



Mary Taylor, CPA  
Auditor of State



**GALLIA JACKSON MEIGS BOARD OF ALCOHOL,  
DRUG ADDICTION AND MENTAL HEALTH SERVICES  
GALLIA COUNTY**

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# Mary Taylor, CPA

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## INDEPENDENT ACCOUNTANTS' REPORT

Gallia-Jackson-Meigs Board of Alcohol, Drug Addiction, and Mental Health Services  
Gallia County  
53 Shawnee Lane  
P.O. Box 514  
Gallipolis, Ohio 45631

To the Members of the Board:

We have audited the accompanying financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the Gallia-Jackson-Meigs Board of Alcohol, Drug Addiction, and Mental Health Services, Gallia County, Ohio (the Board), as of and for the year ended December 31, 2008, which collectively comprise the Board's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Board's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require that we plan and perform the audit to reasonably assure 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 our audit provides a reasonable basis for our opinions.

As discussed in Note 1, the accompanying financial statements and notes follow the cash accounting basis. This is a comprehensive accounting basis other than accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective cash financial position of the governmental activities, the major fund, and the aggregate remaining fund information of the Gallia-Jackson-Meigs Board of Alcohol, Drug Addiction, and Mental Health Services, Gallia County, Ohio, as of December 31, 2008, and the respective changes in cash financial position and the respective budgetary comparison for the General Fund thereof for the year then ended in conformity with the basis of accounting Note 1 describes.

In accordance with *Government Auditing Standards*, we have also issued our report dated June 30, 2009, on our consideration of the Board's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. While we did not opine on the internal control over financial reporting or on compliance, that report describes the scope of our testing of internal control over financial reporting and compliance, and the results of that testing. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*. You should read it in conjunction with this report in assessing the results of our audit.

Management's discussion and analysis is not a required part of the basic financial statements but is supplementary information the Governmental Accounting Standards Board requires. We have applied certain limited procedures, consisting principally of inquiries of management regarding the methods of measuring and presenting the required supplementary information. However, we did not audit the information and express no opinion on it.

We conducted our audit to opine on the Board's financial statements. The Schedule of Federal Awards Receipts and Expenditures presents additional information and is required by the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. It is not a required part of the basic financial statements. We subjected this schedule to the auditing procedures applied in the audit of the Board's financial statements.

A handwritten signature in cursive script that reads "Mary Taylor".

**Mary Taylor, CPA**  
Auditor of State

June 30, 2009

**GALLIA-JACKSON-MEIGS BOARD OF ALCOHOL, DRUG ADDICTION  
AND MENTAL HEALTH SERVICES**  
Management's Discussion and Analysis  
For the Year Ended December 31, 2008  
Unaudited

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The discussion and analysis of the Gallia-Jackson-Meigs Board of Alcohol, Drug Addiction and Mental Health Services' (the Board) financial performance provides an overall review of the Board's financial activities for the year ended December 31, 2008, within the limitations of the Board's cash basis of accounting. The intent of this discussion and analysis is to look at the Board's financial performance as a whole. Readers should also review the notes to the basic financial statements and the basic financial statements to enhance their understanding of the Board's financial performance.

### **Financial Highlights**

Key financial highlights for the year 2008 are as follows:

- Net assets increased \$208,712.
- General receipts accounted for \$1,082 in receipts or 0.01 percent of all receipts. Program specific receipts in the form of operating grants and contributions accounted for \$7,864,890 or 99.99 percent of total receipts of \$7,865,972.
- The Board had \$7,657,260 in disbursements related to governmental activities; all of these disbursements were offset by program specific operating grants and contributions. General receipts of \$1,082 plus the cash balance from December 31, 2007 of \$949,489 were adequate to provide for these programs.
- The Board's major fund had \$1,073,641 in available cash and \$7,476,605 in receipts, \$7,286,919 in disbursements and \$319,077 in encumbrances. The net asset balance at year-end equaled \$1,073,641.

### **Using this Annual Financial Report**

This annual report consists of a series of financial statements and notes to those statements. These statements are organized so the reader can understand the Gallia-Jackson-Meigs Board of Alcohol, Drug Addiction and Mental Health Services as a financial whole, an entire operating entity. The statements then proceed to provide an increasingly detailed look at specific financial activities and conditions on a cash basis of accounting.

The Statement of Net Assets – Cash Basis and Statement of Activities – Cash Basis provide information about the activities of the whole Board, presenting both an aggregate view of the Board's finances and a longer-term view of those finances. Fund financial statements provide the next level of detail. These statements tell how services were financed in the short-term as well as what remains for future spending.

### **Report the Board as a Whole**

Statement of Net Assets – Cash Basis and Statement of Activities – Cash Basis

While this document contains information used by the Board to provide programs and services for its service area, the view of the Board as a whole looks at all financial transactions and asks the question, "How did we do financially during calendar year 2008?" The Statement of Net Assets – Cash Basis and the Statement of Activities – Cash Basis answer this question. These two statements report the Board's net assets and changes in those assets. This change in net assets is important because it tells the reader that, for the Board as a whole, the financial position of the Board has improved or diminished on a cash basis. The causes of this change may be the result of many factors, some financial, some not.

In the Statement of Net Assets and the Statement of Activities, all of the Board's activities are considered Governmental Activities.

- Governmental Activities – The Board's only program and associated services are reported here.

