 2013*

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December 28, 2013

To the Board of Education  
Willoughby-Eastlake City School District  
Lake County, Ohio  
37047 Ridge Road  
Willoughby, OH 44094

## **Independent Auditor's Report**

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Willoughby-Eastlake City School District, Lake County, Ohio, (the School District) as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the School District's basic financial statements as listed in the table of contents.

#### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### ***Auditor's Responsibility***

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 from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### ***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 Willoughby-Eastlake City School District, Lake County, Ohio, as of June 30, 2013, and the respective changes in financial position and, where applicable, cash flows thereof and the respective budgetary comparison for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Other Matters***

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the *management's discussion and analysis* on pages 5-12 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### ***Other Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the School District's basic financial statements. The *schedule of expenditures of federal awards*, as required by *Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations* is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The *schedule of expenditures of federal awards* is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the *schedule of expenditures of federal awards* is fairly stated, in all material respects, in relation to the basic financial statements as a whole.



**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 28, 2013, on our consideration of the School District's internal control over financial reporting and on 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 internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering School District's internal control over financial reporting and compliance.

*Hea & Associates, Inc.*

Medina, Ohio

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**Willoughby-Eastlake City School District**  
**Lake County, Ohio**  
*Management's Discussion and Analysis*  
*For the Fiscal Year Ended June 30, 2013*

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The discussion and analysis of the Willoughby-Eastlake City School District's (the "School District") financial performance provides an overall review of the School District's financial activities for the fiscal year ended June 30, 2013. The intent of this discussion and analysis is to look at the School District's performance as a whole; readers should also review the notes to the basic financial statements and financial statements to enhance their understanding of the School District's financial performance.

***Financial Highlights***

Key financial highlights for 2013 are as follows:

- Net position decreased \$5,180,558, which represents a 55 percent decrease from 2012.
- Capital assets increased \$9,325,463 during fiscal year 2013.
- During the year, outstanding debt remained the same.

***Using this Annual Report***

This annual report consists of a series of financial statements and notes to those statements. The statements are organized so the reader can understand the Willoughby-Eastlake City School District as a whole entire operating entity. The statements then proceed to provide an increasingly detailed look at specific financial activities.

The *Statement of Net Position and Statement of Activities* provide information about the activities of the whole School District, presenting both an aggregate view of the School District'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 School District's most significant funds with all other nonmajor funds presented in total in one column. In the case of the Willoughby-Eastlake City School District, the general fund and building fund are by far the most significant funds.

***Reporting the School District as a Whole***

*Statement of Net Position and the Statement of Activities*

While the basic financial statements contain the large number of funds used by the School District to provide programs and activities, the view of the School District as a whole looks at all financial transactions and asks the question, "How did we do financially during fiscal year 2013?" The *Statement of Net Position* and the *Statement of Activities* answer this question. These statements include all assets and liabilities using the accrual basis of accounting similar to the accounting used by most private-sector companies. This basis of accounting takes into account all of the current year's revenues and expenses regardless of when cash is received or paid.

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

In the *Statement of Net Position* and the *Statement of Activities*, Governmental Activities include the School District's programs and services, including instruction, support services, extracurricular activities, and operation of non-instructional services, i.e., food service operations.

***Reporting the School District's Most Significant Funds***

***Fund Financial Statements***

The fund financial statements begin on page 15. Fund financial reports provide detailed information about the School District's major funds. The School District uses many funds to account for a multitude of financial transactions; however, these fund financial statements focus on the School District's most significant funds. The School District's major governmental funds are the general fund and building fund.

***Governmental Funds*** Most of the School District's activities are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end available for spending in future periods. These funds are reported using an accounting method called 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 School District's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer 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 Position and the Statement of Activities) and governmental funds is reconciled in the financial statements.

***Proprietary Fund*** The School District maintains one type of proprietary fund. Internal service funds are an accounting device used to accumulate and allocate costs internally among the School District's various functions. The School District uses an internal service fund to account for its health insurance benefits. Because this service predominately benefits governmental functions, it has been included within the governmental activities in the government-wide financial statements. The proprietary fund financial statements begin on page 20.

***Reporting the School District's Fiduciary Responsibilities***

The School District is the trustee, or fiduciary, for some of its scholarship and foundation programs. This activity is presented as a private purpose trust fund. The School District also acts in a trustee capacity as an agent for individuals, private organizations, other governmental units and/or other funds. These activities are reported in two agency funds. The School District's fiduciary activities are reported in separate Statements of Fiduciary Net Position and Changes in Fiduciary Net Position on pages 23 and 24. These activities are excluded from the School District's other financial statements because the assets cannot be utilized by the School District to finance its operations.

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**The School District as a Whole**

Recall that the Statement of Net Position provides the perspective of the School District as a whole. Table 1 provides a summary of the School District's net position for 2013 compared to 2012:

**Table 1**  
**Net Position**

	Governmental Activities	
	2013	2012
<b>Assets</b>		
Current and Other Assets	\$ 88,330,403	\$ 103,613,170
Capital Assets	29,562,726	20,237,263
<i>Total Assets</i>	117,893,129	123,850,433
<b>Liabilities</b>		
Other Liabilities	68,148,214	67,933,078
Long-Term Liabilities	45,529,027	46,520,909
<i>Total Liabilities</i>	113,677,241	114,453,987
<b>Net Position</b>		
Net Investment in Capital Assets	15,460,267	15,054,119
Restricted	4,579,956	2,549,465
Unrestricted	(15,824,335)	(8,207,138)
<i>Total Net Position</i>	\$ 4,215,888	\$ 9,396,446

At year end, capital assets represented 25 percent of total assets. Capital assets include land, buildings and improvements, furniture and equipment, vehicles and construction in progress. Net investment in capital assets was \$15,460,297 at June 30, 2013. These capital assets are used to provide services to students and are not available for future spending. Although the School District's net investment in capital assets is reported net of related debt, it should be noted that the resources to repay the debt must be provided from other sources, since capital assets may not be used to liquidate these liabilities.

A portion of the School District's net position, \$4,579,956, represents resources that are subject to external restrictions on how they may be used. The balance of government-wide unrestricted net position was a deficit of \$15,824,335.

Current and other assets decreased by \$15,282,767 in fiscal year 2013. Cash balances (excluding cash with trustee) decreased by \$16,226,854, which was the result of the School District expending debt proceeds for various capital and energy conservation projects. Capital assets increased by \$9,325,463 due to additions and improvements within the School District.

Other liabilities increased \$215,136, with the most significant increases in deferred revenue and contracts payable offset by a decrease in accrued wages. These increases are related to a decrease in the amount of real estate taxes available for advance at year end and work performed on construction projects prior to June 30, 2013. In fiscal year 2013, the School District reduced its salaries and benefits expenditures through a reduction in force. The School District also received two employee insurance premium holidays. This is cause for the decrease in accrued wages and benefits of \$2,775,810. Long-term liabilities decreased \$991,882. This decrease is mainly due to a decrease in compensated absences.

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Table 2 shows the changes in net position for fiscal years 2013 and 2012.

**Table 2**  
**Changes in Net Position**

	Governmental Activities	
	2013	2012
<b>Revenues</b>		
<i>Program Revenues:</i>		
Charges for Services	\$ 4,200,293	\$ 4,318,837
Operating Grants	6,190,704	7,660,050
Capital Grants	362,288	46,161
<i>Total Program Revenues</i>	<u>10,753,285</u>	<u>12,025,048</u>
<i>General Revenues:</i>		
Property Taxes	58,303,205	56,358,182
Grants and Entitlements Not Restricted	24,156,528	24,463,539
Other	753,785	488,982
<i>Total General Revenues</i>	<u>83,213,518</u>	<u>81,310,703</u>
<i>Total Revenues</i>	<u>93,966,803</u>	<u>93,335,751</u>
<b>Program Expenses</b>		
Instruction:		
Regular	44,738,041	39,750,547
Special	3,357,872	15,335,519
Vocational	58,072	1,497,892
Adult/Continuing	581,890	268,451
Student Intervention Services	6,298	0
Other	470,101	0
Support Services:		
Pupils	6,555,076	8,328,914
Instructional Staff	3,157,556	3,470,097
Board of Education	198,363	385,725
Administration	7,686,021	5,751,464
Fiscal	1,714,133	1,770,588
Business	634,278	288,084
Operation and Maintenance of Plant	13,222,691	11,329,751
Pupil Transportation	7,841,841	6,940,877
Central	2,337,846	1,671,673
Operation of Non-Instructional Services:		
Food Service Operations	2,076,165	2,441,560
Community Services	1,111,705	1,108,440
Extracurricular Activities	1,968,807	1,983,242
Debt Service:		
Interest and Fiscal Charges	1,430,605	1,412,296
<i>Total Expenses</i>	<u>99,147,361</u>	<u>103,735,120</u>
<i>Increase (Decrease) in Net Position</i>	(5,180,558)	(10,399,369)
<i>Net Position at Beginning of Year</i>	<u>9,396,446</u>	<u>19,795,815</u>
<i>Net Position at End of Year</i>	<u>\$ 4,215,888</u>	<u>\$ 9,396,446</u>

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Operating grants decreased primarily from the loss of federal funding in the amount of \$1,469,346. Property taxes showed an increase in the amount of \$1,945,023. This increase is due the passing of a 4.99 mill levy in March 2012. Tax collections did not start until 2013. Instruction expenditures decreased by \$7,640,135, which is directly related to the reduction in the work force and the employee insurance premium holidays. Operation and maintenance of plant increased by \$1,892,940 due to energy conservation projects during fiscal year 2013. Many functions reported variances versus 2012. The primary cause to this was from the impact of the School District switching to a new computer consortium during the year. As part of the transition, the School District re-evaluated some of the program costing to be in line with expense purpose.

The Statement of Activities shows the cost of program services and the charges for services and grants offsetting those services. Table 3 shows, for governmental activities, the total cost of services and the net cost of services. That is, it identifies the cost of these services supported by tax revenue and unrestricted State entitlements.

**Table 3**  
**Governmental Activities**

	Total Cost of Service		Net Cost of Service	
	2013	2012	2013	2012
Instruction:				
Regular	\$ 44,738,041	\$ 39,750,547	\$ 43,139,551	\$ 38,800,595
Special	3,357,872	15,335,519	1,232,221	11,994,325
Vocational	58,072	1,497,892	(24,882)	1,448,179
Adult/Continuing	581,890	268,451	(181,824)	(114,825)
Student Intervention Services	6,298	0	6,298	0
Other	470,101	0	470,101	0
Support Services:				
Pupils	6,555,076	8,328,914	6,055,023	7,283,361
Instructional Staff	3,157,556	3,470,097	2,399,994	2,954,057
Board of Education	198,363	385,725	198,363	385,725
Administration	7,686,021	5,751,464	7,686,021	5,612,077
Fiscal	1,714,133	1,770,588	1,714,133	1,770,588
Business	634,278	288,084	634,278	288,084
Operation and Maintenance of Plant	13,222,691	11,329,751	12,860,403	11,217,243
Pupil Transportation	7,841,841	6,940,877	7,471,967	6,465,187
Central	2,337,846	1,671,673	2,327,046	1,648,273
Operation of Non-Instructional Services:				
Food Service Operations	2,076,165	2,441,560	(467,756)	(50,634)
Community Services	1,111,705	1,108,440	289,074	(162,495)
Extracurricular Activities	1,968,807	1,983,242	1,497,109	1,425,284
Debt Service:				
Interest and Fiscal Charges	1,430,605	1,412,296	1,086,956	745,048
<i>Total Expenses</i>	\$ 99,147,361	\$ 103,735,120	\$ 88,394,076	\$ 91,710,072

The dependence upon general revenues for governmental activities is apparent. Over 89 percent of governmental activities are supported through taxes and other general revenues; such revenues are 89 percent of total governmental revenues. The community, as a whole, is by far the primary support for the School District students.

**Willoughby-Eastlake City School District**  
**Lake County, Ohio**  
*Management's Discussion and Analysis*  
*For the Fiscal Year Ended June 30, 2013*

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***Governmental Funds***

Information about the School District's major funds starts on page 15. These funds are accounted for using the modified accrual basis of accounting. All governmental funds had total revenues of \$94,978,938 and expenditures of \$113,958,436 for fiscal year 2013.

The general fund's net change in fund balance for fiscal year 2013 was an increase of \$46,555 due to operating costs exceeding revenues during the fiscal year. However, the School District was able to transfer \$4,054,304 in idle funds being held in the self-insurance fund. These funds have been growing as a result of contributions exceeding the costs to administer and pay claims of the employee self-insurance program.

The fund balance of the building fund decreased by \$16,051,198. This decrease was caused by construction costs to fund the energy conservation project at Kennedy Academy, the completion of the addition to Grant Elementary and improvements to Edison Elementary and South High School, as compared to when resources became available.

