



**Auditor of State  
Betty Montgomery**



UPPER SCIOTO VALLEY LOCAL SCHOOL DISTRICT  
HARDIN COUNTY

TABLE OF CONTENTS

| TITLE  | PAGE |
|--|------|
| Independent Accountants' Report.....   | 1    |
| Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund<br>Cash Balances - All Governmental Fund Types and Similar Fiduciary Funds<br>For the Fiscal Year Ended June 30, 2003 ..... | 3    |
| Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund<br>Cash Balances - Proprietary Fund Type and Similar Fiduciary Funds<br>For The Fiscal Year Ended June 30, 2003 .....       | 4    |
| Combined Statement of Receipts – Budget and Actual<br>For the Fiscal Year Ended June 30, 2003 .....  | 5    |
| Combined Statement of Disbursements and Encumbrances Compared<br>With Expenditure Authority For The Fiscal Year Ended June 30, 2003 .....  | 6    |
| Notes to the Financial Statements .....  | 9    |
| Schedule of Federal Awards Expenditures.....   | 27   |
| Notes to the Schedule of Federal Awards Expenditures .....   | 28   |
| Independent Accountants' Report on Compliance and On Internal Control Required<br>By <i>Government Auditing Standards</i> .....  | 29   |
| Independent Accountant's Report on Compliance and Requirements<br>Applicable to Each Major Federal Program and Internal Control Over<br>Compliance in Accordance With OMB Circular A-133.....            | 31   |
| Schedule of Findings.....  | 33   |
| Schedule of Prior Audit Findings.....  | 35   |

**This page intentionally left blank.**



**Auditor of State  
Betty Montgomery**

**INDEPENDENT ACCOUNTANTS' REPORT**

Upper Scioto Valley Local School District  
Hardin County  
P. O. Box 305  
McGuffey, Ohio 45859

To the Board of Education:

We have audited the accompanying financial statements of the Upper Scioto Valley Local School District, Hardin County, (the "District"), as of and for the fiscal year ended June 30, 2003. These financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these financial statements based on our audit.

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

As discussed in Note 2, the accompanying financial statements and notes have been prepared on a basis of accounting in accordance with standards established by the Auditor of State for governmental entities that are not required to file annual reports in accordance with generally accepted accounting principles. This basis of accounting is a comprehensive basis of accounting other than generally accepted accounting principles. The accompanying financial statements and notes omit assets, liabilities, fund equities, and disclosures that, while material, cannot be determined at this time.

In our opinion, the financial statements referred to above present fairly, in all material respects, the combined cash, investments, and combined fund cash balances of the District as of June 30, 2003, and its combined cash receipts and disbursements and its combined budgeted and actual receipts and budgeted and actual disbursements and encumbrances, for the year then ended on the basis of accounting described in Note 2.

As discussed in Note 3, during the year ended June 30, 2003, the District changed its method of accounting for financial reporting which resulted in the restatement of beginning fund balances.

In accordance with *Government Auditing Standards*, we have also issued our report dated January 15, 2004 on our consideration of the District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

The accompanying schedule of federal awards expenditures is presented for 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 financial statements. We subjected this information 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.

This report is intended solely for the information and use of the audit committee, management, Board of Education, and other officials authorized to receive this report under Section 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 that reads "Betty Montgomery". The signature is written in a cursive, flowing style.

**Betty Montgomery**  
Auditor of State

January 15, 2004

UPPER SCIOTO VALLEY LOCAL SCHOOL DISTRICT  
HARDIN COUNTY

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES**  
**ALL GOVERNMENTAL FUND TYPES AND SIMILAR FIDUCIARY FUNDS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2003**

|  | Governmental Fund Types |                  |                  |                  | Fiduciary Funds  | Total<br>(Memorandum Only) |
|--|-------------------------|------------------|------------------|------------------|------------------|----------------------------|
|  | General Fund            | Special Revenue  | Debt Service     | Capital Projects | Expendable Trust |                            |
| <b>Cash Receipts:</b>  |                         |                  |                  |                  |                  |                            |
| From Local Sources:  |                         |                  |                  |                  |                  |                            |
| Taxes  | \$1,403,491             | \$21,741         | \$150,705        |                  |                  | \$1,575,937                |
| Tuition  | 2,455                   |                  |                  |                  |                  | 2,455                      |
| Earnings on Investments  | 31,301                  |                  |                  | 114,246          |                  | 145,547                    |
| Extracurricular Activities   |                         | 57,130           |                  |                  |                  | 57,130                     |
| Classroom Materials and Fees   | 5,500                   |                  |                  |                  |                  | 5,500                      |
| Other Local Revenues   | 26,550                  |                  |                  |                  | 2,675            | 29,225                     |
| Intergovernmental - State  | 4,075,264               | 68,944           | 27,561           | 12,443           |                  | 4,184,212                  |
| Intergovernmental - Federal  |                         | 182,209          |                  |                  |                  | 182,209                    |
| <b>Total Cash Receipts</b>   | <b>5,544,561</b>        | <b>330,024</b>   | <b>178,266</b>   | <b>126,689</b>   | <b>2,675</b>     | <b>6,182,215</b>           |
| <b>Cash Disbursements:</b>   |                         |                  |                  |                  |                  |                            |
| Current:   |                         |                  |                  |                  |                  |                            |
| Instruction:   |                         |                  |                  |                  |                  |                            |
| Regular  | 2,218,965               | 66,824           |                  | 24,700           |                  | 2,310,489                  |
| Special  | 481,329                 | 171,921          |                  |                  |                  | 653,250                    |
| Vocational   | 212,890                 |                  |                  | 1,886            |                  | 214,776                    |
| Other  | 374,905                 |                  |                  |                  |                  | 374,905                    |
| Support services:  |                         |                  |                  |                  |                  |                            |
| Pupil  | 134,278                 |                  |                  |                  | 1,250            | 135,528                    |
| Instructional staff  | 218,054                 | 28,815           |                  | 159              |                  | 247,028                    |
| Board of Education   | 72,439                  |                  |                  |                  |                  | 72,439                     |
| Administration   | 567,058                 | 6,406            |                  |                  |                  | 573,464                    |
| Fiscal   | 214,258                 | 648              | 4,491            |                  |                  | 219,397                    |
| Operation and Maintenance  | 602,677                 | 3,560            |                  | 159,054          |                  | 765,291                    |
| Pupil transportation   | 318,893                 |                  |                  | 19,360           |                  | 338,253                    |
| Central  | 77,441                  | 14,664           |                  |                  |                  | 92,105                     |
| Operation of Non-Instructional Services  |                         |                  |                  |                  | 528              | 528                        |
| Extracurricular Activities   | 130,232                 | 68,534           |                  |                  |                  | 198,766                    |
| Facilities Services  | 28,000                  |                  |                  | 4,698,021        |                  | 4,726,021                  |
| Debt Service:  |                         |                  |                  |                  |                  |                            |
| Principal Retirement   |                         |                  | 30,000           |                  |                  | 30,000                     |
| Interest and Fiscal Charges  |                         |                  | 110,237          |                  |                  | 110,237                    |
| <b>Total Cash Disbursements</b>  | <b>5,651,419</b>        | <b>361,372</b>   | <b>144,728</b>   | <b>4,903,180</b> | <b>1,778</b>     | <b>11,062,477</b>          |
| Excess of Receipts Over/(Under) Disbursements  | (106,858)               | (31,348)         | 33,538           | (4,776,491)      | 897              | (4,880,262)                |
| Other Financing Sources (Uses):  |                         |                  |                  |                  |                  |                            |
| Operating Transfers In   |                         |                  | 30,614           |                  |                  | 30,614                     |
| Operating Transfers Out  | (45,614)                |                  |                  |                  |                  | (45,614)                   |
| Advances In  | 5,000                   |                  |                  |                  |                  | 5,000                      |
| Advances Out   | (9,000)                 |                  |                  | (5,000)          |                  | (14,000)                   |
| Proceeds From Sale of Assets   | 19,650                  |                  |                  |                  |                  | 19,650                     |
| Premium and Interest on Bonds Sold   |                         |                  | 3,810            |                  |                  | 3,810                      |
| Refund of Prior Year Expenditure   | 13,194                  | 150              |                  |                  |                  | 13,344                     |
| <b>Total Other Financing Sources (Uses)</b>  | <b>(16,770)</b>         | <b>150</b>       | <b>34,424</b>    | <b>(5,000)</b>   |                  | <b>12,804</b>              |
| Excess of Receipts and Other Financing Sources Over/(Under) Disbursements and Other Uses | (123,628)               | (31,198)         | 67,962           | (4,781,491)      | 897              | (4,867,458)                |
| Fund Cash Balances, July 1   | 1,145,581               | 182,577          | 208,318          | 5,626,223        | 3,654            | 7,166,353                  |
| <b>Fund Cash Balances, June 30</b>   | <b>\$1,021,953</b>      | <b>\$151,379</b> | <b>\$276,280</b> | <b>\$844,732</b> | <b>\$4,551</b>   | <b>\$2,298,895</b>         |
| Reserve for Encumbrances, June 30  | \$129,709               | \$28,297         | \$841            | \$119,374        | \$66             | \$278,287                  |