**GALLIA-JACKSON-MEIGS BOARD OF ALCOHOL, DRUG ADDICTION  
AND MENTAL HEALTH SERVICES**  
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**Reporting the Board's Fund Financial Statements**

Fund Financial Statements

The Board's activities are reported in the fund financial statements, which focus on how money flows and the balance left at year-end available for spending in future periods. These fund financial statements are reported on a cash basis of accounting. The fund financial statements provide a detailed short-term view of the Board's mental health and dependency rehabilitation operations and the services they provide. Governmental Fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance mental health and dependency rehabilitation programs.

Fund financial statements provide detailed information about the Board's major fund – not the Board as a whole. The Board establishes separate funds to better manage its many activities and to help demonstrate that money that is restricted as to how it may be used and is being spent for the intended purpose. All of the Board's Activities are reported in governmental funds. The governmental fund financial statements provide a detailed view of the Board's governmental operations and the basic services it provides. Governmental fund information helps determine whether there are more or less financial resources that can be spent to finance the Board's programs. The Board's significant governmental fund is presented on the financial statements in a separate column. The information for nonmajor funds (funds whose activity or balances are not large enough to warrant separate reporting) is combined and presented in total in a single column. The Board's only major governmental fund is the General Fund.

The notes to the financial statements are an integral part of the government-wide and fund financial statements and provide expanded explanation and detail regarding the information reported in the statements.

Basis of Accounting

The basis of accounting is a set of guidelines that determine when financial events are recorded. The Board has elected to present its financial statements on a cash basis of accounting. This basis of accounting is a basis of accounting other than generally accepted accounting principles. Under the Board's cash basis of accounting, receipts and disbursements are recorded when cash is received or paid.

As a result of using the cash basis of accounting, certain assets and their related revenue (such as accounts receivable) and certain liabilities and their related expenses (such as accounts payable) are not recorded in the financial statements. Therefore, when reviewing the financial information and discussion within this report, the reader must keep in mind the limitations resulting from the use of the cash basis of accounting.

**The Board as a Whole**

Recall that the Statement of Net Assets provides the perspective of the Board as a whole. Table 1 provides a summary of the Board's net assets for 2008 and compared to 2007.

**Table 1  
Net Assets**

	<b>Governmental</b>	<b>Activities</b>
	2008	2007
<b>ASSET:</b>		
Cash on deposit with Gallia County	\$1,158,201	\$949,489
 <b>NET ASSETS:</b>		
Unrestricted	1,158,201	949,489
Total net assets	\$1,158,201	\$949,489



**GALLIA-JACKSON-MEIGS BOARD OF ALCOHOL, DRUG ADDICTION  
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Total assets increased \$208,712. The increase is due primarily to an increase in revenues of 8.5 percent and a decrease in disbursements of 9.4 percent.

Table 2 shows the changes in net assets for the year ended December 31, 2008 and comparison to 2007.

In 2008, 46.8 percent of the Board's total receipts were from Federal Funds, 53.2 percent were from State and other grant sources and .01 percent were miscellaneous receipts. Program cash receipts accounted for 99.9 percent of the Board's total receipts in year 2008. These receipts consist primarily of Medicaid and its matching funds, and federal operating grants.

**Table 2  
Changes in Net Assets**

	Governmental Activities <b>2008</b>	Governmental Activities <b>2007</b>
<b>RECEIPTS:</b>		
<i>Program Cash Receipts</i>		
Operating Grants and Contributions	\$7,864,890	\$7,245,237
Total Program Cash Receipts	7,864,890	7,245,237
<i>General Receipts</i>		
Other Receipts	1,082	6,252
Total General Cash Receipts	1,082	6,252
<b>Total Cash Receipts</b>	7,865,972	7,251,489
<b>DISBURSEMENTS:</b>		
<i>Current</i>		
Alcohol, Drug Addiction and Mental Health Services	7,657,260	6,996,143
<b>Total Disbursements</b>	7,657,260	6,996,143
<b>CHANGE IN NET ASSETS:</b>	208,712	255,346
<b>Net Assets, January 1</b>	949,489	694,143
<b>Net Assets, December 31</b>	\$1,158,201	\$949,489

Contract services make up the vast majority of disbursements for the Board comprising 91% of total disbursements. Salaries and benefits comprise 7.7% of the total disbursements and other types of disbursements make up the remaining portion of disbursements.

The Statement of Activities shows the cost of program services and the operating grants and contributions offsetting those services. Table 3 shows the total cost of services and the net cost of services. In other words, it identifies the cost of those services supported by miscellaneous receipts and prior year cash balance carryovers.

**GALLIA-JACKSON-MEIGS BOARD OF ALCOHOL, DRUG ADDICTION  
AND MENTAL HEALTH SERVICES**  
Management's Discussion and Analysis  
For the Year Ended December 31, 2008  
Unaudited

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**Table 3**  
**Governmental Activities**  
**Total Cost of Services 2008**      **Total Cost of Services 2007**

	<b>Total Cost of Services 2008</b>	<b>Total Cost of Services 2007</b>	<b>Net Cost of Services 2008</b>	<b>Net Cost of Services 2007</b>
Alcohol, Drug Addiction and Mental Health Services:				
Salaries	\$413,353	\$503,677	\$413,353	\$503,677
Supplies	2,297	1,933	2,297	1,933
Equipment	1,336	4,209	1,336	4,209
Contracts – Repairs	10,901	6,493	10,901	6,493
Contracts – Services	6,967,813	6,195,814	(897,077)	(1,049,423)
Travel and Expenses	18,385	17,709	18,385	17,709
Public Employee's Retirement	67,644	76,539	67,644	76,539
Unemployment Compensation	10,412	8,838	10,412	8,838
Medicare	5,994	7,304	5,994	7,304
Hospitalization	94,735	97,240	94,735	97,240
Other Expenses	64,390	76,387	64,390	76,387
<b>Total Disbursements</b>	<b>\$ 7,657,260</b>	<b>\$ 6,996,143</b>	<b>\$ (207,630)</b>	<b>(249,094)</b>

The dependence upon state and federal funds for governmental activities is apparent as the Board has no local monies or levy monies.

