

DMARCK Job Training Office  
General-Purpose Financial Statements  
For the Year Ended June 30, 2001





STATE OF OHIO  
OFFICE OF THE AUDITOR  

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JIM PETRO, AUDITOR OF STATE

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Board of Directors  
DMARCK Job Training Office

We have reviewed the independent auditor's report of the DMARCK Job Training Office, Richland County, prepared by Salvatore Consiglio, CPA, Inc., for the audit period July 1, 2000 through June 30, 2001. 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 DMARCK Job Training Office is responsible for compliance with these laws and regulations.

JIM PETRO  
Auditor of State

February 14, 2002

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DMARCK JOB TRAINING OFFICE  
AUDIT REPORT  
FOR THE YEAR ENDED MARCH 31,2001

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**SALVATORE CONSIGLIO, CPA, INC.**

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## **Independent Auditors' Report**

Board of Directors  
DMARCK Job Training Office

I have audited the accompanying general-purpose financial statements of DMARCK Job Training Office, Ohio, as of and for the year ended June 30, 2001, as listed in the table of contents. These general-purpose financial statements are the responsibility of the DMARCK Job Training Office, Ohio, management. My responsibility is to express an opinion on these general-purpose financial statements based on my audit.

I conducted my audit in accordance with auditing standards and the standards generally accepted in the United States of America applicable to financial audits contained in *Government Auditing standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the general-purpose 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. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the general-purpose financial statements referred to above present fairly, in all material respects, the financial position of DMARCK Job Training Office, Ohio, as of June 30, 2001, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

In accordance with *Government Auditing Standards*, I have also issued a report dated November 16, 2001, on my consideration of DMARCK Job Training Office, Ohio's internal control over financial reporting and my 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 result of my audit.

Member of American Institute of Certified Public Accountants  
Ohio Society of Certified Public Accountants

My Audit was performed for the purpose of forming and opinion on the general-purpose financial statements taken as a whole. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Government and Non-Profit Organizations* and is not a required part of the general purpose financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in my opinion, is fairly presented in all material respect in relation to the basic financial statements taken as a whole.

A handwritten signature in black ink, reading "Salvatore Consiglio", is positioned above a horizontal line. A vertical line extends upwards from the left end of the horizontal line.

Salvatore Consiglio, CPA, Inc.

November 16, 2001

DMARCK Job Training Office  
 Combined Balance Sheet  
 All Fund Type and Account Group  
 June 30, 2001

	<u>Governmental</u> <u>Fund Type</u> Special Revenue	<u>Account Group</u> General Fixed Assets	Total (Memorandum Only)
<b><u>ASSETS</u></b>			
Cash and Cash Equivalents	\$ 114,460	\$ -0-	\$ 114,460
Due from Other Governments	117,046	-0-	117,046
Prepaid Expenses	1,197	-0-	1,197
Fixed Assets - Net of Accumulated Depreciation	-0-	75,145	75,145
<b>TOTAL ASSETS</b>	<b>\$ 232,703</b>	<b>\$ 75,145</b>	<b>\$ 307,848</b>
<b><u>LIABILITIES AND FUND EQUITY</u></b>			
<b><u>LIABILITES</u></b>			
Accounts Payable	\$ 29,021	\$ -0-	\$ 29,021
Accrued Expenses	15,610	-0-	15,610
Compensated Absences	5,595	-0-	5,595
Due to Other Governments	110,115	-0-	110,115
Deferred Revenue	72,362	-0-	72,362
<b>TOTAL LIABILITES</b>	<b>232,703</b>	<b>-0-</b>	<b>232,703</b>
<b><u>FUND EQUITY</u></b>			
Fund Balance:			
Investment in General Fixed Assets	-0-	75,145	75,145
Unrestricted Fund Balance	-0-	-0-	-0-
<b>TOTAL FUND EQUITY</b>	<b>-0-</b>	<b>75,145</b>	<b>75,145</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>\$ 232,703</b>	<b>\$ 75,145</b>	<b>\$ 30,7848</b>

The accompanying notes to the general-purpose financial statements are an integral part of these statements.