***General Fund Budgeting Highlights***

The School District'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 2013, the School District did amend its general fund budget a few times. The School District uses site-based budgeting and budgeting systems are designed to tightly control total site budgets but provide flexibility for site management

For the general fund, actual budget basis revenue of \$83,771,095 was \$2,389,627 more than the final budget basis revenue of \$81,381,468. This due to intergovernmental revenue being under budgeted. For the general fund, original budget basis revenue of \$79,353,652 was \$2,027,816 lower than the final budget basis revenue. The majority of this difference was due to an underestimation of property taxes.

Final expenditure appropriations of \$92,130,624 were \$2,947,194 higher than the actual expenditures of \$89,183,430, primarily within regular instruction. This was due to the reduction of the work force. Final expenditure appropriations were \$7,752,234 higher than original appropriations of \$84,378,390, as instruction and support services expenses were conservatively budgeted.



**Willoughby-Eastlake City School District**  
**Lake County, Ohio**  
*Management's Discussion and Analysis*  
*For the Fiscal Year Ended June 30, 2013*

***Capital Assets and Debt Administration***

**Capital Assets**

At the end of fiscal year 2013, the School District had \$29,562,726 invested in capital assets. Table 4 shows fiscal year 2013 balances compared with 2012.

**Table 4**  
**Capital Assets at June 30**  
**(Net of Depreciation)**

	Governmental Activities	
	2013	2012
Land	\$ 560,374	\$ 560,374
Construction in Progress	4,891,366	1,534,099
Buildings and Improvements	20,834,128	14,475,775
Furniture and Equipment	506,131	556,717
Vehicles	2,770,727	3,110,298
<i>Totals</i>	\$ 29,562,726	\$ 20,237,263

The \$9,325,463 increase in capital assets was attributable to additional purchases exceeding current year depreciation and disposals. The School District completed the addition to Grant Elementary during fiscal year 2013 and is in the process of renovating the Edison Elementary and South High School buildings. See Note 8 for more information about the capital assets of the School District.

**Debt**

At June 30, 2013, the School District had \$31,319,000 in debt outstanding. See Note 14 for additional details. Table 5 summarizes notes and bonds outstanding.

**Table 5**  
**Outstanding Debt at Year End**

	Governmental Activities	
	2013	2012
QSCB Tax Anticipation Notes	\$ 8,625,000	\$ 8,625,000
QSCB Certificates of Participation	4,320,000	4,320,000
2012 Limited Tax General Obligation		
Conservation Improvement Bonds	8,589,000	8,589,000
Tax Exempt Certificates of Participation	9,785,000	9,785,000
<i>Total</i>	\$ 31,319,000	\$ 31,319,000

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***Current Issues***

The Board of Education and administration have implemented fiscal management disciplines that utilize a variety of formal plans to ensure financial stability. They are working within the five-year financial forecast, the five-year capital repairs and renovations plan, and the five-year enrollment projections. The School District has the necessary revenue base to support current program levels for the current fiscal year only.

The sudden downturn in the economy has put pressures on both the State budget as well as the local School District budget. The local tax base has been weakened as a result of the current economic conditions and therefore negatively impacts local tax revenues. The ongoing legislative efforts to support the existence of community (charter) schools come at the expense of the School District's current State subsidy. This year approximately \$798,000 will be deducted from the State subsidy and redirected to local community (charter) schools. The School District has also been impacted by the continuing national trend of rapidly escalating employee benefit costs.

The current fiscal plan recognizes the following open issues that must be addressed within the next five years:

- Judicial or legislative action on school funding reform
- Funding of the School District technology plan
- Development and funding of a technology replacement schedule
- Funding the educational improvement plan
- Updating the five-year forecast.

The School District has committed itself to a fiscal discipline based on long-term plans as well as commitment to full disclosure of financial information and utilization of the highest standards of financial reporting. The School District is implementing state software and budgets for all cost centers in fiscal year 2013. The School District's commitment to improve fiscal management has led to many budgeting, reporting and internal control enhancements.

***Contacting the School District's Financial Management***

This financial report is designed to provide our citizens, taxpayers, investors, and creditors with a general overview of the School District's finances and to show the School District's accountability for the money it receives. If you have any questions about this report or need additional financial information, contact Bill Parkinson, Treasurer, of Willoughby-Eastlake City School District, 37047 Ridge Road, Willoughby, OH 44094, or by email at [bill.parkinson@weschools.org](mailto:bill.parkinson@weschools.org).

**Willoughby-Eastlake City School District**  
**Lake County, Ohio**  
*Statement of Net Position*  
*June 30, 2013*

	Governmental Activities
<b>Assets</b>	
Equity in Pooled Cash and Cash Equivalents	\$ 22,534,332
Cash and Investments Held with Trustee	1,725,217
Receivables:	
Accounts	301,084
Intergovernmental	1,287,336
Property Taxes	61,804,007
Deferred Charges	678,427
Nondepreciable Capital Assets	5,451,740
Depreciable Capital Assets (Net)	24,110,986
<i>Total Assets</i>	117,893,129
<b>Liabilities</b>	
Accounts Payable	738,082
Accrued Wages and Benefits	7,165,328
Contracts Payable	1,551,202
Intergovernmental Payable	2,657,594
Retainage Payable	432,163
Accrued Interest Payable	443,641
Claims Payable	499,846
Deferred Revenue	54,660,358
Long Term Liabilities:	
Due Within One Year	2,686,020
Due In More Than One Year	42,843,007
<i>Total Liabilities</i>	113,677,241
<b>Net Position</b>	
Net Investment in Capital Assets	15,460,267
Restricted For:	
Capital Outlay	818,804
Debt Service	1,510,300
Other Purposes	2,250,852
Unrestricted	(15,824,335)
<i>Total Net Position</i>	\$ 4,215,888

See accompanying notes to the basic financial statements.

**Willoughby-Eastlake City School District**  
**Lake County, Ohio**  
*Statement of Activities*  
For the Fiscal Year Ended June 30, 2013

	Expenses	Program Revenues			Net (Expense)
		Charges for Services and Sales	Operating Grants, Contributions and Interest	Capital Grants, Contributions and Interest	Revenue and Changes in Net Position
					Governmental Activities
<b>Governmental Activities</b>					
Instruction:					
Regular	\$ 44,738,041	\$ 1,527,197	\$ 71,293	\$ 0	\$ (43,139,551)
Special	3,357,872	356,143	1,769,508	0	(1,232,221)
Vocational	58,072	27,629	55,325	0	24,882
Adult/Continuing	581,890	471,082	292,632	0	181,824
Student Intervention Services	6,298	0	0	0	(6,298)
Other	470,101	0	0	0	(470,101)
Support Services:					
Pupils	6,555,076	0	500,053	0	(6,055,023)
Instructional Staff	3,157,556	640	756,922	0	(2,399,994)
Board of Education	198,363	0	0	0	(198,363)
Administration	7,686,021	0	0	0	(7,686,021)
Fiscal	1,714,133	0	0	0	(1,714,133)
Business	634,278	0	0	0	(634,278)
Operation and Maintenance of Plant	13,222,691	0	0	362,288	(12,860,403)
Pupil Transportation	7,841,841	268,936	100,938	0	(7,471,967)
Central	2,337,846	0	10,800	0	(2,327,046)
Operation of Non-Instructional Services:					
Food Service Operations	2,076,165	981,126	1,562,795	0	467,756
Community Services	1,111,705	155,135	667,496	0	(289,074)
Extracurricular Activities	1,968,807	412,405	59,293	0	(1,497,109)
Debt Service:					
Interest and Fiscal Charges	1,430,605	0	343,649	0	(1,086,956)
<b>Total</b>	<b>\$ 99,147,361</b>	<b>\$ 4,200,293</b>	<b>\$ 6,190,704</b>	<b>\$ 362,288</b>	<b>(88,394,076)</b>
<b>General Revenues</b>					
Property Taxes Levied for:					
General Purposes					56,454,215
Capital Outlay					1,737,699
Other Purposes					111,291
Grants and Entitlements Not Restricted to Specific Programs					24,156,528
Investment Earnings					11,458
Miscellaneous					742,327
<b>Total General Revenues</b>					<b>83,213,518</b>
<b>Change in Net Position</b>					<b>(5,180,558)</b>
<b>Net Position Beginning of Year</b>					<b>9,396,446</b>
<b>Net Position End of Year</b>					<b>\$ 4,215,888</b>

See accompanying notes to the basic financial statements.

**Willoughby-Eastlake City School District**  
**Lake County, Ohio**  
*Balance Sheet*  
*Governmental Funds*  
*June 30, 2013*

	General	Building	Other Governmental Funds	Total Governmental Funds
<b>Assets</b>				
Equity in Pooled Cash and Cash Equivalents	\$ 11,623,672	\$ 5,685,341	\$ 2,521,343	\$ 19,830,356
Cash and Investments Held with Trustee	0	0	1,725,217	1,725,217
Receivables:				
Accounts	299,653	0	490	300,143
Interfund	629,731	0	0	629,731
Intergovernmental	222,745	0	1,064,591	1,287,336
Property Taxes	60,016,943	0	1,787,064	61,804,007
<i>Total Assets</i>	<u>\$ 72,792,744</u>	<u>\$ 5,685,341</u>	<u>\$ 7,098,705</u>	<u>\$ 85,576,790</u>
<b>Liabilities and Fund Balances</b>				
<b>Liabilities</b>				
Accounts Payable	\$ 518,766	\$ 4,545	\$ 214,771	\$ 738,082
Accrued Wages and Benefits	6,699,749	0	465,579	7,165,328
Contracts Payable	970,750	580,452	0	1,551,202
Intergovernmental Payable	2,493,301	0	164,293	2,657,594
Retainage Payable	124,613	307,550	0	432,163
Interfund Payable	0	0	629,731	629,731
Deferred Revenue	56,151,384	0	2,217,816	58,369,200
<i>Total Liabilities</i>	<u>66,958,563</u>	<u>892,547</u>	<u>3,692,190</u>	<u>71,543,300</u>
<b>Fund Balances</b>				
Nonspendable	477	0	0	477
Restricted	0	4,792,794	3,704,545	8,497,339
Committed	1,698,610	0	0	1,698,610
Assigned	3,724,176	0	0	3,724,176
Unassigned	410,918	0	(298,030)	112,888
<i>Total Fund Balances</i>	<u>5,834,181</u>	<u>4,792,794</u>	<u>3,406,515</u>	<u>14,033,490</u>
<i>Total Liabilities and Fund Balances</i>	<u>\$ 72,792,744</u>	<u>\$ 5,685,341</u>	<u>\$ 7,098,705</u>	<u>\$ 85,576,790</u>

See accompanying notes to the basic financial statements.

**Willoughby-Eastlake City School District**  
**Lake County, Ohio**  
*Reconciliation of Total Governmental Fund Balances to*  
*Net Position of Governmental Activities*  
*June 30, 2013*

<b>Total Governmental Fund Balances</b>		\$ 14,033,490
 <i>Amounts reported for governmental activities in the statement of net position are different because:</i>		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.		29,562,726
Other long-term assets are not available to pay for current-period expenditures and therefore are deferred in the funds.		
Property Taxes	\$ 2,851,624	
Charges for Services	302,649	
Intergovernmental	554,569	
Total		3,708,842
An internal service fund is used by management to charge the costs of insurance to individual funds. The assets and liabilities of the internal service fund are included in governmental activities in the statement of net position.		2,205,071
In the statement of activities, bond issuance costs are amortized over the term of the bonds, whereas in governmental funds a bond issuance expenditure is reported when bonds are issued.		678,427
In the statement of activities, interest is accrued on outstanding bonds, whereas in the governmental funds, an interest expenditure is not reported.		(443,641)
Long-term liabilities, including bonds payable, are not due and payable in the current period and therefore are not reported in the funds.		
General Obligation Bonds	(8,589,000)	
Tax Anticipation Notes	(8,625,000)	
Certificates of Participation	(14,105,000)	
Early Retirement Incentive	(3,662,864)	
Healthcare Termination Benefits	(2,115,994)	
Compensated Absences	(8,431,169)	
Total		(45,529,027)
<i>Net Position of Governmental Activities</i>		<b>\$ 4,215,888</b>

See accompanying notes to the basic financial statements.