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

**UPPER SCIOTO VALLEY LOCAL SCHOOL DISTRICT  
HARDIN COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS,  
AND CHANGES IN FUND CASH BALANCES  
PROPRIETARY FUND TYPE AND SIMILAR FIDUCIARY FUNDS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003**

|  | <b>Proprietary<br/>Fund Type</b> | <b>Fiduciary<br/>Funds</b> | <b>Total<br/>(Memorandum<br/>Only)</b> |
|--|----------------------------------|----------------------------|--|
|  | <b>Enterprise<br/>Funds</b>      | <b>Agency</b>              |  |
| <b>Operating Cash Receipts:</b>              |                                  |                            |  |
| Tuition                                      |                                  | \$7,119                    | \$7,119                                |
| Sales/Charges for Services                   | 162,480                          |                            | 162,480                                |
| Classroom Material and Fees                  | 19,284                           |                            | 19,284                                 |
| Extracurricular Activities                   |                                  | 78,830                     | 78,830                                 |
| Total Operating Cash Receipts                | <u>181,764</u>                   | <u>85,949</u>              | <u>267,713</u>                         |
| <b>Operating Cash Disbursements:</b>         |                                  |                            |  |
| Personal Services                            | 154,954                          |                            | 154,954                                |
| Contract Services                            | 729                              |                            | 729                                    |
| Materials and Supplies                       | 129,344                          | 6,197                      | 135,541                                |
| Capital Outlay                               | 1,673                            |                            | 1,673                                  |
| Other Expenses                               |                                  | 78,226                     | 78,226                                 |
| Total Operating Cash Disbursements           | <u>286,700</u>                   | <u>84,423</u>              | <u>371,123</u>                         |
| Operating Income (Loss)                      | <u>(104,936)</u>                 | <u>1,526</u>               | <u>(103,410)</u>                       |
| <b>Nonoperating Cash Receipts:</b>           |                                  |                            |  |
| Grants                                       | 63,482                           |                            | 63,482                                 |
| Interest Revenue                             | <u>2</u>                         |                            | <u>2</u>                               |
| Total Nonoperating Cash Receipts             | <u>63,484</u>                    |                            | <u>63,484</u>                          |
| Net Income (Loss) Before Operating Transfers | <u>(41,452)</u>                  | <u>1,526</u>               | <u>(39,926)</u>                        |
| Advance in<br>Operating Transfers In         | 9,000<br><u>15,000</u>           |                            | 9,000<br><u>15,000</u>                 |
| Net Income.(Loss)                            | <u>(17,452)</u>                  | <u>1,526</u>               | <u>(15,926)</u>                        |
| Fund Cash Balances at July 1                 | <u>26,126</u>                    | <u>81,206</u>              | <u>107,332</u>                         |
| <b>Fund Cash Balances at June 30</b>         | <b><u>\$8,674</u></b>            | <b><u>\$82,732</u></b>     | <b><u>\$91,406</u></b>                 |
| Reserve for Encumbrances, June 30            | <u>\$9,182</u>                   | <u>\$7,367</u>             | <u>\$16,549</u>                        |

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



**UPPER SCIOTO VALLEY LOCAL SCHOOL DISTRICT  
HARDIN COUNTY**

**COMBINED STATEMENT OF RECEIPTS-BUDGET AND ACTUAL  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003**

| <b>Fund Types/Fund</b>  | <b>Budget</b>      | <b>Actual</b>      | <b>Variance<br/>Favorable/<br/>(Unfavorable)</b> |
|-------------------------|--------------------|--------------------|--|
| <b>Governmental:</b>    |                    |                    |  |
| General Fund            | \$5,627,919        | \$5,582,405        | (\$45,514)                                       |
| Special Revenue Funds   | 400,319            | 330,174            | (70,145)   |
| Debt Service Funds      | 200,406            | 212,690            | 12,284   |
| Capital Project Funds   | 116,654            | 126,689            | 10,035   |
| <b>Proprietary:</b>     |                    |                    |  |
| Enterprise Funds        | 274,631            | 269,248            | (5,383)  |
| <b>Fiduciary:</b>       |                    |                    |  |
| Expendable Trust Funds  | 1,700              | 2,675              | 975  |
| Total (Memorandum Only) | <u>\$6,621,629</u> | <u>\$6,523,881</u> | <u>(\$97,748)</u>                                |

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

**UPPER SCIOTO VALLEY LOCAL SCHOOL DISTRICT  
HARDIN COUNTY**

**COMBINED STATEMENT OF DISBURSEMENTS AND  
ENCUMBRANCES COMPARED WITH EXPENDITURE AUTHORITY  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003**

| Fund Types/Fund         | Prior Year<br>Carryover<br><u>Appropriations</u> | 2003<br><u>Appropriations</u> | <u>Total</u>        |
|-------------------------|--|-------------------------------|---------------------|
| <b>Governmental:</b>    |  |                               |                     |
| General Fund            | \$186,166  | \$6,053,608                   | \$6,239,774         |
| Special Revenue Funds   | 20,033   | 491,928                       | 511,961             |
| Debt Service Funds      | 1,112  | 145,328                       | 146,440             |
| Capital Project Funds   | 3,976,608  | 1,352,543                     | 5,329,151           |
| <b>Proprietary:</b>     |  |                               |                     |
| Enterprise Funds        | 8,869  | 291,554                       | 300,423             |
| <b>Fiduciary:</b>       |  |                               |                     |
| Expendable Trust Funds  | <u>                    </u>                      | <u>1,950</u>                  | <u>1,950</u>        |
| Total (Memorandum Only) | <u>\$4,192,788</u>                               | <u>\$8,336,911</u>            | <u>\$12,529,699</u> |

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

| <u>Actual 2003<br/>Disbursements</u> | <u>Encumbrances<br/>Outstanding<br/>At June 30, 2003</u> | <u>Total</u>        | <u>Variance<br/>Favorable/<br/>(Unfavorable)</u> |
|--------------------------------------|--|---------------------|--|
| \$5,706,033                          | \$129,709  | \$5,835,742         | \$404,032  |
| 361,372                              | 28,297   | 389,669             | 122,292  |
| 144,728                              | 841  | 145,569             | 871  |
| 4,908,180                            | 119,374  | 5,027,554           | 301,597  |
| 286,700                              | 9,182  | 295,882             | 4,541  |
| <u>1,778</u>                         | <u>66</u>  | <u>1,844</u>        | <u>106</u>                                       |
| <u>\$11,408,791</u>                  | <u>\$287,469</u>   | <u>\$11,696,260</u> | <u>\$833,439</u>                                 |

**This page intentionally left blank.**

**UPPER SCIOTO VALLEY LOCAL SCHOOL DISTRICT  
HARDIN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003**

**1. DESCRIPTION OF THE SCHOOL DISTRICT**

Upper Scioto Valley Local School District (the "District") is organized under Article VI, Sections 2 and 3 of the Constitution of the State of Ohio, and is a body politic and corporate established for the purpose of exercising the rights and privileges conveyed to it by the constitution and laws of the State of Ohio.

The District operates under a locally-elected Board form of government and provides educational services as authorized by State and/or federal agencies. The Board consists of five members elected at-large for staggered four year terms.

The District was established in 1929 through the consolidation of existing land areas and school districts. The District serves an area of approximately 95 square miles. It is located in Auglaize, Hardin, and Logan Counties, and includes all of the Villages of McGuffey and Alger, all of Marion and Roundhead Townships, and portions of Cessna, Lynn, and McDonald Townships. The District is the 547<sup>th</sup> largest in the State of Ohio (among 612 school districts) in terms of enrollment. It is staffed by 43 non-certified employees, 57 certificated teaching personnel and 4 administrative employees to provide services to 780 students and other community members. The District currently operates one instructional building, one administrative building, and one garage.