**The Board's Fund Financial Statements**

The Board's fund financial statements are accounted for using the cash basis of accounting. The fund financial statements had total receipts of \$7,865,972 and disbursements of \$7,657,260. The financial statements had an increase in the cash balance of \$208,712 from the 2007 year-end cash balance. This increase is mainly due to an increase in receipts, an increase in Contract Services and a decrease in administrative cost.

**Budgeting Highlights**

The Board's budget is prepared according to Ohio law and is based on accounting for certain transactions on a basis of cash receipts, disbursements, and encumbrances.

During the course of 2008, the Board amended its appropriations, and the budgetary statement reflects both the original and final appropriated amounts. There was a significant change between the original and the final budget. For the General Fund, budget basis revenues were \$7,476,605, \$1,236,221 above original estimates of \$6,240,384. In addition, budget basis expenditures were \$7,605,996, \$782,056 above original estimates of \$6,823,940. The variances that did occur were mainly due to the fact that the Board is funded on the State's Fiscal Year (July through June) and thus projecting an exact budget is difficult at best.

**Economic Factors**

The receipts of the Board remain mainly stagnant. The increase was due to an increase in Medicaid services. The Board contracts with four provider agencies to deliver mental health and substance abuse services to the residents of Gallia, Jackson and Meigs Counties. However, the Board must pay for Medicaid services provided to Gallia, Jackson and Meigs County citizens by any qualified provider throughout Ohio. These costs have been increasing.

The Board will be challenged to maintain the current level of services and programs due to a stagnant receipts base and ordinary inflation. The Board and its administration must maintain careful financial planning and prudent fiscal management in order to balance the budget annually.

**GALLIA-JACKSON-MEIGS BOARD OF ALCOHOL, DRUG ADDICTION  
AND MENTAL HEALTH SERVICES**  
Management's Discussion and Analysis  
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Unaudited

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The Board will be challenged to maintain the current level of services and programs due to a stagnant receipts base and ordinary inflation. The Board and its administration must maintain careful financial planning and prudent fiscal management in order to balance the budget annually.

**Contacting the Board's Financial Management**

This financial report is designed to provide our citizens, taxpayers, and providers with a general overview of the Board's finances and to show the Board's accountability for the money it receives. If you have any questions about this report or need additional financial information, contact R. Rosalee Walker, Fiscal Officer, at Gallia-Jackson-Meigs Board of Alcohol, Drug Addiction and Mental Health Services, 53 Shawnee Lane, Gallipolis, Ohio 45631.

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**GALLIA-JACKSON-MEIGS BOARD OF ALCOHOL, DRUG ADDICTION  
AND MENTAL HEALTH SERVICES  
GALLIA COUNTY**  
*Statement of Net Assets - Cash Basis  
December 31, 2008*

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	<u>Governmental Activities</u>
<b>Assets</b>	
Cash on deposit with Gallia County Auditor	<u>\$1,158,201</u>
<i>Total Assets</i>	<u><u>\$1,158,201</u></u>
<b>Net Assets</b>	
Unrestricted	<u>\$1,158,201</u>
<i>Total Net Assets</i>	<u><u>\$1,158,201</u></u>

See accompanying notes to the basic financial statements

**GALLIA-JACKSON-MEIGS BOARD OF ALCOHOL, DRUG  
ADDICTION AND MENTAL HEALTH SERVICES**

**GALLIA COUNTY**

*Statement of Activities - Cash Basis  
For the year ending December 31, 2008*

	<u>Cash</u> <u>Disbursements</u>	<u>Program Cash Receipts</u>  <u>Operating Grants and</u> <u>Contributions</u>	<u>Net (Disbursements)</u> <u>and Changes in</u> <u>Net Assets</u>  <u>Governmental</u> <u>Activities</u>
<b>Governmental Activities:</b>			
Alcohol, Drug Addiction and Mental Health Services:			
Salaries	\$413,353		(\$413,353)
Supplies	2,297		(2,297)
Equipment	1,336		(1,336)
Contracts - Repairs	10,901		(10,901)
Contracts - Services	6,967,813	7,864,890	897,077
Travel and Expenses	18,385		(18,385)
Public Employees Retirement	67,644		(67,644)
Unemployment Compensations	10,412		(10,412)
Medicare	5,994		(5,994)
Hospitalization (Health Insurance)	94,735		(94,735)
Other Expenses	64,390		(64,390)
<i>Total Governmental Activities</i>	<u>\$7,657,260</u>	<u>\$7,864,890</u>	<u>207,630</u>
<b>General Receipts:</b>			
Other Receipts			<u>1,082</u>
<i>Total General Receipts</i>			<u>1,082</u>
<i>Changes in Net Assets</i>			<u>208,712</u>
<i>Net Assets Beginning of Year</i>			<u>949,489</u>
<i>Net Assets End of Year</i>			<u>\$1,158,201</u>

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

**GALLIA-JACKSON-MEIGS BOARD OF ALCOHOL,  
DRUG ADDICTION AND MENTAL HEALTH SERVICES  
GALLIA COUNTY**

*Statement of Cash Basis Assets and Fund Balances  
Governmental Funds  
December 31, 2008*