**Willoughby-Eastlake City School District**  
**Lake County, Ohio**  
*Statement of Revenues, Expenditures and Changes in Fund Balances*  
*Governmental Funds*  
*For the Fiscal Year Ended June 30, 2013*

	General	Building	Other Governmental Funds	Total Governmental Funds
<b>Revenues</b>				
Property and Other Local Taxes	\$ 57,141,171	\$ 0	\$ 1,885,717	\$ 59,026,888
Intergovernmental	23,863,296	0	6,902,742	30,766,038
Investment Income	11,458	18,852	384	30,694
Tuition and Fees	1,045,894	0	471,082	1,516,976
Extracurricular Activities	114,976	0	413,047	528,023
Rentals	316,643	0	0	316,643
Charges for Services	936,480	0	980,712	1,917,192
Contributions and Donations	74,653	0	61,697	136,350
Miscellaneous	711,601	0	28,533	740,134
<i>Total Revenues</i>	<u>84,216,172</u>	<u>18,852</u>	<u>10,743,914</u>	<u>94,978,938</u>
<b>Expenditures</b>				
Current:				
Instruction:				
Regular	47,661,059	0	159,512	47,820,571
Special	2,691,592	0	1,505,352	4,196,944
Vocational	108,100	0	32,723	140,823
Adult/Continuing	80	0	529,033	529,113
Student Intervention Services	6,298	0	0	6,298
Other	378,143	0	10,282	388,425
Support Services:				
Pupils	5,779,768	0	685,541	6,465,309
Instructional Staff	2,635,920	0	821,928	3,457,848
Board of Education	198,363	0	0	198,363
Administration	7,446,787	0	55,231	7,502,018
Fiscal	1,729,295	0	21,584	1,750,879
Business	409,557	189,392	35,037	633,986
Operation and Maintenance of Plant	5,431,049	6,027,911	902,251	12,361,211
Pupil Transportation	7,705,848	0	140,796	7,846,644
Central	2,586,366	0	19,393	2,605,759
Extracurricular Activities	1,334,434	0	645,344	1,979,778
Operation of Non-Instructional Services:				
Food Service Operations	30,190	0	2,060,336	2,090,526
Community Services	441,098	0	716,061	1,157,159
Capital Outlay	1,584,372	9,852,747	0	11,437,119
Debt Service:				
Interest and Fiscal Charges	0	0	1,389,663	1,389,663
<i>Total Expenditures</i>	<u>88,158,319</u>	<u>16,070,050</u>	<u>9,730,067</u>	<u>113,958,436</u>
<i>Excess of Revenues Over (Under) Expenditures</i>	<u>(3,942,147)</u>	<u>(16,051,198)</u>	<u>1,013,847</u>	<u>(18,979,498)</u>
<b>Other Financing Sources (Uses)</b>				
Transfers In	4,057,079	0	1,977,109	6,034,188
Transfers Out	(68,377)	0	(1,911,507)	(1,979,884)
<i>Total Other Financing Sources (Uses)</i>	<u>3,988,702</u>	<u>0</u>	<u>65,602</u>	<u>4,054,304</u>
<i>Net Change in Fund Balance</i>	46,555	(16,051,198)	1,079,449	(14,925,194)
<i>Fund Balances Beginning of Year</i>	<u>5,787,626</u>	<u>20,843,992</u>	<u>2,327,066</u>	<u>28,958,684</u>
<i>Fund Balances End of Year</i>	<u>\$ 5,834,181</u>	<u>\$ 4,792,794</u>	<u>\$ 3,406,515</u>	<u>\$ 14,033,490</u>

See accompanying notes to the basic financial statements.

**Willoughby-Eastlake City School District**  
**Lake County, Ohio**

*Reconciliation of the Statement of Revenues, Expenditures and Changes  
in Fund Balances of Governmental Funds to the Statement of Activities  
For the Fiscal Year Ended June 30, 2013*

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**Net Change in Fund Balances - Total Governmental Funds** \$ (14,925,194)

*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 outlay exceeded depreciation in the current period.

Capital Asset Additions	\$ 10,278,312	
Current Year Depreciation	(952,849)	9,325,463

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

Property Taxes	(723,683)	
Charges for Services	(76,346)	
Intergovernmental	(228,754)	(1,028,783)

In the statement of activities, interest is accrued on outstanding bonds and bond issuance costs are amortized over the term of the bonds, whereas in governmental funds, an interest expenditure is reported when bonds are issued.

Accrued Interest Payable	(17,548)	
Amortization of Issuance Costs	(23,394)	(40,942)

The internal service fund used by management to charge the costs of insurance to individual funds is not reported in the district-wide statement of activities. Governmental expenditures and related internal service fund revenues are eliminated. The net revenue (expense) of the internal service fund is allocated among the governmental activities.

497,016

Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.

Compensated Absences	507,228	
Healthcare Termination Benefits	(305)	
Early Retirement Incentive	484,959	991,882

*Change in Net Position of Governmental Activities* \$ (5,180,558)

See accompanying notes to the basic financial statements.



**Willoughby-Eastlake City School District**  
**Lake County, Ohio**  
*Statement of Revenues, Expenditures, and Changes in Fund Balance -*  
*Budget (Non-GAAP Basis) and Actual*  
*General Fund*  
*For the Fiscal Year Ended June 30, 2013*

	Budgeted Amounts			Variance with Final Budget Over (Under)
	Original	Final	Actual	
<b>Revenues</b>				
Property and Other Local Taxes	\$ 55,782,362	\$ 57,250,440	\$ 57,922,487	\$ 672,047
Intergovernmental	21,768,204	22,285,124	23,863,296	1,578,172
Investment Income	10,963	11,223	12,018	795
Tuition and Fees	540,219	553,048	592,213	39,165
Rentals	288,843	295,702	316,643	20,941
Charges for Services	563,899	577,290	618,172	40,882
Contributions and Donations	0	0	1,200	1,200
Miscellaneous	399,162	408,641	445,066	36,425
<i>Total Revenues</i>	<u>79,353,652</u>	<u>81,381,468</u>	<u>83,771,095</u>	<u>2,389,627</u>
<b>Expenditures</b>				
Current:				
Instruction:				
Regular	43,786,726	47,805,176	46,280,218	1,524,958
Special	4,098,857	4,475,886	4,332,272	143,614
Vocational	147,087	160,617	155,463	5,154
Adult/Continuing	76	83	80	3
Student Intervention Services	5,101	5,571	5,392	179
Other	454,068	495,835	479,926	15,909
Support Services:				
Pupils	5,735,830	6,263,434	6,062,464	200,970
Instructional Staff	3,034,910	3,314,073	3,207,737	106,336
Board of Education	194,755	212,670	205,846	6,824
Administration	6,538,926	7,140,402	6,911,294	229,108
Fiscal	1,688,899	1,844,251	1,785,076	59,175
Business	140,689	153,630	148,701	4,929
Operation and Maintenance of Plant	6,001,001	6,552,997	6,342,736	210,261
Pupil Transportation	7,782,571	8,498,443	8,225,760	272,683
Central	2,786,090	3,042,365	2,944,747	97,618
Extracurricular Activities	1,354,356	1,478,935	1,431,482	47,453
Operation of Non-Instructional Services:				
Community Services	165,786	181,036	175,227	5,809
Capital Outlay	462,662	505,220	489,009	16,211
<i>Total Expenditures</i>	<u>84,378,390</u>	<u>92,130,624</u>	<u>89,183,430</u>	<u>2,947,194</u>
<i>Excess of Revenues Over (Under) Expenditures</i>	<u>(5,024,738)</u>	<u>(10,749,156)</u>	<u>(5,412,335)</u>	<u>5,336,821</u>
<b>Other Financing Sources (Uses)</b>				
Refund of Prior Year Expenditures	50,223	45,726	50,223	4,497
Refund of Prior Year Receipts	0	(100)	(55)	45
Other Financing Uses	(400,000)	(77,900)	0	77,900
Advances In	1,486,000	2,985,100	2,493,500	(491,600)
Transfers In	485,963	816,706	263,839	(552,867)
Advances Out	(507,193)	0	(4,115,100)	(4,115,100)
Transfers Out	(692,806)	(2,256,600)	(2,344,292)	(87,692)
<i>Total Other Financing Sources (Uses)</i>	<u>422,187</u>	<u>1,512,932</u>	<u>(3,651,885)</u>	<u>(5,164,817)</u>
<i>Net Change in Fund Balance</i>	(4,602,551)	(9,236,224)	(9,064,220)	172,004
<i>Fund Balance Beginning of Year</i>	9,992,868	9,992,868	9,992,868	0
Prior Year Encumbrances Appropriated	1,639,993	1,639,993	1,639,993	0
<i>Fund Balance End of Year</i>	<u>\$ 7,030,310</u>	<u>\$ 2,396,637</u>	<u>\$ 2,568,641</u>	<u>\$ 172,004</u>

See accompanying notes to the basic financial statements.

**Willoughby-Eastlake City School District**  
**Lake County, Ohio**  
*Statement of Fund Net Position*  
*Proprietary Fund*  
*June 30, 2013*

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	<u>Governmental Activities - Internal Service Fund</u>
<b>Assets</b>	
<i>Current Assets</i>	
Equity in Pooled Cash and Cash Equivalents	\$ 2,703,976
Accounts Receivable	<u>941</u>
<i>Total Current Assets</i>	<u>2,704,917</u>
<b>Liabilities</b>	
<i>Current Liabilities</i>	
Claims Payable	<u>499,846</u>
<b>Net Position</b>	
Unrestricted	<u>\$ 2,205,071</u>

See accompanying notes to the basic financial statements.

**Willoughby-Eastlake City School District**  
**Lake County, Ohio**  
*Statement of Revenues, Expenses, and Changes in Fund Net Position*  
*Proprietary Fund*  
*For the Fiscal Year Ended June 30, 2013*

	<u>Governmental Activities - Internal Service Fund</u>
<b>Operating Revenue</b>	
Charges for Services	<u>\$ 11,967,770</u>
<b>Operating Expenses</b>	
Fringe Benefits	84,760
Purchased Services	592,988
Claims	<u>6,738,702</u>
<i>Total Operating Expenses</i>	<u>7,416,450</u>
<i>Income (Loss) Before Transfers</i>	4,551,320
Transfers Out	<u>(4,054,304)</u>
<i>Change in Net Position</i>	497,016
<i>Net Position Beginning of Year</i>	<u>1,708,055</u>
<i>Net Position End of Year</i>	<u><u>\$ 2,205,071</u></u>

See accompanying notes to the basic financial statements.

**Willoughby-Eastlake City School District**  
**Lake County, Ohio**  
*Statement of Cash Flows*  
*Proprietary Fund*  
For the Fiscal Year Ended June 30, 2013

	Governmental Activities - Internal Service Fund
<b>Cash Flows From Operating Activities</b>	
Cash Received from Customers	\$ 11,966,829
Cash Paid for Goods and Services	(594,744)
Cash Paid for Employee Benefits	(84,760)
Cash Paid for Claims	(6,705,936)
	<u>4,581,389</u>
<i>Net Cash Provided by Operating Activities</i>	
<b>Cash Flows From Non-Capital Financing Activities</b>	
Transfers to Other Funds	(4,054,304)
	<u>527,085</u>
<i>Net Increase in Cash and Cash Equivalents</i>	
<i>Cash and Cash Equivalents Beginning of Year</i>	2,176,891
	<u>\$ 2,703,976</u>
<b>Reconciliation of Operating Income to Net Cash Provided by Operating Activities</b>	
Operating Income	\$ 4,551,320
Adjustments:	
(Increase) Decrease Assets:	
Accounts Receivable	(941)
Increase (Decrease) in Liabilities:	
Accounts Payable	(1,756)
Claims Payable	32,766
	<u>30,069</u>
<i>Total Adjustments</i>	<u>30,069</u>
<i>Net Cash Provided by Operating Activities</i>	<u>\$ 4,581,389</u>

See accompanying notes to the basic financial statements.

**Willoughby-Eastlake City School District**  
**Lake County, Ohio**  
*Statement of Fiduciary Net Position*  
*Fiduciary Funds*  
*June 30, 2013*

	Private Purpose Trust	Agency
<b>Assets</b>		
Equity in Pooled Cash and Cash Equivalents	\$ 148,221	\$ 174,764
<b>Liabilities</b>		
Accounts Payable	0	\$ 8,144
Due to Students	0	166,620
<i>Total Liabilities</i>	0	\$ 174,764
<b>Net Position</b>		
Held in Trust for Scholarships	\$ 148,221	

See accompanying notes to the basic financial statements.

**Willoughby-Eastlake City School District**  
**Lake County, Ohio**  
*Statement of Changes in Fiduciary Net Position*  
*Private Purpose Trust Fund*  
*For the Fiscal Year Ended June 30, 2013*

	Private Purpose Trust
<b>Additions</b>	
Gifts and Contributions	\$ 2,000
Investment Earnings	74
	2,074
<i>Total Additions</i>	<i>2,074</i>
<b>Deductions</b>	
Payments in Accordance with Trust Agreements	2,651
	(577)
<i>Change in Net Position</i>	<i>(577)</i>
<i>Net Position Beginning of Year</i>	<i>148,798</i>
<i>Net Position End of Year</i>	<i>\$ 148,221</i>

See accompanying notes to the basic financial statements.

**Willoughby-Eastlake City School District**  
**Lake County, Ohio**  
*Notes to the Basic Financial Statements*  
*For the Fiscal Year Ended June 30, 2013*

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**Note 1 - Description of the School District and Reporting Entity**

Willoughby-Eastlake City School District (the "School District") is a body politic and corporate established for the purpose of exercising the rights and privileges conveyed to it by the constitution and laws of the State of Ohio.

