

Area 20/21 Workforce Development Board
Fairfield County
Single Audit
For the Fiscal Year Ended June 30, 2017



Millhuff-Stang, CPA, Inc.
1428 Gallia Street / Portsmouth, Ohio 45662 / Phone: 740.876.8548
45 West Second Street, Suite D / Chillicothe, Ohio 45601 / Phone: 740.851.4978
Fax: 888.876.8549
natalie@millhuffstangcpa.com / roush@millhuffstangcpa.com
www.millhuffstangcpa.com



Dave Yost • Auditor of State

Board of Governors
Area 20/21 Workforce Investment Board
210 E. Main Street
Lancaster, Ohio 43130

We have reviewed the *Independent Auditor's Report* of the Area 20/21 Workforce Investment Board, Fairfield County, prepared by Millhuff-Stang, CPA, Inc., for the audit period July 1, 2016 through June 30, 2017. 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 Area 20/21 Workforce Investment Board is responsible for compliance with these laws and regulations.

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

Dave Yost
Auditor of State

May 2, 2018

This page intentionally left blank.

Area 20/21 Workforce Development Board
Table of Contents
For the Fiscal Year Ended June 30, 2017

Title	Page
Independent Auditor’s Report.....	1
Management’s Discussion and Analysis.....	4
Basic Financial Statements:	
Government-Wide Financial Statements:	
Statement of Net Position	9
Statement of Activities.....	10
Fund Financial Statements:	
Balance Sheet – Special Revenue Fund.....	11
Reconciliation of Total Governmental Fund Balances to Net Position of Governmental Activities.....	12
Statement of Revenues, Expenditures and Changes in Fund Balance – Special Revenue Fund	13
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities	14
Notes to the Basic Financial Statements	15
Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual (Non-GAAP Budgetary Basis) - Special Revenue Fund.....	21
Notes to the Supplementary Information	22
Federal Awards Expenditures Schedule.....	23
Notes to the Federal Awards Expenditures Schedule.....	24
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With <i>Government Auditing Standards</i>	26
Report on Compliance For Each Major Federal Program and on Internal Control Over Compliance Required by the Uniform Guidance	28
Schedule of Findings and Questioned Costs	31
Corrective Action Plan.....	34
Schedule of Prior Audit Findings.....	35

This page intentionally left blank.

Independent Auditor's Report

Members of the Board
Area 20/21 Workforce Development Board
210 East Main Street, Room 407
Lancaster, Ohio 43130

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the major fund of the Area 20/21 Workforce Development Board, Fairfield County, Ohio (the Board), as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the Board's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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.

Auditor's Responsibility

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

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

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Area 20/21 Workforce Development Board, Fairfield County, Ohio, as of June 30, 2017, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 through 8 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

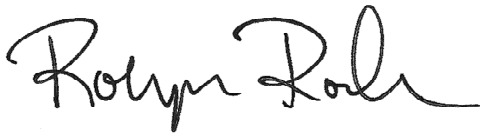
Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Board's basic financial statements. The budgetary comparison schedule and federal awards expenditures schedule, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The budgetary comparison schedule and federal awards expenditures schedule are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the budgetary comparison schedule and federal awards expenditures schedule are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 28, 2018 on our consideration of the Board'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 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 Board'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 Board's internal control over financial reporting and compliance.

A handwritten signature in black ink, appearing to read "Robyn Roush". The signature is fluid and cursive, with the first name "Robyn" and last name "Roush" clearly distinguishable.

Robyn Roush, CPA, CITP
Vice-President/Owner
Millhuff-Stang, CPA, Inc.
Chillicothe, Ohio

March 28, 2018

**AREA 20/21 WORKFORCE DEVELOPMENT BOARD
FAIRFIELD COUNTY**

*Management's Discussion and Analysis
For the Fiscal Year Ended June 30, 2017
(Unaudited)*

The discussion and analysis of the Area 20/21 Workforce Development Board's (the Board) financial performance provides an overview and analysis of the Board's financial activities for the fiscal year ended June 30, 2017. The intent of this discussion and analysis is to look at the Board's financial performance as a whole. Readers should also review our notes to the basic financial statements and the financial statements themselves to enhance their understanding of the Board's financial performance.

Financial Highlights

- ▶ The assets of Area 20/21 Workforce Development Board exceeded its liabilities at June 30, 2017 by \$151,351.
- ▶ In total, net position of governmental activities increased by \$6,592 which represents a 4.55 percent increase from 2016.
- ▶ Program specific revenues in the form of grants and contributions accounted for \$1,831,812 or 100.00 percent of total revenues.
- ▶ The Board had \$1,825,220 in expenses related to governmental activities; program revenues of \$1,831,812 offset expenses.
- ▶ The Board's receipts are mostly support from Federal government agencies. The Federal receipts are designated for employment and training related activities.

Using the Basic Financial Statements

This annual report is presented in a format consistent with the presentation requirements of Governmental Accounting Standards Board Statement No. 34.

Report Components

The Statement of Net Position and the Statement of Activities provide information about the activities of the Board.

