



**HAMILTON COUNTY EDUCATIONAL SERVICE CENTER  
HAMILTON COUNTY**

**SINGLE AUDIT**

**FOR THE FISCAL YEAR ENDED JUNE 30, 1999**



**JIM PETRO**  
**AUDITOR OF STATE**  

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**STATE OF OHIO**



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## REPORT OF INDEPENDENT ACCOUNTANTS

Hamilton County Educational Service Center  
Hamilton County  
11083 Hamilton Avenue  
Cincinnati, Ohio 45231

To the Board of Education:

We have audited the accompanying general-purpose financial statements of the Hamilton County Educational Service Center, Hamilton County, Ohio (the Service Center), as of and for the fiscal year ended June 30, 1999. These general-purpose financial statements are the responsibility of the Hamilton County Educational Service Center's management. Our responsibility is to express an opinion on these financial statements based on our audit.

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

In our opinion, the general-purpose financial statements referred to above present fairly, in all material respects, the financial position of the Hamilton County Educational Service Center, Hamilton County, Ohio as of June 30, 1999, and the results of its operations and the cash flows of its proprietary fund type for the fiscal year then ended in accordance with generally accepted accounting principles.

In accordance with *Government Auditing Standards*, we have also issued our report dated January 26, 2000, on our consideration of the Hamilton County Educational Service Center's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Our audit was performed for the purpose of forming an opinion on the general-purpose financial statements of the Hamilton County Educational Service Center, Hamilton County, Ohio, taken as a whole. The accompanying schedule of federal awards expenditures is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the general-purpose financial statements. Such information has been subjected to the auditing procedures applied in the audit of the general-purpose financial statements and, in our opinion, is fairly stated in all material respects, in relation to the general-purpose financial statements taken as a whole.

**Jim Petro**  
Auditor of State

January 26, 2000



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Hamilton County Educational Service Center  
 Combined Balance Sheet  
 All Fund Types and Account Groups  
 June 30, 1999

	Governmental Fund Types			Proprietary Fund Type
	General	Special Revenue	Capital Projects	Enterprise
Assets and Other Debits:				
Equity in Pooled Cash and Investments	\$1,728,708	\$2,138,114	\$500,000	\$26,603
Receivables:				
Intergovernmental	995,285	0	0	0
Interfund Loans Receivable	1,006,000	0	0	0
Prepaid Items	247	0	0	0
Inventory	1,633	0	0	0
Fixed Assets ( Net, where applicable, of Accumulated Depreciation)	0	0	0	0
Other Debits:				
Amount to be Provided for Retirement of General Long-Term Obligations	0	0	0	0
<b>Total Assets &amp; Other Debits</b>	<b>\$3,731,873</b>	<b>\$2,138,114</b>	<b>\$500,000</b>	<b>\$26,603</b>
Liabilities, Fund Equity & Other Credits:				
Liabilities:				
Accounts Payable	\$20,816	\$147,783	\$0	\$0
Accrued Wages & Benefits	2,612,510	419,817	0	0
Compensated Absences Payable	74,532	23,602	0	0
Interfund Loans Payable	0	1,006,000	0	0
Intergovernmental Payable	0	0	0	0
Capital Lease Obligations	0	0	0	0
<b>Total Liabilities</b>	<b>2,707,858</b>	<b>1,597,202</b>	<b>0</b>	<b>0</b>
Fund Equity & Other Credits:				
Investment in General Fixed Assets	0	0	0	0
Retained Earnings:				
Unreserved	0	0	0	26,603
Fund Balance:				
Reserved for Encumbrances	154,583	458,000	0	0
Reserved for Prepaid Items	247	0	0	0
Reserved for Inventory	1,633	0	0	0
Unreserved & Undesignated	867,552	82,912	500,000	0
<b>Total Fund Equity &amp; Other Credits</b>	<b>1,024,015</b>	<b>540,912</b>	<b>500,000</b>	<b>26,603</b>
<b>Total Liabilities, Fund Equity &amp; Other Credits</b>	<b>\$3,731,873</b>	<b>\$2,138,114</b>	<b>\$500,000</b>	<b>\$26,603</b>

See accompanying notes.



Fiduciary Fund Type	Account Groups		Totals (Memorandum Only)
	General Fixed Assets	General Long-Term Obligations	
Agency			
\$832,590	\$0	\$0	\$5,226,015
17,242	0	0	1,012,527
0	0	0	1,006,000
0	0	0	247
0	0	0	1,633
0	2,603,005	0	2,603,005
0	0	1,953,897	1,953,897
<u>\$849,832</u>	<u>\$2,603,005</u>	<u>\$1,953,897</u>	<u>\$11,803,324</u>
\$0	\$0	\$0	\$168,599
0	0	30,292	3,062,619
0	0	1,868,571	1,966,705
0	0	0	1,006,000
849,832	0	0	849,832
0	0	55,034	55,034
<u>849,832</u>	<u>0</u>	<u>1,953,897</u>	<u>7,108,789</u>
0	2,603,005	0	2,603,005
0	0	0	26,603
0	0	0	612,583
0	0	0	247
0	0	0	1,633
0	0	0	1,450,464
0	2,603,005	0	4,694,535
<u>\$849,832</u>	<u>\$2,603,005</u>	<u>\$1,953,897</u>	<u>\$11,803,324</u>

Hamilton County Educational Service Center  
 Combined Statement of Revenues, Expenditures  
 And Changes in Fund Balance  
 All Governmental Fund Types  
 For the Year Ended June 30, 1999

	General	Special Revenue	Capital Projects	Totals (Memorandum Only)
<b>Revenues:</b>				
Intergovernmental	\$5,422,787	\$10,828,963	\$500,000	\$16,751,750
Investment	265,292	0	0	265,292
Tuition & Fees	37,122	0	0	37,122
Extracurricular Activities	14,213	0	0	14,213
Charges for services	15,630,971	0	0	15,630,971
Miscellaneous	23,860	11,265	0	35,125
<b>Total Revenues</b>	<b>21,394,245</b>	<b>10,840,228</b>	<b>500,000</b>	<b>32,734,473</b>
<b>Expenditures:</b>				
<b>Current:</b>				
<b>Instruction:</b>				
Regular	0	433,669	0	433,669
Special	6,874,490	43,936	0	6,918,426
Vocational	329,575	0	0	329,575
<b>Support Services:</b>				
Pupils	5,213,132	2,362,770	0	7,575,902
Instructional Staff	1,405,215	1,971,435	26,925	3,403,575
Board of Education	24,722	0	0	24,722
Administration	1,763,492	2,223,582	0	3,987,074
Fiscal	545,811	151,931	0	697,742
Business	83,626	0	0	83,626
Operation & Maintenance of Plant	0	252,852	0	252,852
Pupil Transportation	0	236,444	0	236,444
Central	173,782	15,352	0	189,134
Operation of Non-Instructional Services	5,114,176	3,474,273	0	8,588,449
<b>Debt Service:</b>				
Principal Retirement	63,106	16,701	0	79,807
Interest & Fiscal Charges	5,327	1,240	0	6,567
<b>Total Expenditures</b>	<b>21,596,454</b>	<b>11,184,185</b>	<b>26,925</b>	<b>32,807,564</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>(202,209)</b>	<b>(343,957)</b>	<b>473,075</b>	<b>(73,091)</b>
<b>Other Financing (Uses):</b>				
Refund of Prior Year Receipts	(79,264)	0	0	(79,264)
<b>Total Other Financing (Uses)</b>	<b>(79,264)</b>	<b>0</b>	<b>0</b>	<b>(79,264)</b>
<b>Excess of Revenues &amp; Other Financing Sources Over (Under) Expenditures &amp; Other Financing Uses</b>	<b>(281,473)</b>	<b>(343,957)</b>	<b>473,075</b>	<b>(152,355)</b>
Fund Balance, Beginning of Year	1,304,268	884,869	26,925	2,216,062
Increase in Reserve for Inventory	1,220	0	0	1,220
<b>Fund Balance, End of Year</b>	<b>\$1,024,015</b>	<b>\$540,912</b>	<b>\$500,000</b>	<b>\$2,064,927</b>

See accompanying notes.

