



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

SUMMIT COUNTY FAMILY AND CHILDREN FIRST COUNCIL

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REPORT OF INDEPENDENT ACCOUNTANTS

Summit County Family and Children First Council
Summit County
264 South Arlington Street
Akron, Ohio 44306

To the Executive Council:

We have audited the accompanying financial statements of the Summit County Family and Children First Council, Summit County, Ohio, (the Council) as of and for the year ended December 31, 1999. These financial statements are the responsibility of the Council'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.

As discussed in Note 2, the Council prepares its financial statements on the basis of accounting prescribed or permitted by the Auditor of State, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of the Summit County Family and Children First Council Summit County, Ohio, (the Council) as of December 31, 1999, and its combined cash receipts and disbursements for the year then ended on the basis of accounting described in Note 2.

In accordance with *Government Auditing Standards*, we have also issued our report dated July 21, 2000 on our consideration of the Council's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Our audit was made for the purpose of forming an opinion on the financial statements of the Council taken as a whole. The accompanying Schedule of Receipts and Expenditures of Federal Awards is presented for purposes of additional analysis as required by OMB Circular A-133 and is not a required part of the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and in our opinion, is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

Summit County Family and Children First Council
Summit County
Report of Independent Accountants
Page 2

This report is intended solely for the information and use of the audit committee, management, the Executive Council and federal awarding agencies and pass-through entities and other officials authorized to receive this report under § 117.26, Ohio Revised Code, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink, appearing to read "Jim Petro", with a large, stylized flourish at the end.

Jim Petro
Auditor of State

July 21, 2000

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES - GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 1999**

	General
Cash Receipts:	
Intergovernmental	\$1,768,071
Earnings on investments	7,699
Total cash receipts	1,775,770
Cash Disbursements:	
Current:	
Personal services	115,535
Benefits	24,248
Travel	1,882
Contracted services	1,748,554
Supplies	83
Other expenses	15,725
Medical assistance reimbursement	(170)
Total cash disbursements	1,905,857
Total receipts (under) disbursements	(130,087)
Fund cash balances, January 1	639,017
Fund cash balances, December 31	\$508,930

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

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**SUMMIT COUNTY FAMILY AND CHILDREN FIRST COUNCIL
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999**

1. DESCRIPTION OF THE ENTITY

Ohio Revised Code Section 121.37, created the Ohio Family and Children First Cabinet Council and permitted counties to establish county family and children first councils. Statutory membership of a county family and children first executive council consists of the following individuals:

- a. The director of the board of alcohol, drug addiction, and mental health services that serves the county, or, in the case of a county that has a board of alcohol and drug addiction services and a community mental health board, the directors of both boards;
- b. The health commissioner of the board of health of each city or general health district in the county, or their designees;
- c. The director of the county department of human services;
- d. The executive director of the county agency responsible for the administration of children services pursuant to Ohio Revised Code Section 5153.15;
- e. The superintendent of the county board of mental retardation and developmental disabilities;
- f. The county's juvenile court judge senior in service;
- g. The superintendent of the city, exempted village, or local school district with the largest number of pupils residing in the county, as determined by the department of education, which shall notify each county of its determination at least biennially;
- h. A school superintendent representing all other school districts with territory in the county, as designated at a biennial meeting of the superintendents of those districts;
- i. A representative of the largest city in the county;
- j. The chair of the board of county commissioners, or an individual designated by the board;
- k. A representative of the regional office of the department of youth services;
- l. A representative of the county's head start agencies, as defined in Ohio Revised Code Section 3301.31;
- m. A representative of the county's early intervention collaborative established pursuant to the federal early intervention program operated under the "Education of the Handicapped Act Amendments of 1986"; and
- n. At least three individuals representing the interests of families in the county. Where possible, the number of members representing families shall be equal to twenty per cent of the council's remaining membership.

In addition, a county family and children first council may invite any other local public or private agency or group that funds, advocates, or provides services to children to have a representative become a permanent or temporary member of the council.