The School District operates under a locally elected five-member board and provides educational services as mandated by State and federal agencies. The Board controls the School District's 13 instructional facilities, staffed by 384 classified personnel, 527 certified full-time teaching personnel and 22 administrative employees to provide services to students and other community members.

The School District is located in Lake County, Ohio and includes the cities of Willoughby, Eastlake, Willoughby Hills and Willowick and the villages of Lakeline, Timberlake, and Waite Hill.

***Reporting Entity***

A reporting entity is comprised of the primary government, component units and other organizations that are included to ensure that the financial statements are not misleading. The primary government of the School District consists of all funds, departments, boards and agencies that are not legally separate from the School District. For Willoughby-Eastlake City School District, this includes general operations, food service and student related activities of the School District.

*Non-Public Schools* – Within the School District boundaries, there are various non-public schools. Current State legislation provides funding to these parochial schools. These monies are received and disbursed by the School District on behalf of the parochial school by the Treasurer of the School District, as directed by the parochial school. These transactions are reported as a governmental activity on the financial statements of the School District.

Component units are legally separate organizations for which the School District is financially accountable. The School District is financially accountable for an organization if the School District appoints a voting majority of the organization's governing board and (1) the School District is able to significantly influence the programs or services performed or provided by the organization; or (2) the School District is legally entitled to or can otherwise access the organization's resources; (3) the School District is legally obligated or has otherwise assumed the responsibility to finance deficits of, or provide financial support to, the organization; or (4) the School District is obligated for the debt of the organization. Component units may also include organizations that are fiscally dependent on the School District in that the School District approves the budget, the issuance of debt, or the levying of taxes. The School District does not have any component units.

The School District participates in two jointly governed organizations and a related organization. These organizations are the Tri-Rivers Educational Computer Association (TRECA), the Ohio Schools Council and the Willoughby-Eastlake Public Library. These organizations are discussed in Notes 16 and 17 to the basic financial statements.

**Willoughby-Eastlake City School District**  
**Lake County, Ohio**  
*Notes to the Basic Financial Statements*  
*For the Fiscal Year Ended June 30, 2013*

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**Note 2 - Summary of Significant Accounting Policies**

The basic financial statements of the School District have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting entity for establishing governmental accounting and financial reporting principles. The School District's significant accounting policies are described below.

**A. Basis of Presentation**

The School District's basic financial statements consist of government-wide statements, including a statement of net position 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 position and the statement of activities display information about the School District as a whole. These statements include the financial activities of the primary government, except for fiduciary funds. The activity of the internal service fund is also eliminated to avoid "doubling up" revenues and expenses.

The statement of net position presents the financial condition of the governmental activities of the School District at fiscal year-end. The statement of activities presents a comparison between direct expenses and program revenues for each program or function of the School District'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, grants and contributions that are restricted to meeting the operational or capital requirements of a particular program, and interest earned on grants that is required to be used to support a particular program. Revenues which are not classified as program revenues are presented as general revenues of the School District with certain limitations. The comparison of direct expenses with program revenues identifies the extent to which each business segment or governmental function is self-financing or draws from the general revenues of the School District.

**Fund Financial Statements** During the year, the School District segregates transactions related to certain School District 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 School District at this more detailed level. The focus of governmental fund financial statements is on major funds. Each major fund is presented in a separate column. Nonmajor funds are aggregated and presented in a single column. The internal service fund is presented in a single column on the face of the proprietary fund statements. Fiduciary funds are reported by type.

**B. Fund Accounting**

The School District uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self balancing set of accounts. There are three categories of funds: governmental, proprietary, and fiduciary.



**Willoughby-Eastlake City School District**

**Lake County, Ohio**

*Notes to the Basic Financial Statements*

*For the Fiscal Year Ended June 30, 2013*

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**Governmental Funds** Governmental funds are those through which most governmental functions typically are financed. Governmental fund reporting focuses 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 School District's major governmental funds:

**General Fund** The general fund is the operating fund of the School District and is used to account for all financial resources except those required to be accounted for in another fund. The general fund balance is available for any purpose provided it is expended or transferred according to the general laws of Ohio.

**Building Fund** The building fund is used to account for the receipts and expenditures related to the construction and renovations of facilities of the School District being financed through debt proceeds.

The other governmental funds of the School District account for grants and other resources to which the School District is bound to observe constraints imposed upon the use of the resources.

**Proprietary Funds** Proprietary funds focus on the determination of operating income, changes in net position, financial position and cash flows and are classified as either enterprise or internal service. The School District's only proprietary fund is an internal service fund.

**Internal Service Fund** The internal service fund accounts for the financing of services provided by one department or agency to other departments or agencies of the School District on a cost reimbursement basis. The School District utilizes an internal service fund to account for the operation of the School District's self-insurance program, for employee medical, surgical, prescription drug and dental benefits.

**Fiduciary Funds** Fiduciary fund reporting focuses on net position and changes in net position. 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 School District under a trust agreement for individuals, private organizations, or other governments and are therefore not available to support the School District's own programs. The School District's only trust fund is a private purpose trust fund, which accounts for several scholarship programs for students. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. The School District's agency funds account for student activities and high school reunions.

**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 School District are included on the Statement of Net Position. The Statement of Activities presents increases (i.e., revenues) and decreases (i.e., expenditures) in total net position.

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***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. Like the government-wide statements, the internal service fund is accounted for on a flow of economic resources measurement focus. All assets and all liabilities associated with the operation of the fund are included on the Statement of Fund Net Position. The Statement of Revenues, Expenses, and Changes in Fund Net Position presents increases (i.e., revenues) and decreases (i.e., expenses) in net total assets. The Statement of Cash Flows provides information about how the School District finances and meets the cash flow needs of its internal service fund activity.

The private purpose trust fund is reported using the economic resources measurement focus. Agency funds do not report a measurement focus as they do not report operations.

***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 and the statements for the proprietary and fiduciary funds are prepared using the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting. Differences in the accrual and the modified accrual basis 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. Available means that the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For the School District, available means expected to be received within sixty days of the fiscal year-end.

Nonexchange transactions, in which the School District receives value without directly giving equal value in return, include property taxes, grants, entitlements, and donations. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied (See Note 6). 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 School District must provide local resources to be used for a specified purpose, and expenditure requirements, in which the resources are provided to the School District on a reimbursement basis. On a modified accrual basis, revenue from nonexchange 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, interest, tuition, grants, student fees, and rentals.

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

Property taxes for which there is an enforceable legal claim as of June 30, 2013, but which were levied to finance fiscal year 2014 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 also been reported as deferred revenue.

***Expenses/Expenditures*** 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 in the operating statement as an expense with a like amount reported as intergovernmental revenue. Unused donated commodities are reported as deferred revenue.

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 cost, such as depreciation and amortization, are not recognized in governmental funds.

***E. Budgetary Process***

All funds, other than agency funds, are legally required to be budgeted and appropriated. The major documents prepared are the tax budget, the appropriation resolution and the certificate of estimated resources, which are prepared on the budgetary basis of accounting. The tax budget demonstrates a need for existing or increased tax rates. The certificate of estimated resources establishes a limit on the amounts that the Board of Education may appropriate. The appropriation resolution is the Board's authorization to spend resources and sets annual limits on expenditures plus encumbrances at a level of control selected by the Board. The legal level of control has been established by the Board of Education at the fund level for all funds. The Treasurer has been given the authority to allocate appropriations to the function and object levels within each fund. Budgetary statements are presented beyond the legal level of control for information purposes only.

The certificate of estimated resources may be amended during the year if projected increases or decreases in revenue are identified by the School District Treasurer. The amounts reported as the original budgeted amounts in the budgetary statements reflect the amounts in the certificate when the original appropriations were adopted. The amounts reported as the final budgeted amounts in the budgetary statements reflect the amounts in the final amended certificate that was in effect at the time the final appropriations were passed by the Board of Education.

The appropriation resolution is subject to amendment by the Board throughout the year with the restriction that appropriations may not exceed estimated revenues by fund. The amounts reported as the original budgeted amounts reflect the first appropriation for that fund that covered the entire fiscal year, including amounts automatically carried over from prior years. The amounts reported as the final budgeted amounts represent the final appropriation amounts passed by the Board during the fiscal year.

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***F. Cash and Investments***

To improve cash management, all cash received by the School District is pooled. Monies for all funds, including proprietary funds, are maintained in this pool. Individual fund integrity is maintained through School District records. Interest in the pool is presented as “equity in pooled cash and cash equivalents.”

During fiscal year 2013, investments were limited to STAROhio.

STAROhio is an investment pool managed by the State Treasurer’s Office which allows governments within the State to pool their funds for investment purposes. STAROhio 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 STAROhio are valued at STAROhio’s share price which is the price the investment could be sold for on June 30, 2013.

Except for nonparticipating investment contracts, investments are reported at fair value which is based on quoted market prices. Nonparticipating investment contracts such as nonnegotiable certificates of deposit and repurchase agreements are reported at cost.

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 2013 amounted to \$11,458, which includes \$7,065 assigned from other School District funds.

Investments of the cash management pool and investments with an original maturity of three months or less at the time they are purchased by the School District are presented on the financial statements as “equity in pooled cash and cash equivalents.” Investments with an original maturity of more than three months that are not made from the pool are reported as “investments.”

***G. Deferred Charges***

On the governmental fund statements, bond issuance costs are recorded as expenditures when incurred. Bond issuance costs are reported as deferred and amortized over the term of the bonds using the straight-line method on the government-wide statements since the results are not significantly different from the effective interest method.

***H. Capital Assets***

The School District’s only capital assets are general capital assets.

Capital assets are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the fiscal year. The School District was able to estimate the historical cost for the initial reporting of assets by back trending (i.e., estimating the current replacement cost of the asset to be capitalized and using appropriate price-level index to deflate the cost to acquisition year or estimated acquisition year). Donated capital assets are recorded at their fair market values as of the date received. The School District maintains a capitalization threshold of \$5,000. The School District 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 the asset’s life are not.

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All reported capital assets except land and construction in progress are depreciated. Improvements are depreciated over the remaining useful lives of the related capital assets. Depreciation is computed using the straight-line method over the following useful lives:

Description	Estimated Lives
Buildings and Improvements	20-99 Years
Furniture and Equipment	10-15 years
Vehicles	15 Years

***I. 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 activities column of the statement of net position.

***J. 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 School District will compensate the employees for the benefits through paid time off or some other means. The School District 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 termination method. An accrual for earned sick leave is made to the extent that it is probable that benefits will result in termination payments. The liability is an estimate based on the School District’s past experience of making termination payments.

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

On the governmental fund statements, compensated absences are recognized as a liability and expenditure to the extent payments come due each period upon the occurrence of employee resignations and retirements. These amounts are recorded in the account “matured compensated absences payable” in the funds from which the employee will be paid.

***K. 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 and compensated absences 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 fiscal year. Bonds are recognized as a liability on the fund financial statements when due.

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***L. Net Position***

Net position represents the difference between assets and liabilities. Net investment in capital assets 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 position is reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the School District or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. At June 30, 2013, none of the School District's net position was restricted by enabling legislation. Net position restricted for other purposes include instructional activities and grants.

The School District applies restricted resources first when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

***M. Fund Balance***

In accordance with Governmental Accounting Standards Board Statement No. 54, "*Fund Balance Reporting and Governmental Fund Type Definitions*," the School District classifies its fund balance based on the purpose for which the resources were received and the level of constraint placed on the resources. The classifications are as follows:

*Nonspendable* – The nonspendable fund balance category includes amounts that cannot be spent because they are not in spendable form, or legally or contractually required to be maintained intact. The "not in spendable form" criterion includes items that are not expected to be converted to cash. It also includes the long-term amount of loans receivable, as well as property acquired for resale, unless the use of the proceeds from the collection of those receivables or from the sale of those properties is restricted, committed or assigned.

*Restricted* – Fund balance is reported as restricted when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors or laws or regulations of other governments or is imposed by law through constitutional provisions.

*Committed* – The committed fund balance classification includes amounts that can be used only for the specific purposes imposed by a formal action (resolution) of the School District Board of Education. Those committed amounts cannot be used for any other purpose unless the School District Board of Education removes or changes the specified use by taking the same type of action (resolution) it employed to previously commit those amounts. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

*Assigned* – Amounts in the assigned fund balance classification are intended to be used by the School District for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed. In the general fund, assigned amounts represent intended uses established by policies of the School District Board of Education. The Board of Education has by resolution authorized the Treasurer to assign fund balance. The Board of Education may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's appropriated budget.

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*Unassigned* – Unassigned fund balance is the residual classification for the general fund and includes all spendable amounts not contained in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed or assigned.

The School District applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

***N. Operating Revenues and Expenses***

Operating revenues are those revenues that are generated directly from the primary activity of the proprietary fund. For the School District, these revenues are self-insurance programs. Operating expenses are necessary costs incurred to provide the goods or services that are the primary activity of the fund. All revenues and expenses not meeting these definitions are reported as non-operating.