DMARCK Job Training Office  
 Combined Statement of Revenue, Expenses and Change in Fund Balance  
 All Governmental Fund Types  
 For the Year Ended June 30, 2001

	Special Revenue
<b><u>REVENUE</u></b>	
Intergovernmental Revenue	\$ 2,242,284
Interest / Program Income Earned	1,643
Stand In Revenue	77,678
<b>TOTAL REVENUE</b>	<b>2,321,605</b>
<b><u>EXPENSES</u></b>	
Human Services:	
Employment and Training Program	2,242,284
Program Income Expenditure	1,643
Stand In Costs:	
WIA Program	77,678
<b>TOTAL EXPENSES</b>	<b>2,321,605</b>
<b>EXCESS REVENUE OVER (UNDER) EXPENSES</b>	<b>-0-</b>
Fund Balance - Beginning of Year	-0-
<b>FUND BALANCE - END OF YEAR</b>	<b>\$ -0-</b>

The accompanying notes to the general-purpose financial statements are an integral part of these statements.

DMARCK Job Training Office  
NOTES TO THE GENERAL-PURPOSE FINANCIAL STATEMENTS  
For the Year Ended June 30, 2001

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NOTE 1: REPORTING ENTITY

On August 7, 1998, President Clinton signed the Workforce Investment Act of 1998 (WIA), comprehensive reform legislation that superseded the Job Training Partnership Act (JTPA) and amends the Wagner-Peyser Act. WIA reforms Federal job training programs and creates a new, comprehensive workforce investment system. The system is intended to be customer-focused, to help American access the tools they need to manage their careers through information and high quality services, and to help U.S. companies find skilled workers.

Section 116 of the WIA Act identifies the requirement for a local Workforce Investment Board. In general the law requires that the Governor shall approve any request for designation as a local area from any unit of general local government with a population of 500,000 or more. Also it requires that the Governor shall approve any request, for temporary designation as a local area from any unit of general local government (including a combination of such units) with a population of 200,000 or more that was a service delivery area under the Job Training Partnership Act on the day before the date of enactment of this Act. DMARCK (formally knowing as MARK or Morrow-Ashland-Richland-Knox Consortium) was a service delivery area under the JTPA program.

DMARCK is a Regional Counsel of Governments consisted of Delaware, Morrow, Ashland, Richland, Crawford and Knox Counties. These counties opted to go with the State of Ohio Option regarding Workforce Investment Act Program. The Ohio Option is a single large area consisting of 82 counties and as been designated as Workforce Development Area 7. The State of Ohio Department of Job and Family Services, is the State Agency designated as the State Workforce Investment Board to oversee the state plan in implementing the WIA program. DMARCK Counsel of Governments created DMARCK Job Training Office to provide staff needed to assist with the WIA program operation for the 6 counties. The Richland County and Morrow County Departments of Job and Family Services have contracted with DMARCK Job Training Office to operate the WIA Program in accordance with the rules and regulations promulgated to carry out the purpose of the Act for those counties.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

This summary of significant accounting policies is presented to assist the reader in understanding and evaluating the financial statements of DMARCK.

A. Basis of Presentation

The financial reporting practices of DMARCK conform to generally accepted accounting principles as applicable to local governments.

The accounts of DMARCK are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures/expenses. Individual funds and account groups, which are used by DMARCK and are summarized in the accompanying combined financial statements, are classified as follows:

DMARCK Job Training Office  
NOTES TO THE GENERAL-PURPOSE FINANCIAL STATEMENTS  
For the Year Ended June 30, 2001

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NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

A. Basis of Presentation (Continued)

Governmental Funds:

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

Account Group:

General Fixed Assets Account Group - To account for all fixed assets of DMARCK.

B. Measurement Focus and Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental fund types are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made.

The modified accrual basis of accounting is followed for the governmental funds. Under this basis, revenues are recognized in the accounting period when they become both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current year or soon enough thereafter to be used to pay liabilities of the current year.

In applying the susceptible to accrual concept under the modified accrual basis, the following revenue sources are deemed both measurable and available: interest earnings and intergovernmental revenue.

The DMARCK reports deferred revenue on its combined balance sheet. Deferred revenue arises when a potential revenue does not meet both the measurable and available criteria for recognition in the current period. In subsequent periods, when both revenue recognition criteria are met, the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized.

The measurement focus of governmental fund accounting is based on decreases in net financial resources (expenditures) rather than expenses. Most expenditures are measurable and are recorded when the related liability is incurred.