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Hamilton County Educational Service Center  
 Combined Statement of Revenues, Expenditures  
 And Changes in Fund Balance  
 Budget and Actual (Non-GAAP Budgetary Basis)  
 All Governmental Fund Types  
 For the Year Ended June 30, 1999

	General			Special Revenue		
	Revised Budget	Actual	Variance: Favorable (Unfavorable)	Revised Budget	Actual	Variance: Favorable (Unfavorable)
Revenues:						
Intergovernmental	\$5,013,471	\$5,013,471	\$0	\$10,983,505	\$10,983,505	\$0
Investment	266,165	266,165	0	0	0	0
Tuition & Fees	37,122	37,122	0	0	0	0
Extracurricular Activities	14,213	14,213	0	0	0	0
Miscellaneous	15,647,800	15,647,800	0	11,268	11,268	0
<b>Total Revenues</b>	<b>20,978,771</b>	<b>20,978,771</b>	<b>0</b>	<b>10,994,773</b>	<b>10,994,773</b>	<b>0</b>
Expenditures:						
Current:						
Instruction:						
Regular	0	0	0	437,803	437,803	0
Special	7,032,877	7,032,877	0	57,977	57,977	0
Vocational	334,176	334,176	0	0	0	0
Support Services:						
Pupils	5,383,441	5,383,441	0	2,398,449	2,398,449	0
Instructional Staff	1,458,083	1,458,083	0	2,140,673	2,140,673	0
Board of Education	35,513	35,513	0	0	0	0
Administration	1,869,289	1,869,289	0	2,311,911	2,311,911	0
Fiscal	458,968	458,968	0	168,061	168,061	0
Business	82,545	82,545	0	0	0	0
Operation & Maintenance of Plant	0	0	0	295,349	295,349	0
Pupil Transportation	0	0	0	244,212	244,212	0
Central	169,817	169,817	0	15,984	15,984	0
Operation of Non-Instructional Services	5,277,865	5,277,865	0	3,674,703	3,674,703	0
<b>Total Expenditures</b>	<b>22,102,574</b>	<b>22,102,574</b>	<b>0</b>	<b>11,745,122</b>	<b>11,745,122</b>	<b>0</b>
Excess (Deficiency) of Revenues Over Under Expenditures	(1,123,803)	(1,123,803)	0	(750,349)	(750,349)	0
Other Financing Sources (Uses):						
Refund of Prior Year Expenditures	13,774	13,774	0	22	22	0
Refund of Prior Year Receipts	(6,473)	(6,473)	0	(25)	(25)	0
Advances In	995,000	995,000	0	1,006,000	1,006,000	0
Advances Out	(1,156,000)	(1,156,000)	0	(835,000)	(835,000)	0
<b>Total Other Financing Sources (Uses)</b>	<b>(153,699)</b>	<b>(153,699)</b>	<b>0</b>	<b>170,997</b>	<b>170,997</b>	<b>0</b>
Excess of Revenues & Other Financing Sources Over (Under) Expenditures & Other Financing Uses	(1,277,502)	(1,277,502)	0	(579,352)	(579,352)	0
Fund Balance, Beginning of Year (Includes Prior Year Encumbrances Appropriated)	2,799,063	2,799,063	0	2,324,205	2,324,205	0
<b>Fund Balance, End of Year</b>	<b>\$1,521,561</b>	<b>\$1,521,561</b>	<b>\$0</b>	<b>\$1,744,853</b>	<b>\$1,744,853</b>	<b>\$0</b>

See accompanying notes.

Capital Projects			Totals (Memorandum Only)		
Revised Budget	Actual	Variance: Favorable (Unfavorable)	Revised Budget	Actual	Variance: Favorable (Unfavorable)
\$0	\$0	\$0	\$15,996,976	\$15,996,976	\$0
0	0	0	266,165	266,165	0
0	0	0	37,122	37,122	0
0	0	0	14,213	14,213	0
500,000	500,000	0	16,159,068	16,159,068	0
500,000	500,000	0	32,473,544	32,473,544	0
0	0	0	437,803	437,803	0
0	0	0	7,090,854	7,090,854	0
0	0	0	334,176	334,176	0
0	0	0	7,781,890	7,781,890	0
26,925	26,925	0	3,625,681	3,625,681	0
0	0	0	35,513	35,513	0
0	0	0	4,181,200	4,181,200	0
0	0	0	627,029	627,029	0
0	0	0	82,545	82,545	0
0	0	0	295,349	295,349	0
0	0	0	244,212	244,212	0
0	0	0	185,801	185,801	0
0	0	0	8,952,568	8,952,568	0
26,925	26,925	0	33,874,621	33,874,621	0
473,075	473,075	0	(1,401,077)	(1,401,077)	0
0	0	0	13,796	13,796	0
0	0	0	(6,498)	(6,498)	0
0	0	0	2,001,000	2,001,000	0
0	0	0	(1,991,000)	(1,991,000)	0
0	0	0	17,298	17,298	0
473,075	473,075	0	(1,383,779)	(1,383,779)	0
26,925	26,925	0	5,150,193	5,150,193	0
\$500,000	\$500,000	\$0	\$3,766,414	\$3,766,414	\$0

Hamilton County Educational Service Center  
 Combined Statement of Revenues, Expenses  
 And Changes in Retained Earnings  
 Enterprise Fund  
 For the Year Ended June 30, 1999

Operating Revenues:	
Charges for Services	<u>\$0</u>
Total Operating Revenues	<u>0</u>
Operating Expenses:	
Purchased Services	<u>1,604</u>
Total Operating Expenses	<u>1,604</u>
Operating (Loss)	<u>(1,604)</u>
Non-Operating Revenues:	
Miscellaneous Revenue	<u>5,770</u>
Total Non-Operating Revenues	<u>5,770</u>
Net Income	4,166
Retained Earnings, Beginning of Year	<u>22,437</u>
Retained Earnings, End of Year	<u><u>\$26,603</u></u>

See accompanying notes.