**A. Reporting Entity:**

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

Component units are legally separate organizations for which the District is financially accountable. The District is financially accountable for an organization if the District appoints a voting majority of the organization's governing board and (1) the District is able to significantly influence the programs or services performed or provided by the organization; or (2) the District is legally entitled to or can otherwise access the organization's resources; the District is legally obligated or has otherwise assumed the responsibility to finance the deficits of, or provide financial support, to the organization; or the District is obligated for the debt of the organization. Component units may also include organizations that are fiscally dependent on the District in that the District approves the budget, the issuance of debt or the levying of taxes. There are no component units of the District.

The District is associated with eight organizations of which five are defined as jointly-governed organizations, two are insurance purchasing pools, and one is a related organization. These organizations include the West Central Ohio Special Education Regional Resource Center (SERRC), Western Ohio Computer Organization (WOCO), Ohio Hi-Point Joint Vocational School, Hardin County Schools Consortium Local Professional Development Committee, West Central Regional Professional Development Committee, Hardin County School Employees' Health and Welfare Benefit Plan and Trust, Ohio School Boards Association Workers' Compensation Group Rating Plan, and the Alger Library. These organizations are presented in Notes 13, 14, and 15 to the financial statements.

**UPPER SCIOTO VALLEY LOCAL SCHOOL DISTRICT  
HARDIN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003  
(Continued)**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Basis of Accounting**

Although required by Ohio Administrative Code Section 117-2-03 (B) to prepare its annual financial report in accordance with generally accepted accounting principles (GAAP), the District chooses to prepare its financial statements and notes in accordance with standards established by the Auditor of State for governmental entities that are not required to prepare annual financial reports in accordance with generally accepted accounting principals. This basis of accounting 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. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, in accordance with the basis of accounting described in the preceding paragraph.

**B. Fund Accounting**

The District uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain District functions or activities.

A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording receipts and disbursements in accordance with special restrictions or limitations. For financial statement presentation purposes, the various funds of the District are grouped into the following generic fund types under the broad fund categories governmental, proprietary and fiduciary.

**1. Governmental Fund Types:**

Governmental funds are those through which most governmental functions of the District are financed. The following are the District's governmental fund types:

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

**Special Revenue Funds** - Special revenue funds are used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditure for specified purposes.

**Debt Service Fund** - The debt service fund is used to account for the accumulation of resources for, and the payment of, general long-term obligation principal, interest, and related costs.

**Capital Projects Funds** - The capital projects funds are used to account for financial resources to be used for the acquisition of equipment and for the acquisition or construction of major capital facilities (other than those financed by proprietary or trust funds).

**UPPER SCIOTO VALLEY LOCAL SCHOOL DISTRICT  
HARDIN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003  
(Continued)**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**2. Proprietary Fund Type:**

Proprietary funds are used to account for the District's ongoing activities which are similar to those found in the private sector. The following is the District's proprietary fund type:

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

**3. Fiduciary Fund Types:**

Fiduciary funds are used to account for assets held by the District in a trustee capacity or as an agent for individuals, private organizations, other governmental units and/or other funds. The District's fiduciary funds include expendable trust and agency funds. Expendable trust funds are accounted for in essentially the same manner as governmental funds. Agency funds are custodial in nature and do not involve measurement of results of operations.

**C. Budgetary Process**

The budgetary process is prescribed by provisions of the Ohio Revised Code and entails the preparation of budgetary documents within an established timetable. The major documents prepared are the tax budget, the certificate of estimated resources, and the appropriation resolution, all of which are prepared on the budgetary basis of accounting. The certificate of estimated resources and the appropriations resolution are subject to amendment throughout the year with the legal restriction that appropriations cannot exceed estimated resources, as certified.

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

**1. Tax Budget:**

With the passage of House Bill #129 (spring 2001), a county budget commission may waive the submission of a subdivision's annual tax budget. On August 6, 2002, the Hardin County Budget Commission adopted a resolution waiving the requirement for the adoption of a tax budget for fiscal year 2004 and all future fiscal years for all school districts within Hardin County. In lieu of a full tax budget, the Commission will require the school districts to submit a copy of the five-year forecast annually by October 31<sup>st</sup>. This waiver of the tax budget does not change any other financial reporting requirements.

**UPPER SCIOTO VALLEY LOCAL SCHOOL DISTRICT  
HARDIN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003  
(Continued)**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**2. Estimated Resources:**

Prior to April 1, the Board of Education accepts, by formal resolution, the tax rates as determined by the County Budget Commission and receives the commission's certificate of estimated resources which states the projected revenue of each fund.

Prior to June 30, the District must revise its budget so that total contemplated expenditures from any fund during the ensuing year will not exceed the amount stated in the certificate of estimated resources. The revised budget then serves as the basis for the appropriation measure. On or about July 1, the Certificate is amended to include any unencumbered cash balances from the preceding year. The Certificate may be further amended during the year if projected increases or decreases in revenue are identified by the District Treasurer. The amounts reported in the budgetary statements reflect the amounts in the final amended certificate issued during fiscal year 2003.

**3. Appropriations:**

Upon receipt from the County Auditor of an amended certificate of estimated resources based on final assessed values and tax rates or a certificate saying no new certificate is necessary, the annual appropriation resolution must be legally enacted by the Board of Education at the fund, function, and object level of expenditures, which are the legal levels of budgetary control. Prior to the passage of the annual appropriation measure, the Board may pass a temporary appropriation measure to meet the ordinary expenses of the District.

The appropriation resolution, by fund, must be within the estimated resources as certified by the County Budget Commission and the total of expenditures and encumbrances may not exceed the appropriation totals at any level of control. 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 Board of Education.

The Board may pass supplemental fund appropriations so long as the total appropriations by fund do not exceed the amounts set forth in the most recent certificate of estimated resources. During the year, several supplemental appropriations were legally enacted; however, none of these amendments were significant.

The budget figures which appear in the statements of budgetary comparisons represent the final appropriation amounts, including all supplemental appropriations. Formal budgetary integration is employed as a management control device during the year for all funds other than agency funds, consistent with statutory provisions.

**4. Encumbrances:**

As part of formal budgetary control, purchase orders, contracts, and other commitments for the expenditure of monies are recorded as the equivalent of expenditures in order to reserve that portion of the applicable appropriation and to determine and maintain legal compliance. Expenditures plus encumbrances may not legally exceed appropriations.



**UPPER SCIOTO VALLEY LOCAL SCHOOL DISTRICT  
HARDIN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003  
(Continued)**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**5. Lapsing of Appropriations:**

At the close of each fiscal year, the unencumbered balance of each appropriation reverts to the respective fund from which it was appropriated and becomes subject to future appropriation. Encumbered appropriations are carried forward to the succeeding fiscal year and are not reappropriated.

**D. Cash and Cash Equivalents**

To improve cash management, all cash received by the District is pooled in a central bank account. Monies for all funds, including enterprise funds, are maintained in this account or temporarily used to purchase short term investments. Individual fund integrity is maintained through District records.

Investments are stated at cost which approximates market value. Investment earnings are allocated as authorized by State statute based upon District policy.

**E. Property, Plant and Equipment**

Fixed assets acquired or constructed for general governmental service are recorded as expenditures. Depreciation is not recorded for these fixed assets

**F. Unpaid Vacation and Sick Leave**

Employees are entitled to cash payments for unused vacation and sick leave in certain circumstances, such as upon leaving employment. Unpaid vacation and sick leave are not reflected as liabilities under the cash basis of accounting used by the District.

**G. Interfund Transactions**

Quasi-external transactions are accounted for as revenues and expenditures or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed.

Nonrecurring or nonroutine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers.

