

# **BUTLER COUNTY FAMILY AND CHILDREN FIRST COUNCIL**

Financial Statements

Year Ended June 30, 2018

With Independent Auditors' Report



**CLARK SCHAEFER HACKETT**  
CPAS & ADVISORS





# Dave Yost • Auditor of State

Members of the Council  
Butler County Family and Children First Council  
400 N. Erie Hwy  
Hamilton, OH 45011

We have reviewed the *Independent Auditor's Report* of the Butler County Family and Children First Council, Butler County, prepared by Clark, Schaefer, Hackett & Co., for the audit period July 1, 2017 through June 30, 2018. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The Butler County Family and Children First Council is responsible for compliance with these laws and regulations.

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

Dave Yost  
Auditor of State

December 17, 2018

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## **INDEPENDENT AUDITORS' REPORT**

To the Members of the  
Butler County Family and Children First Council:

We have audited the accompanying financial statements and related notes to the financial statements of the Butler County Family and Children First Council (the Council) as of and for the year ended June 30, 2018.

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

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditors' Responsibility**

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 the *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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

### **Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles**

As discussed in Note 1 of the financial statements, the Council prepared these financial statements using the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D), which is an accounting basis other than accounting principles generally accepted in the United States of America (GAAP), to satisfy these requirements.

Although we cannot reasonably determine the effects on the financial statements of the variances between the regulatory accounting basis and GAAP, we presume they are material.

Though the Council does not intend these statements to conform to GAAP, auditing standards generally accepted in the United States of America require us to include an adverse opinion on GAAP. However, the adverse opinion does not imply the amounts reported are materially misstated under the accounting basis Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit. Our opinion on this accounting basis is in the *Opinion on Regulatory Basis of Accounting* paragraph below.

### **Adverse Opinion on U.S. Generally Accepted Accounting Principles**

In our opinion, because of the significance of the matter discussed in the *Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles* paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Butler County Family and Children First Council as of June 30, 2018, or changes in financial position thereof for the year then ended.

### **Opinion on Regulatory Basis of Accounting**

In our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of the Council as of June 30, 2018, and its combined cash receipts and disbursements for the year ended in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit, described in Note 1.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated November 30, 2018 on our consideration of the Council's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Council's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Council's internal control over financial reporting and compliance.

*Clark, Schaefer, Hackett & Co.*

Cincinnati, Ohio  
November 30, 2018



## BUTLER COUNTY FAMILY AND CHILDREN FIRST COUNCIL

Combined Statement of Cash Receipts, Cash Disbursements,  
and Changes in Fund Cash Balances - All Governmental Funds  
Year Ended June 30, 2018

	General	Special Revenue	Totals (Memorandum Only)
<b>Cash receipts:</b>			
Intergovernmental - local	\$ -	133,773	133,773
Intergovernmental - state and federal	162,278	1,729,418	1,891,696
Charges for services	30,433	61,399	91,832
Earnings on investments	2,219	-	2,219
Advance from fiscal agent	-	391,500	391,500
<b>Total cash receipts</b>	<b>194,930</b>	<b>2,316,090</b>	<b>2,511,020</b>
<b>Cash disbursements:</b>			
Salaries and benefits	138,201	1,546,479	1,684,680
Contractual services	63,645	1,103,670	1,167,315
Supplies and materials	9,108	43,330	52,438
Capital outlay	1,348	3,470	4,818
Other	6,688	85,724	92,412
Repayment of advance from fiscal agent	-	296,000	296,000
<b>Total cash disbursements</b>	<b>218,990</b>	<b>3,078,673</b>	<b>3,297,663</b>
Total cash receipts over cash disbursements	(24,060)	(762,583)	(786,643)
Fund cash balance, beginning of year	188,144	2,151,933	2,340,077
<b>Fund cash balance, end of year</b>	<b>\$ 164,084</b>	<b>1,389,350</b>	<b>1,553,434</b>
<b>Fund cash balance, end of year</b>			
Restricted	-	1,389,350	1,389,350
Assigned	39,856	-	39,856
Unassigned	124,228	-	124,228
<b>Fund cash balance, end of year</b>	<b>\$ 164,084</b>	<b>1,389,350</b>	<b>1,553,434</b>

See accompanying notes to the financial statements.