Hamilton County Educational Service Center  
 Combined Statement of Cash Flows  
 Enterprise Fund  
 For the Year Ended June 30, 1999

Cash Flows from Operating Activities:	
Cash Payments for Contract Services	<u>(2,066)</u>
Net Cash (Used) by Operating Activities	<u>(2,066)</u>
Cash Flows from Non-Capital Financing Activities:	
Other	<u>5,770</u>
Net Cash Provided by Non-Capital Financing Activities	<u>5,770</u>
Net Increase in Cash and Cash Equivalents	3,704
Cash and Cash Equivalents at Beginning of Year	<u>22,899</u>
Cash and Cash Equivalents at End of Year	<u><u>\$26,603</u></u>
Reconciliation of Operating Income to Net Cash Provided by Operating Activities:	
Operating (Loss)	(\$1,604)
Adjustments to Reconcile Operating Income to Net Cash Provided by Operating Activities:	
Increase (Decrease) in Accrued Wages & Benefits	(263)
Increase (Decrease) in Compensated Absences Payable	<u>(199)</u>
Net Cash (Used) by Operating Activities	<u><u>(\$2,066)</u></u>

See accompanying notes.

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**NOTES TO THE GENERAL-PURPOSE FINANCIAL STATEMENTS**  
**JUNE 30, 1999**

**NOTE A - DESCRIPTION OF THE BOARD**

The Hamilton County Educational Service Center serves the territories contained within the territorial limits of the local school districts that are not otherwise classified as city or exempted village school districts in Hamilton County, Ohio. The local districts consist of Finneytown whose territories consist of Springfield Township and a portion of the City of Cincinnati; Forest Hills consisting of Anderson Township including the Village of Newtown; Northwest consisting of all or parts of Colerain, Green and Springfield Townships, and portions of the Cities of Forest Park and North College Hill, and as well, a small portion of Fairfield Township in Butler County; Oak Hills which consists of all or parts of Delhi and Green Townships and a portion of the City of Cincinnati; Southwest which consists of Crosby, Harrison and Whitewater Townships including the City of Harrison, and as well, a small portion of Morgan Township in Butler county; and, Three Rivers consisting of Miami Township including the Villages of Addyston, Cleves and North Bend.

The Hamilton County Educational Service Center's Governing Board is comprised of five members who are resident electors of the County School district. At the time of election or appointment, every effort is made to broadly represent the electorate of the school system. Historically, five of the six local districts on a rotational basis have been represented on the Board. Frequently the Board communicates with members of the local-district boards to learn of their wishes regarding development of policy, services that are consistent with trends, and program developments related to the vocational joint venture for which the five board members serve as representative delegates. The Board has consistently been a participating member of the Ohio School Boards Association to which several members provide leadership.

In addition to the six local districts in Hamilton County, city districts, namely, Cincinnati, Deer Park, Winton Woods, Lockland, Loveland, Madeira, Mariemont, Mt. Healthy, North College Hill, Norwood, Princeton, Reading Community, St. Bernard-Elmwood Place, Sycamore Community, Wyoming, Mason and the Exempted Village District of Indian Hill as well as the Great Oaks Joint Vocational District have one or another types of cooperative service agreements with the County School system.

The Office of the Board is regularly referred to as the Hamilton County Educational Service Center (HCESSC) which is housed in a separate, modern facility in a complex known as Civic Center North, a development provided for diverse services by the Board of County Commissioners. The HCESSC serves as the central office for the Hamilton County Educational Service Center Superintendent of Schools and his staff of approximately 647 certificated and non-certificated support employees.

**NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

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

**NOTES TO THE GENERAL-PURPOSE FINANCIAL STATEMENTS**  
**JUNE 30, 1999**  
**(Continued)**

**NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**A. The Reporting Entity**

For financial reporting purposes the Board's financial statements include all funds and account groups of the primary government. The primary government consists of all funds, departments, boards and agencies that are not legally separate from the board. Potential component units were also considered for inclusion in the financial report. Component units are legally separate organizations for which the elected officials of a primary government are financially accountable. The Board would consider an organization to be a component unit if:

1. The Board appointed a voting majority of the organization's governing body and (a) was able to impose its will on that organization or (b) there is a potential for the organization to provide specific financial burdens on the Board; or
2. The organization was fiscally dependent upon the Board; or
3. The nature of the relationship between the Board and the organization was such that the exclusion from the financial reporting entity would render the financial statements of the Board misleading.

The Board included no component units in the financial report.

**B. Basis of Presentation- Fund Accounting**

The accounts of the Board are maintained on the basis of fund and account groups, each of which is considered a separate accounting entity. The operation of each fund is accounted for within a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. The following fund types and account groups are used by the Board:

**1. Governmental Funds:**

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

**General Fund**

The General Fund is the general operating fund of the Board and is used to account for all financial resources except those required to be accounted for in another fund.

**Special Revenue Funds**

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

**NOTES TO THE GENERAL-PURPOSE FINANCIAL STATEMENTS**  
**JUNE 30, 1999**  
**(Continued)**

**NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Capital Projects Funds**

The Capital Projects Funds are used to account for financial resources to be used for the acquisition of major equipment. The Capital Projects Fund was used to account for activity of the State School Net Program.

**2. Proprietary Funds:**

Proprietary Funds are used to account for the Board's on-going activities which are similar to those most often found in the private sector. The following are the Board's Proprietary Fund Types:

**Enterprise Fund**

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

**3. Fiduciary Funds:**

Fiduciary Funds are used to account for the assets held by the Board in a trustee capacity or as an agent for individuals, private organizations, other governmental units and/or other funds. These include Agency Funds. Agency Funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

**4. Account Groups:**

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

**General Fixed Assets Account Group**

This account group is established to account for all fixed assets of the Board, other than those accounted for in the Proprietary Fund.

**General Long Term Obligations Account Group**

This account group is established to account for all long-term obligations of the Board, except those accounted for in the Proprietary Fund.

**C. Measurement Focus and Basis of Accounting**

**Measurement Focus:** Governmental Fund Types are accounted for on a spending, or "financial flow," measurement focus. Governmental Fund Type's operating statements represent increases and decreases in net current assets. The reported fund balances are considered measurable and available resources.

**NOTES TO THE GENERAL-PURPOSE FINANCIAL STATEMENTS**  
**JUNE 30, 1999**  
**(Continued)**

**NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Proprietary Fund Types are accounted for on a cost of services, or "capital maintenance," measurement focus. Proprietary Fund Type's income statements represent increases and decreases in net total assets.

**Basis of Accounting:** The modified accrual basis of accounting is followed for Governmental Funds. Under this basis of accounting revenues are recognized when they become both measurable and available to finance expenditures for the current period, which for the Board is 60 days after fiscal year end. Revenue accrued at the end of the fiscal year included services, state and federal grants and other grants. Expenditures are recognized in the period in which the related fund liability is incurred, except interest on long-term obligations, which is recorded when due.

Proprietary Funds are accounted for on the accrual basis of accounting. Revenues are recognized in the period earned and expenses are recognized in the period incurred.

**D. Budgetary Data**

**Budgetary Basis of Accounting:** The Board's budgetary process accounts for certain transactions on a basis other than GAAP. The major difference between the budgetary basis and the GAAP basis are:

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

Expenditures are recorded when encumbered, or paid in cash (budgetary), as opposed to when susceptible to accrual (GAAP).

The actual results of operations, compared to the final appropriation, which includes amendments to the original appropriation, for each fund type by expenditure function and revenue by source are presented in the **Combined Statement of Revenues, Expenditures and Changes in Fund Balances Budget and Actual (Non-GAAP Budgetary Basis)**. The reserve for encumbrances is carried forward as part of the budgetary authority for the next year and is included in the revised budget amounts shown in the budget to actual comparisons.