***O. Interfund Activity***

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. 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 Board of Education and that are either unusual in nature or infrequent in occurrence. Neither type of transaction occurred during fiscal year 2013.

***Q. 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 in the financial statements and accompanying notes. Actual results may differ from those estimates.

***R. Implementation of New Accounting Policies***

For the fiscal year ended June 30, 2013, the School District has implemented Governmental Accounting Standard Board (GASB) Statement No. 60, “*Accounting and Financial Reporting for Service Concession Arrangements*,” GASB Statement No. 61, “*The Financial Reporting Entity: Omnibus an amendment of GASB Statements No. 14 and No. 34*,” GASB Statement No. 62, “*Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*,” and GASB Statement No. 63, “*Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*.”

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GASB Statement No. 60 improves financial reporting by addressing issues related to service concession arrangements (SCAs), which are a type of public-private or public-public partnership. The implementation of GASB Statement No. 60 did not have an effect on the financial statements of the School District.

GASB Statement No. 61 improves guidance for including, presenting and disclosing information about component units and equity interest transactions of a financial reporting entity. The implementation of GASB Statement No. 61 did not have an effect on the financial statements of the School District.

GASB Statement No. 62 incorporated into the GASB's authoritative literature certain accounting and financial reporting guidance that is included in the following pronouncements issued on or before November 30, 1989, which does not conflict with or contradict GASB pronouncements. The implementation of GASB Statement No. 62 did not have an effect on the financial statements of the School District.

GASB Statement No. 63 provides financial reporting guidance for deferred outflows of resources and deferred inflows of resources. It also amends the net asset reporting requirements in GASB Statement No. 34 by incorporating deferred outflows and inflows into the definitions and renaming the residual measure as net position, rather than net assets.

**Note 3 – Fund Deficits**

The following funds had a deficit fund balance as of June 30, 2013:

<b>Other Governmental Funds:</b>	
Permanent Improvement	\$ 242,743
Preschool at Risk	1,140
Title I Disadvantaged Children	2,990
Title VI-B	47,353
Improving Teacher Quality	3,121
Title III	300
Preschool Grant	383

The deficit balances resulted from adjustments for accrued liabilities. The general fund is liable for any deficits in these funds and will provide transfers when cash is required, not when accruals occur.

**Note 4 - Budgetary Basis of Accounting**

While the School District is reporting financial position, results of operations, and changes in fund balance 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 is presented on the budgetary basis for the general fund. The major differences between the budget basis and GAAP basis are:

1. Revenues are recorded when received in cash (budget) as opposed to when susceptible to accrual (GAAP).



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2. Expenditures/expenses are recorded when paid in cash (budget) as opposed to when the liability is incurred (GAAP).
3. Encumbrances are treated as expenditures (budget) rather than as a reservation of fund balance (GAAP).
4. Some funds are included in the general fund (GAAP), but have separate legally adopted budgets.

The following table summarizes the adjustments necessary to reconcile the GAAP basis statement to the budgetary basis statement on a fund type basis for the general fund:

**Net Change in Fund Balance**

	<u>General **</u>
GAAP Basis	\$ 46,555
Net Adjustment for Revenue Accruals	460,388
Net Adjustment for Expenditure Accruals	(6,058,555)
Adjustment for Encumbrances	(2,441,950)
Funds Budgeted Elsewhere **	<u>(1,070,658)</u>
 Budget Basis	 <u>\$ (9,064,220)</u>

\*\*As part of Governmental Accounting Standards Board Statement No. 54, "*Fund Balance Reporting and Governmental Fund Type Definitions*," certain funds that are legally budgeted in separate special revenue funds are considered part of the general fund on a GAAP basis. This includes special trust, uniform school supplies, special services, community education, rotary services, public school support, latchkey and termination benefits.

**Note 5 - Deposits and Investments**

State statute classifies monies held by the School District into three categories.

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

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

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

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

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

Investments in stripped principal or interest obligations, reverse repurchase agreements and derivatives are prohibited. The issuance of taxable notes for the purpose of arbitrage, the use of leverage and short selling are also prohibited. An investment must mature within five years from the date of purchase unless matched to a specific obligation or debt of the School District, and must be purchased with the expectation that it will be held to maturity.

Investments may only be made through specified dealers and institutions. Payment for investments may be made only upon delivery of the securities representing the investments to the Treasurer or qualified trustee or, if the securities are not represented by a certificate, upon receipt of confirmation of transfer from the custodian.

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According to State law, public depositories must give security for all public funds on deposit. These institutions may either specifically collateralize individual accounts in lieu of amounts insured by FDIC, or may pledge a pool of government securities valued at least 105 percent of the total value of uninsured public monies on deposit at the institution. Repurchase agreements must be secured by the specific government securities upon which the repurchase agreements are based. These securities must be obligations of or guaranteed by the United States and mature or be redeemable within 5 years of the date of the related repurchase agreement. State law does not require security for public deposits and investments to be maintained in the School District's name. During 2013, the School District and public depositories complied with the provisions of these statutes.

***Deposits with Financial Institutions***

Custodial credit risk is the risk that, in the event of a bank failure, the School District will not be able to recover deposits or collateral securities that are in possession of an outside party. The School District 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 School District 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 one hundred five percent of the deposits being secured.

At fiscal year-end, the carrying amount of the School District's deposits was \$21,152,529, which includes \$3,875 of cash on hand. Based on the criteria described in GASB Statement No. 40, "*Deposits and Investment Risk Disclosures*," as of June 30, 2013, \$23,715,282 of the School District's bank balance of \$24,215,282 was uninsured and uncollateralized, while \$500,000 was covered by FDIC. Although the securities were held by the pledging institution's trust department and all statutory requirements for the deposit of money had been followed, noncompliance with Federal requirements could potentially subject the School District to a successful claim by the FDIC.

***Funds Held by Trustee***

Huntington National Bank acts as a trustee for the School District. Huntington National Bank held on account as of June 30, 2013, \$1,725,217. This money is held in trustee accounts in a sinking fund for the repayment of bonds on March 1, 2021. Collateral is held on direct deposit with the Federal Reserve.

***Investments***

As of June 30, 2013, the School District had the following investment:

<u>Investment Type</u>	<u>Fair Value</u>	<u>Investment Maturity 3 Months or Less</u>	<u>Percentage of Total</u>
STAROhio	\$ 1,704,788	\$ 1,704,788	100%

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**Interest Rate Risk.** As a means of limiting its exposure to fair value losses arising from rising interest rates and according to state law, the School District's investment policy requires that operating funds be invested primarily in short-term investments maturing within one year from the date of purchase and that the School District's investment portfolio be structured so that the securities mature to meet cash requirements for ongoing operations and/or long-term debt payments. The stated intent of the policy is to avoid the need to sell securities prior to maturity.

STAROhio is an investment pool operated by the Ohio State Treasurer. It is unclassified since it is not evidenced by securities that exist in physical or book entry form. Ohio law requires STAROhio maintain the highest rating provided by at least one nationally recognized standard rating service. The weighted average of maturity of the portfolio held by STAROhio as of June 30, 2013, is 58 days.

**Credit Risk.** STAROhio carries a rating of AAAM by Standard and Poor's. The School District has no investment policy that specifically addresses credit risk.

**Custodial Credit Risk** For an investment, custodial credit risk is the risk that, in the event of failure of the counterparty, the School 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 School District has no investment policy dealing with investment custodial risk beyond the requirement in the State statute that prohibits payment for the investments prior to the delivery of the securities representing such investments to the treasurer or qualified trustee.

**Concentration of Credit Risk.** The School District places no limit on the amount that may be invested in any one issuer. The table on the previous page includes the percentage to total of each investment type held by the School District at June 30, 2013.

**Note 6 - Property Taxes**

Property taxes are levied and assessed on a calendar year basis while the School District fiscal year runs from July through June. First half tax collections are received by the School District in the second half of the fiscal year. Second half tax distributions occur in the first half of the following fiscal year.

Property taxes include amounts levied against all real and public utility property located in the School District. Real property tax revenue received in calendar year 2013 represents collections of calendar year 2012 taxes. Real property taxes received in calendar year 2013 were levied after April 1, 2012, on the assessed value listed as of January 1, 2012, the lien date. Assessed values for real property taxes are established by State law at thirty-five percent of appraised market value. Real property taxes are payable annually or semi-annually. 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 property tax revenue received in calendar 2013 represents collections of calendar year 2012 taxes. Public utility real and tangible personal property taxes received in calendar year 2013 became a lien December 31, 2011, were levied after April 1, 2012 and are collected in 2013 with real property taxes. Public utility real property is assessed at thirty-five percent of true value; public utility tangible personal property currently is assessed at varying percentages of true value.

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House Bill No. 66 was signed into law on June 30, 2005. House Bill No. 66 phased out the tax on tangible personal property of general businesses, telephone and telecommunications companies, and railroads. The tax on general business and railroad property was eliminated in calendar year 2009, and the tax on telephone and telecommunications property was eliminated in calendar year 2010. The tax was phased out by reducing the assessment rate on the property each year. The bill replaced the revenue lost by the School District due to the phasing out of the tax. In calendar years 2006-2010, the School District was fully reimbursed for the lost revenue. In calendar years 2011-2017, the reimbursements are being phased out. On June 30, 2011, House Bill No. 153 was signed into law, which further reduced the amounts of these reimbursements.

The School District receives property taxes from Lake County. The County Auditor periodically advances to the School District its portion of the taxes collected. Second-half real property tax payments collected by the County by June 30, 2013, are available to finance fiscal year 2013 operations. The amount available to be advanced can vary based on the date the tax bills are sent.

Accrued property taxes receivable includes real property and public utility property taxes which are measurable as of June 30, 2013, and for which there is an enforceable legal claim. Although total property tax collections for the next fiscal year are measurable, only the delayed personal property tax and the amount of real property taxes available as an advance at June 30 was levied to finance current fiscal year operations and is reported as revenue at fiscal year end. The portion of the receivable not levied to finance current fiscal year operations is offset by a credit to deferred revenue.

The amount available as an advance at June 30, 2013 was \$4,167,718 in the general fund and \$124,307 in the permanent improvement capital projects fund. The amount available as an advance at June 30, 2012, was \$4,949,034 in the general fund and \$170,866 in the permanent improvement capital projects fund.

On an accrual basis, collectible delinquent property taxes have been recorded as a receivable and revenue, while on a modified accrual basis the revenue has been deferred.

The assessed values upon which the fiscal year 2013 taxes were collected are:

	2012 Second- Half Collections		2013 First- Half Collections	
	Amount	Percent	Amount	Percent
Real Estate	\$ 1,661,328,840	95%	\$ 1,468,339,060	95%
Public Utility Personal Property	80,408,540	5%	75,948,540	5%
 Total Assessed Values	 \$ 1,741,737,380	 100%	 \$ 1,544,287,600	 100%
 Tax rate per \$1,000 of assessed valuation	 \$ 53.02		 \$ 60.52	

**Note 7 - Receivables**

Receivables at June 30, 2013, consisted of taxes, accounts (customer services and student fees) interfund and intergovernmental. 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 fiscal year guarantee of Federal funds. All receivables, except property taxes, are expected to be collected within one year. Property taxes, although ultimately collectible, include some portion of delinquencies that will not be collected within one year.

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**Note 8 - Capital Assets**

Capital asset activity for the fiscal year ended June 30, 2013 was as follows:

	Balance 6/30/2012	Additions	Deletions	Balance 6/30/2013
<b>Governmental Activities</b>				
<i>Capital Assets Not Being Depreciated</i>				
Land	\$ 560,374	\$ 0	\$ 0	\$ 560,374
Construction in Progress	1,534,099	9,766,406	(6,409,139)	4,891,366
<i>Total Capital Assets Being Depreciated</i>	2,094,473	9,766,406	(6,409,139)	5,451,740
 <i>Capital Assets Being Depreciated</i>				
Buildings and Improvements	30,680,308	6,867,676	0	37,547,984
Furniture and Equipment	1,909,122	21,765	0	1,930,887
Vehicles	6,104,765	31,604	0	6,136,369
<i>Total Capital Assets Being Depreciated</i>	38,694,195	6,921,045	0	45,615,240
 <i>Less: Accumulated Depreciation</i>				
Buildings and Improvements	(16,204,533)	(509,323)	0	(16,713,856)
Furniture and Equipment	(1,352,405)	(72,351)	0	(1,424,756)
Vehicles	(2,994,467)	(371,175)	0	(3,365,642)
<i>Total Accumulated Depreciation</i>	(20,551,405)	(952,849) *	0	(21,504,254)
<i>Total Capital Assets Being Depreciated, Net</i>	18,142,790	5,968,196	0	24,110,986
<i>Governmental Activities Capital Assets, Net</i>	\$ 20,237,263	\$ 15,734,602	\$ (6,409,139)	\$ 29,562,726

\* Depreciation expense was charged to governmental functions as follows:

Instruction:	
Regular	\$ 309,536
Special	1,036
Adult Continuing	1,848
Support Services:	
Pupils	2,909
Administration	18,342
Fiscal	367
Business	360
Operation and Maintenance of Plant	240,681
Pupil Transportation	343,208
Central	8,768
Operation of Non-Instructional Services:	
Food Service Operations	3,178
Community Services	6,312
Extracurricular Activities	16,304
<i>Total Depreciation Expense</i>	\$ 952,849

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**Note 9 – Interfund Transactions**

***A. Interfund Transfers***

During the fiscal year, the general fund transferred \$68,377 to the athletics fund to provide additional resources for current operations. The athletics fund transferred the residual equity of \$2,775 to the general fund due to the closing of one of the special cost centers within the fund. The permanent improvement fund transferred \$1,908,732 to the debt service fund for the payment of debt. Interfund transfers between governmental funds are eliminated in the statement of activities. The \$4,054,304 transfer from the self-insurance internal service fund to the general fund was made to reduce the cash reserve. The cash reserve was reduced based on the opinion of the School District's actuary.