**H. Total Columns on Financial Statements**

Total columns on the financial statements are captioned "Total - (Memorandum Only)" to indicate that they are presented only to facilitate financial analysis. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

**UPPER SCIOTO VALLEY LOCAL SCHOOL DISTRICT  
HARDIN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003  
(Continued)**

**3. CHANGES IN ACCOUNTING PRINCIPLES AND RESTATEMENT OF FUND BALANCES**

For fiscal year 2003, the District changed its method of accounting for financial reporting from accounting principles generally accepted in the United States of America to a basis of accounting formerly prescribed or permitted for school districts by the Auditor of State. This comprehensive basis of accounting 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. This change has the following effect on fund balance types as previously reported:

|                         | <b>Fund Balance /<br/>Retained Earnings<br/>June 30, 2002</b> | <b>Accrual<br/>Adjustments</b> | <b>Restated<br/>Fund Balance<br/>July 1, 2002</b> |
|-------------------------|---|--------------------------------|---|
| General                 | \$1,123,302   | \$22,279                       | \$1,145,581                                       |
| Special Revenue         | 204,551   | (21,974)                       | 182,577   |
| Debt Service            | 254,395   | (46,077)                       | 208,318   |
| Capital Projects        | 4,443,876   | 1,182,347                      | 5,626,223   |
| Enterprise              | 14,017  | 12,109                         | 26,126  |
| Expendable Trust Funds  | 2,900   | 754                            | 3,654   |
| Agency Funds            | 30,096  | 51,110                         | 81,206  |
| Total (Memorandum Only) | <u>\$6,073,137</u>  | <u>\$1,200,548</u>             | <u>7,273,685</u>                                  |

**4. DEPOSITS AND INVESTMENTS**

State statutes classify monies held by the District into three categories.

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

Inactive deposits are public deposits that the Board of Education has identified as not required for use within the current five year period of designation of depositories. Inactive deposits must either be evidenced by certificates of deposit maturing not later than the end of the current period of designation of depositories, or by savings or deposit accounts including, but not limited to, passbook accounts.

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

Protection of District's deposits is provided by the Federal Deposit Insurance Corporation, 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.

**UPPER SCIOTO VALLEY LOCAL SCHOOL DISTRICT  
HARDIN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003  
(Continued)**

**4. DEPOSITS AND INVESTMENTS (Continued)**

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

1. United States Treasury Notes, Bills, Bonds, or other obligation or security issued by the United States Treasury or any other obligation guaranteed as to principal or interest by the United States;
2. Bonds, notes, debentures, or 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 the federal government agencies or instrumentalities;
3. Written repurchase agreements in the securities listed above provided that the market value of the securities subject to the repurchase agreement must exceed the principal value of the agreement by at least two percent and be marked to market daily, and that the term of the agreement must not exceed thirty days;
4. Bonds and other obligations of the State of Ohio;
5. No-load money market mutual funds consisting exclusively of obligations described in division (1) or (2) of this section and repurchase agreements secured by such obligations, provided that investments in securities described in this division are made only through eligible institutions; and
6. The State Treasurer's investment pool (STAR Ohio).

Investments in stripped principal or interest obligations, reverse purchase 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 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.

The following information classifies deposits and investments by categories of risk as defined in GASB Statement 3, "Deposits with Financial Institutions, Investments and Reverse Repurchase Agreements".

**Deposits:** At fiscal year end, the carrying amount of the District's deposits was \$2,036,786 and the bank balance was \$2,362,438. Of the bank balance, \$228,404 was covered by federal depository insurance and \$2,134,034 was uninsured and uncollateralized. Although the securities serving as collateral were held by the pledging financial institution's trust department in the District's name and all State statutory requirements for the deposit of money had been followed, non-compliance with federal requirements would potentially subject the District to a successful claim by the Federal Deposit Insurance Corporation.

**UPPER SCIOTO VALLEY LOCAL SCHOOL DISTRICT  
HARDIN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003  
(Continued)**

**4. DEPOSITS AND INVESTMENTS (Continued)**

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

The District's investment STAR Ohio, an investment pool operated by the Ohio State Treasurer, is unclassified because the investment is not evidenced by securities that exist in physical or book entry form.

|           | <u>Cost Value</u> | <u>Fair Value</u> |
|-----------|-------------------|-------------------|
| STAR Ohio | \$353,515         | \$353,515         |

**5. PROPERTY TAXES**

Property taxes are levied and assessed on a calendar year basis, while the District operates on a fiscal year from July through June. First half tax collections are received by the District in the second half of the fiscal year. Second half tax distributions occur in the first half of the following year. Property taxes include amounts levied against all real, public utility and tangible personal (used in business) property located in the District. Real property taxes are levied April 1 on the assessed value listed as of the prior January 1, the lien date.

Public utility property taxes attached as a lien on December 31 of the prior fiscal year, were levied April 1 and are collected with real property taxes. Assessed values for real property taxes are established by State law at 35 percent of appraised market value. All property is required to be revalued every six years. Public utility property taxes are assessed on tangible personal property at 88 percent of true value (with certain exceptions) and on real property at 35 percent of true value.

Tangible personal property taxes are levied after April 1 on the value listed as of December 31 of the current year. Tangible personal property assessments are 25 percent of true value. Real property taxes are payable annually or semi-annually. If paid annually, payment is due December 31; if paid semi-annually, the first payment is due December 31 with the remainder payable by June 20. Under certain circumstances, State statute permits earlier or later payment dates to be established.

Tangible personal property taxes paid by multi-county taxpayers are due September 20. Single county taxpayers may pay annually or semi-annually. If paid annually, payment is due April 30; if paid semi-annually, the first payment is due April 30, with the remainder payable by September 20. The District receives property taxes from Hardin, Logan, and Auglaize.

**UPPER SCIOTO VALLEY LOCAL SCHOOL DISTRICT  
HARDIN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003  
(Continued)**

**5. PROPERTY TAXES (Continued)**

The Counties' Auditors periodically advance to the District its portion of the taxes collected. Second-half real property tax payments collected by the County by June 30, 2003 are available to finance fiscal year 2003 operations. The amount available to be advanced can vary based on the date the tax bills are sent.

The assessed values upon which fiscal year 2003 taxes were collected are:

|   | <b>2002 Second-<br/>Half Collections</b> |                | <b>2003 First-<br/>Half Collections</b> |                |
|---|--|----------------|---|----------------|
|   | <b>Amount</b>                            | <b>Percent</b> | <b>Amount</b>                           | <b>Percent</b> |
| Agricultural/Residential<br>and Other Real Estate | \$41,002,090                             | 83.98%         | \$42,622,140                            | 83.26%         |
| Industrial/Commercial                             | 1,941,220                                | 3.98           | 1,993,310                               | 3.89           |
| Public Utility Personal<br>Property               | 4,000,820                                | 8.20           | 4,528,970                               | 8.85           |
| Tangible Personal Property                        | 1,874,182                                | 3.84           | 2,047,211                               | 4.00           |
| <b>Total Assessed Value</b>                       | <b>\$48,818,312</b>                      | <b>100.00%</b> | <b>\$51,191,631</b>                     | <b>100.00%</b> |
| <br>Tax rate per \$1,000 of<br>assessed valuation | <br>\$35.60                              |                | <br>\$35.50                             |                |

**6. INCOME TAX**

The District levies a voted tax of 0.5 percent for general operations on the income of residents and of estates. The tax was effective on January 1, 1996, and is a continuing tax. Employers of residents are required to withhold income tax on compensation and remit the tax to the State. Taxpayers are required to file an annual return. The State makes quarterly distributions to the District after withholding amounts for administrative fees and estimated refunds. Income tax revenue is credited to the General Fund.

**7. RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts; theft or damage to, and destruction of assets; errors and omissions; injuries to employees and natural disasters. During fiscal year 2003, the District contracted with various companies for the coverages:

|  |                    |              |
|--|--------------------|--------------|
| Building and Contents - replacement cost | (\$500 deductible) | \$22,830,381 |
| Automobile Liability                     | (\$250 deductible) | 1,000,000    |
| Commercial Umbrella Liability            |                    | 3,000,000    |
| Commercial General Liability             |                    |              |
| Per occurrence                           |                    | 1,000,000    |
| Total per year                           |                    | 2,000,000    |
| Builder's Risk Coverage                  |                    | 13,000,000   |

Public officials' bond insurance is provided by the Nationwide Agribusiness Insurance Company.

Settled claims have not exceeded this commercial coverage in any of the past three years.

**UPPER SCIOTO VALLEY LOCAL SCHOOL DISTRICT  
HARDIN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003  
(Continued)**

**7. RISK MANAGEMENT (Continued)**

For fiscal year 2003, the District participated in the Ohio School Boards Association Workers' Compensation Group Rating Plan (the "Plan"), an insurance purchasing pool (Note 14).