The Board adopts an annual budget for all governmental fund types. The specific timetable is as follows:

In June, the Treasurer submits to the Governing Board a temporary proposed operating budget for the fiscal year commencing July 1. The budget includes proposed expenditures and the means of financing for all funds. In August the Board adopts a permanent budget. By no later than August 31, the board-adopted budget is filed with the Ohio Department of Education using special form SF5. Prior to June 30, the Board must revise its budget so that total contemplated expenditures from any fund during the ensuing year will not exceed the amount stated in the Estimated Resources. The Budget may be further amended during the year if projected increases or decreases in revenue are identified by the Board Treasurer.

**NOTES TO THE GENERAL-PURPOSE FINANCIAL STATEMENTS**  
**JUNE 30, 1999**  
**(Continued)**

**NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

By the June Board meeting, the temporary annual appropriation resolution is legally enacted by the Governing Board at the fund, function, and object level of expenditures, which are the legal levels of budgetary control. (State statute permits a temporary appropriation to be effective until no later than October 1 of each year.) Resolution appropriations by fund must be within the estimated resources as approved by the Board and the total of expenditures and encumbrances may not exceed the appropriation totals.

Any revisions that alter the total of any fund appropriation or alter total function appropriations within a fund, or alter object appropriations within functions must be approved by the Governing Board.

Formal budgetary integration is employed as a management control device during the year for all funds consistent with statutory provisions. All departments/functions and funds are completed in the year within the amount of their legally authorized appropriation.

Appropriation amounts are as originally adopted, or as amended by the Governing Board through the year by supplemental appropriations which either reallocated or increased the original appropriated amounts. All supplemental appropriations were legally enacted by the Board during fiscal year 1998-1999.

Unencumbered appropriations lapse at year end. Encumbered appropriations are carried forward to the succeeding fiscal year and need not be reappropriated. Expenditures plus encumbrances may not legally exceed budgeted appropriations at the fund, function and/or object level.

The original appropriation measure was amended during the year as follows:

Fund Type	
Governmental:	
General Fund	\$ (724,472)
Special Revenue	(23,326)

**E. Encumbrances**

Encumbrance accounting is utilized by Board funds in the normal course of operations for purchase orders and contract related expenditures. An encumbrance is a reserve on the available spending authority due to a commitment for a future expenditure and does not represent a liability. For governmental fund types, encumbrances outstanding at fiscal year end appear as a reserve of the fund balance on a GAAP basis and for all budgeted funds as the equivalent of expenditures/expenses on a non-GAAP budgetary basis in order to demonstrate legal compliance. Note J provides a reconciliation of the budgetary basis and GAAP basis of accounting.

**NOTES TO THE GENERAL-PURPOSE FINANCIAL STATEMENTS**  
**JUNE 30, 1999**  
**(Continued)**

**NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**F. Cash and Investments**

Cash received by the Board is deposited in one bank account. Monies for all funds are maintained in this account or are temporarily used to purchase short-term cash equivalent investments (maturity date within three months of the date acquired). State statute authorizes the Board to invest in obligations of the U.S. Treasury, certificates of deposit, commercial paper and repurchase agreements. See note C for a complete description of deposits and investments allowed by state statute.

Under existing Ohio statutes, all investment earnings accrue to the general fund. Investment revenue earned in fiscal 1999 totaled \$265,292.

For purposes of the Statement of Cash Flows (GASB Statement No.9) all highly liquid investments with a maturity of three months or less when purchased are considered to be cash equivalents.

During fiscal year 1999, investments were limited to donated stock. The Service Center holds only donated stock at year end. The stock is reported at fair value, which is based on quoted market prices.

**G. Inventory (Material and Supplies)**

Inventories are valued at the lower of cost (First-in, First-out) or market and are determined by physical count. Inventories are expensed when purchased rather than when used.

**H. Fixed Assets and Depreciation**

**General Fixed Assets Account Group**

General fixed assets are capitalized at cost (or estimated historical cost) and updated for the cost of additions and retirements during the year in the General Fixed Assets Account Group. Donated fixed assets are recorded at their fair market values as of the date donated. The Board follows the policy of not capitalizing assets with a cost of less than \$250 and a useful life of less than 3 years. No depreciation is recognized for assets in the General Fixed Assets Account Group. The Board does not possess any infrastructure.

**Proprietary Funds**

Property, plant and equipment reflected in the proprietary funds are stated at historical cost (or estimated historical cost) and updated for the cost of additions and retirements during the year. Donated fixed assets are recorded at their market values as of the date donated. Depreciation has been provided, where appropriate, on a straight-line basis over the following estimated useful lives:

<u>Asset</u>	<u>Life (years)</u>
Building	30 to 50
Building Improvements	10 to 40
Improvements other than Buildings	10 to 20
Furniture, Fixtures and Equipment	05 to 20

There were no Proprietary Fixed Assets at year end.

**NOTES TO THE GENERAL-PURPOSE FINANCIAL STATEMENTS**  
**JUNE 30, 1999**  
**(Continued)**

**NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**I. Intergovernmental Revenues**

In governmental funds, non-reimbursable grants are recorded as receivables and revenue when measurable and available. Reimbursement type grants are recorded as receivables and revenues when the related expenditures are incurred. Grants for proprietary fund operations are recognized as revenue when measurable and earned.

**J. Interfund Transactions**

During the course of normal operations the Board has numerous transactions between funds.

The most significant include:

Reimbursements from one fund to another fund are treated as expenditures/expenses in the reimbursing fund and as a reduction in expenditures/expenses in the reimbursed fund.

Short-term interfund loans are reflected as interfund loans payable/receivable, while long-term interfund loans (greater than one year in length) are recorded as advances to/from other funds. The Board made no advances during fiscal year 1999.

**K. Compensated Absence**

GASB Statement #16 specifies that Compensated Absences should be accrued as they are earned by employees if both of the following conditions are met:

1. The employee's rights to receive compensation are attributable to service already rendered.
2. It is probable that the employer will compensate the employee for the benefits time off or cash payment.

**NOTES TO THE GENERAL-PURPOSE FINANCIAL STATEMENTS**  
**JUNE 30, 1999**  
**(Continued)**

**NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

The Board's policies regarding compensated absences are determined by state laws and/or negotiated agreements. In summary, the policies are as follows:

<u>Vacation</u>	<u>Certified</u>	<u>Administrators</u> (261 day employees only)	<u>Non-Certificated</u> (261 day employees only)
Earned Monthly	Not Eligible	10-20 days depending on length of contract	10-20 days for each service year depending on length of service
Maximum Accumulation	N/A	3 days paid at end of each school year at current Daily Rate	3 days paid at end of each school year at current Daily Rate
Vested	N/A	As Earned	As Earned
Term	N/A	100% of Daily Rate of Accum.Vac.	100% of Daily Rate of Accum. Vac.
<u>Sick Leave</u>			
Earned Monthly	1 1/4 days per month of employment (15 days per year)	1 1/4 days per month of employment (15 days per year)	1 1/4days per/month of employment (15 days per year)
Maximum Accumulation	220	220	220
Vested	As Earned	As Earned	As Earned
Termination Entitlement At Retirement	\$ 10,000 cash & 25% of accum. Unused sick leave max 55 days X current daily rate. If retire when eligible	\$10,000 cash & 25% of accum. Unused sick leave max 55 days X current daily rate. If retire when eligible.	\$10,000 cash & 25% of accum. Unused sick leave Max 55 days X current daily rate. If retire When eligible
	OR	OR	OR
	25% of Accum. unused sick leave max 55 days X current daily rate.	25% of Accum. unused sick leave max 55 days X current daily rate.	25% of Accum. unused sick leave max 55 days X current daily rate.