***B. Interfund Balances***

Interfund balances at June 30, 2013 consist of a \$629,731 payable from the other governmental funds to the general fund. The primary purpose of the interfund balance is to cover costs in the fund where revenues were not received by June 30. This interfund balance will be repaid once the anticipated revenues are received. These advances are expected to be repaid within one year. Interfund loans between governmental activities are eliminated on the statement of net position.

**Note 10 - Risk Management**

***A. Property and Liability***

The School District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees and natural disasters. During fiscal year 2013, the School District was part of a group purchasing consortium of public school districts in Northeast Ohio. The consortium placed coverage through the Ohio Casualty Insurance Company group affinity program. The company carried the property insurance (which includes inland marine, earthquake, and crime), the fleet insurance and covered the boilers and machinery.

The School District contracted with Ohio Casualty for liability coverage with limits of liability of \$1,000,000 per claim and \$2,000,000 aggregate to insure the School District, the board members, all administrators, certified and classified employees and volunteers. Additionally, the School District purchased an umbrella policy for an additional \$9,000,000 coverage.

Settlements have not exceeded coverage in any of the last three fiscal years. There has not been a significant reduction in coverage from the prior year.

***B. Workers' Compensation***

The School District pays a premium to the Ohio Bureau of Workers' Compensation based on a rate per \$100 of payroll. This rate itself based upon average costs for all school districts in Ohio. The School District rates are modified below or average based the actual accident history. The School District participates in the Ohio Bureau of Workers' Compensation's retrospective rating program. The program is a paid loss retro with the School District paying reduced premium and then reimbursing the Ohio Bureau of Workers' Compensation for actual claims costs over a number years. Employer's Risk Solutions Company provides cost control and actuarial service to the School District.

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**C. Employee Medical Benefits**

The School District provides medical, surgical, prescription drug and dental benefits to its employees on a self-insured basis. A third party, Medical Mutual, reviews all claims which are then paid by the School District. A premium is paid by the fund that pays the salary for the employee and is based on historical cost information. The School District maintains stop-loss coverage for its insurance program. Aggregate stop-loss is maintained at \$6,198,371 for the one year period ending October 31, 2013.

The claims liability of \$499,846 reported in the internal service fund at June 30, 2013 is estimated by the third-party administrator and is based on the requirements of Governmental Accounting Standards Board Statement No. 30, which requires that a liability for unpaid claims costs, including estimates of costs relating to incurred but not reported claims, be reported. The estimate was not affected by incremental claim adjustment expenses and does not include other allocated or unallocated claim adjustment expenses.

Changes in the fund’s claims liability amount for the last two fiscal years is listed as follows:

	Balance	Current	Claims	Balance
	<u>Beginning of Year</u>	<u>Year Claims</u>	<u>Payments</u>	<u>End of Year</u>
2012	\$ 959,831	\$ 11,039,498	\$ 11,532,249	\$ 467,080
2013	\$ 467,080	\$ 6,738,702	\$ 6,705,936	\$ 499,846

**Note 11 – Defined Benefit Pension Plans**

**A. School Employees Retirement System**

Plan Description - The School District contributes to the School Employees Retirement System of Ohio (“SERS”), a cost-sharing multiple-employer defined benefit pension plan. SERS provides retirement, disability and survivor benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Authority to establish and amend benefits is provided by state statute per Chapter 3309 of the Ohio Revised Code. SERS issues a publicly available, stand-alone financial report that includes financial statements and required supplementary information. That 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.

Funding Policy - Plan members are required to contribute 10 percent of their annual covered salary and the School District is required to contribute at an actuarially determined rate. The current rate is 14 percent of annual covered payroll. A portion of the School District’s contribution is used to fund pension obligations with the remainder being used to fund health care benefits. For fiscal year 2013, 13.05 percent and .05 percent of annual covered salary was the portion used to fund pension obligations and death benefits, respectively. The contribution requirements of plan members and employers are established and may be amended by the SERS’ Retirement Board up to statutory maximum amount of 10 percent for plan members and 14 percent for employers. Chapter 3309 of the Ohio Revised Code provides statutory authority for member and employer contributions. The School District’s required contributions for pension obligations and death benefits to SERS for the fiscal years ended June 30, 2013, 2012 and 2011 were \$1,474,010 \$1,925,519 and \$1,627,169, respectively; 47 percent has been contributed for fiscal year 2013 and 100 percent for the fiscal years 2012 and 2011.



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***B. State Teachers Retirement System***

Plan Description - The School District participates in the State Teachers Retirement System of Ohio (“STRS Ohio”), a cost-sharing, multiple-employer public employee retirement plan. STRS Ohio provides retirement and disability benefits to members and death and survivor benefits to beneficiaries. STRS Ohio issues a publicly-available, stand-alone financial report that may be obtained by writing to STRS Ohio, 275 East Broad Street, Columbus, Ohio 43215-3371, by calling (888) 227-7877, 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 (DB) Plan, a Defined Contribution (DC) Plan and a Combined Plan. The DB Plan offers an annual retirement allowance based on final average salary times a percentage that varies based on years of service, or an allowance based on a member’s lifetime contributions and earned interest matched by STRS Ohio funds divided by an actuarially determined annuity factor. The DC Plan allows members to place all their member contributions and employer contributions equal to 10.5 percent 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 50 and termination of employment. The member may elect to receive a lifetime monthly annuity or a lump sum withdrawal. 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. The DB portion of the Combined Plan payment is payable to a member on or after age 60; the DC portion of the account may be taken as a lump sum or converted to a lifetime monthly annuity at age 50. Benefits are established by Chapter 3307 of the Ohio Revised Code.

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.

Funding Policy - For fiscal year 2013, plan members were required to contribute 10 percent of their annual covered salaries. The School District was required to contribute 14 percent; 13 percent was the portion used to fund pension obligations. Contribution rates are established by the State Teachers Retirement Board, upon recommendations of its consulting actuary, not to exceed statutory maximum rates of 10 percent for members and 14 percent for employer contributions. Chapter 3307 of the Ohio Revised Code provides statutory authority for member and employer contributions.

The School District’s required contributions for pension obligations to STRS Ohio for the fiscal years ended June 30, 2013, 2012 and 2011 were \$4,930,658, \$5,714,742 and \$5,582,155, respectively; 85 percent has been contributed for fiscal year 2013 and 100 percent for the fiscal years 2012 and 2011. Contributions to the DC and Combined Plans for fiscal year 2013 were \$163,297 made by the School District and \$116,640 made by the plan members.

***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, 2013, certain members of the Board of Education have elected social security. The Board’s liability is 6.2 percent of wages paid.

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**Note 12 - Postemployment Benefits**

***A. School Employees Retirement System***

Plan Description – The School District participates in two cost-sharing, multiple employer defined benefit OPEB plans administered by the School Employees Retirement System for non-certificated retirees and their beneficiaries, a Health Care Plan and a Medicare Part B Plan. The Health Care Plan includes hospitalization and physicians' fees through several types of plans including HMO's, PPO's, Medicare Advantage and traditional indemnity plans. A prescription drug plan 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 Medicare Part B Plan reimburses Medicare Part B premiums paid by eligible retirees and beneficiaries as set forth in Ohio Revised Code Section 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 monthly premium for calendar year 2013 was \$104.90 for most participants, but could be as high as \$335.70 per month depending on their income. SERS' reimbursement to retirees was \$45.50. Benefit provisions and the obligations to contribute are established by the System based on authority granted by State statute. The financial reports of both Plans are included in the SERS Comprehensive Annual Financial Report which is available by contacting SERS at 300 East Broad St., Suite 100, Columbus, Ohio 43215-3746. It is also posted on SERS' website at [www.ohsers.org](http://www.ohsers.org) under Employers/Audit Resources.

Funding Policy - State statute permits SERS to fund the health care benefits through employer contributions. Each year, after the allocation for statutorily required benefits, the Retirement Board allocates the remainder of the employer contribution of 14 percent of covered payroll to the Health Care Fund. The Health Care Fund was established and is administered in accordance with Internal Revenue Code Section 105(e). For 2013, .16 percent of covered payroll was allocated to health care. An additional health care 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 that no employer shall pay a health care surcharge greater than 2.0 percent of that employer's SERS-covered payroll; nor may SERS collect in aggregate more than 1.5 percent of the statewide SERS-covered payroll for the health care surcharge. For fiscal year 2013, the actuarially determined amount was \$20,525.

Active members do not contribute to the postemployment benefit plans. 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. Retirees and their beneficiaries are required to pay a health care premium that varies depending on the plan selected, the number of qualified years of service, Medicare eligibility and retirement status.

The School District's contributions for health care (including surcharge) for the fiscal years ended June 30, 2013, 2012, and 2011 were \$147,753, \$83,389, and \$197,024, respectively; 47 percent has been contributed for fiscal year 2013 and 100 percent for fiscal years 2012 and 2011.

The Retirement Board, acting with advice of the actuary, allocates a portion of the current employer contribution to the Medicare B Fund. For fiscal year 2013, the actuarially required allocation was 0.74 percent of covered payroll. The School District's contributions for Medicare Part B for the fiscal years ended June 30, 2013, 2012, and 2011 were \$83,265, \$113,712, and \$104,712, respectively; 47 percent has been contributed for fiscal year 2013 and 100 percent for fiscal years 2012 and 2011.

**Willoughby-Eastlake City School District**  
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***B. State Teachers Retirement System***

Plan Description - The School District contributes to the cost sharing, multiple-employer defined benefit Health Plan (the "Plan") administered by the State Teachers Retirement System of Ohio (STRS Ohio) for eligible retirees who participated in the defined benefit or combined pension plans offered by STRS Ohio. Benefits include hospitalization, physicians' fees, prescription drugs and reimbursement of monthly Medicare Part B premiums. The Plan is included in the financial report of STRS. Interested parties can view the most recent Comprehensive Annual Financial Report by visiting [www.strsoh.org](http://www.strsoh.org) or by requesting a copy by calling toll-free (888) 227-7877.

Funding Policy - Ohio law authorizes STRS Ohio to offer the Plan and gives the Retirement Board authority over how much, if any, of the health care costs will be absorbed by STRS Ohio. Active employee members do not contribute to the Plan. All benefit recipients pay a monthly premium. Under Ohio law, funding for post-employment health care may be deducted from employer contributions. For 2013, STRS Ohio allocated employer contributions equal to 1 percent of covered payroll to the Health Care Stabilization Fund. The School District's contributions for health care for the fiscal years ended June 30, 2013, 2012, and 2011 were \$379,281, \$439,596, and \$429,397, respectively; 85 percent has been contributed for fiscal year 2013 and 100 percent for fiscal years 2012 and 2011.

**Note 13 - Employee Benefits**

***A. Compensated Absences***

The criteria for determining vacation, personal and sick leave benefits are derived from negotiated agreements and State laws. Classified employees earn 10 to 20 days of vacation per year, depending upon length of service. Accumulated unused vacation time is paid to classified employees upon termination of employment. Teachers do not earn vacation time. Teachers, administrators and classified employees earn sick leave at the rate of one and a quarter days per month. Upon retirement, an employee is paid for 30 percent of accumulated sick days up to a maximum of 260 accumulated sick days.

***B. Early Retirement Incentive and Health Care Termination Benefit Payable***

***Classified Employees***

A retiree receives severance pay at the per diem rate for the actual number of unused sick leave days credited to the employee at the actual time of retirement. The number of unused sick days paid will be thirty percent of a maximum of 260 days plus converted personal days. Payment is made in one lump sum within 60 days of the effective date of retirement. The rate of pay is that of the highest daily rate of the employee's highest year in the preceding ten years. Any employee who is currently eligible for retirement with SERS may receive a retirement incentive bonus if certain qualifications are met. The eligible employee receives \$5,000 if he/she retires in accordance with program guidelines by July 1 of their first year of eligibility. Eligible employees who choose not to retire in their first year of eligibility but retire by July 1 of their second year receive an incentive of \$2,500. An employee who chooses to retire after the second year will not be eligible to receive any retirement bonus. The incentive bonus will be made in two payments beginning January of the next two succeeding years with 60 percent paid on the first payment and 40 percent in the second payment.