DMARCK Job Training Office  
NOTES TO THE GENERAL-PURPOSE FINANCIAL STATEMENTS  
For the Year Ended June 30, 2001

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NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Fixed Assets

Fixed Assets include furniture, fixtures, and equipment purchased by DMARCK. At the time of purchase, such assets are recorded as expenditures in the Governmental Funds and are accounted for in the General Fixed Assets Account Group.

All fixed assets are valued at historical cost or estimated historical cost if actual historical cost is not available.

The DMARCK capitalization policy is to depreciate all non-expendable personal property having a useful life of more than one year and purchase price of \$500 or more per unit. Depreciation is computed using the straight-line method over the estimated useful life of the assets. Depreciation is only recorded in the General Fixed Assets Account Group.

D. Budgetary Process

DMARCK annual budget is primarily a management tool that assists its users in analyzing financial activity for its fiscal year ending June 30.

DMARCK primary funding source is federal and state grants, which have grant periods that may or may not coincide with the Agency's fiscal year. These grants normally are for a twelve-month period, ending June 30. However, they can be awarded for periods longer than twelve months.

Due to the nature of DMARCK dependency on federal and state budgetary decisions, revenue estimates are based upon the best available information as to potential sources of funding. DMARCK annual budget differs from that of a local government in two respects:

- 1) The uncertain nature of grant awards from other entities
- 2) Conversion of grant budgets to a fiscal year basis

The resultant annual budget is subject to constant change within the fiscal year due to:

- ◆ Increases/decreases in actual grant awards from those estimated;
- ◆ Changes in grant periods;
- ◆ Unanticipated grant awards not included in the budget; and
- ◆ Expected grant awards, which fail to materialize.

The Executive Board formally approved the annual budget, but greater emphasis is placed on complying with the grant budget, terms and conditions on a grant-by-grant basis. These terms and conditions usually specify the period during which costs may be incurred and outline budget restrictions or allowances.

DMARCK Job Training Office  
NOTES TO THE GENERAL-PURPOSE FINANCIAL STATEMENTS  
For the Year Ended June 30, 2001

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NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Budgetary Process (Continued)

Although the annual budget for the Special Revenue funds is reviewed and approved by the Executive Board, it is not a legally adopted budget.

NOTE 3: DEPOSITS AND INVESTMENTS

DMARCK maintains a separate cash pool used by all subgrant funds. The total of all subgrants for each year is displayed on the balance sheet.

The captions on the combined balance sheet related to cash and cash equivalents and the amount in the total column is as follows:

Cash in checking	\$	114,460
Cash in savings		-0-
Total deposits	\$	<u>114,460</u>

State statutes classify monies held by the DMARCK 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 DMARCK treasury, in commercial accounts payable or with drawable on demand, including negotiable order of withdrawal (NOW) accounts, or in money market deposit accounts.

Inactive deposits are public deposits identified as not required for use within the current two-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 DMARCK deposits is provided by the Federal Deposit Insurance Corporation (FDIC), by eligible securities pledged by the financial institution as security for repayment, by collateral held by DMARCK or by a single collateral pool established by the financial institution to secure the repayment of all public monies deposited with the institution.

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

DMARCK Job Training Office  
NOTES TO THE GENERAL-PURPOSE FINANCIAL STATEMENTS  
For the Year Ended June 30, 2001

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1. United States Treasury Notes, Bills, Bonds, or any other obligation or security issued by the United States Treasury or any other obligation guaranteed as to principal and interest by the United States;

NOTE 3: DEPOSITS AND INVESTMENTS (Continued)

2. Bonds, notes, debentures, or any other obligations or securities issued by any federal government agency or instrumentality, including but not limited to, the Federal National Mortgage Association, Federal Home Loan Bank, Federal Farm Credit Bank, Federal Home Loan Mortgage Corporation, Government National Mortgage Association, and Student Loan Marketing Association. All federal agency securities shall be direct issuance's of federal government agencies or instrumentality's;
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;
6. The State Treasurer's investment pool (STAR Ohio).

Investments in stripped principal or interest obligations, reverse repurchase agreements and derivatives are prohibited. The issuance of taxable notes for the purpose of arbitrage, the use of leverage and short selling are also prohibited. An investment must mature within five years from the date of purchase unless matched to a specific obligation or debt of DMARCK, 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 Finance Director or qualified trustee or, if the securities are not represented by a certificate, upon receipt of confirmation of transfer from the custodian.