The Plan is intended to achieve the benefit of a reduced premium for the District by virtue of its grouping and representation with other participants in the Plan. The workers' compensation experience of the participating school districts is calculated as one experience and a common premium rate is applied to all school districts in the Plan.

Each participant pays its workers' compensation premium to the State based on the rate for the GRP rather than its individual rate. Total savings are then calculated and each participant's individual performances is compared to the overall savings percent of the Plan. Participation in the Plan is limited to school districts that can meet the Plan's selection criteria. The school districts apply for participation each year. The firm of Gates McDonald and Co. provides administrative, cost control, and actuarial services to the Plan. Each year, the District pays an enrollment fee to the Plan to cover the costs of administering the program.

The District participates in the Hardin County Schools Health Benefit Fund and Trust (the "Trust"), a public entity shared risk pool consisting of six local school districts and the Hardin County Educational Service Center (Note 14). The District pays monthly premiums to the Trust for employee medical, dental, life insurance and vision benefits. The Trust is responsible for the management and operations of the program. Upon withdrawal from the Trust, a participant is responsible for the payment of all Trust liabilities to its employees, dependents, and designated beneficiaries accruing as a result of withdrawal.

**8. DEFINED BENEFIT PENSION PLANS**

**A. School Employees Retirement System**

The District contributes to the School Employees Retirement System (SERS), a cost-sharing multiple employer defined benefit pension plan. SERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Authority to establish and amend benefits is provided by Chapter 3309 of the Ohio Revised Code. SERS issues a publicly available, stand-alone financial report that includes financial statements and required supplementary information. That report may be obtained by writing to the School Employees Retirement System, 300 East Broad Street, Suite 100, Columbus, Ohio 43215-3476.

Plan members are required to contribute 9 percent of their annual covered salary and the District is required to contribute at an actuarially determined rate. The current school district rate is 14 percent of annual covered payroll. A portion of the District's contribution is used to fund pension obligations with the remainder being used to fund health care benefits; for fiscal year 2003, 8.17 percent of annual covered salary was the portion used to fund pension obligations. For fiscal year 2002, 5.46 percent of annual covered salary was the portion used to fund pension obligations. The contribution requirements of plan members and employers are established and may be amended, up to a statutory maximum amount, by the SERS' Retirement Board.

The District's required contributions for pension obligations to SERS for the fiscal years ended June 30, 2003, 2002 and 2001 were \$66,527, \$42,003, and \$30,258 respectively; 100 percent has been contributed for fiscal year 2003, 2002, and 2001.

**UPPER SCIOTO VALLEY LOCAL SCHOOL DISTRICT  
HARDIN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003  
(Continued)**

**8. DEFINED BENEFIT PENSION PLANS (Continued)**

**B. State Teachers Retirement System**

The District participates in the State Teachers Retirement System of Ohio (STRS Ohio), a cost-sharing, multiple-employer public employee retirement system. STRS Ohio provides retirement and disability benefits to members and death and survivor benefits to beneficiaries. STRS Ohio issues a stand-alone financial report that may be obtained by writing to STRS Ohio, 275 E. Broad St., Columbus, OH 43215-3371 or by calling (614) 227-4090.

New members have a choice of three retirement plans, a Defined Benefit (DB) Plan, a Defined Contribution (DC) Plan and a Combined Plan. The DB plan offers an annual retirement allowance based on final average salary times a percentage that varies based on years of service, or an allowance based on member contributions and earned interest matched by STRS Ohio funds times an actuarially determined annuity factor. The DC Plan allows members to place all their member contributions and employer contributions equal to 10.5% of earned compensation into an investment account. Investment decisions are made by the member. A member is eligible to receive a retirement benefit at age 50 and termination of employment. The Combined Plan offers features of both the DC Plan and the DB Plan. In the Combined Plan, member contributions are invested by the member, and employer contributions are used to fund the defined benefit payment at a reduced level from the regular DB Plan. DC and Combined Plan members will transfer to the Defined Benefit Plan during their fifth year of membership unless they permanently select the DC or Combined Plan. Existing members with less than five years of service credit as of June 30, 2001, were given the option of making a one time irrevocable decision to transfer their account balances from the existing DB Plan into the DC Plan or the Combined Plan. This option expired on December 31, 2001. Benefits are established by Chapter 3307 of the Ohio Revised Code.

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

For the fiscal year ended June 30, 2003, plan members were required to contribute 9.3 percent of their annual covered salaries. The District was required to contribute 14 percent; 13 percent was the portion used to fund pension obligations. For fiscal year 2002, the portion used to fund pension obligations was 9.5 percent. Contribution rates are established by the State Teachers Retirement Board, upon recommendations of its consulting actuary, not to exceed statutory maximum rates of 10% for members and 14% for employers. Chapter 3307 of the Ohio Revised Code provides statutory authority for member and employer contributions.

The District's required contributions for pension obligations for the fiscal years ended June 30, 2003, 2002, and 2001 were \$348,326, \$224,189, and \$262,998 respectively; 100 percent has been contributed for fiscal year 2003, 2002, and 2001. Contributions for the DCP and CP for fiscal year 2003 were \$458 made by the District and \$580 made by plan members.

**UPPER SCIOTO VALLEY LOCAL SCHOOL DISTRICT  
HARDIN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003  
(Continued)**

**8. DEFINED BENEFIT PENSION PLANS (Continued)**

**C. Social Security System**

Effective July 1, 1991, all employees not otherwise covered by the School Employees Retirement System or the State Teachers Retirement System have an option to choose Social Security or the School Employees Retirement System/State Teachers Retirement System. As of June 30, 2003, three members of the Board of Education have elected social security. The Board's liability is 6.2 percent of wages paid.

**9. POSTEMPLOYMENT BENEFITS**

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

The State Teachers Retirement Board has statutory authority over how much, if any, of the health care costs will be absorbed by STRS. Most benefit recipients pay a portion of the health care cost in the form of a monthly premium. By law, the cost of coverage paid from STRS funds shall be included in the employer contribution rate, currently 14 percent of covered payroll. For fiscal year 2003, the Board allocated employer contributions equal to 1 percent of covered payroll to the Health Care Reserve Fund. For the District, this amount equaled \$26,794.

STRS pays health care benefits from the Health Care Reserve Fund. The balance in the Fund was \$3,011 million at June 30, 2002 (the latest information available). For the fiscal year ended June 30, 2002, net health care costs paid by STRS were \$354,697,000, and STRS had 105,300 eligible benefit recipients.

For SERS, coverage is made available to service retirees with ten or more fiscal years of qualifying service credit, and to disability, and survivor benefit recipients. Members retiring on or after August 1, 1989, with less than twenty-five fiscal years of service credit must pay a portion of their premium for health care. The portion is based on years of service up to a maximum of 75 percent of the premium.

For the fiscal year ended June 30, 2003, employer contributions to fund health care benefits were 5.83 percent of covered payroll. In addition, SERS levies a surcharge to fund health care benefits equal to 14 percent of the difference between a minimum pay and the member's pay, pro-rated for partial service credit. For fiscal year 2003, the minimum pay was established at \$14,500. For the District, the amount to fund health care benefits, including the surcharge, was \$72,257, for fiscal year 2003.

The surcharge, added to the unallocated portion of the 14 percent employer contribution rate, provides for maintenance of the asset target level for the health care fund. The target level for the health care reserve is 150 percent of annual health care expenses. Expenses for health care for the fiscal year ended June 30, 2002 (the latest information available), were \$182,946,777, and the target level was \$274.4 million. At June 30, 2002, SERS had net assets available for payment of health care benefits of \$335.2 million. SERS has approximately 50,000 participants currently receiving health care benefits.



**UPPER SCIOTO VALLEY LOCAL SCHOOL DISTRICT  
HARDIN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003  
(Continued)**

**10. NOTES PAYABLE**

In fiscal year 1993, the School District issued \$435,000 in energy conservation notes for providing energy conservation measures for the School District. The notes were issued under the authority of Ohio Revised Code Sections 133.06(G) and 3313.372 for a ten year period, with final maturity during fiscal year 2003. During fiscal year 2003, principal, in the amount of \$30,000, was retired from the Debt Service. The outstanding balance at June 30, 2003, was \$0.