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***Certified Employees***

A retiree receives severance pay at the per diem rate for the actual number of unused sick leave days credited to the employee at the actual time of retirement. The number of unused sick days paid will be thirty percent of the maximum of 260 days plus converted personal days. An early retirement incentive of \$40,000 and a health reimbursement account (HRA) of \$30,000 is paid to those teachers who retire in their first year of eligibility for retirement. The incentive bonus is paid in equal installments in the five Januaries following the date of retirement and paid as a reimbursement upon the presentation of receipts for qualifying medical expenses.

***C. Life Insurance***

The School District provides life insurance in the amount of \$50,000 to employees (excluding substitutes) who regularly work a minimum of 20 hours per week. Employees are also given the option to purchase additional term life insurance through a payroll deduction.

**Note 14 - Long-Term Obligations**

Changes in long-term obligations of the School District during fiscal year 2013 were as follows:

	Balance 06/30/2012	Additions	Deductions	Balance 06/30/2013	Amounts Due Within One Year
<b><i>Governmental Activities</i></b>					
QSCB Tax Anticipation Notes	\$ 8,625,000	\$ 0	\$ 0	\$ 8,625,000	\$ 0
QSCB Certificates of Participation	4,320,000	0	0	4,320,000	0
Tax Exempt Certificates of Participation	9,785,000	0	0	9,785,000	0
2012 Limited Tax General Obligation					
Conservation Improvement Bonds	8,589,000	0	0	8,589,000	509,000
Early Retirement Incentive	4,147,823	949,051	(1,434,010)	3,662,864	1,329,911
Healthcare Termination Benefits	2,115,689	330,000	(329,695)	2,115,994	312,383
Compensated Absences	8,938,397	302,429	(809,657)	8,431,169	534,726
<b><i>Total Governmental Activities</i></b>					
<b><i>Long-Term Obligations</i></b>	<b>\$ 46,520,909</b>	<b>\$ 1,581,480</b>	<b>\$ (2,573,362)</b>	<b>\$ 45,529,027</b>	<b>\$ 2,686,020</b>

On March 22, 2011, the School District issued \$8,625,000 of Qualified School Construction Bonds (QSCB) tax anticipation notes with an interest rate of 5.294 percent. The proceeds will be used for various construction and improvement projects throughout the School District. The notes mature on March 1, 2021. The School District is required to make annual sinking fund payments of \$862,500 for nine consecutive years starting March 1, 2012. The required payment was made in fiscal year 2013.

On March 22, 2011, the School District issued \$14,105,000 of Certificates of Participation. Of this issuance, \$4,320,000 are federally taxable Qualified School Construction Bonds and \$9,785,000 are tax exempt certificates. The proceeds of the certificates will be used for various construction and improvement projects throughout the School District. The QSCB certificates have an interest rate of 6.544 percent and mature on March 1, 2026. The tax exempt certificates have interest rates varying from 5.00 to 5.375 percent and mature on March 1, 2041. The School District is required to make annual sinking fund payments of \$864,000 for five consecutive years starting March 1, 2022.

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On May 20, 2012 the School District issued \$8,589,000 in Limited Tax General Obligation Energy Conservation Improvement Bonds. The bonds were issued for a sixteen year period with final maturity at September 1, 2027. The bonds have a varying interest rate of 1.00 to 3.75 percent. The proceeds will be used to make district-wide energy conservation improvements.

All debt will be paid from the debt service fund. The early retirement incentive, healthcare termination benefits and compensated absences will be paid from the general fund.

Principal and interest requirements to retire the debt outstanding at June 30, 2013 are as follows:

Fiscal Year	Limited Tax General Obligation Energy Conservation Improvement Bonds		QSCB Tax Anticipation Notes		QSCB Certificates of Participation	
	Principal	Interest	Principal	Interest	Principal	Interest
2014	\$ 509,000	\$ 185,251	\$ 0	\$ 456,608	\$ 0	\$ 282,701
2015	515,000	180,131	0	456,607	0	282,701
2016	520,000	174,956	0	456,608	0	282,700
2017	525,000	169,075	0	456,608	0	282,701
2018	535,000	161,781	0	456,607	0	282,701
2019-2023	2,820,000	649,678	8,625,000	1,369,822	0	1,413,504
2024-2028	3,165,000	279,068	0	0	4,320,000	848,102
	<u>\$ 8,589,000</u>	<u>\$ 1,799,940</u>	<u>\$ 8,625,000</u>	<u>\$ 3,652,860</u>	<u>\$ 4,320,000</u>	<u>\$ 3,675,110</u>

Fiscal Year	Tax Exempt Certificates of Participation		Total	
	Principal	Interest	Principal	Interest
2014	\$ 0	\$ 515,769	\$ 509,000	\$ 1,440,329
2015	0	515,769	515,000	1,435,208
2016	0	515,768	520,000	1,430,032
2017	0	515,769	525,000	1,424,153
2018	0	515,768	535,000	1,416,857
2019-2023	0	2,578,844	11,445,000	6,011,848
2024-2028	825,000	2,558,844	8,310,000	3,686,014
2029-2033	2,605,000	2,125,281	2,605,000	2,125,281
2034-2038	3,590,000	1,346,438	3,590,000	1,346,438
2039-2041	2,765,000	303,419	2,765,000	303,419
Total	<u>\$ 9,785,000</u>	<u>\$ 11,491,669</u>	<u>\$ 31,319,000</u>	<u>\$ 20,619,579</u>

**Note 15 - Set-Asides**

The School District is required by State statute to annually set aside in the general fund an amount based on a statutory formula for the acquisition and construction of capital improvements. Amounts not spent by year-end or offset by similarly restricted resources received during the year must be held in cash at year-end and carried forward to be used for the same purposes in future years.

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The following cash basis information describes the change in the set-aside amounts for capital improvements. Disclosure of this information is required by State statute.

	Capital Improvements
Set-Aside Restricted Balance June 30, 2012	\$ 0
Current Year Set-Aside Requirement	1,398,209
Current Year Offsets	(2,278,886)
Total	\$ (880,677)
Set-Aside Balance Carried Forward to Fiscal Year 2014	\$ 0
Set-Aside Restricted Balance June 30, 2013	\$ 0

The School District had offsets during the fiscal year that reduced the set-aside amount below zero for the capital acquisition set-aside, this amount may not be used to reduce the set-aside requirement of future years. Therefore, the negative amount is not presented as being carried forward to future years.

**Note 16 – Jointly Governed Organizations**

**A. Tri-Rivers Educational Computer Association**

Tri-Rivers Educational Computer Association (TRECA) is a jointly governed organization. TRECA is an association of public districts within the boundaries of Delaware, Knox, Lake, Marion, Morrow, Muskingum and Wyandot 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 districts. The Governing Board of TRECA consists of one representative from each county elected by majority vote of all charter member districts within each county, one representative from the city districts, and the superintendent from Tri-Rivers Joint Vocational School. Financial information can be obtained from the Tri-Rivers Educational Computer Association, 100 Executive Drive, Marion, Ohio 43302.

**B. The Ohio Schools Council**

The Ohio Schools Council (Council) is a jointly governed organization among 198 school districts, educational service centers and joint vocational schools. The jointly governed organization was formed to purchase quality products and services at the lowest possible cost to the member districts. Each district supports the Council by paying an annual participation fee. The Council's board consists of seven superintendents of the participating districts whose term rotates every year. The degree of control exercised by any school district is limited to its representation on the board. In fiscal year 2013, the School District paid \$311,780 to the Council. Financial information can be obtained by contacting Dr. David A. Cottrell, Executive Director of the Ohio Schools Council at 6393 Oak Tree Blvd., Suite 377, Independence, Ohio 44131.

The School District also participates in the Council's prepaid natural gas program which was implemented during fiscal year 2000. This program allows school districts to purchase natural gas at reduced rates, if the school districts will commit to participating for a twelve year period. The participants make monthly payments based on estimated usage. Each month these estimated payments are compared to their actual usage and any necessary adjustments are made.

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*Notes to the Basic Financial Statements*  
*For the Fiscal Year Ended June 30, 2013*

The City of Hamilton, a municipal corporation and political subdivision duly organized and existing under the laws of the State of Ohio, issued \$89,450,000 in debt to purchase twelve years of natural gas from CMS Energy Corporation for the participants. The participating school districts are not obligated in any manner for this debt. If a participating school district terminates its agreement, the district is entitled to recover that amount, if any, of its contributions to the operating fund which are not encumbered for its share of program administrative costs.

**Note 17 – Related Organization**

The Willoughby-Eastlake Public Library (the Library) is a distinct political subdivision of the State of Ohio created under Chapter 3375 of the Ohio Revised Code. The Library is governed by a Board of Trustees appointed by the Willoughby-Eastlake City School District Board of Education. The Board of Trustees possesses its own contracting and budgeting authority, hires and fires personnel and does not depend on the School District for operational subsidies. Although the School District does serve as the taxing authority and may issue tax related debt on behalf of the Library, its role is limited to ministerial function. The determination to request approval of a tax, the rate and the purpose are discretionary decisions made solely by the Board of Trustees. Financial information can be obtained from the Willoughby-Eastlake Public Library, Ms. Suzan Bocciarelli, Clerk/Treasurer, at 263 East 305 Street, Willowick, Ohio 44095.

**Note 18 – Commitments**

**A. Contractual Commitments**

At June 30, 2013, the School District had the following contractual commitments:

	Amount of Contracts	Expenditures as of 6/30/13	Amount Remaining on Contracts
South High School Improvements	\$ 6,291,949	\$ 3,316,116	\$ 2,975,833
Classrooms at Kennedy	550,000	502,496	47,504
Willoughby Schools Phase Two	6,490,000	1,055,163	5,434,837
North High School Stadium Improvements	50,260	17,591	32,669
	\$ 13,382,209	\$ 4,891,366	\$ 8,490,843

**B. Encumbrance Commitments**

Outstanding encumbrances for governmental funds include \$2,159,159 for the general fund, \$3,934 for the building fund and \$122,469 for nonmajor funds.

**Note 19 - Contingencies**

**A. Grants**

The School District received financial assistance from federal and State agencies in the form of grants. The expenditure of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and is subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the General Fund or other applicable funds. However, the effect of any such disallowed claims on the overall financial position of the School District at June 30, 2013, if applicable, cannot be determined at this time.

**Willoughby-Eastlake City School District**  
**Lake County, Ohio**  
*Notes to the Basic Financial Statements*  
*For the Fiscal Year Ended June 30, 2013*

**B. Litigation**

The School District is not party to any claims or lawsuits that would, in the School District's opinion, have a material effect of the basic financial statements.

**Note 20 – Fund Balance**

Fund balance can be classified as nonspendable, restricted, committed, assigned and/or unassigned based primarily on the extent to which the School District is bound to observe constraints imposed upon the use of the resources in governmental funds.

The constraints placed on fund balance for the major governmental funds and all other funds are presented as follows:

	<u>General</u>	<u>Building</u>	<u>Other Governmental Funds</u>	<u>Total</u>
Nonspendable for:				
Unclaimed Monies	\$ 477	\$ 0	\$ 0	\$ 477
Restricted for:				
Debt Service	0	0	1,728,100	1,728,100
Capital Outlay	0	4,792,794	0	4,792,794
State Funded Programs	0	0	805,335	805,335
Federally Funded Programs	0	0	705,058	705,058
Food Service Operations	0	0	331,410	331,410
Extracurricular Activities	0	0	102,783	102,783
Other Purposes	0	0	31,859	31,859
Total Restricted	<u>0</u>	<u>4,792,794</u>	<u>3,704,545</u>	<u>8,497,339</u>
Committed for:				
Termination Benefits	1,698,610	0	0	1,698,610
Assigned for:				
Encumbrances:				
Instruction	563,446	0	0	563,446
Support Services	1,594,052	0	0	1,594,052
Operations of Non-Instructional Services	1,661	0	0	1,661
Subsequent Year Appropriations	<u>1,565,017</u>	<u>0</u>	<u>0</u>	<u>1,565,017</u>
Total Assigned	<u>3,724,176</u>	<u>0</u>	<u>0</u>	<u>3,724,176</u>
Unassigned	410,918	0	(298,030)	112,888
Total Fund Balance	<u>\$ 5,834,181</u>	<u>\$ 4,792,794</u>	<u>\$ 3,406,515</u>	<u>\$ 14,033,490</u>

**Note 21 – Subsequent Event**

In October 2013, the School District issued \$6,780,000 in certificates of participation for school improvement. The certificates have varying interest rates of 2.125 to 5.125 percent with a final maturity date of March 1, 2043.