**NOTES TO THE GENERAL-PURPOSE FINANCIAL STATEMENTS**  
**JUNE 30, 1999**  
**(Continued)**

**NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

For governmental funds, amounts of compensated absences accrued in accordance with GASB Statement #16 that are expected to be liquidated with expendable available financial resources are reported as an expenditure and a fund liability of its respected governmental fund. Amounts of compensated absences that are not expected to be liquidated with expendable available financial resources are reported in the General Long Term Obligations Account Group. Accrued compensated absences in proprietary funds are recorded as an expense and liability of those funds as the benefits accrue to the employee.

**L. Long-Term Obligations**

Long-term obligations are recognized as a liability of a governmental fund when due. For long-term obligations, only that portion expected to be financed from expendable available resources is reported as a fund liability of a governmental fund. The remaining portion of such obligations is reported in the General Long Term Obligations Account Group. Long-term liabilities expected to be financed from proprietary fund operations are accounted for in those funds. The Board is not statutorily able to issue long term debt, and therefore long term debt is not issued. The Board accounted for capital lease transactions during the year, the future liability associated with these leases is reflected in the general long term obligation account group.

**M. Fund Equity**

Reserved fund balances indicate that portion of fund equity which is not available for current appropriation or is legally segregated for a specific use. Fund balances are reserved for encumbrances, inventory and prepaid items. The unreserved portions of fund equity reflected for the governmental funds are available for use within the specific purpose of those funds.

**N. Authoritative Sources**

In accordance with GASB Statement No. 20, "Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting," the District applies all GASB pronouncements and all FASB statements and Interpretations, Accounting Principles Board Opinions, and Accounting Research Bulletins issued on or before November 30, 1989, unless they conflict with GASB pronouncements.

**O. Memorandum Only – Total Columns**

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

**NOTES TO THE GENERAL-PURPOSE FINANCIAL STATEMENTS**  
**JUNE 30, 1999**  
**(Continued)**

**NOTE C - EQUITY IN POOLED CASH AND INVESTMENTS**

The Board maintains a cash and investment pool used by all funds. Each fund type's portion of this pool is displayed on the combined balance sheet as "Equity in Pooled Cash and Investments". State statute requires the classification of monies held by the Board into three categories:

**Active Monies** - Those monies required to be kept in a "cash" or "near cash" status for immediate use by the Board. Such monies must by law be maintained either as cash in the Board treasury, in depository accounts payable or withdrawable on demand, including negotiable order of withdrawal (NOW) accounts, or in money market deposit accounts.

**Inactive Monies** - Those monies not required for use within the current two year period of designated depositories. Ohio law permits inactive monies to be deposited or invested as certificates of deposit maturing not later than the end of the current period of designated depositories, or as savings or deposit accounts, including, but not limited to passbook accounts.

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

Protection of the Educational Service Center'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.

State legislation permits interim monies to 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 the division are made only through eligible institutions;

**NOTES TO THE GENERAL-PURPOSE FINANCIAL STATEMENTS**  
**JUNE 30, 1999**  
**(Continued)**

**NOTE C - EQUITY IN POOLED CASH AND INVESTMENTS (Continued)**

- 6 . The State Treasurer's investment pool (STAR Ohio);
- 7 . 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, if the securities are not represented by a certificate, upon receipt of confirmation of transfer from the custodian.

At year end the carrying amount of the districts deposits was \$5,182,996. The bank balance of deposits was \$6,472,325, which includes a payroll clearing account of \$493,170. Of the bank balance \$100,000 was covered by federal depository insurance and the remaining amount was covered by collateral held by third party trustees pursuant to Section 135.181, Ohio Revised Code, in collateral pools securing all public funds on deposit with specific depository institutions.

The Board's investments are categorized to give an indication of the level of risk assumed by the entity at year end. Category 1 includes investments that are insured and registered or for which the securities are held by the Board or its agent in the Board's name. Category 2 includes uninsured and unregistered investments for which the securities are held by the broker's or dealer's trust department or agent in the Board's name. Category 3 includes uninsured and unregistered investments for which the securities are held by the broker or dealer or by its department or agent, but not in the Board's name.

Based on the above criteria, the Board's investments at June 30, 1999 are classified as follows:

	Category I	Carrying Value / Fair Value
Stocks	<u>\$ 43,019</u>	<u>\$ 43,019</u>
Totals	<u>\$ 43,019</u>	<u>\$ 43,019</u>

The amount of \$43,019 was donated stock by a private individual.

Ohio Revised Code Chapter 135, Uniform Depository Act, authorizes pledging of pooled securities in lieu of pledging specific securities. Specifically, a designated public depository may pledge a single pool of eligible securities to secure repayment of all public monies deposited in the financial institution, provided that at all times the total value of the securities so pledged is at least equal to 110% of the total amount of all public deposits secured by the pool, including the portion of such deposits covered by any federal deposit insurance.

**NOTES TO THE GENERAL-PURPOSE FINANCIAL STATEMENTS**  
**JUNE 30, 1999**  
**(Continued)**

**NOTE D - INTERFUND / INTERGOVERNMENTAL RECEIVABLE AND PAYABLE**

Interfund balances at June 30, 1999 consisted of the following individual fund receivables and payables.

FUND	Interfund Loan <u>Receivable</u>	Interfund Loan <u>Payable</u>
General Fund	\$1,006,000	
Special Revenue Funds:		
Head Start - State		\$ 285,000
Job Training Partnership Act		51,000
Head Start – Hamilton County		40,000
Head Start - Federal	_____	<u>630,000</u>
 Total	 <u>\$1,006,000</u>	 <u>\$1,006,000</u>

Intergovernmental balances at June 30, 1999 consisted of the following individual receivables and payables.

Fund	Intergovernmental Loan <u>Receivable</u>	Intergovernmental Loan <u>Payable</u>
General	\$150,000	
Agency Funds:		
OECN 'A' Sites – H/CCA	_____	<u>150,000</u>
 TOTAL	 <u>\$150,000</u>	 <u>\$150,000</u>

**NOTE E - FIXED ASSETS**

A summary of the changes in the General Fixed Assets Account Group during the fiscal year follows:

	<u>Balance</u> <u>Beginning of Year</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>End of Year</u>
Furniture/Equipment	<u>\$2,403,064</u>	<u>\$269,391</u>	<u>\$69,450</u>	<u>\$2,603,005</u>

There was no significant construction in progress as of June 30, 1999. There were no Proprietary Fund fixed assets at June 30, 1999.

**NOTE F - CAPITALIZED LEASES - LESSEE DISCLOSURE**

During fiscal year 1999, the Board accounted for capitalized leases for computer and other equipment. The lease agreements are accounted for on a GAAP basis as capital outlay expenditure in the general and special revenue funds with an offsetting amount reported as an "other financing source."