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**BUTLER COUNTY FAMILY AND CHILDREN FIRST COUNCIL**  
**Notes to the Financial Statements**  
**Year Ended June 30, 2018**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Reporting Entity**

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

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

**BUTLER COUNTY FAMILY AND CHILDREN FIRST COUNCIL**

**Notes to the Financial Statements**

**Year Ended June 30, 2018**

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- m. At least three individuals representing the interests of families in the county. Where possible, the number of members representing families shall be equal to twenty percent of the council's remaining membership.

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

The purpose of the county council is to streamline and coordinate existing government services for families seeking services for their children. In seeking to fulfill its purpose, a county council shall provide for the following:

- a. Refer to the cabinet council those children for whom the council cannot provide adequate services;
- b. Development and implementation of a process that annually evaluates and prioritizes services, fills service gaps where possible, or invents new approaches to achieve better results for families and children;
- c. Participate in the development of a countywide, comprehensive, coordinated, multi-disciplinary, interagency system for infants and toddlers with developmental disabilities or delays and their families, as established pursuant to federal grants received and administered by the department of health for early intervention services under the "Education of the Handicapped Act Amendments of 1986";
- d. Maintenance of an accountability system to monitor the county council's progress in achieving results for families and children;
- e. Establishment of a mechanism to ensure ongoing input from a broad representation of families who are receiving services within the county system;
- f. Participate in the development of a county service coordination mechanism;
- g. An interagency process to establish local indicators and monitor the county's progress toward increasing child well-being in the county;
- h. An interagency process to identify local priorities to increase child-well. The local priorities shall focus on expectant parents and newborns thrive; infants and toddlers thriving; children being ready for school; children and youth succeeding in school; youth choosing healthy behaviors; and you successfully transitioning into adulthood and consider the indicators established by the cabinet council;
- i. An annual plan that identifies the county's interagency efforts to increase child well-being in the county;

# **BUTLER COUNTY FAMILY AND CHILDREN FIRST COUNCIL**

## **Notes to the Financial Statements**

**Year Ended June 30, 2018**

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- j. On an annual basis, the county council shall submit a report on the status of efforts by the county to increase child well-being in the county to the county's board of county commissioners and the cabinet council. This report shall be made available to any other person on request.

The Council's management believes these financial statements present all activities for which the Council is financially accountable.

### **Council Membership**

The County's Council membership included the Mental Health and Addiction Services Board, Board of Developmental Disabilities, Board of County Commissioners, County and Municipal Health Departments, Department of Job and Family Services, family representatives, social service provider agencies and the educational community. The purpose of the Family and Children First Council is to identify ways in which the child serving systems can provide services to the community in the most efficient and effective manner. A Council Director has been hired to administer all the Family and Children First programs. Because these programs affect all of the agencies within the Council membership, the salary of this employee is paid from a Collaborative Fee agreement derived from the agencies in the County.

### **Administrative Council**

The Administrative Council is a governing and policy making body. The Council is responsible for determining the need for staff positions pursuant to established goals, objectives, and policy statements. This committee is responsible for the creation of all standing committees and task groups of the Council.

## **B. Basis of Presentation**

These financial statements follow the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) (regulatory cash basis). This basis is similar to the cash receipts and disbursements accounting basis. The Board recognizes receipts when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred. These statements include adequate disclosure of material matters, as the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit.

**BUTLER COUNTY FAMILY AND CHILDREN FIRST COUNCIL**

**Notes to the Financial Statements**

**Year Ended June 30, 2018**

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**C. Fund Accounting**

The Council used fund accounting to segregate cash that is restricted as to use. The Council classifies its funds into the following types:

*General Fund* - The general fund is the general operating fund of the Council, and it consists of Council managed funds, such as the Mental Health Flexible Fund. The general fund is used to account for all financial resources, except those required to be accounted for in another fund.

*Special Revenue Fund*– These funds were used to account for proceeds from specific sources. This includes Help Me Grow Grants and Community Wraparound.

**D. Fiscal Agent**

The Council designated the Butler County Educational Service Center (ESC) as their fiscal agent for all funds received in the name of the Council. The ESC maintains Council funds in the ESC's cash pool as an agency fund separating grants by special cost centers.

**E. Budgetary Process**

A Family and Children First Council established under Ohio Revised Code Section 121.37 is not a taxing authority and is not subject to Ohio Revised Code Chapter 5705. As of October 1, 1997, all Family and Children First Councils are required to file an annual budget with its administrative agent. The Council filed an estimate of financial resources and an appropriation measure with the ESC as required by Ohio law. A summary of the 2018 budgetary activity appears in Note 3.