	General	Other Governmental Funds	Total Governmental Funds
<b>Assets</b>			
Cash on deposit with Gallia County	\$1,073,641	\$84,560	\$1,158,201
<i>Total Assets</i>	<u>\$1,073,641</u>	<u>\$84,560</u>	<u>\$1,158,201</u>
<b>Fund Balances</b>			
Reserved:			
Reserved for Encumbrances	\$319,077	\$0	\$319,077
Unreserved:			
Undesignated, Reported in:			
General Fund	754,564		754,564
Special Revenue Funds Fund		84,560	84,560
<i>Total Fund Balances</i>	<u>\$1,073,641</u>	<u>\$84,560</u>	<u>\$1,158,201</u>

See accompanying notes to the basic financial statements

**GALLIA-JACKSON-MEIGS BOARD OF ALCOHOL,  
DRUG ADDICTION AND MENTAL HEALTH SERVICES  
GALLIA COUNTY**

*Statement of Cash Receipts, Disbursements, and Changes in Cash Basis Fund Balances  
Governmental Funds  
For the Fiscal Year Ending December 31, 2008*

	General	Other Governmental Funds	Total Governmental Funds
<b>RECEIPTS</b>			
Grants	\$7,475,523	\$389,367	\$7,864,890
Other Receipts	1,082	0	1,082
<i>Total Receipts</i>	<u>7,476,605</u>	<u>389,367</u>	<u>7,865,972</u>
<b>DISBURSEMENTS</b>			
Current:			
Salaries	379,109	34,244	413,353
Supplies	2,278	19	2,297
Equipment	1,336	0	1,336
Contracts - Repairs	10,901	0	10,901
Contracts - Services	6,649,486	318,327	6,967,813
Travel and Expenses	14,988	3,397	18,385
Public Employee's Retirement	62,850	4,794	67,644
Unemployment Compensation	9,523	889	10,412
Medicare	5,497	497	5,994
Hospitalization (Health Insurance)	91,659	3,076	94,735
Other Expenses	59,292	5,098	64,390
<i>Total Disbursements</i>	<u>7,286,919</u>	<u>370,341</u>	<u>7,657,260</u>
<i>Excess of Cash Receipts over (under) Disbursements</i>	<u>189,686</u>	<u>19,026</u>	<u>208,712</u>
<i>Fund Balance Beginning of Year (Restated-Note 7)</i>	<u>883,955</u>	<u>65,534</u>	<u>949,489</u>
<i>Fund Balance End of Year</i>	<u>\$1,073,641</u>	<u>\$84,560</u>	<u>\$1,158,201</u>

See accompanying notes to the basic financial statements



**GALLIA-JACKSON-MEIGS BOARD OF ALCOHOL,  
DRUG ADDICTION AND MENTAL HEALTH SERVICES**

**GALLIA COUNTY**

*Statement of Receipts, Disbursements, and Changes  
In Cash Basis Fund Balance - Budget and Actual (Budget Basis)  
General Fund  
For the Fiscal Year Ending December 31, 2008*

	Budgeted Amounts			Variance with Final Budget Positive (Negative)
	Original	Final	Actual	
<b>RECEIPTS</b>				
Grants	\$6,240,384	\$7,475,523	\$7,475,523	\$0
Miscellaneous		1,082	1,082	0
<i>Total Receipts</i>	<u>6,240,384</u>	<u>7,476,605</u>	<u>7,476,605</u>	<u>0</u>
<b>DISBURSEMENTS</b>				
Current:				
Salaries	441,708	379,109	379,109	0
Supplies	3,231	2,428	2,428	0
Equipment	20,500	2,236	2,236	0
Contracts - Repairs	15,300	11,260	11,260	0
Contracts - Services	6,067,935	6,963,578	6,963,578	0
Travel and Expenses	17,503	15,537	18,064	(2,527)
Public Employee's Retirement	66,524	62,850	62,850	0
Unemployment Compensation	11,467	9,524	9,523	1
Medicare	6,404	5,497	5,497	0
Hospitalization (Health Insurance)	93,466	91,659	91,659	0
Other Expenses	79,902	62,319	59,792	2,527
<i>Total Disbursements</i>	<u>6,823,940</u>	<u>7,605,997</u>	<u>7,605,996</u>	<u>1</u>
<i>Excess Receipts over (under) Disbursements</i>	<u>(583,556)</u>	<u>(129,392)</u>	<u>(129,391)</u>	<u>(1)</u>
<i>Fund Balance Beginning of Year</i>	355,335	355,335	355,335	0
<i>Encumbered Funds Returned</i>		3,497	3,497	
<i>Prior Year Encumbrances Appropriated</i>	<u>528,620</u>	<u>525,123</u>	<u>525,123</u>	<u>0</u>
<i>Fund Balance End of Year</i>	<u>\$300,399</u>	<u>\$754,563</u>	<u>\$754,564</u>	<u>(\$1)</u>

See accompanying notes to the basic financial statements

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**GALLIA-JACKSON-MEIGS BOARD OF ALCOHOL, DRUG ADDICTION  
AND MENTAL HEALTH SERVICES**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2008**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Description of the Reporting Entity**

The Gallia-Jackson-Meigs Board of Alcohol, Drug Addiction and Mental Health Services, Gallia County (the Board), is a body corporate and politic established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The Board is directed by an eighteen-member Board. Board members are appointed by the Board's Director and the legislative authorities as well as citizens of the Board. Those subdivisions are Gallia, Jackson, and Meigs Counties. The Board provides alcohol, drug addiction and mental health services and programs to citizens of the Board. These services are provided primarily through contracts with private and public agencies. The Board is associated with the Southern Consortium for Children, which is defined as a jointly governed organization. This organization is described in Note 6.