**11. LONG-TERM OBLIGATIONS**

The changes in the District's long-term obligations during fiscal year 2003 were as follows:

|                                      | <u>Interest<br/>Rate</u> | <u>Balance at<br/>6/30/2002</u> | <u>Additions</u> | <u>Reductions</u> | <u>Balance at<br/>6/30/2003</u> |
|--------------------------------------|--------------------------|---------------------------------|------------------|-------------------|---------------------------------|
| <u>General Long-Term Obligations</u> |                          |                                 |                  |                   |                                 |
| General Obligation Bonds             |                          |                                 |                  |                   |                                 |
| 2002 School Improvement              |                          |                                 |                  |                   |                                 |
| Serial and Term                      | 2.10 -<br>5.25%          | \$2,210,000                     |                  |                   | \$2,210,000                     |
| Capital Appreciation                 | 16.78                    | 39,999                          |                  |                   | 39,999                          |
| Total General Obligation Bonds       |                          | \$2,249,999                     |                  |                   | \$2,249,999                     |

**2002 School Improvement General Obligation Bonds** - On May 1, 2002, the School District issued \$2,249,999 in voted general obligation bonds for improvements to buildings and structures. The bond issue included serial, term, and capital appreciation bonds, in the amount of \$1,050,000, \$1,160,000, and \$39,999, respectively. The bonds are being retired from the Bond Retirement debt service fund. The capital appreciation bonds were issued at a premium of \$85,669.

The term bonds maturing on December 1, 2025, are subject to mandatory sinking fund redemption at a redemption price equal to 100 percent of the principal amount redeemed, plus accrued interest to the redemption date, on December 1 in the years and respective principal amounts as follows:

| <u>Year</u> | <u>Amount</u> |
|-------------|---------------|
| 2017        | \$110,000     |
| 2018        | 115,000       |
| 2019        | 125,000       |
| 2020        | 125,000       |
| 2021        | 130,000       |
| 2022        | 140,000       |
| 2023        | 145,000       |
| 2024        | 155,000       |

Unless previously redeemed, the remaining principal amount of \$115,000 will mature at stated maturity on December 1, 2025.

The serial bonds maturing after December 1, 2012, are subject to optional redemption, in whole or in part on any interest payment date, in integral multiples of \$5,000, at the option of the School District on or after June 1, 2012, at the redemption prices (expressed as percentages of the principal amount redeemed) plus accrued interest to the redemption date as follows:

**UPPER SCIOTO VALLEY LOCAL SCHOOL DISTRICT  
HARDIN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003  
(Continued)**

**11. LONG-TERM OBLIGATIONS (Continued)**

| <b>Redemption Dates<br/>(Dates Inclusive)</b> | <b>Redemption Prices</b> |
|---|--------------------------|
| June 1, 2012 and thereafter                   | 100%                     |

The capital appreciation bonds will mature in fiscal years 2012 and 2013 and are not subject to redemption prior to maturity. The maturity amount of the bonds is \$200,000.

The School District's overall debt margin was \$2,633,528 with an unvoted debt margin of \$327,472 at June 30, 2003.

Principal and interest requirements to retire, at maturity, general obligation bonds outstanding at June 30, 2003, were as follows:

| <b>Fiscal Year<br/>Ending June 30,</b> | <b>General<br/>Obligation<br/>Bonds</b> | <b>Interest</b>    | <b>Total</b>       |
|--|---|--------------------|--------------------|
| 2004                                   | \$70,000                                | \$100,905          | \$170,905          |
| 2005                                   | 75,000                                  | 99,435             | 174,435            |
| 2006                                   | 75,000                                  | 97,598             | 172,598            |
| 2007                                   | 75,000                                  | 95,422             | 170,422            |
| 2008                                   | 80,000                                  | 93,023             | 173,023            |
| 2009 – 2013                            | 309,999                                 | 420,738            | 730,737            |
| 2014 – 2018                            | 515,000                                 | 374,600            | 889,600            |
| 2019 – 2023                            | 635,000                                 | 211,839            | 846,839            |
| 2024 – 2026                            | 415,000                                 | 42,000             | 457,000            |
|  | <b>\$2,249,999</b>                      | <b>\$1,535,560</b> | <b>\$3,785,559</b> |

**UPPER SCIOTO VALLEY LOCAL SCHOOL DISTRICT  
HARDIN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003  
(Continued)**

**12. CAPITAL LEASES**

The following is a schedule of the future long-term minimum lease payments required under the capital leases and the present value of the minimum lease payments as of June 30, 2003.

| <u>Fiscal Year<br/>Ending June 30</u>          | <u>Lease<br/>Amount</u> |
|--|-------------------------|
| 2004   | 132,000                 |
| 2005   | 34,000                  |
| 2006   | 34,000                  |
| 2007   | 34,000                  |
| 2008   | 34,000                  |
| 2009 – 2013                                    | 170,000                 |
| 2014 – 2018                                    | 170,000                 |
| 2019 – 2041                                    | <u>765,000</u>          |
| Total Lease Payments                           | \$1,373,000             |
| Less: Amount Representing Interest             | <u>(603,540)</u>        |
| Present Value of<br>Net Minimum Lease Payments | <u>\$769,460</u>        |

**13. JOINTLY-GOVERNED ORGANIZATIONS**

**A. West Central Ohio Special Education Regional Resource Center**

The West Central Ohio Special Education Regional Resource Center (“SERRC”) is a jointly-governed organization formed to initiate, expand, and improve special education programs and services for children with disabilities and their parents. The SERRC is governed by a fifty-two member board consisting of the superintendent from the fifty participating school districts, one representative from a non-public school, and one representative from Wright State University. The degree of control exercised by any participating school district is limited to its representation on the Board. Financial information can be obtained from Krista Hart, Hardin County Educational Service Center, 1211 West Lima Street, Suite A, Kenton, Ohio 43326.

**B. Western Ohio Computer Organization**

The School District is a participant in the Western Ohio Computer Organization (“WOCO”). WOCO is an association of public school districts within the boundaries of Auglaize, Champaign, Hardin, Logan, Miami, and Shelby Counties. The organization was formed for the purpose of applying modern technology with the aid of computers and other electronic equipment to administrative and instructional functions among member school districts. The governing board of WOCO consists of two representatives from each county elected by majority vote of all charter member school districts within each county plus a representative from the fiscal agent school district. During fiscal year 2003, the School District paid \$31,354 to WOCO for various services. Financial information can be obtained from Sonny Ivey, who serves as Director, 129 East Court Street, Sidney, Ohio 45365.

**UPPER SCIOTO VALLEY LOCAL SCHOOL DISTRICT  
HARDIN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003  
(Continued)**

**13. JOINTLY-GOVERNED ORGANIZATIONS (Continued)**

**C. Ohio Hi-Point Joint Vocational School**

The Ohio Hi-Point Joint Vocational School ("JVS") is a distinct political subdivision of the State of Ohio which provides vocational education to students. The JVS is operated under the direction of a Board consisting of one representative from each of the participating school districts' elected boards. The degree of control exercised by the School District is limited to its representation on the Board. The Board is its own budgeting and taxing authority. Financial information can be obtained from the Ohio Hi-Point Joint Vocational School, Eric Adelsberger, who serves as Treasurer, 2280 State Route 540, Bellefontaine, Ohio 43311.

**D. Hardin County Schools Consortium Local Professional Development Committee**

The Hardin County Schools Consortium Local Professional Development Committee ("LPDC") was established to plan, promote, and facilitate effective and efficient professional educator license renewal standards and staff development activities. The LPDC is organized under Ohio laws as a regional council of governments pursuant to a written agreement entered into by its members. The LPDC is governed by a fifteen member Executive Board. Financial information can be obtained from Krista Hart, Hardin County Educational Service Center, 1211 West Lima Street, Suite A, Kenton, Ohio 43326.

**E. West Central Regional Professional Development Center**

The West Central Regional Professional Development Center ("Center") is a jointly-governed organization among the school districts in Allen, Auglaize, Hancock, Hardin, Mercer, Paulding, Putnam, and Van Wert Counties. The organization was formed to establish an articulated regional structure for professional development in which school districts, the business community, higher education, and other groups cooperatively plan and implement effective professional development activities that are tied directly to school improvement, and in particular, to improvements in instructional programs.

The Center is governed by a fifty-two member board made up of representatives from the participating school districts, the business community, and two institutions of higher learning. The degree of control exercised by any participating school district is limited to its representation on the Board. Financial information can be obtained from Sandy Knudson, Hancock County Educational Service Center, 7746 County Road 140, Findlay, Ohio 45840.