**NOTES TO THE GENERAL-PURPOSE FINANCIAL STATEMENTS**  
**JUNE 30, 1999**  
**(Continued)**

**NOTE F - CAPITALIZED LEASES - LESSEE DISCLOSURE (Continued)**

The leases meet the criteria of a capital lease as defined by Statement of Financial Accounting Standards No. 13, "Accounting for Leases," which defines a capital lease generally as one which transfers benefits and risks of ownership to the lessee. Capital lease payments have been reclassified and are reflected as debt service expenditures in the general purpose financial statements. These expenditures are reflected as program/function expenditures on a budgetary basis.

The following is a schedule of the future minimum lease payments required under the capital lease and the present value of the minimum lease payments as of June 30, 1999.

<u>FISCAL YEAR</u> <u>ENDING JUNE 30</u>	<u>GENERAL LONG-TERM</u> <u>OBLIGATIONS</u>
2000	\$ 39,790
2001	8,644
2002	6,610
2003	<u>2,796</u>
Total minimum lease payments	57,840
Less: amount representing interest	<u>(2,806)</u>
Present value of minimum lease payments	<u>\$ 55,034</u>

**NOTE G - THE GENERAL LONG-TERM OBLIGATIONS ACCOUNT GROUP**

During the year ended June 30, 1999 the following changes occurred in liabilities reported in the General Long Term Obligations Account Group. Compensated absences will be paid from the fund from which the employee is paid, capital leases will be paid from the fund which incurred the lease, and accrued wages and benefits will be paid from the fund from which the employee is paid.

	<u>July 1, 1998</u>	<u>Balance</u> <u>Additions</u>	<u>Balance</u> <u>Deductions</u>	<u>June 30, 1999</u>
Compensated Absences:				
Sick Leave	\$1,780,960	\$ 87,611	\$ -0-	\$1,868,571
Capital Leases Payable	134,841	-0-	79,807	55,034
Accrued Wages & Benefits	<u>32,994</u>	<u>-0-</u>	<u>2,702</u>	<u>30,292</u>
Total	<u>\$1,948,795</u>	<u>\$ 87,611</u>	<u>\$82,509</u>	<u>\$1,953,897</u>

**NOTES TO THE GENERAL-PURPOSE FINANCIAL STATEMENTS**  
**JUNE 30, 1999**  
**(Continued)**

**NOTE H - DEFINED BENEFIT PENSION PLANS**

**A. School Employees Retirement System**

The Hamilton County Educational Service Center contributes to the School Employees Retirement System of Ohio (SERS), a cost-sharing multiple employer public employee retirement system, administered by the School Employees Retirement Board. SERS provides basic retirement benefits, disability, survivor, and health care benefits based on eligible service credit to members and beneficiaries. Benefits are established by Chapter 3309 of the Ohio Revised Code. SERS issues a publicly available financial report that includes financial statements and required supplementary information for SERS. That report may be obtained by writing to the School Employees Retirement System, 45 North Fourth Street, Columbus, Ohio 43215-3634.

Plan members are required to contribute 9% of their annual covered salary and the Hamilton County Educational Service Center is required to contribute 14%. The contribution rates are not determined actuarially, but are established by SERS's Retirement Board within the rates allowed by State statute. The adequacy of the contribution rates is determined annually. The District's contributions to SERS for the years ending June 30, 1999, 1998, 1997 were \$1,558,186, \$1,381,662, and \$1,244,386 respectively. \$45,438 representing the unpaid contribution not required to be paid until the 2000 fiscal year is recorded as a liability within the respective funds and the general long-term obligation account group.

**B. State Teachers Retirement System**

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

Plan members are required to contribute 9.3% of their annual covered salary and the Hamilton County Educational Service Center is required to contribute 14%. Contribution rates are established by STRS, upon recommendation of its consulting actuary, not to exceed statutory maximum rates of 10% for members and 14% for employers. The District's contributions to STRS for the years ending June 30, 1999, 1998, and 1997 were \$3,281,827, \$3,187,263 and \$2,998,550, respectively, equal to the required contributions for each year. \$264,726 represent the unpaid contribution not required to be paid until fiscal year 2000 and is recorded as a liability within the respective funds.

**NOTE I - POST EMPLOYMENT BENEFITS**

For the State Teachers Retirement System, no premiums are currently paid by retirees or primary benefit recipients; however, monthly payments are required for covered spouses and the dependents. Benefits are funded on a pay-as-you-go basis through an allocation of employer contributions to the System equal to two percent of covered payroll. As of June 30, 1998 (the latest information available), eligible benefit recipients totaled 91,999 for the system as a whole.

**NOTES TO THE GENERAL-PURPOSE FINANCIAL STATEMENTS**  
**JUNE 30, 1999**  
**(Continued)**

**NOTE I - POST EMPLOYMENT BENEFITS (Continued)**

For the School Employees Retirement System, all retirees with a retirement date prior to July 1, 1986, are eligible to receive benefits. Retirees with a retirement date on or after July 1, 1986, must have ten years of service credit to be eligible to receive benefits. Retirees with retirement dates on or after July 1, 1989, who have ten to twenty-five years of service credit must pay a portion of their own coverage.

Retirees with a retirement date prior to July 1, 1989, and retirees with a retirement date on or after July 1, 1989 with more than twenty-five years of service credit, do not pay a premium. Premium payments are required for all covered spouses and dependents. For this fiscal year, employer contributions to fund health care benefits were 4.98 percent of covered payroll.

As of June 30, 1998 (the latest information available), the number of retirees and covered dependents currently receiving benefits was approximately 50,000. Actuarial contribution requirements are determined for the SERS as a whole, not for individual employers. Net assets available for payment of benefits at June 30, 1998 (the latest information available) were \$160.3 million for the System as a whole. Health care benefits are financed on a pay-as-you-go-basis.

**NOTE J - BUDGETARY BASIS OF ACCOUNTING**

While reporting financial position, results of operations, and changes in fund balance / retained earnings on the basis of generally accepted accounting principles (GAAP), the budgetary basis as provided by law is based upon accounting for certain transactions on a basis of cash receipts and disbursements. A reconciliation of the nature and amounts of the adjustments necessary to cover the GAAP financial statements of the budgetary basis follows:

Reconciliation of Excess of Revenues and Other Financing Sources  
Over (Under) Expenditures and Other Financing Uses From GAAP  
Basis to Budgetary Basis

Governmental Fund Types

	<u>General</u>	<u>Special Revenue</u>	<u>Capital Projects</u>
GAAP Basis	\$ (281,473)	\$ (343,957)	\$ 473,075
Net Adjustment for Revenue Accruals	725,547	1,160,567	-0-
Net Adjustment for Expenditure Accruals	(1,557,446)	(848,159)	-0-
Adjustment for Encumbrances	<u>(164,130)</u>	<u>(547,803)</u>	<u>-0-</u>
Budgetary Basis	<u>\$ (1,277,502)</u>	<u>\$ (579,352)</u>	<u>\$ 473,075</u>

**NOTES TO THE GENERAL-PURPOSE FINANCIAL STATEMENTS**  
**JUNE 30, 1999**  
**(Continued)**

**NOTE K - JOINTLY GOVERNED ORGANIZATIONS**

The Hamilton/Clermont Cooperative Association (HCCA) is a governmental jointly governed organization consisting of 24 school districts. The jointly governed 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. Each of the governments of these schools supports HCCA and shares in a percentage of equity based on the resources provided. HCCA is governed by a board of directors consisting of the superintendents of the member school districts. The degree of control exercised by any participating School District is limited to its representation on the Board. The Board consists of one representative from each of the participating 24 school districts.