The Board serves as the Administrative Agent for the Gallia Family and Children First Council (the Council). As Administrative Agent, the Board has appointing authority for the Council's employees and is responsible for determining that disbursements comply with policies prescribed by State departments in rules or interagency agreements. As required by the Revised Code, the Council is governed by a Board that includes the Executive Director of the Gallia-Jackson-Meigs Board of Alcohol, Drug Addiction and Mental Health Services. The activities of the Family and Children First Council are reported as a Special Revenue Fund within the Board's Financial Statements.

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

A reporting entity is comprised of the primary government, component units and other organizations included ensuring that the basic financial statements are not misleading. The primary government of the Board consists of all funds, departments, boards and agencies that are not legally separate from the Board.

Component units are legally separate organizations for which the Board is financially accountable. Component units may also include organizations that are fiscally dependent on the Board in that the Board approves their budget, the issuance of their debt or the levying of their taxes. The Board has no component units.

**B. Basis of Accounting**

These financial statements follow the basis of accounting prescribed or permitted by the Auditor of State, which is similar to the cash receipts and disbursements basis of accounting. Receipts are recognized when received in cash rather than when earned, and disbursements are recognized when paid rather than when a liability is incurred. This cash basis of accounting differs from accounting principles generally accepted in the United States of America (GAAP). Generally accepted accounting principles include all relevant Government Accounting Standards Board (GASB) pronouncements. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved). Differences between disbursements reported in the fund and entity wide statements versus budgetary expenditures are due to encumbrances outstanding at the beginning and end of the year.

**GALLIA-JACKSON-MEIGS BOARD OF ALCOHOL,  
DRUG ADDICTION AND MENTAL HEALTH SERVICES**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2008**

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

**B. Basis of Accounting (Continued)**

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

The Board's basic financial statements consist of government-wide statement, including a statement of net assets and a statement of activities, and governmental financial statements providing more detailed financial information.

*Government-wide Financial Statements* – The statement of net assets and the statement of activities display information about the Board as a whole. These statements include the financial activities of the primary government. The statements distinguish between those activities of the Board that are governmental and those that are considered business-type activities. The Board has no business-type activities.

The statement of net assets presents the financial condition of the governmental activities of the Board at year-end. The government-wide statement of activities presents a comparison between direct expenses and program revenues for each function of the Board's governmental activities. Direct expenses are those that are specifically associated with a service, program or department and are therefore identifiable to a particular function. Program revenues include charges paid by the recipient of the goods or services offered by the program and grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues which are not classified as program revenues are presented as general revenues of the Board with certain limited exceptions. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the Board.

*Fund Financial Statements* – Fund financial statements report detailed information about the Board. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major fund is presented in a separate column.

**C. Cash**

As required by Ohio Revised Code, the Gallia County Treasurer is custodian for the Board's cash. The Board's cash is held in Gallia County's cash and investment pool, and is valued at the Gallia County Treasurer's carrying amount. Deposits and investments disclosures for the County as a whole may be obtained from the County by contacting Steve McGhee, Gallia County Treasurer, Gallia County Courthouse 18 Locust Street, Gallipolis, Ohio 45631.

**D. Fund Accounting**

The Board's accounts are maintained on the basis of funds, each of which is considered a separate accounting entity. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to specific Board functions or activities. The operation of each fund is accounted for within a separate set of self-balancing accounts.

**GALLIA-JACKSON-MEIGS BOARD OF ALCOHOL,  
DRUG ADDICTION AND MENTAL HEALTH SERVICES**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2008**

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

**D. Fund Accounting (Continued)**

**GOVERNMENTAL FUNDS:**

Governmental funds are those through which most governmental functions typically are financed. Governmental funds reporting focuses on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purpose for which they may or must be used. Cash disbursements are assigned to the fund from which they are paid. The difference between governmental fund assets and cash disbursements is reported as fund balance. The following is the Board's only major governmental fund:

**General Fund**

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

The other governmental funds of the Board account for grants and other resources whose use is restricted to a particular purpose.

**E. Budgetary Process**

The Ohio Revised Code requires that each fund be budgeted annually.

**1. Appropriations**

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function or object level of control, and appropriations may not exceed estimated resources. The Board of Alcohol, Drug Addiction and Mental Health Services must annually approve appropriation measures and subsequent amendments. The County Budget Commission must also approve the annual appropriation measure. Unencumbered appropriations lapse at year-end.

**2. Estimated Resources**

Estimated resources include estimates of cash to be received (budgeted receipts) plus unencumbered cash as of January 1. The County Budget Commissions must also approve estimated resources.

**3. Encumbrances**

The Ohio Revised Code requires the Board to reserve (encumber) appropriations when commitments are made. Encumbrances outstanding at year-end are carried over, and need not be reappropriated.

**GALLIA-JACKSON-MEIGS BOARD OF ALCOHOL,  
DRUG ADDICTION AND MENTAL HEALTH SERVICES**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2008**

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

**E. Budgetary Process (Continued)**

**4. Budgetary Basis Fund Balances**

Differences between the budgetary basis fund balances and fund cash balances are due to encumbrances. The table below presents that difference for the Board's Major Fund:

	General Fund
Budgetary Basis Fund Balance	\$754,564
Encumbrances	319,077
Fund Cash Balance	\$1,073,641

**F. 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.

**G. Accumulated Leave**

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. Unpaid leave is not reflected as liability under the Board's basis of accounting.