Deposits - At fiscal year end, the carrying amount of the DMARCK deposits was \$114,460 and the bank balance was \$164,402. The entire bank balance was covered by federal depository insurance or collateral pledged by the financial institution.

NOTE 4: DUE FROM OTHER GOVERNMENTS

Due from Other Governments represents amounts owed to DMARCK Job Training Office for grant funds earned but not received. As of June 30, 2001, the balance of Due from Other Governments in the governmental funds is \$117,046 and its is owed from the following Counties Department of Job and Family Services:

DMARCK Job Training Office  
 NOTES TO THE GENERAL-PURPOSE FINANCIAL STATEMENTS  
 For the Year Ended June 30, 2001

NOTE 4: DUE FROM OTHER GOVERNMENTS (Continued)

Richland County DJFS	\$ 60,287
Morrow County DJFS	55,475
Crawford County DJFS	<u>1,284</u>
 Total Due from Other Governments	 <u><u>\$117,046</u></u>

NOTE 5: DUE TO OTHER GOVERNMENTS

Due to Other Governments represents amounts owed to Counties Department of Job and Family Services at June 30, 2001 for grant funds received but not expended and money due to Neighborhood Youth Council (NYC), a subcontractor for services performed:

Richland County DJFS	\$ 84,980
Morrow County DJFS	238
NYC	<u>24,897</u>
 Total Due from Other Governments	 <u><u>\$ 110,115</u></u>

NOTE 6: DEFERRED REVENUE

Deferred revenue of \$72,362 represents revenue received from the counties identified below, but not earned in the current period.

Richland County DJFS	\$ 585
Morrow County DJFS	1,642
Ashland County DJFS	31,933
Knox County DJFS	<u>38,202</u>
 Total Due from Other Governments	 <u><u>\$ 72,362</u></u>

NOTE 7: FIXED ASSETS

General Fixed Assets Account Group - A summary of the changes in general fixed assets during the year ended June 30, 2001, follows:

	Balance 6/30/00	Additions	Deletions	Balance 6/30/01
Equipment, furniture, and fixtures	\$ 275,193	\$ 18,840	\$ 147,193	\$ 146,840
Accumulated Depreciation	<u>(133,743)</u>	<u>(16,449)</u>	<u>78,497</u>	<u>(71,695)</u>
 Total	 <u><u>\$ 141,450</u></u>	 <u><u>\$ 2,391</u></u>	 <u><u>\$ 68,696</u></u>	 <u><u>\$ 75,145</u></u>

DMARCK Job Training Office  
NOTES TO THE GENERAL-PURPOSE FINANCIAL STATEMENTS  
For the Year Ended June 30, 2001

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NOTE 6: DEFINED BENEFIT PENSION PLAN

All full-time employees of DMARCK participate in the Public Employees Retirement System of Ohio (PERS), a cost-sharing multiple-employer public employee retirement system administered by the Public Employees Retirement Board. PERS provides basic retirement, disability and survivor benefits, based on eligible service credit to members and beneficiaries. Chapter 145 of the Ohio Revised Code provides statutory authority to establish and amend benefits. PERS issues a publicly available financial report that includes financial statements and required supplementary information for PERS. Interested parties may obtain a copy by making a written request to 277 East Town Street, Columbus, Ohio 43215-4642 or by calling (614) 466-2085 or (800) 222-PERS.

Plan members are required to contribute 8.5 percent of their annual covered salary to fund pension obligations. For calendar year 2000, PERS instituted a temporary employer rate rollback for state and local governments. The 2000 employer pension contribution rate for DMARCK was 6.54 percent, reduced from 9.35 percent in 1999. Contributions are authorized by state statute. The contribution rates are determined actuarially. The DMARCK required contributions to PERS for the years ended June 30, 2001, 2000, and 1999 were \$37,580, \$75,720, and \$78,175, respectively. 100.00 percent has been contributed for 2001. All required contributions for the two previous years have been paid.