**F. Fund Balance**

Fund balance is divided into five classifications based primarily on the extent to which the Council must observe constraints imposed upon the use of its governmental fund resources. The classifications are as follows:

**1. Nonspendable**

The Council classifies assets as *nonspendable* when legally or contractually required to maintain the amounts intact.

**2. Restricted**

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

**BUTLER COUNTY FAMILY AND CHILDREN FIRST COUNCIL**

**Notes to the Financial Statements**

**Year Ended June 30, 2018**

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**3. Committed**

The Council can *commit* amounts via formal action (resolution). The Council must adhere to these commitments unless the Council amends the resolution. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specially committed to satisfy contractual requirements.

**4. Assigned**

Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as *restricted* or *committed*. Governmental fund types other than the general fund report all fund balances as *assigned* unless they are restricted or committed. In the general fund, *assigned* amounts represent intended uses established by the Council or Council official delegated that authority by resolution or by State Statute.

**5. Unassigned**

Unassigned fund balance is the residual classification for the general fund and includes amounts not included in the other classifications. In other governmental fund types, the unassigned classification is used only to report a deficit balance.

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

**G. Property, Plant and Equipment**

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

**H. Accumulated Leave**

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. The financial statements do not include a liability for unpaid leave.

**2. EQUITY IN POOLED CASH**

The Council's cash pool is maintained by the ESC. The Ohio Revised Code prescribes allowable deposits and investments, and the ESC is responsible for meeting compliance. The Council's carrying amounts of cash on deposit with the ESC at June 30, 2018 was \$1,553,434.

**BUTLER COUNTY FAMILY AND CHILDREN FIRST COUNCIL**  
**Notes to the Financial Statements**  
**Year Ended June 30, 2018**

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**3. BUDGETARY ACTIVITY**

Budgetary activity for the fiscal year ended June 30, 2018 follows:

Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 194,930	\$ 194,930	\$ -
Special Revenue	2,313,021	2,316,090	3,069
Total	<u>\$ 2,507,951</u>	<u>\$ 2,511,020</u>	<u>\$ 3,069</u>

Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 317,751	\$ 223,080	\$ 94,671
Special Revenue	3,528,512	3,172,627	355,885
Total	<u>\$ 3,846,263</u>	<u>\$ 3,395,707</u>	<u>\$ 450,556</u>

**4. DEFINED BENEFIT PENSION PLAN**

The Council's employees belong to the School Employees Retirement System of Ohio (SERS). SERS is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes this plan's benefits, which include postretirement healthcare and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. For fiscal year 2018, SERS members contributed 10% of their annual covered salary and the Council contributed an amount equal to 14% of annual covered payroll. The SERS Retirement Board, acting with the advice of their actuary, allocates the employer contribution rate amount four of the SERS' funds (Pension Trust Fund, Death Benefit Fund, Medicare B Fund and Health Care Fund). For fiscal year ended June 30, 2018, the allocation to pension, death benefits and Medicare B was 13.5%. The remaining 0.5% of the 14% employer contribution rate was allocated to the Health Care Fund.

**5. POSTEMPLOYMENT BENEFITS**

SERS offers a cost-sharing, multiple-employer defined benefit postemployment plan, which includes health care plans for medical coverage, prescription drug coverage, deposits to a health reimbursement arrangement and Medicare Part B premium reimbursements to qualifying benefit recipients. The portion of employer contributions allocated to health care for members during fiscal year 2018 was 0.5%.

**6. RISK MANAGEMENT**

The Council is covered under the Butler County Educational Service Center's insurance policy.



**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

**INDEPENDENT AUDITORS' REPORT**

To the Members of the  
Butler County Family and Children First Council:

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Butler County Family and Children First Council (the "Council") as of and for the year ended June 30, 2018, and the related notes to the financial statements and have issued our report thereon dated November 30, 2018, wherein we noted the Council followed financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit.

**Internal Control over Financial Reporting**

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

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

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

**Compliance and Other Matters**

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

**Purpose of this Report**

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

*Clark, Schaefer, Hackett & Co.*

Cincinnati, Ohio  
November 30, 2018



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# Dave Yost • Auditor of State

**BUTLER COUNTY FAMILY AND CHILDREN FIRST COUNCIL**

**BUTLER 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  
DECEMBER 27, 2018**