**NOTE L - CONTINGENT LIABILITIES**

**A. Grants**

The Board receives significant financial assistance from numerous federal, state and local agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with 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, in the opinion of management, any such disallowed claims will not have a material effect on any of the financial statements of the individual fund types included herein or on the overall financial position of the Board at June 30, 1999.

**B. Litigation**

All potential claims against the Board, from current litigation, are covered by insurance. As of June 30, 1999, the District had no pending litigation or potential liability that would have a material effect on the financial statements.

**NOTE M - RISK MANAGEMENT**

The Hamilton County Educational Service Center is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets, errors and omissions, injuries to employees and natural disasters. The Hamilton County Educational Service Center carries insurance coverage with the following companies.

<u>COVERAGE</u>	<u>COMPANY</u>
Automobile	Nationwide Insurance Company
Property	The Cincinnati Insurance Company
General Liability	Nationwide Insurance Company

Limits and deductible amounts for the above policies vary accordingly.

<u>COVERAGE</u>	<u>LIMITS</u>	<u>DEDUCTIBLE</u>
Automobile	\$2,000,000 each occurrence	\$250 collision
Property	\$1,912,650 each occurrence	\$500 each loss
General Liability	\$2,000,000 each occurrence \$5,000,000 general aggregate	



**NOTES TO THE GENERAL-PURPOSE FINANCIAL STATEMENTS**  
**JUNE 30, 1999**  
**(Continued)**

**NOTE M - RISK MANAGEMENT (Continued)**

The Hamilton County Educational Service Center pays the State of Ohio Bureau of Workers' Compensation System a premium based on a rate per \$100 of salaries. This rate is calculated based on accident history and administrative costs.

**NOTE N - UNCERTAINTIES**

On March 24, 1997, the Ohio Supreme Court rendered a decision declaring certain portions of the Ohio school funding plan unconstitutional. The Court stayed the effect of its ruling for one year to allow the State legislature to design a plan to remedy the perceived defects in that system. Declared unconstitutional was the State school foundation programs which provides significant amounts of monetary support to this Board. During the fiscal year ended June 30, 1999, the Board received \$5,008,735 of school foundation support for its general fund.

Since the Supreme Court ruling, numerous pieces of legislation have been passed by the State legislature in an attempt to address the issues identified by the Court. The Court of Common Pleas in Perry County has reviewed the new laws and, in a decision issued on February 26, 1999, determined they are not sufficiently responsive to the constitutional issues raised under the "thorough and efficient" clause of the Ohio Constitution. The State has appealed the decision made by the Court of Common Pleas to the Ohio Supreme Court. At this time, the Ohio Supreme Court has not rendered an opinion on this issue. The decision of the Court of Common Pleas in Perry County has been stayed by the Ohio Supreme Court, and, as such, school districts are still operating under the laws that the Common Pleas Court declared unconstitutional.

As of the date of these financial statements, the Board is unable to determine what effect, if any, this decision will have on its future state funding under this program.

**NOTE O - YEAR 2000 ISSUE**

The Year 2000 issue is the result of shortcomings in many electronic data processing systems and other electronic equipment that may adversely affect the government's operations.

The Hamilton County Educational Service Center has completed an inventory of computer systems and other electronic equipment that may be affected by the Year 2000 issue and that are necessary for conducting operations. They have identified such systems as being financial reporting, payroll and employee benefits, educational statistics reporting (through the State's Educational management and Information System (EMIS)) and grant accounting and reporting.

The Educational Service Center uses the State of Ohio Uniform School Accounting System software for its financial reporting and the State of Ohio Uniform Staff Payroll System software for its payroll and employee benefits. This software is accessed through an agreement with the Hamilton/Clermont cooperative Association. The State is responsible for remediating these systems.

The State of Ohio distributes a substantial sum of money to the Service Center in the form of "Foundation" and federal and state grant payments. Further, the State processes a significant amount of financial and non-financial information about the Service Center through the State's Education Management and Information System (EMIS). The State is responsible for remediating these systems. Web site documentation obtained stated "the Ohio Department of Education has completed its Y2K remediation efforts as of August 31, 1999."

Various local school districts submit money to the Service Center for services provided to the school districts. The districts are responsible for remediating their systems.

**NOTES TO THE GENERAL-PURPOSE FINANCIAL STATEMENTS**  
**JUNE 30, 1999**  
**(Continued)**

**NOTE O - YEAR 2000 ISSUE**

The Service Center processes operating and payroll transactions through the Fifth-Third Bank. The bank is responsible for remediating its own systems.

The Treasurer's office uses the following computer hardware vendors: IBM, Compaq, and Micron. Based on a review of the results of the BIOS system tests ran, these system were stated as Y2K compliant.

The Head start Department uses the following computer hardware/software vendors: Child-plus, Dell, and PC Wholesalers. Based on vendor documentation obtained, "Y2K will not have an affect on the Child-plus software." Based on a review of the results of the BIOS system tests ran, these systems were stated as Y2K compliant.

To the best of management's knowledge and belief, as of January 26, 2000, the Service Center experienced no significant interruption of mission-critical operations or services related to the Year 2000 issue. However, because of the unprecedented nature of the Year 2000 issue, matters may yet arise, and parties with whom the Service Center does business may experience Year 2000 readiness issues that are as yet, unknown.