**14. INSURANCE POOLS**

**A. Hardin County School Employees' Health and Welfare Benefit Plan and Trust**

The Hardin County School Employees' Health and Welfare Benefit Plan and Trust ("Trust") is a public entity shared risk pool consisting of six school districts, the Hardin County Educational Service Center, and the Ada Public Library. The Trust is organized as a Voluntary Employee Benefit Association under Section 501 (c)(9) of the Internal Revenue Code and provides medical, dental, vision, and life insurance benefits to the employees of the participants. Each participant's superintendent is appointed to an Administrative Committee which advises the Trustee, Sky Bank, concerning aspects of the administration of the Trust.

Each participant decides which plans offered by the Administrative Committee will be extended to its employees. Participation in the Trust is by written application subject to acceptance by the Administrative Committee and payment of the monthly premiums. Financial information can be obtained from Rick Combs, who serves as Director, 9525 T.R. 50, Dola, Ohio 45835.

**UPPER SCIOTO VALLEY LOCAL SCHOOL DISTRICT  
HARDIN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003  
(Continued)**

**14. INSURANCE POOLS (Continued)**

**B. Ohio School Boards Association Workers' Compensation Group Rating Plan**

The School District participates in a group rating plan for workers' compensation as established under Section 4123.29 of the Ohio Revised Code. The Ohio School Boards Association Workers' Compensation Group Rating Plan (Plan) was established through the Ohio School Boards Association (OSBA) as an insurance purchasing pool.

The Plans's business and affairs are conducted by a three member Board of Directors consisting of the President, the President-Elect, and the Immediate Past President of the OSBA. The Executive Director of the OSBA, or his designee, serves as coordinator of the Plan. Each year, the participants pay an enrollment fee to the Plan to cover the costs of administering the program.

**15. RELATED ORGANIZATION**

**Alger Public Library**

The Alger Public Library is a distinct political subdivision of the State of Ohio created under Chapter 3375 of the Ohio Revised Code. The Library is governed by a Board of Trustees appointed by the Upper Scioto Valley Board of Education. The Board of Trustees possesses its own contracting and budgeting authority, hires and fires personnel, and does not depend on the School District for operational subsidies. Although the School District serves as the taxing authority, its role is limited to a ministerial function. The determination to request approval of a tax, the rate, and the purpose are discretionary decisions made solely by the Board of Trustees. Financial information can be obtained from the Alger Public Library, P.O. Box 18, 100 West Wagoner Street, Alger, Ohio 45812.

**16. STATE SCHOOL FUNDING DECISION**

On December 11, 2002, the Ohio Supreme Court issued its latest opinion regarding the State's school funding plan. The decision reaffirmed earlier decisions that Ohio's current school-funding plan is unconstitutional.

The Supreme Court relinquished jurisdiction over the case and directed "...the Ohio General Assembly to enact a school-funding scheme that is thorough and efficient...".

The District is currently unable to determine what effect, if any, this decision will have on its future State funding and on its financial operations.

**17. SET ASIDE DISCLOSURE**

As stated in House Bill 412, revised in Senate Bill 345, school districts are required to maintain two reserves; one for capital acquisition and maintenance, and one for textbooks and other instructional materials. A reserve represents resources whose use is limited because of contractual or statutory restrictions.

**UPPER SCIOTO VALLEY LOCAL SCHOOL DISTRICT  
HARDIN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003  
(Continued)**

**17. SET ASIDE DISCLOSURE (Continued)**

The following demonstrates the District's compliance with set-aside requirement in Senate Bill 412:

|   | <u>Textbooks</u>  | <u>Capital<br/>Acquisition</u> | <u>Budget<br/>Stabilization</u> |
|---|-------------------|--------------------------------|---------------------------------|
| Set aside cash balance as of June 30, 2002                  | (\$13,738)        | \$272,633                      | \$23,833                        |
| Current year set-aside requirement                          | 97,778            | 97,778                         | 0                               |
| Qualifying Disbursements                                    | <u>(177,231)</u>  | <u>(47,063)</u>                | <u>20,868</u>                   |
| Set Aside Balance Carried<br>Forward to Future Fiscal Years | <u>(\$93,191)</u> | <u>\$323,348</u>               | <u>\$2,965</u>                  |

The District had qualifying expenditures during the fiscal year, along with a negative carry-over from the prior year that reduced the textbooks set-aside below zero at June 30, 2003. This amount may be used to reduce the set-aside requirement in future years.

In prior years, the District was also required to set aside money for budget stabilization. S.B. 345 eliminated the requirement for this set aside. However, the amount set aside from Bureau of Worker's Compensation refunds must be spent according to S.B. 345. During fiscal year 2003, the District expended a portion of this money for professional development which is allowable per S.B. 345.

**18. CONTINGENCIES**

**Grants**

The District received financial assistance from federal and state agencies in the form of grants. The expenditure of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements, and is subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the General Fund or other applicable funds. However, in the opinion of management, any such disallowed claims will not have a material adverse effect on the overall financial position of the District at June 30, 2003.

UPPER SCIOTO VALLEY LOCAL SCHOOL DISTRICT  
HARDIN COUNTY

SCHEDULE OF FEDERAL AWARDS EXPENDITURES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003

| FEDERAL GRANTOR<br>Pass Through Grantor<br>Program Title        | Pass<br>Through<br>Entity<br>Number | Federal<br>CFDA<br>Number | Receipts         | Non-Cash<br>Receipts | Disbursements    | Non-Cash<br>Disbursements |
|---|-------------------------------------|---------------------------|------------------|----------------------|------------------|---------------------------|
| <b>UNITED STATES DEPARTMENT OF AGRICULTURE</b>                  |                                     |                           |                  |                      |                  |                           |
| <i>Passed Through Ohio Department of Education:</i>             |                                     |                           |                  |                      |                  |                           |
| Nutrition Cluster:  |                                     |                           |                  |                      |                  |                           |
| Food Donation   | N/A                                 | 10.550                    |                  | \$22,693             |                  | \$22,693                  |
| National School Lunch Program                                   | LL P4-03                            | 10.555                    | 63,482           |                      | 63,482           |                           |
| Total U. S. Department of Agriculture - Nutrition Cluster       |                                     |                           | 63,482           | 22,693               | 63,482           | 22,693                    |
| <b>UNITED STATES DEPARTMENT OF EDUCATION</b>                    |                                     |                           |                  |                      |                  |                           |
| <i>Passed Through Ohio Department of Education:</i>             |                                     |                           |                  |                      |                  |                           |
| Eisenhower Professional Development State Grants                | MS-S1 01                            | 84.281                    |                  |                      | 1,419            |                           |
|   | MS-S1 02                            | 84.281                    |                  |                      | 1,208            |                           |
| Total Eisenhower Professional Development State Grants          |                                     |                           |                  |                      | 2,627            |                           |
| Safe and Drug Free Schools and Communities - State Grants       | DR-S1 01                            | 84.186                    |                  |                      | 14               |                           |
|   | DR-S1 02                            | 84.186                    |                  |                      | 1,296            |                           |
|   | DR-S1 03                            | 84.186                    | 1,723            |                      | 894              |                           |
| Total Safe and Drug Free Schools and Communities - State Grants |                                     |                           | 1,723            |                      | 2,204            |                           |
| Title 1, Grants to Local Educational Agencies                   | C1-S1 02                            | 84.010                    | 13,001           |                      | 44,680           |                           |
|   | C1-S1 03                            | 84.010                    | 143,838          |                      | 138,316          |                           |
| Total Title 1, Grants to Local Educational Agencies             |                                     |                           | 156,839          |                      | 182,996          |                           |
| Innovative Educational Program Strategies                       | C2-S1 02                            | 84.298                    |                  |                      | 1,045            |                           |
|   | C2-S1 03                            | 84.298                    | 2,248            |                      | 1,578            |                           |
| Total Innovative Educational Program Strategies                 |                                     |                           | 2,248            |                      | 2,623            |                           |
| Technology Literacy Challenge Fund Grant                        | TJ-S1 03                            | 84.318                    | 3,385            |                      | 2,398            |                           |
| Class Size Reduction  | CR-S1 02                            | 84.340                    |                  |                      | 5,870            |                           |
| Improving Teacher Quality State Grants                          | TR-S1 03                            | 84.367                    | 18,014           |                      | 16,892           |                           |
| Goals 2000  | G2-S2 01 C                          | 84.276                    |                  |                      | 6,726            |                           |
| Community Grant   | AT-S3 02                            | 84.352                    | 3,543            |                      | 3,543            |                           |
| Total U. S. Department of Education                             |                                     |                           | 185,752          |                      | 225,879          |                           |
| <b>TOTAL FEDERAL FINANCIAL ASSISTANCE</b>                       |                                     |                           | <b>\$249,234</b> | <b>\$22,693</b>      | <b>\$289,361</b> | <b>\$22,693</b>           |

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

**UPPER SCIOTO VALLEY LOCAL SCHOOL DISTRICT  
HARDIN COUNTY**

**NOTES TO THE SCHEDULE OF FEDERAL AWARDS EXPENDITURES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003**

**NOTE A -- SIGNIFICANT ACCOUNTING POLICIES**

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

**NOTE B -- NUTRITION CLUSTER**

Program regulations do not require the District to maintain separate inventory records for purchased food and food received from the U.S. Department of Agriculture. This nonmonetary assistance is reported in the Schedule at the fair market value of the commodities received and consumed.