December 28, 2013

To the Board of Education  
Willoughby-Eastlake City School District  
Lake County, Ohio  
37047 Ridge Road  
Willoughby, OH 44094

**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, in accordance with the 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, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Willoughby-Eastlake City School District, Lake County, Ohio (the School District) as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the School District's basic financial statements, and have issued our report thereon dated December 28, 2013.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the School District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances 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 School District's internal control. Accordingly, we do not express an opinion on the effectiveness of the School District's internal control.

A *deficiency in internal control* 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 and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the School District's financial statements are free from 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*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Hea & Associates, Inc.*

Medina, Ohio

December 28, 2013

To the Board of Education  
Willoughby-Eastlake City School District  
Lake County, Ohio  
37047 Ridge Road  
Willoughby, OH 44094

**Independent Auditor's Report on Compliance for Each Major Federal Program and  
Report on Internal Control over Compliance Required by OMB Circular A-133**

**Report on Compliance for Each Major Federal Program**

We have audited Willoughby-Eastlake City School District's, Lake County, Ohio, (the School District) compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of the School District's major federal programs for the year ended June 30, 2013. The School District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of the School District's major federal programs based on our audit of the types of compliance requirements referred to above. 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 School District'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 on compliance for each major federal program. However, our audit does not provide a legal determination of the School District's compliance.

***Opinion on Each Major Federal Program***

In our opinion, the School District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2013.

***Other Matters***

The results of our auditing procedures disclosed an instance of noncompliance, which is required to be reported in accordance with OMB Circular A-133 and which is described in the accompanying schedule of findings and questioned costs as item 2013-001. Our opinion on each major federal program is not modified with respect to this matter.

The School District's response to the noncompliance finding identified in our audit is described in the accompanying schedule of findings and questioned costs. The School District's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

**Report on Internal Control over Compliance**

Management of the School District is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the School District's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, 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 School District's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, we identified a certain deficiency in internal control over compliance, as described in the accompanying schedule of findings and questioned costs as item 2013-001 that we consider to be a significant deficiency.

The School District's response to the internal control over compliance finding identified in our audit is described in the accompanying schedule of findings and questioned costs. The School District's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

*Hea & Associates, Inc.*

Medina, Ohio

**Willoughby-Eastlake City School District**  
**Lake County, Ohio**  
*Schedule of Expenditures of Federal Awards*  
*For the Fiscal Year Ended June 30, 2013*

Federal Grantor/Pass Through Grantor Program Title	Grant Year/ Direct Award No.	CFDA Number	Federal Receipts	Federal Expenditures
<b>U.S. DEPARTMENT OF EDUCATION</b>				
<i>Passed Through Ohio Department of Education:</i>				
<i>Title I Cluster:</i>				
Title I Grants to Local Educational Agencies	2012	84.010	\$ 190,312	\$ 154,617
Title I Grants to Local Educational Agencies	2013	84.010	802,623	812,764
ARRA - Title I Grants to Local Educational Agencies	2011	84.389	678	0
<i>Total Title I Cluster</i>			<u>993,613</u>	<u>967,381</u>
<i>Special Education Cluster:</i>				
Special Education - Grants to States	2012	84.027	130,548	118,224
Special Education - Grants to States	2013	84.027	1,488,821	1,535,143
Total Special Education - Grants to States			<u>1,619,369</u>	<u>1,653,367</u>
Special Education - Preschool Grants	2012	84.173	3,257	6,466
Special Education - Preschool Grants	2013	84.173	33,299	33,286
Total Special Education - Preschool Grants			<u>36,556</u>	<u>39,752</u>
<i>Total Special Education Cluster</i>			<u>1,655,925</u>	<u>1,693,119</u>
Title II-D - Education Technology	2012	84.318	5,494	2,450
Title III - English Language Acquisition Grant	2012	84.365	0	99
Title III - English Language Acquisition Grant - Immigrant	2013	84.365	27,958	27,670
Total Title III - English Language Acquisition Grant			<u>27,958</u>	<u>27,769</u>
Title II-A - Improving Teacher Quality	2012	84.367	92,388	47,044
Title II-A - Improving Teacher Quality	2013	84.367	239,839	242,727
Total Title II-A - Improving Teacher Quality			<u>332,227</u>	<u>289,771</u>
ARRA - Race to the Top Incentive Grants	2012	84.395	90,490	67,855
ARRA - Race to the Top Incentive Grants	2013	84.395	89,844	184,595
ARRA - Race to the Top Incentive Grants	2013	84.395	8,739	8,739
ARRA - Race to the Top Ohio Residence Prog.	2013	84.395	1,050	0
Total ARRA - Race to the Top Incentive Grants			<u>190,123</u>	<u>261,189</u>
Education Jobs Fund	2011	84.410	16,845	12,599
<i>Direct Awards:</i>				
<i>Student Financial Assistance Cluster:</i>				
Federal Pell Grant Program	N/A	84.063	263,211	263,211
Federal Direct Student Loans	N/A	84.268	458,908	458,908
<i>Total Student Financial Assistance Cluster</i>			<u>722,119</u>	<u>722,119</u>
<i>Passed Through Mentor Exempted Village School District:</i>				
Vocational Education - Basic Grants to State	2012	84.048	1,408	16,054
Vocational Education - Basic Grants to State	2013	84.048	7,951	8,061
Total Vocational Education - Basic Grants to State			<u>9,359</u>	<u>24,115</u>
<b>Total U.S. Department of Education</b>			<u>\$ 3,953,663</u>	<u>\$ 4,000,512</u>

(Continued)

**Willoughby-Eastlake City School District**  
**Lake County, Ohio**  
*Schedule of Expenditures of Federal Awards*  
*For the Fiscal Year Ended June 30, 2013*

Federal Grantor/Pass Through Grantor Program Title	Grant Year/ Direct Award No.	CFDA Number	Federal Receipts	Federal Expenditures
<b>U.S. DEPARTMENT OF AGRICULTURE</b>				
<i>Passed Through Ohio Department of Education:</i>				
<i>Child Nutrition Cluster:</i>				
<i>Non-Cash Assistance (Food Distribution):</i>				
National School Lunch Program	2013	10.555	\$ 119,766	\$ 119,766
<i>Cash Assistance:</i>				
School Breakfast Program	2013	10.553	216,237	477,986
National School Lunch Program	2013	10.555	1,184,712	922,963
<i>Cash Assistance Subtotal</i>			<u>1,400,949</u>	<u>1,400,949</u>
<i>Total Child Nutrition Cluster</i>			<u>1,520,715</u>	<u>1,520,715</u>
<b>Total U.S. Department of Agriculture</b>			<b><u>1,520,715</u></b>	<b><u>1,520,715</u></b>
<b>U.S. DEPARTMENT OF LABOR</b>				
<i>WIA Cluster:</i>				
<i>Passed Through the Lake County JFS:</i>				
WIA Adult Program	2012	17.258	0	5,395
WIA Adult Program	2013	17.258	29,195	11,610
Total WIA Adult Program			<u>29,195</u>	<u>17,005</u>
<i>Passed Through the Lake County ETA:</i>				
WIA Youth Activities	2012	17.259	6,303	1,657
WIA Youth Activities	2013	17.259	75,523	82,579
Total WIA Youth Activities			<u>81,826</u>	<u>84,236</u>
<i>Total WIA Cluster</i>			<u>111,021</u>	<u>101,241</u>
<b>Total U.S. Department of Labor</b>			<b><u>111,021</u></b>	<b><u>101,241</u></b>
<b>CORPORATION FOR NATIONAL &amp; COMMUNITY SERVICES</b>				
<i>Direct Grant:</i>				
Retired and Senior Volunteer Program	2013	94.002	44,370	44,370
<b>Total Corporation for National &amp; Community Services</b>			<b><u>44,370</u></b>	<b><u>44,370</u></b>
<b>TOTAL FEDERAL ASSISTANCE</b>			<b><u>\$ 5,629,769</u></b>	<b><u>\$ 5,666,838</u></b>

See accompanying notes to the schedule of expenditures of federal awards

**Willoughby-Eastlake City School District**  
**Lake County, Ohio**  
*Notes to the Schedule of Expenditures of Federal Awards*  
*For the Fiscal Year Ended June 30, 2013*

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**Note A – Significant Accounting Policies**

The accompanying Schedule of Expenditures of Federal Awards summarizes activity of the School District's federal award programs. The schedule has been prepared on the cash basis of accounting.

**Note B – Commingled Funds**

Federal money is commingled with state subsidy reimbursements for Child Nutrition Cluster, Federal Pell grant and Retired and Senior Volunteer Program. It is assumed federal moneys are expended first.

**Note C – Food Donation Program**

Program regulations do not require the School District to maintain separate inventory records for purchased food and food received from the U.S. Department of Agriculture. This non-monetary assistance and related expenditures are reported in this schedule at the value of the commodities received as assessed by the U.S. Department of Agriculture (entitlement value).



**Willoughby-Eastlake City School District**  
**Lake County, Ohio**  
*Schedule of Findings and Questioned Costs*  
*OMB Circular A-133, Section .505*  
*June 30, 2013*

<b>1. SUMMARY OF AUDITOR'S RESULTS</b>
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(d) (1) (i)	Type of Financial Statement Opinion	Unmodified
(d) (1) (ii)	Were there any material control weakness conditions reported at the financial statement level (GAGAS)?	No
(d) (1) (ii)	Were there any other significant deficiency conditions reported at the financial statement level (GAGAS)?	No
(d) (1) (iii)	Was there any reported material non-compliance at the financial statement level (GAGAS)?	No
(d) (1) (iv)	Was there any material internal control weakness conditions reported for major federal programs?	No
(d) (1) (iv)	Were there any other significant deficiencies reported for major federal programs?	Yes
(d) (1) (v)	Type of Major Programs' Compliance Opinion	Unmodified
(d) (1) (vi)	Are there any reportable findings under Section .510?	Yes
(d) (1) (vii)	Major Programs (list): ARRA – Race to the Top Child Nutrition Cluster School Breakfast Program National School Lunch Program Student Financial Aid Cluster Federal Pell Grant Program Federal Direct Student Loans	CFDA# 84.395  10.553 10.555  84.063 84.268
(d) (1) (viii)	Dollar Threshold: Type A/B Programs	Type A: > \$300,000 Type B: All others
(d) (1) (ix)	Low Risk Auditee?	Yes

**Willoughby-Eastlake City School District**  
**Lake County, Ohio**  
*Schedule of Findings and Questioned Costs (Continued)*  
*OMB Circular A-133, Section .505*  
*June 30, 2013*

<b>2. FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS</b>
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None noted.

<b>3. FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS</b>
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**Finding Number:** 2013-001

**Federal Programs:** Student Financial Aid Cluster

**CFDA Numbers:** 84.063, 84.268

**Federal Award Number/Year:** 2013

**Federal Agency:** U.S. Department of Education

**Significant Deficiency – Noncompliance – Special Provision: Verification**

**Criteria:** Federal regulation 34 CFR 668.57 *Acceptable Documentation* states that if an applicant is selected to verify any information reported on the applicant's FAFSA (Free Application for Federal Student Aid), an institution must obtain the specified documentation as prescribed by the Secretary of the Department of Education in the Federal Register.

**Condition:** During our review, we noted one student that was selected by the U.S. Department of Education for verification that the School District could not provide supporting documentation as required by 34 CFR 668.57. The School District claims verification was completed and acceptable documentation was obtained, however, the documentation was not retained in the student's file for corroboration.

**Cause:** The School District did not have sufficient controls in place to ensure all required documentation was properly retained.

**Effect:** Failure to maintain the required documentation could result in an applicant being ruled ineligible for Financial Aid.

**Recommendation:** We recommend the School District develop procedures to ensure all required documentation for verification is retained in student's files.

**Management's Response:** The School District had recently moved to a new location resulting in movement of all its files. We have implemented procedures to ensure all verification documentation is maintained in the student files to demonstrate compliance.

December 28, 2013

To the Board of Education  
Willoughby-Eastlake City School District  
Lake County, Ohio  
37047 Ridge Road  
Willoughby, Ohio 44094

### **Independent Accountant's Report on Applying Agreed-Upon Procedure**

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 procedure enumerated below, which was agreed to by the Board, solely to assist the Board in evaluating whether Willoughby-Eastlake City School District has updated its anti-harassment policy in accordance with Ohio Rev. Code Section 3313.666. Management is responsible for complying with this requirement. This agreed-upon procedure engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of this procedure is solely the responsibility of the Board. Consequently; we make no representation regarding the sufficiency of the procedure described below either for the purpose for which this report has been requested or for any other purpose.

1. We noted the Board amended its anti-harassment policy at its meeting on May 14, 2012, to include prohibiting harassment, intimidation, or bullying of any student "on a school bus" or by an "electronic act."

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.

*Rea & Associates, Inc.*

Medina, Ohio

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# Dave Yost • Auditor of State

**WILLOUGHBY-EASTLAKE CITY SCHOOL DISTRICT**

**LAKE 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  
MARCH 20, 2014**