



CLARK SCHAEFER HACKETT
BUSINESS ADVISORS

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

REGULAR AUDIT

YEAR ENDED JUNE 30, 2023

OHIO AUDITOR OF STATE
KEITH FABER



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

We have reviewed the *Independent Auditor's Report* of the Butler County Family Children First Council, Butler County, prepared by Clark, Schaefer, Hackett & Co., for the audit period July 1, 2022 through June 30, 2023. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

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

A handwritten signature in black ink that reads "Keith Faber".

Keith Faber
Auditor of State
Columbus, Ohio

January 30, 2024

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INDEPENDENT AUDITORS' REPORT

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

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the Butler County Family and Children First Council (the Council), which comprises the cash balances, receipts and disbursements for each governmental fund type as of and for the year ended June 30, 2023, and the related notes to the financial statements.

Unmodified Opinion on Regulatory Basis of Accounting

In our opinion, the financial statements referred to above present fairly, in all material respects, the cash balances, receipts and disbursements for each governmental fund type of the Council as of and for the year ended June 30, 2023, and the related notes to the financial statements in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(C) permit, described in Note 1.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the *Basis for Adverse Opinion on the U.S. Generally Accepted Accounting Principles*, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Council as of June 30, 2023, and the respective changes in financial position thereof for the year then ended.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*.) Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are required to be independent of the Council and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

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

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

The effects on the financial statements of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material and pervasive.

Management's Responsibility for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Council's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control. Accordingly, no such opinion is expressed.
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Council's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 15, 2023 on our consideration of the Council's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Council's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Council's internal control over financial reporting and compliance.

Clark, Schaefer, Hackett & Co.

Cincinnati, Ohio
December 15, 2023

BUTLER COUNTY FAMILY AND CHILDREN FIRST COUNCIL

Combined Statement of Cash Receipts, Cash Disbursements,
and Changes in Fund Cash Balances - All Governmental Funds
Year Ended June 30, 2023

| | General | Special Revenue | Totals (Memorandum Only) |
|--|-------------------|--------------------|--------------------------------|
| Cash receipts: | | | |
| Intergovernmental - local | \$ - | \$ 329,202 | \$ 329,202 |
| Intergovernmental - state and federal | 153,259 | 2,457,704 | 2,610,963 |
| Charges for services | 600 | 59,238 | 59,838 |
| Earnings on investments | 11,233 | - | 11,233 |
| Advance from fiscal agent | - | 810,000 | 810,000 |
| Total cash receipts | 165,092 | 3,656,144 | 3,821,236 |
| Cash disbursements: | | | |
| Salaries and benefits | 69,892 | 1,944,862 | 2,014,754 |
| Contractual services | 20,668 | 908,351 | 929,019 |
| Supplies and materials | 3,321 | 121,376 | 124,697 |
| Capital outlay | - | 30,123 | 30,123 |
| Other | 5,532 | 81,189 | 86,721 |
| Repayment of advance from fiscal agent | - | 545,500 | 545,500 |
| Total cash disbursements | 99,413 | 3,631,401 | 3,730,814 |
| Net change in fund cash balances | 65,679 | 24,743 | 90,422 |
| Fund cash balance, beginning of year | 383,506 | 326,864 | 710,370 |
| Fund cash balance, end of year | \$ 449,185 | \$ 351,607 | \$ 800,792 |
| Fund cash balance, end of year | | | |
| Restricted | \$ - | \$ 351,607 | \$ 351,607 |
| Assigned | 17,778 | - | 17,778 |
| Unassigned | 431,407 | - | 431,407 |
| Fund cash balance, end of year | \$ 449,185 | \$ 351,607 | \$ 800,792 |

See accompanying notes to the financial statements.