**2. DEFINED BENEFIT PENSION PLANS**

**Ohio Public Employees Retirement System**

The Board participates in the Ohio Public Employees Retirement System (OPERS). OPER administers three separate pension plans. The traditional pension plan is a cost-sharing, multiple-employer defined benefit pension plan. The member-directed plan is a defined contribution plan in which the member invests both member and employer contributions (employer contributions vest over five years at 20% per year). Under the member-directed plan, members accumulate retirement assets equal to the value of member and vested employer contributions plus any investment earnings. The combined plan is a cost-sharing, multiple-employer defined benefit pension plan that has elements of both a defined benefit and a defined contribution plan. Under the combined plan, employer contributions are invested by the retirement system to provide a formula retirement benefit similar to the traditional pension plan benefit. Member contributions, whose investment is self-directed by the member, accumulate retirement assets in a manner similar to the member-directed plan.

OPERS provides retirement, disability, survivor and death benefits, and annual cost of living adjustments to members of the traditional pension and combined plans. Members of the member-directed plan do not qualify for ancillary benefits. Authority to establish and amend benefits is provided by Chapter 145 of the Ohio Revised Code. OPERS issues a stand-alone financial report that may be obtained by writing to OPERS, 277 E. Town St., Columbus, OH 43215-4642 or by calling (614) 222-6701 or 800-222-7377.

**GALLIA-JACKSON-MEIGS BOARD OF ALCOHOL,  
DRUG ADDICTION AND MENTAL HEALTH SERVICES**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2008**

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

For the year ended December 31, 2008, the members of all three plans were required to contribute 10 percent of their annual covered salaries. The Board's contribution rate for pension benefits for 2008 was 14 percent. The Ohio Revised Code provides statutory authority for member and employer contributions. Actual employer contributions to fund pension benefits for 2008 were \$57,869.

**3. POST EMPLOYMENT BENEFITS**

**Ohio Public Employees Retirement System**

The Ohio Public Employees Retirement System (OPERS) provides postretirement health care coverage to age and service retirees with ten or more years of qualifying Ohio service credit with either the traditional pension or combined plans. Health care coverage for disability benefit recipients and qualified survivor benefit recipients is available. Members of the member-directed plan do not qualify for postretirement health care coverage. The health care coverage provided by OPERS is considered an Other Postemployment Benefit (OPEB) as described in GASB Statement No. 12. A portion of each employer's contribution to the traditional or combined plans is set aside for the funding of postretirement health care based on authority granted by State statute. The 2008 local government employer contribution rate was 14 percent of covered payroll from January 1 through December 31, 2008, 5.5 percent of covered payroll was the portion that was used to fund health care.

On September 9, 2004, the OPERS Retirement Board adopted a Health Care Preservation Plan (HCPP) with an effective date of January 1, 2007. The HCPP restructures OPERS' health care coverage to improve the financial solvency of the fund in response to increasing health care costs. Member and employer contribution rates increased as of January 1, 2007, and increased again on January 1, 2008, which will allow additional funds to be allocated to the health care plan.

**4. RISK MANAGEMENT**

**Commercial Insurance**

The Board has obtained commercial insurance for the following risks:

- Comprehensive property and general liability and
- Directors and Officers liability.

**5. CONTINGENT LIABILITES**

Amounts received from grantor agencies are subject to audit and adjustment by the grantor, principally the state and federal government. Any disallowed costs may require refunding to the grantor. Amounts, which may be disallowed, if any, are not presently determinable. However, based on prior experience, management believes such refunds, if any would not be material.

**GALLIA-JACKSON-MEIGS BOARD OF ALCOHOL,  
DRUG ADDICTION AND MENTAL HEALTH SERVICES**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2008**

**6. JOINTLY GOVERNED ORGANIZATIONS**

The Gallia-Jackson-Meigs Board of Alcohol, Drug Addiction and Mental Health Services is a member of the Southern Consortium for Children (SCC) a Regional Council of Government, authorized by Chapter 167 of the Ohio Revised Code. The SCC serves as a program planner, developer and coordinator of services for youth who are severely emotionally disturbed within the members' service area and serves as a program planner, developer and coordinator for behavioral health services for residents of the members' service area. The members include the Alcohol, Drug Addiction and Mental Health Services Boards of Gallia, Jackson and Meigs Counties; Athens, Hocking and Vinton Counties; and Adams, Lawrence and Scioto Counties; and the Washington County Mental Health and Addiction Recovery Board.

The SCC operates under an appointed four member board, consisting of the Executive Director of each of the above named Alcohol, Drug Addiction and Mental Health Services Boards.

**7. RESTATEMENT OF FUND BALANCE**

The beginning of the year fund balance has been restated due to the discovery of an error in the prior year ending balance. The corrections were made due to the Board being funded on a July 1 through June 30 Fiscal Year versus the January 1 through December 31 Calendar Year on which the funds are audited.