Cash receipts from the U.S. Department of Agriculture are commingled with State grants. It is assumed federal monies are expended first.

**NOTE C -- MATCHING REQUIREMENTS**

Certain Federal programs require that the District contribute non-Federal funds (matching funds) to support the Federally-funded programs. The expenditure of non-Federal matching funds is not included on the Schedule.





## **Auditor of State Betty Montgomery**

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

Upper Scioto Valley Local School District  
Hardin County  
P. O. Box 305  
McGuffey, Ohio 45859

To the Board of Education:

We have audited the financial statements of Upper Scioto Valley Local School District, Hardin County, (the "District"), as of and for the fiscal year ended June 30, 2003, and have issued our report thereon dated January 15, 2004, which noted the District prepares its financial statements on a basis of accounting other than that prescribed by Ohio Administrative Code Section 117-2-03(B). We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

#### **Compliance**

As part of obtaining reasonable assurance about whether the District'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 the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed 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 2003-001. We also noted certain immaterial instances of noncompliance that we have reported to management of the District in a separate letter January 15, 2004.

#### **Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the District'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 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 operations that we consider to be material weaknesses. However, we noted an other matter involving the internal control over financial reporting that does not require inclusion in this report, that we have reported to management of the District in a separate letter dated January 15, 2004.

Upper Scioto Valley Local School District  
Hardin County  
Independent Accountants' Report 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, Board of Education, and federal awarding agencies and pass-through entities, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink that reads "Betty Montgomery". The signature is written in a cursive, flowing style.

**Betty Montgomery**  
Auditor of State

January 15, 2004



## Auditor of State Betty Montgomery

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

Upper Scioto Valley Local School District  
Hardin County  
P. O. Box 305  
McGuffey, Ohio 45859

To the Board of Education:

#### Compliance

We have audited the compliance of Upper Scioto Valley Local School District, Hardin County, (the "District"), 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 June 30, 2003. The District'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 District's management. Our responsibility is to express an opinion on the District's compliance based on our audit.

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

In our opinion, the District complied, in all material respects, with the requirements referred to above that are applicable to its major federal program for the year ended June 30, 2003.

#### Internal Control Over Compliance

The management of the District 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 District'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.

One First National Plaza / 130 W. Second St. / Suite 2040 / Dayton, OH 45402  
Telephone: (937) 285-6677 (800) 443-9274 Fax: (937) 285-6688  
[www.auditor.state.oh.us](http://www.auditor.state.oh.us)

**Internal Control Over Compliance  
(Continued)**

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, Board of Education, 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.



**Betty Montgomery**  
Auditor of State

January 15, 2004

**UPPER SCIOTO VALLEY LOCAL SCHOOL DISTRICT  
HARDIN COUNTY**

**SCHEDULE OF FINDINGS  
OMB CIRCULAR A-133 § .505  
JUNE 30, 2003**

| <b>1. SUMMARY OF AUDITOR'S RESULTS</b> |   |   |
|--|---|---|
| <i>(d)(1)(i)</i>                       | <b>Type of Financial Statement Opinion</b>  | Unqualified   |
| <i>(d)(1)(ii)</i>                      | <b>Were there any material control weakness conditions reported at the financial statement level (GAGAS)?</b>         | No  |
| <i>(d)(1)(ii)</i>                      | <b>Were there any other reportable control weakness conditions reported at the financial statement level (GAGAS)?</b> | No  |
| <i>(d)(1)(iii)</i>                     | <b>Was there any reported material non-compliance at the financial statement level (GAGAS)?</b>                       | Yes   |
| <i>(d)(1)(iv)</i>                      | <b>Were there any material internal control weakness conditions reported for major federal programs?</b>              | No  |
| <i>(d)(1)(iv)</i>                      | <b>Were there any other reportable internal control weakness conditions reported for major federal programs?</b>      | No  |
| <i>(d)(1)(v)</i>                       | <b>Type of Major Programs' Compliance Opinion</b>   | Unqualified   |
| <i>(d)(1)(vi)</i>                      | <b>Are there any reportable findings under § .510?</b>  | No  |
| <i>(d)(1)(vii)</i>                     | <b>Major Programs (list):</b>   | Title 1, Grants to Local Educational Agencies: CFDA #84.010 |
| <i>(d)(1)(viii)</i>                    | <b>Dollar Threshold: Type A\B Programs</b>  | Type A: > \$ 300,000<br>Type B: all others                  |
| <i>(d)(1)(ix)</i>                      | <b>Low Risk Auditee?</b>  | No  |

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

**FINDING NUMBER 2003-001**

**Ohio Rev. Code Section 5705.41(D)** states that no order or contract involving the expenditure of money is to be made unless there is a certificate of the fiscal officer that the amount required for the order or contract has been lawfully appropriated and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances.

The following exceptions to this basic requirement are provided by statute:

Then and Now Certificate: This exception provides that, if the fiscal officer can certify that both at the time that the contract or order was made and at the time that he is completing his certification, sufficient funds were available or in the process of collection, to the credit of a proper fund, properly appropriated and free from any previous encumbrance, the taxing authority can authorize the drawing of a warrant. The taxing authority has 30 days from the receipt of such certificate to approve payment by resolution or ordinance. If approval is not made within 30 days, there is no legal liability on the part of the subdivision or taxing district.

Amounts less than \$1,000 for school districts (effective April 7, 2003 this amount is \$3,000) may be paid by the fiscal officer without such certificate of the taxing authority upon completion of the "then and now" certificate, provided that the expenditure is otherwise lawful. This does not eliminate any otherwise applicable requirement for approval of expenditures by the taxing authority.

Fifteen percent of the transactions tested were not certified by the Treasurer prior to making orders for the expenditure of School District funds. In addition, neither of the two exceptions above was utilized for these transactions. Procedures should be implemented not only to help ensure compliance with this requirement, but to prevent the unauthorized obligation of School District funds.

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

None

**UPPER SCIOTO VALLEY LOCAL SCHOOL DISTRICT  
HARDIN COUNTY**

**SCHEDULE OF PRIOR AUDIT FINDINGS  
JUNE 30, 2003**

| <u>Finding Number</u> | <u>Finding Summary</u>                 | <u>Fully Corrected?</u> | Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <i>Explain:</i> |
|-----------------------|--|-------------------------|--|
| 2002-10233-01         | Ohio Revised Code Section 5705.41 (D)  | No                      | Repeated as finding number 2003-001  |
| 2002-10233-02         | Material Weakness; Fixed Asset Records | No                      | Finding Not Valid for this Audit Period; Entity Reported on the Cash Basis for fiscal year 2003                                  |

**This Page is Intentionally Left Blank.**





**Auditor of State  
Betty Montgomery**

88 East Broad Street  
P.O. Box 1140  
Columbus, Ohio 43216-1140  
Telephone 614-466-4514  
800-282-0370  
Facsimile 614-466-4490

**UPPER SCIOTO VALLEY LOCAL SCHOOL DISTRICT**

**HARDIN COUNTY**

**CLERK'S CERTIFICATION**

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

*Susan Babbitt*

**CLERK OF THE BUREAU**

**CERTIFIED  
MARCH 4, 2004**