A county council's statutory responsibilities include the following:

- a. Refer to the State cabinet council those children for whom the council cannot provide adequate services;
- b. Make periodic reports to the State cabinet council regarding the number of children referred to the county council and the progress made in meeting the needs of each child;
- c. Develop a plan that reviews and adjusts existing programs, fills service gaps where possible, or invents new approaches to achieve better results for families and children;
- d. Participate in the development of a countywide, comprehensive, coordinated, multi-disciplinary, inter-agency system for infants and toddlers with developmental disabilities or delays and their families, as established pursuant to federal grants received and administered by the department of health for early intervention services under the "Education of the Handicapped Act Amendments of 1986";

SUMMIT COUNTY FAMILY AND CHILDREN FIRST COUNCIL
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999
(Continued)

1. DESCRIPTION OF THE ENTITY (Continued)

- e. Maintain an accountability system to monitor the council's progress in achieving its purposes; and
- f. Establish a mechanism to ensure ongoing input from a broad representation of families who are receiving services within the county system.

The Summit County Family and Children First Council was officially created on March 13, 1995 by proclamation of the Governor of the State of Ohio.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Basis of Accounting

These financial statements follow the basis of accounting prescribed or permitted by the Auditor of State, which is similar to the cash receipts and disbursements basis of accounting. Receipts are recognized when received in cash rather than when earned, and disbursements are recognized when paid rather than when a liability is incurred.

These statements include adequate disclosure of material matters, as prescribed or permitted by the Auditor of State.

B. Fund Accounting

The Council maintains its accounting records in accordance with the principles of fund accounting. Fund accounting is a concept developed to meet the needs of governmental entities in which legal or other restraints require the recording of specific receipts and disbursements. The transactions are reflected in a self-balancing group of accounts.

The General Fund is the operating fund of the Council. It is used to account for all financial resources. During 1999, the following programs were awarded to the Council: Ohio Early Start, Early Start Temporary Assistance for Needy Families, Family Stability Program, Ohio Wellness Grant and Ohio Welcome Home Program.

C. Administrative and Fiscal Agent

The Summit County Children Services Board (CSB) serves as both administrative and fiscal agent for the Council. The County Auditor maintains the Council's funds in an Agency fund on the County's financial records.

D. Property, Plant and Equipment

Acquisitions of property, plant and equipment are recorded as capital outlay disbursements when paid. These items are not reflected as assets on the accompanying financial statements.

E. Fiscal Year

The Family and Children First Council's fiscal year commences on January 1 and terminates on December 31 of each calendar year.

**SUMMIT COUNTY FAMILY AND CHILDREN FIRST COUNCIL
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999
(Continued)**

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

F. Contracted Services

The Grant Coordinator, Grant Coordinator's secretary and two full-time employees are paid employees of Summit County. The funds used to pay the salaries of the Grant Coordinator and Grant Coordinator secretary are derived from a state administrative grant and Summit County Cluster funds. The funds used to pay the salaries of the two full-time employees are derived from the Family Stability grant and maintained in the County's agency fund.

3. EQUITY IN POOLED CASH

The Summit County Auditor maintains a cash pool used by all of the County's funds, including those of the Summit County Family and Children First Council. The Ohio Revised Code prescribes allowable deposits and investments. The Council's carrying amount of cash on deposit with the County at December 31, 1999 was \$508,930. The Summit County Treasurer is responsible for maintaining adequate depository collateral for all funds in the Summit County's pooled and deposit accounts and ensuring that all monies are invested in accordance with the Ohio Revised Code.

4. BUDGETARY COMPLIANCE

The Family and Children First Council shall request from time to time as necessary and proper a(n) (Amended) Certificate of Estimated Resources from the Summit County Budget Commission. On or before December 31 (and as necessary and proper thereafter) preceding each fiscal year, the Family and Children First Council shall adopt a Resolution(s) of Appropriations not to exceed the aggregate value of the Amended Certificate of Estimated Resources. All monies (grants, contracts, fees and other receipts) paid to the Council shall be deposited by the County Auditor to the Agency funds of the Summit County Treasury which have been created for the purpose of accounting for Council revenues and expenses.