**SCHEDULE OF FEDERAL AWARDS EXPENDITURES  
JUNE 30, 1999**

FEDERAL GRANTOR <i>Pass -Through Grantor</i> Program Title	Pass Through Entity Number	Federal CFDA Number	Receipts	Disbursements
<b>U.S. DEPARTMENT OF AGRICULTURE</b>				
<i>Passed Through Ohio Department of Education:</i>				
Child Care Food Program	16-CC 98	10.558	\$5,755	\$5,755
	16-CC 99	10.558	10,608	10,608
	21-ML 98	10.558	98,370	98,370
	21-ML 99	10.558	184,824	<u>212,933</u>
<b>Total U.S. Department of Agriculture</b>			299,557	<u>327,666</u>
<b>U.S. DEPARTMENT OF EDUCATION</b>				
<i>Passed Through Ohio Department of Education:</i>				
Special Education Grants to States (IDEA Part B)	6B-SI 98	84.027	50,000	164,898
	6B-SI 98 P	84.027	1,399,466	1,257,654
	6B-SI 97 P	84.027	3,500	<u>21,132</u>
Total IDEA Part B			1,452,966	1,443,684
(IDEA Part B)	PD-A1 98	84.029	0	99
Grants to Local Educational Agencies (ESEA Title I)	C1-SP 97 P	84.010	2,689	3,449
	C1-ST 97 P	84.010	12,568	38,881
	C1-ST 98 P	84.010	146,700	<u>103,086</u>
Total ESEA Title 1			161,957	145,416
Eisenhower Math Science	MS-S1 97 C	84.281	34,646	57,078
	MS-S1 98 C	84.281	38,947	33,613
	MS-S1 99	84.281	93,913	1,027
	MS-S2 97 C	84.281	82,148	80,976
	MS-S2 98 C	84.281	160,241	151,527
	MS-S2 99	84.281	92,778	<u>0</u>
Total Eisenhower Math Science			502,673	324,221
Special Education - Preschool Grant	PG-S1 97 P	84.173	0	23,550
	PG-S1 98 P	84.173	42,436	35,393
	PG-S3 98 P	84.173	71,000	58,874
	PG-S7 99	84.173	10,000	6,085
	PG-S7 98	84.173	0	<u>6,009</u>
Total Special Education - Preschool Grant			123,436	129,911
Goals 2000	G2-S3 97 C	84.276	19,732	75,787
	G2-S3 98 P	84.276	100,000	82,542
	G2-S3 99	84.276	100,000	81,065
	G2-S5 99	84.276	100,000	87,936
	G2-SP 98 P	84.276	32,000	819
	G2-SP 99	84.276	163,000	<u>78,458</u>
Total Goals 2000			514,732	<u>406,607</u>
Handicapped Youth Transfer	PF-S1 98 P	84.158	6,000	<u>6,000</u>
Total Department of Education			2,761,764	<u>2,455,938</u>
<b>U.S. DEPARTMENT OF LABOR</b>				
<i>Job Training Partnership Act:</i>				
Title II-B Summer Youth Training	NA	17.246	160,930	141,412
Community Alternative Funding System	NA	17.714	60,226	<u>71,274</u>
Total U.S. Department of Labor			221,156	<u>212,686</u>
<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b>				
Head Start	NA	13.600	3,060,173	<u>3,111,924</u>
Total U.S. Department of Health and Human Services			3,060,173	<u>3,111,924</u>
<b>Totals</b>			<u><b>\$6,342,650</b></u>	<u><b>\$6,108,214</b></u>

*The accompanying notes to this schedule are an integral part of this schedule.*

**NOTES TO SCHEDULE OF FEDERAL AWARDS EXPENDITURES  
JUNE 30, 1999**

**NOTE A - SIGNIFICANT ACCOUNTING POLICIES**

The accompanying Schedule of Federal Awards Expenditures (the Schedule) summarizes activity of the Hamilton County Educational Service Center's federal award programs. The Schedule has been prepared on the cash basis of accounting.

**NOTE B - MATCHING REQUIREMENTS**

Certain Federal programs require that the Hamilton County Educational Service Center contribute non-Federal funds or in-kind contributions (matching requirement) to support the Federally-funded programs. The Hamilton County Educational Service center has complied with the matching requirements. The expenditure of non-Federal funds is not included on the Schedule of Federal Awards Expenditures.



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OFFICE OF THE AUDITOR

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

Hamilton County Educational Service Center  
Hamilton County  
11083 Hamilton Ave.  
Cincinnati, Ohio 45231

To the Board of Education:

We have audited the general-purpose financial statements of the Hamilton County Educational Service Center, Hamilton County, Ohio (the Service Center), as of and for the fiscal year ended June 30, 1999, and have issued our report thereon dated January 26, 2000. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Compliance**

As part of obtaining reasonable assurance about whether the Hamilton County Educational Service Center's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Audit Standards*.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the Hamilton County Educational Service Center's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted matters involving the internal control over financial reporting that do not require inclusion in this report, that we have reported to the management of the Hamilton County Educational Service Center, Hamilton County, Ohio, in a separate letter dated January 26, 2000.

Hamilton County Educational Service Center  
Hamilton County  
Report of Independent Accountants on Compliance and on  
Internal Control Required by *Government Auditing Standards*  
Page 2

This report is intended for the information of the Governing Board , management, federal awarding agencies, and pass-through entities. However, this report is a matter of public record and its distribution is not limited.

**Jim Petro**  
Auditor of State

January 26, 2000



STATE OF OHIO  
OFFICE OF THE AUDITOR

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

Hamilton County Educational Service Center  
Hamilton County  
11083 Hamilton Avenue  
Cincinnati, Ohio 45231

To the Board of Education:

**Compliance**

We have audited the compliance of the Hamilton County Educational Service Center, Hamilton County, Ohio (the Service Center), with the types of compliance requirements described in the *U. S. Office of Management and Budget (OMB) Circular A-133, Compliance Supplement* that are applicable to its major federal program for the fiscal year ended June 30, 1999. The Hamilton County Educational Service Center's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings. Compliance with the requirements of laws, regulations, contracts and grants applicable to its major federal programs is the responsibility of the Hamilton County Educational Service Center's management. Our responsibility is to express an opinion on the Hamilton County Educational Service Center's compliance based on our audit.

We conducted our audit of compliance in accordance with generally accepted auditing standards; 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 occurred with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program. An audit includes examining, on a test basis, evidence about the Hamilton County Educational Service Center's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the Hamilton County Educational Service Center's compliance with those requirements.

In our opinion, the Hamilton County Educational Service Center, Hamilton County, Ohio, complied, in all material respects, with the requirements referred to above that are applicable to its major federal programs for the fiscal year ended June 30, 1999.

**Internal Control Over Compliance**

The management of the Hamilton County Educational Service Center, Hamilton County, Ohio, is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the Hamilton County Educational Service Center's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses. However, we noted a matter involving the internal control over compliance that does not require inclusion in this report, that we have reported to the management of the Hamilton County Educational Service Center, Hamilton County, Ohio, in a separate letter dated January 26, 2000.

This report is intended for the information of the Governing Board, management, federal awarding agencies and pass-through entities. However, this report is a matter of public record and its distribution is not limited.

**Jim Petro**  
Auditor of State

January 26, 2000



**SCHEDULE OF FINDINGS  
OMB CIRCULAR A -133 § .505  
JUNE 30, 1999**

**1. SUMMARY OF AUDITOR'S RESULTS**

(d)(1)(i)	Type of Financial Statement Opinion	Unqualified
(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 reportable control weakness 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)	Were there any material internal control weakness conditions reported for major federal programs?	No
(d)(1)(iv)	Were there any other reportable internal control weakness conditions reported for major federal programs?	No
(d)(1)(v)	Type of Major Programs' Compliance Opinion	Unqualified
(d)(1)(vi)	Are there any reportable findings under § .510?	No
(d)(1)(vii)	Major Programs (list):	Eisenhower Math/Science Title II, CFDA #84.281 Title 6B, Special Education Grant, CFDA #84.027 Childcare Food Program, CFDA #10.558 Goals 2000, CFDA # 84.276
(d)(1)(viii)	Dollar Threshold: Type A\B Programs	Type A: > \$ 300,000 Type B: all others
(d)(1)(ix)	Low Risk Auditee?	Yes

**2. FINDINGS RELATED TO THE FINANCIAL STATEMENTS  
REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS**

None

**3. FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS**

None





STATE OF OHIO  
OFFICE OF THE AUDITOR  

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**HAMILTON COUNTY EDUCATIONAL SERVICE CENTER**

**HAMILTON COUNTY**

**CLERK'S CERTIFICATION**

**This is a true and correct copy of the report which is required to be filed in the Office of the Auditor of State pursuant to Section 117.26, Revised Code, and which is filed in Columbus, Ohio.**

*Susan Babbitt*

**CLERK OF THE BUREAU**

**CERTIFIED  
FEBRUARY 22, 2000**