BUTLER COUNTY FAMILY AND CHILDREN FIRST COUNCIL
Notes to the Financial Statements
Year Ended June 30, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

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

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

BUTLER COUNTY FAMILY AND CHILDREN FIRST COUNCIL

Notes to the Financial Statements

Year Ended June 30, 2023

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

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

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

- a. Refer to the cabinet council those children for whom the council cannot provide adequate services;
- b. Development and implementation of a process that annually evaluates and prioritizes services, fills service gaps where possible, or invents new approaches to achieve better results for families and children;
- c. Participate in the development of a countywide, comprehensive, coordinated, multi-disciplinary, interagency system for infants and toddlers with developmental disabilities or delays and their families, as established pursuant to federal grants received and administered by the department of health for early intervention services under the "Individuals with Disabilities Education Act of 2004";
- d. Maintenance of an accountability system to monitor the county council's progress in achieving results for families and children;
- e. Establishment of a mechanism to ensure ongoing input from a broad representation of families who are receiving services within the county system;
- f. Participate in the development of a county service coordination mechanism;
- g. An interagency process to establish local indicators and monitor the county's progress toward increasing child well-being in the county;
- h. An interagency process to identify local priorities to increase child-well. The local priorities shall focus on expectant parents and newborns thrive; infants and toddlers thriving; children being ready for school; children and youth succeeding in school; youth choosing healthy behaviors; and you successfully transitioning into adulthood and consider the indicators established by the cabinet council;
- i. An annual plan that identifies the county's interagency efforts to increase child well-being in the county;

BUTLER COUNTY FAMILY AND CHILDREN FIRST COUNCIL

Notes to the Financial Statements

Year Ended June 30, 2023

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

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

Council Membership

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

Administrative Council

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

B. Basis of Presentation

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

BUTLER COUNTY FAMILY AND CHILDREN FIRST COUNCIL

Notes to the Financial Statements

Year Ended June 30, 2023

C. Fund Accounting

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

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

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

D. Administrative/Fiscal Agent

Ohio Revised Code Section 121.374(B)(5)(a) requires the Council to select an administrative agent to provide fiscal and administrative services to the Council. The Council designated the Butler County Educational Service Center (ESC) as their fiscal agent and administrative agent for all funds received in the name of the Council. The ESC maintains Council funds in the ESC's cash pool as an custodial fund separating grants by special cost centers.

E. Budgetary Process

A Family and Children First Council established under Ohio Revised Code Section 121.37 is not a taxing authority and is not subject to Ohio Revised Code Chapter 5705. All Family and Children First Councils are required to file an annual budget with its administrative agent. The Council filed an estimate of financial resources and an appropriation measure with the ESC as required by Ohio law. A summary of the 2023 budgetary activity appears in Note 3.

F. Fund Balance

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

1. **Nonspendable**

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

2. **Restricted**

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

BUTLER COUNTY FAMILY AND CHILDREN FIRST COUNCIL

Notes to the Financial Statements

Year Ended June 30, 2023

3. Committed

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

4. Assigned

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

5. Unassigned

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

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

G. Capital Assets

Acquisitions of capital assets are recorded as disbursements when paid. These items are not reflected as assets on the accompanying financial statement.

H. Accumulated Leave

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

2. EQUITY IN POOLED CASH

The Council's cash pool is maintained by the ESC. The Ohio Revised Code prescribes allowable deposits and investments, and the ESC is responsible for meeting compliance. The Council's carrying amounts of cash on deposit with the ESC at June 30, 2023 was \$800,792.