5. MATERIAL NON-COMPLIANCE

Contrary to Ohio Revised Code Section 121.37, the Family and Children First Council did not have a designated, eligible Administrative Agent for the period July 1, 1999 through December 31, 1999.

6. PUBLIC EMPLOYEES RETIREMENT SYSTEM

Summit County contributes to the Public Employees' Retirement System of Ohio (PERS), a cost-sharing multiple employer pension plan, for the Grant Coordinator, Grant Coordinator's secretary and two full-time employees. The Grant Coordinator, Grant Coordinator's secretary and two full-time employees also contribute to PERS, which provides basic retirement, disability, survivor and health care benefits based on eligible service credit to members and beneficiaries. Benefits are established by Chapter 145 of the Ohio Revised Code. PERS issues a publicly available financial report that includes financial statements and required supplementary information for PERS.

For 1999, members of PERS contributed 8.5% of their gross salaries and the employer contributed an amount equal to 13.55% of participants' gross salaries. The County has paid all contributions required through December 31, 1999.

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**SUMMIT COUNTY FAMILY AND CHILDREN FIRST COUNCIL
SCHEDULE OF RECEIPTS AND EXPENDITURES OF FEDERAL AWARDS
DECEMBER 31, 1999**

Federal Grantor/ Pass Through Grantor/ Program Title	Federal CFDA Number	Pass-Through Entity Number	Program or Award Amount	Federal Receipts	Federal Expenditures
<u>U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</u> (Passed through the Ohio Department of Mental Health)					
Family Preservation & Support Services Grant	93.556	FY99	\$459,942	\$344,957	\$680,323
Temporary Assistance for Needy Families	93.558	FY99 FY00	1,610,400 1,610,400	23,029 <u>101,101</u>	23,029 <u>102,546</u>
Total Temporary Assistance for Needy Families				<u>124,130</u>	<u>125,575</u>
Total				<u>\$469,087</u>	<u>\$805,898</u>

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

**SUMMIT COUNTY FAMILY AND CHILDREN FIRST COUNCIL
SUMMIT COUNTY**

**NOTES TO THE SCHEDULE OF RECEIPTS AND EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 1999**

NOTE A - SIGNIFICANT ACCOUNTING POLICIES

The Schedule of Receipts and Expenditures of Federal Awards (Schedule) is a summary of the activity of the Family and Children First Council's federal award programs. The Schedule has been prepared on the cash basis of accounting.



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

Summit County Family and Children First Council
Summit County
264 South Arlington Street
Akron, Ohio 44306

To the Executive Council:

We have audited the accompanying financial statements of the Summit County Family and Children First Council, Summit County, Ohio, (the Council), as of and for the year ended December 31, 1999, and have issued our report thereon dated July 21, 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 Council'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 an instance of noncompliance that is required to be reported under *Government Auditing Standards* which is described in the accompanying Schedule of Findings as item 1999-60977-001.

However, we also noted an instance of immaterial noncompliance that we have reported to management of the Council in a separate letter dated July 21, 2000.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Council'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.

Summit County Family and Children First Council
Summit County
Report of Independent Accountants on Compliance and on Internal Control
Required by *Government Auditing Standards*
Page 2

This report is intended for the information and use of the audit committee, management, the Executive Council, and federal awarding agencies and pass-through entities, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink, appearing to read "Jim Petro", with a large, stylized flourish at the end.

Jim Petro
Auditor of State

July 21, 2000



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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**

Summit County Family and Children First Council
Summit County
264 South Arlington Street
Akron, Ohio 44306

To the Executive Council:

Compliance

We have audited the compliance of the Summit County Family and Children First Council, Summit County, Ohio, (the Council) 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 year ended December 31, 1999. The Council's major federal program is 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 program is the responsibility of the Council's management. Our responsibility is to express an opinion on the Council'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 Council'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 Council's compliance with those requirements.