NOTE 7: POST-EMPLOYMENT BENEFITS

The Public Employees Retirement System of Ohio (PERS), a cost-sharing multiple-employer public employee retirement system administered by the Public Employees Retirement Board, provides post-retirement health care coverage to age and service retirees with ten or more years of qualifying Ohio service credit. Health care coverage for disability recipients and primary survivor recipients is available. The health care coverage provided by the retirement system is considered an Other Post-employment Benefit (OPEB) as described in GASB Statement No. 12. A portion of each employer's contribution to PERS is set aside for the funding of post-retirement health care based on authority granted by state statute. The 2000 employer contribution rate was 10.84 percent of covered payroll; 4.3 percent was the portion that was used to fund health care for 2000. For 1999, the contribution rate was 13.55 percent of covered payroll; 4.2 percent was the portion that was used to fund health care.

Benefits are advance-funded using the entry normal cost method. Significant actuarial assumptions, based on PERS's latest actuarial performed as of December 31, 1999, include a rate of return on investment of 7.75 percent, an annual increase in active employee total payroll of 4.75 percent compounded annually for inflation (assuming no change in the number of active employees) and an additional increase in total payroll of between .54 percent and 5.1 percent based on additional annual pay increases. Health care premiums were assumed to increase 4.75 percent annually.

All investments are carried at market. For actuarial valuation purposes, a smoothed market approach is used. Assets are adjusted to reflect 25 percent of unrealized market appreciation or depreciation on investment assets.



DMARCK Job Training Office  
NOTES TO THE GENERAL-PURPOSE FINANCIAL STATEMENTS  
For the Year Ended June 30, 2001

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NOTE 7: POST-EMPLOYMENT BENEFITS (Continued)

The number of active contributing participants was 401,339. The Agency actual contributions for 2000-2001, which were used to fund OPEB, were \$24,802. The actual contribution and the required contribution amount are the same. PERS's net assets available for payment of benefits at December 31, 1999, (the latest information available) were \$10,805.5 million. The actuarially accrued liability and the unfunded actuarial liability were \$12,473.6 million and \$1,668.1 million, respectively.

For 2000, PERS elected to return to an actuarially pre-funded type of disclosure because it is a better presentation of PERS's actual funding methodology. Since 1997, disclosure had been based on a pay-as-you-go funding basis.

NOTE 8: COMPENSATED ABSENCES

All full-time employees of DMARCK earn vacation and sick leave at varying rates depending on length of service. All accumulated, unused vacation time is paid upon separation if the employee has at least one year of service with DMARCK. The following schedule details earned vacation leave based on length of service:

<u>Years of Employment</u>	<u>Vacation Leave</u>
1 – 3 years	10 days
4 – 7 years	15 days
8 – 14 years	20 days
15+ years	25 days

Full-time employees earn 4.62 hours per pay period of sick leave. Upon resignation or retirement, employees with eight years or more of services will be compensated for 25% of unused sick time.

In accordance with GASB Statement No. 16, *Accounting for Compensated Absences*, vacation and compensatory time are accrued as liabilities when an employee's right to receive compensation is attributable to services already rendered and it is probable that the employee will be compensated through paid time off or some other means, such as cash payments at termination or retirement. Leave time that has been earned but is unavailable for use as paid time off or as some other form of compensation because an employee has not met the minimum service time requirement, is accrued to the extent that it is considered to be probable that the conditions for compensation will be met in the future.

Sick leave is accrued using the vesting method, whereby the liability is recorded on the basis of leave accumulated by employees who are eligible to receive termination payments as of the balance sheet date, and on leave balances accumulated by other employees who are expected to become eligible in the future to receive such payments.

DMARCK Job Training Office  
NOTES TO THE GENERAL-PURPOSE FINANCIAL STATEMENTS  
For the Year Ended June 30, 2001

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NOTE 8: COMPENSATED ABSENCES (Continued)

As of June 30, 2001, the liability for unpaid, compensated absences was \$5,595 for DMARCK. Of this total, \$5,595 represented vacation time and \$-0- represented sick time.

NOTE 9: QUESTIONED OR DISALLOWED COSTS

There are no expenditures recommended for disallowance. Costs recommended for disallowance are those involving expenditures for which existing documentary evidence leads the auditor to conclude that the expenditures were in violation of legislative or regulatory requirements. These costs are disallowed by the Grantor unless the grantee is able to convince the Grantor that they were made in accordance with legal or regulatory requirements.