The error resulted in the following restatements:

	Original Balance at December 31, 2007	Error Noted	Restated 2008 Beginning Balance
Other Governmental Fund	\$ 66,459	(925)	\$ 65,534
General Fund	\$ 883,030	925	\$ 883,955



**GALLIA-JACKSON-MEIGS BOARD OF ALCOHOL,  
DRUG ADICTION AND MENTAL HEALTH SERVICES  
GALLIA COUNTY**

**SCHEDULE OF FEDERAL AWARDS RECEIPTS AND EXPENDITURES  
FOR THE YEAR ENDED DECEMBER 31, 2008**

<b>FEDERAL GRANTOR</b> <i>Pass-Through Grantor</i> Program Title	Pass-Through Entity Number	Federal CFDA Number	Receipts	Disbursements
<b><u>UNITED STATES DEPARTMENT OF EDUCATION</u></b>				
<i>Passed through the Ohio Department of Alcohol and Drug Addiction Services:</i>				
Safe and Drug-Free Schools and Communities - State Grants	N/A	84.186B	\$38,475	\$109,657
Safe and Drug Free Schools and Communities	27-1120-DFSCA-P-09-0967	84.186	17,500	12,532
	27-2938-DFSCA-P-09-0927		17,500	0
	27-3116-DFSCA-P-09-0928		17,500	3,948
	27-6755-DFSCA-P-09-0933		17,500	9,106
Total Safe and Drug Free Schools and Communities			<u>70,000</u>	<u>25,586</u>
Total United States Department of Education			<u>108,475</u>	<u>135,243</u>
<b><u>UNITED STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES</u></b>				
<i>Passed through the Ohio Department of Alcohol and Drug Addiction Services:</i>				
Block Grants for Prevention and Treatment of Substance Abuse:				
Women's SAVES	27-1220-WOMEN-T-08/09-8986	93.959	33,738	29,031
Per Capita	N/A		358,811	310,706
Treatment Alternatives to Street Crimes (TASC)	27-8184-TASC-T-08/09-9180		440,880	458,877
Community Coalition	27-1220-CMMCO-P-08/09-0037		49,000	36,759
Prevention Service Block Grant	N/A		38,499	33,618
Total Block Grant for Prevention and Treatment of Substance Abuse			<u>920,928</u>	<u>868,991</u>
<i>Passed through the Ohio Department of Mental Health:</i>				
Social Services Block Grant	N/A	93.667	90,981	90,981
Block Grants for Community Mental Health Services:				
Community Plan	N/A	93.958	92,096	92,096
<i>Passed through the Ohio Department of Mental Health (ODMH) and the Ohio Department of Alcohol and Drug Addiction Services (ODADAS):</i>				
State Children's Insurance Program - ODADAS	N/A	93.767	38,935	35,651
State Children's Insurance Program - ODMH			111,532	106,966
Total State Children's Insurance Program			<u>150,467</u>	<u>142,617</u>
Medical Assistance Program - ODADAS	N/A	93.778	479,796	476,058
Medical Assistance Program - ODMH			1,592,324	1,679,439
Medical Assistance Program - ODMH - PASARR			40,794	40,794
Total Medical Assistance Program			<u>2,112,914</u>	<u>2,196,291</u>
Promoting Safe and Stable Families	N/A	96.556	67,801	54,911
<i>Direct from Federal Government:</i>				
Drug-Free Communities Support Program Grants	N/A	93.276	100,000	100,000
Total United States Department of Health and Human Services			<u>3,535,187</u>	<u>3,545,887</u>
<b>Total Federal Awards Receipts and Expenditures</b>			<b><u>\$3,643,662</u></b>	<b><u>\$3,681,130</u></b>

*The Notes to the Schedule of Federal Awards Receipts and Expenditures is an integral part of the Schedule.*

**GALLIA-JACKSON-MEIGS BOARD OF ALCOHOL,  
DRUG ADDICTION AND MENTAL HEALTH SERVICES  
GALLIA COUNTY**

**NOTES TO THE SCHEDULE OF FEDERAL AWARDS RECEIPTS AND  
EXPENDITURES  
FOR THE YEAR ENDED DECEMBER 31, 2008**

**NOTE A – SIGNIFICANT ACCOUNTING POLICIES**

The accompanying Schedule of Federal Awards Receipts and Expenditures (the Schedule) summarizes activity of the Board's Federal award programs. The Schedule has been prepared on the cash basis of accounting.

**NOTE B – SUB-RECIPIENTS**

The Board passed-through certain Federal assistance received from the Ohio Department of Mental Health and the Ohio Department of Alcohol and Drug Addiction Services to provider agencies (sub recipients). As described in Note A, the Board records expenditures of Federal awards to sub-recipients when paid in cash.

The sub-recipients agencies have certain compliance responsibilities related to administering these Federal Programs. Under OMB Circular A-133, the Board is responsible for monitoring sub-recipients to help assure that Federal awards are used for authorized purposes in compliance with laws, regulations and the provisions of contracts or grant agreements, and that performance goals are achieved.

**NOTE C – MATCHING REQUIREMENTS**

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



# Mary Taylor, CPA

Auditor of State

## INDEPENDENT ACCOUNTANTS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS REQUIRED BY *GOVERNMENT AUDITING STANDARDS*

Gallia-Jackson-Meigs Board of Alcohol, Drug Addiction, and Mental Health Services  
Gallia County  
53 Shawnee Lane  
P.O. Box 514  
Gallipolis, Ohio 45631

To the Members of the Board:

We have audited the financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the Gallia-Jackson-Meigs Board of Alcohol, Drug Addiction, and Mental Health Services, Gallia County, Ohio (the Board), as of and for the year ended December 31, 2008, which collectively comprise the Board's basic financial statements and have issued our report thereon dated June 30, 2009, wherein we noted the Board uses a comprehensive accounting basis other than generally accepted accounting principles. 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 Comptroller General of the United States' *Government Auditing Standards*.

### Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Board's internal control over financial reporting as a basis for designing our audit procedures for expressing our opinion on the financial statements, but not to opine on the effectiveness of the Board's internal control over financial reporting. Accordingly, we have not opined on the effectiveness of the Board's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Board's ability to initiate, authorize, record, process, or report financial data reliably in accordance with its applicable accounting basis, such that there is more than a remote likelihood that the Board's internal control will not prevent or detect a more-than-inconsequential financial statement misstatement.

A material weakness is a significant deficiency, or combination of significant deficiencies resulting in more than a remote likelihood that the Board's internal control will not prevent or detect a material financial statement misstatement.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all internal control deficiencies that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider material weaknesses, as defined above.

Gallia-Jackson-Meigs Board of Alcohol,  
Drug Addiction and Mental Health Services  
Gallia County  
Independent Accountants' Report on Internal Control Over  
Financial Reporting and on Compliance and Other Matters  
Required by *Government Auditing Standards*

### **Compliance and Other Matters**

As part of reasonably assuring whether the Board's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect 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 an opinion. The results of our tests disclosed no instances of noncompliance or other matters we must report under *Government Auditing Standards*.

We intend this report solely for the information and use of the Board, management, and federal awarding agencies and pass-through entities. We intend it for no one other than these specified parties.

A handwritten signature in cursive script that reads "Mary Taylor".

**Mary Taylor, CPA**  
Auditor of State

June 30, 2009



# Mary Taylor, CPA

Auditor of State

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

Gallia-Jackson-Meigs Board of Alcohol, Drug Addiction, and Mental Health Services  
Gallia County  
53 Shawnee Lane  
P.O. Box 514  
Gallipolis, Ohio 45631

To the Members of the Board:

### Compliance

We have audited the compliance of the Gallia-Jackson-Meigs Board of Alcohol, Drug Addiction, and Mental Health Services, Gallia County, Ohio (the Board), with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Circular A-133, Compliance Supplement* that apply to its major federal program for the year ended December 31, 2008. The Summary of Auditor's Results section of the accompanying Schedule of Findings identifies the Board's major federal program. The Board's management is responsible for complying with the requirements of laws, regulations, contracts, and grants applicable to its major federal program. Our responsibility is to express an opinion on the Board'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 reasonably assure whether noncompliance occurred with the types of compliance requirements referred to above that could directly and materially affect a major federal program. An audit includes examining, on a test basis, evidence about the Board's compliance with those requirements and performing other procedures we considered necessary in the circumstances. We believe our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the Board's compliance with those requirements.

In our opinion, the Gallia-Jackson-Meigs Board of Alcohol, Drug Addiction, and Mental Health Services complied, in all material respects, with the requirements referred to above that apply to its major federal program for the year ended December 31, 2008.

### Internal Control Over Compliance

The Board's management is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered the Board's internal control over compliance with requirements that could directly and materially affect a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance.

743 E. State St. / Athens Mall Suite B / Athens, OH 45701-2157  
Telephone: (740) 594-3300 (800) 441-1389 Fax: (740) 594-2110  
[www.auditor.state.oh.us](http://www.auditor.state.oh.us)

Accordingly, we do not express an opinion on the effectiveness of the Board's internal control over compliance.

A *control deficiency* in internal control over compliance exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent or detect noncompliance with a federal program compliance requirement on a timely basis. A *significant deficiency* is a control deficiency, or combination of control deficiencies, that adversely affects the Board's ability to administer a federal program such that there is more than a remote likelihood that the Board's internal control will not prevent or detect more-than-inconsequential noncompliance with a federal program compliance requirement.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that the Board's internal control will not prevent or detect material noncompliance with a federal program's compliance requirements.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

We intend this report solely for the information and use of the management, the Board, federal awarding agencies, and pass-through entities. It is not intended for anyone other than these specified parties.

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

**Mary Taylor, CPA**  
Auditor of State

June 30, 2009

**GALLIA-JACKSON-MEIGS BOARD OF ALCOHOL,  
DRUG ADDICTION, AND MENTAL HEALTH SERVICES  
GALLIA COUNTY**

**SCHEDULE OF FINDINGS  
OMB CIRCULAR A-133 § .505  
DECEMBER 31, 2008**

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

<i>(d)(1)(i)</i>	Type of Financial Statement Opinion	Unqualified
<i>(d)(1)(ii)</i>	Were there any material control weaknesses reported at the financial statement level (GAGAS)?	No
<i>(d)(1)(ii)</i>	Were there any other significant deficiencies in internal control reported at the financial statement level (GAGAS)?	No
<i>(d)(1)(iii)</i>	Was there any reported material noncompliance at the financial statement level (GAGAS)?	No
<i>(d)(1)(iv)</i>	Were there any material internal control weaknesses reported for major federal programs?	No
<i>(d)(1)(iv)</i>	Were there any other significant deficiencies in internal control reported for major federal programs?	No
<i>(d)(1)(v)</i>	Type of Major Programs' Compliance Opinion	Unqualified
<i>(d)(1)(vi)</i>	Are there any reportable findings under § .510?	No
<i>(d)(1)(vii)</i>	Major Programs (list):	Medical Assistance Program – CFDA #93.778
<i>(d)(1)(viii)</i>	Dollar Threshold: Type A\B Programs	Type A: > \$ 300,000 Type B: all others
<i>(d)(1)(ix)</i>	Low Risk Auditee?	Yes

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

None

**3. FINDINGS FOR FEDERAL AWARDS**

None







**Mary Taylor, CPA**  
Auditor of State

**GALLIA-JACKSON-MEIGS BOARD OF A.D.A.M.H. SERVICES**

**GALLIA 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  
JULY 14, 2009**