BUTLER COUNTY FAMILY AND CHILDREN FIRST COUNCIL
Notes to the Financial Statements
Year Ended June 30, 2023

3. BUDGETARY ACTIVITY

Budgetary activity for the fiscal year ended June 30, 2023 follows:

| Budgeted vs. Actual Receipts | | | |
|------------------------------|---------------------|---------------------|-------------|
| Fund Type | Budgeted Receipts | Actual Receipts | Variance |
| General | \$ 165,092 | \$ 165,092 | \$ - |
| Special Revenue | 3,656,144 | 3,656,144 | - |
| Total | <u>\$ 3,821,236</u> | <u>\$ 3,821,236</u> | <u>\$ -</u> |

| Budgeted vs. Actual Budgetary Basis Expenditures | | | |
|--|-------------------------|------------------------|------------------|
| Fund Type | Appropriation Authority | Budgetary Expenditures | Variance |
| General | \$ 117,192 | \$ 117,192 | \$ - |
| Special Revenue | 3,688,720 | 3,677,523 | 11,197 |
| Total | <u>\$ 3,805,912</u> | <u>\$ 3,794,715</u> | <u>\$ 11,197</u> |

4. DEFINED BENEFIT PENSION PLAN

The Council's employees belong to the School Employees Retirement System of Ohio (SERS). SERS is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes this plan's benefits, which include postretirement healthcare and survivor and disability benefits. The Ohio Revised Code also prescribes contribution rates. For fiscal year 2023, SERS members contributed 10% of their annual covered salary and the Council contributed an amount equal to 14% of annual covered payroll. The SERS Retirement Board, acting with the advice of their actuary, allocates the employer contribution rate amount four of the SERS' funds (Pension Trust Fund, Death Benefit Fund, Medicare B Fund and Health Care Fund). For fiscal year ended June 30, 2023, the allocation to pension, death benefits and Medicare B was 14.0% (0% was allocated to the Health Care Fund).

5. POSTEMPLOYMENT BENEFITS

SERS offers a cost-sharing, multiple-employer defined benefit postemployment plan, which includes health care plans for medical coverage, prescription drug coverage, deposits to a health reimbursement arrangement and Medicare Part B premium reimbursements to qualifying benefit recipients. No portion of employer contributions were allocated to health care for members during fiscal year 2023.

6. FUND BALANCES

Encumbrances are commitments related to unperformed contracts for goods or services. Encumbrance accounting is utilized to assure effective budgetary control and accountability and to facilities effective cash planning and control. The fund balance of special revenue funds is restricted and includes the outstanding encumbrances. In the general fund, outstanding encumbrances are considered assigned.

BUTLER COUNTY FAMILY AND CHILDREN FIRST COUNCIL
Notes to the Financial Statements
Year Ended June 30, 2023

At year end the balances of these amounts were as follows:

| <u>Fund Balances</u> | <u>General</u> | <u>Special Revenue</u> | <u>Total</u> |
|--------------------------|-------------------|----------------------------|-------------------|
| Restricted: | | | |
| Grant programs | \$ - | \$ 351,607 | \$ 351,607 |
| Assigned: | | | |
| Outstanding Encumbrances | 17,778 | - | 17,778 |
| Unassigned | <u>431,407</u> | <u>-</u> | <u>431,407</u> |
| Total | <u>\$ 449,185</u> | <u>\$ 351,607</u> | <u>\$ 800,792</u> |

7. RISK MANAGEMENT

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

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

INDEPENDENT AUDITORS' REPORT

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the cash balances, receipts and disbursements for each governmental fund type of Butler County Family and Children First Council (the "Council") as of and for the year ended June 30, 2023, and the related notes to the financial statements and have issued our report thereon dated December 15, 2023, wherein we noted the Council followed financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(C) permit.

Report on Internal Control over Financial Reporting

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

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

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

Report on Compliance and Other Matters

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

Purpose of this Report

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

Clark, Schaefer, Hackett & Co.

Cincinnati, Ohio
December 15, 2023



OHIO AUDITOR OF STATE KEITH FABER



BUTLER COUNTY FAMILY AND CHILDREN FIRST COUNCIL

BUTLER COUNTY

AUDITOR OF STATE OF OHIO CERTIFICATION

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



Certified for Release 2/13/2024

88 East Broad Street, Columbus, Ohio 43215
Phone: 614-466-4514 or 800-282-0370

This report is a matter of public record and is available online at
www.ohioauditor.gov