There are no expenditures listed as questionable. Questionable costs are those involving the lack of or inadequacy of documentary support. Findings containing questionable costs do not necessarily mean that the costs were for improper purposes; but there was insufficient documentary evidence to allow a determination of their eligibility.

NOTE 10: INSURANCE AND RISK MANAGEMENT

DMARCK is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During 2001, DMARCK contracted with several companies for various types of insurance as follows:

<u>Company</u>	<u>Type of Coverage</u>	<u>Deductible</u>
Indiana Insurance Company	General Liability	\$ 100.00
USF&G Insurance Company	Bond-Public Employees & Commissioners	\$ 0.00

DMARCK pays the State Worker's Compensation system a premium based on a rate per \$100 of salaries. This rate is calculated based on accident history and administrative costs.

DMARCK continued to carry commercial insurance for other risks of loss, including employee health and life insurance. Settled claims resulting from the above noted risk have not exceeded commercial insurance coverage in any of the past three fiscal years.

NOTE 11: SUBSEQUENT EVENTS

Effective July 1, 2001, Delaware County and Knox County are no longer part of the Regional Council of Governments consisted of Delaware, Morrow, Ashland, Richland, Crawford and Knox Counties. Therefore, DMARCK Job Training Office changed it name to MARC Job

DMARCK Job Training Office  
NOTES TO THE GENERAL-PURPOSE FINANCIAL STATEMENTS  
For the Year Ended June 30, 2001

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NOTE 11: SUBSEQUENT EVENTS (Continued)

Training Office to represent the remaining four counties: Morrow, Ashland, Richland and Crawford.

DMARCK Job Training Office  
Schedule of Expenditure of Federal Award  
For the Year ended June 30, 2001

Federal Grantor/ Pass Through Grantor	CFDA Number	Expenditure
<b>U.S. Department of Labor: Pass-Through Program From:</b>		
Richland County Department of Job and Family Services		
Workforce Investment Act		
WIA Administration	17.255	\$ 39,383
WIA Adult	17.255	545,599
WIA Youth	17.255	615,228
WIA Dislocated Worker	17.255	305,237
WIA Rapid Response	17.255	<u>225,000</u>
Total Richland County Department of Job and Family Services		<u>1,730,447</u>
Morrow County Department of Job and Family Services		
Workforce Investment Act		
WIA Administration	17.255	29,377
WIA Adult	17.255	94,536
WIA Youth	17.255	87,663
WIA Dislocated Worker	17.255	78,438
WIA Rapid Response	17.255	<u>49,766</u>
Total Morrow County Department of Job and Family Services		<u>339,780</u>
Knox County Department of Job and Family Services		
Workforce Investment Act		
WIA Adult	17.255	3,768
WIA Youth	17.255	56,823
WIA Dislocated Worker	17.255	<u>3,769</u>
Total Knox County Department of Job and Family Services		<u>64,360</u>
Ashland County Department of Job and Family Services		
Workforce Investment Act		
WIA Administration	17.255	380
WIA Adult	17.255	1,941
WIA Youth	17.255	36,334
WIA Dislocated Worker	17.255	<u>1,639</u>
Total Ashland County Department of Job and Family Services		<u>40,294</u>

DMARCK Job Training Office  
Schedule of Expenditure of Federal Award  
For the Year ended June 30, 2001

Federal Grantor/ Pass Through Grantor	CFDA Number	Expenditure
<b>U.S. Department of Labor: Pass-Through Program From:</b>		
Delaware County Department of Job and Family Services		
Workforce Investment Act		
WIA Administration	17.255	1,413
WIA Adult	17.255	283
WIA Youth	17.255	848
WIA Dislocated Worker	17.255	<u>3,109</u>
Total Delaware County Department of Job and Family Services		<u>5,653</u>
Crawford County Department of Job and Family Services		
Workforce Investment Act		
WIA Adult	17.255	4,373
WIA Youth	17.255	4,373
WIA Dislocated Worker	17.255	<u>4,373</u>
Total Crawford County Department of Job and Family Services		<u>13,119</u>
Total CFDA No. 17.255		<u><u>\$ 2,193,653</u></u>
<b>U.S. Department of Health and Human Services: Pass-Through Program From:</b>		
Ashland County Department of Job and Family Services		
TANF	93.558	<u>\$ 522</u>
Total Ashland County Department of Job and Family Services		<u>522</u>
Morrow County Department of Job and Family Services		
TANF	93.558	32,304
PRC	93.558	<u>10,000</u>
Total Morrow County Department of Job and Family Services		<u>42,304</u>
Total CFDA No. 93.558		<u><u>\$ 42,826</u></u>
Total Expenditure of Federal Award		<u><u>\$ 2,236,479</u></u>