In our opinion, the Council complied, in all material respects, with the requirements referred to above that are applicable to its major federal program for the year ended December 31, 1999.

Internal Control Over Compliance

The management of the Council 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 Council'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.

Summit County Family and Children First Council
Summit County
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
Page 2

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.

This report is intended for the information and use of the audit committee, management, the Executive Council, and federal awarding agencies and pass-through entities, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink, appearing to read "Jim Petro", written in a cursive style.

Jim Petro
Auditor of State

July 21, 2000

SUMMIT COUNTY FAMILY AND CHILDREN FIRST COUNCIL
DECEMBER 31, 1999

SCHEDULE OF FINDINGS
OMB CIRCULAR A -133 § .505

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 non-compliance at the financial statement level (GAGAS)?	Yes
(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):	Family Preservation & Support Services Grant CFDA # 93.556
(d)(1)(viii)	Dollar Threshold: Type A\B Programs	Type A: > \$ 300,000 Type B: > \$ 100,000
(d)(1)(ix)	Low Risk Auditee?	Yes

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

Noncompliance

Finding Number

1999-60977-001

Ohio Revised Code Section 121.37 states that each Family and Children First Council must designate an administrative agent from among the following public entities: the board of alcohol, drug addiction, and mental health services, including a board of alcohol and drug addiction or a community mental health board if the county is served by separate boards; the board of county commissioners; any board of health of the county's city and general health districts; the county department of human services; the county agency responsible for the administration of children's services pursuant to section 5153.15 of the Revised Code; the county board of mental retardation and developmental disabilities; any of the county's boards of education or governing boards of educational service centers; or the county's juvenile court. Any of the foregoing public entities, other than the board of county commissioners, may decline to serve as the council's administrative agent.

This section further provides that the administrative agent shall serve as the council's appointing authority; the council shall file an annual budget with the administrative agent; and the administrative agent shall ensure that all expenditures are handled in accordance with policies, procedures, and activities prescribed by state departments in rules or interagency agreements that are applicable to the council's functions. This section also provides for delegating certain additional council activities to the administrative agent.

Auditor of State Bulletin 98-007 indicates that when an Administrative Agent is relying on a public or private entity to perform Family and Children First Council fiscal functions (e.g., processing transactions and preparation of monthly financial statements), the Administrative Agent should enter into a written agreement with that entity. The Bulletin also recommends that the administrative agent agreement with the Family and Children First Council be in writing.

For the period July 1, 1999 through December 31, 1999, the Summit County Family and Children First Council (the FCFC) did not have a designated, eligible Administrative Agent. During that period, the Summit County Children Services Board (the Board) was acting as Administrative Agent though the written agreement between the Council and the Board had expired on June 30, 1999, and no extension had been approved by the Council.

In addition, beginning January 1, 2000, the FCFC entered into an agreement with the Summit County Children Services Board to function as the FCFC's Fiscal Agent; however, no Administrative Agent had been designated. This Fiscal Agent agreement was limited to fiscal matters and did not provide for the designation of other functions required to be performed by an Administrative Agent.

The FCFC should designate an Administrative Agent from the list of public entities prescribed by Ohio Revised Code Section 121.37 (B)(4). The Council should consider making the designation retroactive to January 1, 2000. If the Administrative Agent so designated, does not honor the Fiscal Agent agreement between the Council and the Board, the Council should seek to terminate the Fiscal Agent agreement. Also, the Family and Children First Council should read Auditor of State Bulletin 98-007 to gain an understanding of the Administrative and Fiscal Agent duties and responsibilities. The Council should ensure that its Administrative Agent designation be in writing and identify the specific duties to be performed by the Administrative Agent.

3. FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS

None



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SUMMIT COUNTY FAMILY AND CHILDREN FIRST COUNCIL

SUMMIT 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
SEPTEMBER 12, 2000**