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**SALVATORE CONSIGLIO, CPA, INC.**

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

Board of Directors  
DMARCK Job Training Office

I have audited the general-purpose financial statements of the DMARCK Job Training Office, Ohio, as of and for the year ended June 30, 2001, and have issued my report thereon dated November 16, 2001. I conducted my audit in accordance with auditing standards generally accepted in the United State 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 DMARCK Job Training Office, Ohio's general-purpose financial statements are free of material misstatement, I 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 my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

**Internal Control Over Financial Reporting**

In planning and performing my audit, I considered DMARCK Job Training Office, Ohio's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the general-purpose financial statements and not to provide assurance on the internal control over financial reporting. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal component does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation the financial statements being auditing may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control over financial reporting and its operation that I consider to be material weaknesses.

Member of American Institute of Certified Public Accountants  
Ohio Society of Certified Public Accountants

This report is intended solely for the information and use of the board of directors, management, and federal awarding agencies and is not intended to be and should not be used by anyone other than these specified parties.



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Salvatore Consiglio, CPA, Inc.

November 16, 2001

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

Board of Directors  
DMARCK Job Training Office

**Compliance**

I have audited the compliance of the DMARCK Job Training Office, Ohio, 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 each of its major federal programs for the year ended June 30, 2001. DMARCK Job Training Office, Ohio major federal programs are identified in the Summary of Auditor's result section of the accompanying Schedule of Findings and Questioned Costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of DMARCK Job Training Office, Ohio's management. My responsibility is to express an opinion on DMARCK Job Training Office, Ohio's compliance based on my audit.

I conducted my 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 I plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the DMARCK Job Training Office, Ohio's compliance with those requirements and performing such other procedures as I considered necessary in the circumstances. I believe that my audit provides a reasonable basis for my opinion. My audit does not provide a legal determination on DMARCK Job Training Office, Ohio's compliance with those requirements.

In my opinion, DMARCK Job Training Office, Ohio, complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2001.

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Ohio Society of Certified Public Accountants



### **Internal Control Over Compliance**

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

My 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. I noted no matters involving the Internal control over compliance and its operation that I considered to be material weaknesses.

This report is intended for the information of the Board of Directors, management, and federal awarding agencies and is not intended to be and should not be used by anyone other than those specified parties.



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Salvatore Consiglio, CPA, Inc.

November 16, 2001

DMARCK Job Training Office

Schedule of Findings and Questioned Costs  
OMB Circular A-133 § .505

June 30, 2001

1. SUMMARY OF AUDITOR'S RESULTS

Type of Financial Statement Opinion	Unqualified
Were there any material control weakness conditions reported at the financial statement level (GAGAS)?	No
Were there any other reportable control weakness conditions reported at the financial statement level (GAGAS)?	No
Was there any reported material non-compliance at the financial statement level (GAGAS)?	No
Were there any material internal control weakness conditions reported for major federal programs?	No
Were there any other reportable internal control weakness conditions reported for major federal programs?	No
Type of Major Programs' Compliance Opinion	Unqualified
Are there any reportable findings under § .510?	No
Major Programs (list):	CFDA #17.255 WIA Program
Dollar Threshold: Type A/B Programs	Type A: > \$300,000 Type B: All Others
Low Risk Auditee?	Yes

2. FINDINGS RELATED TO THE FINANCIAL STATEMENTS

There are no Findings or questioned costs for the year ended June 30, 2001.

3. FINDINGS REALTED TO FEDERAL AWARDS

There are no Findings or questioned costs for the year ended June 30, 2001.



STATE OF OHIO  
OFFICE OF THE AUDITOR  

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JIM PETRO, AUDITOR OF STATE

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800-282-0370  
Facsimile 614-466-4490

**DMARCK JOB TRAINING OFFICE**

**RICHLAND COUNTY**

**CLERK'S CERTIFICATION**

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

*Susan Babbitt*

**CLERK OF THE BUREAU**

**CERTIFIED  
FEBRUARY 26, 2002**