These statements include all assets and liabilities using the accrual basis of accounting similar to the accounting used by most private-sector companies. The accrual basis of accounting takes into account all of the current year's revenues and expenses regardless of when cash is received or paid. These two statements report the Board's net position and changes in net position. This change in net position is important because it tells the reader that, for the Board as a whole, the financial position of the Board has improved or diminished. The cause of this change may be the result of many factors, some financial, some not. Non-financial factors include current laws in Ohio restricting revenue growth, and other factors.

**AREA 20/21 WORKFORCE DEVELOPMENT BOARD
FAIRFIELD COUNTY**

*Management's Discussion and Analysis
For the Fiscal Year Ended June 30, 2017
(Unaudited)*

Fund Financial Statements

Fund financial reports provide detailed information about the Board's major funds. The Board uses one fund to account for a multitude of financial transactions.

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Board, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Board's sole fund is a governmental fund.

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on inflows and outflows of spendable cash, as well as on balances of spendable cash available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term requirements.

Notes to the Basic Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Financial Analysis Governmental Activities

Recall that the statement of net position provides the perspective of the Board as a whole, showing assets, liabilities, and the difference between them (net position). Table 1 provides a summary of the Board's net position at June 30, 2017 compared to June 30, 2016.

Table 1
Net Position at Year End

	<u>2017</u>	<u>2016</u>
<u>Assets:</u>		
Current and Other Assets	<u>\$213,124</u>	<u>\$276,691</u>
<i>Total Assets</i>	<u>213,124</u>	<u>276,691</u>
<u>Liabilities:</u>		
Current Liabilities	<u>61,773</u>	<u>131,932</u>
<i>Total Liabilities</i>	<u>61,773</u>	<u>131,932</u>
<u>Net Position:</u>		
Restricted	<u>151,351</u>	<u>144,759</u>
<i>Total Net Position</i>	<u><u>\$151,351</u></u>	<u><u>\$144,759</u></u>

**AREA 20/21 WORKFORCE DEVELOPMENT BOARD
FAIRFIELD COUNTY**

*Management's Discussion and Analysis
For the Fiscal Year Ended June 30, 2017
(Unaudited)*

Current and other assets decreased \$63,567 or 22.97 percent from June 30, 2016 due to a decrease in intergovernmental receivables.

Current liabilities decreased by \$70,159 or 53.18 percent due primarily to a decrease in unearned revenue.

The net position balance of \$151,351 is restricted. The restricted net position represents resources that are subject to restrictions on how they can be used.

Table 2 shows the changes in net position for fiscal year 2017 and provides a comparison to fiscal year 2016.

Table 2
Changes in Net Position

	2017	2016
<u>Revenues:</u>		
<i>Operating Grants:</i>		
Adult	\$808,950	\$669,992
Dislocated Worker	340,744	471,351
Youth	434,051	674,369
Rapid Response Grant	3,161	0
Administration	92,372	173,863
Employment Service	100,034	94,516
Ohio Works Incentive	52,500	59,500
<i>Total Program Revenue</i>	1,831,812	2,143,591
<i>Total Revenues</i>	\$1,831,812	\$2,143,591

(Continued)

**AREA 20/21 WORKFORCE DEVELOPMENT BOARD
FAIRFIELD COUNTY**

*Management's Discussion and Analysis
For the Fiscal Year Ended June 30, 2017
(Unaudited)*

	2017	2016
<u>Expenses:</u>		
<i>Workforce Development:</i>		
Adult	\$770,531	\$735,316
Dislocated Worker	322,177	517,945
Youth	369,242	721,607
Special Project Allocation	0	393
Administration	216,927	157,953
Ohio Works Incentive	56,500	55,500
Employment Services	89,843	66,452
<i>Total Expenses</i>	1,825,220	2,255,166
<i>Change in Net Position</i>	6,592	(111,575)
Net Position - Beginning of Year	144,759	256,334
Net Position- End of Year	\$151,351	\$144,759

The most significant expenses for the Board are Adult, Youth and Dislocated Worker. These programs account for 80.10 percent of the total governmental activities. Adult, which accounts for 42.22 percent of the total, represents cost associated with administering the program to provide training, support and employment related activities to adults. Youth, which accounts for 20.23 percent of the total, represents cost associated with administering the program to provide training, support and employment related activities to youth. Dislocated Worker, which accounts for 17.65 percent of the total, represents cost associated with administering the program to provide training, support and employment related activities to dislocated workers.

Most of the funding for the Board is revenue received from Federal Grants.

Administration revenues represent 5.04 percent of the total allocation and are comprised of federal grant revenue.

Total program revenues decreased by \$311,779 or 14.54 percent due primarily to decreases in funding for Dislocated Workers and Youth in 2017.

Revenues and expenses for the year were largely for direct services by member counties for training, supportive, and employment related activities for both job seekers and employers within and outside of Area 20/21.

Financial Analysis Governmental Funds

As noted earlier, the Board used fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**AREA 20/21 WORKFORCE DEVELOPMENT BOARD
FAIRFIELD COUNTY**

*Management's Discussion and Analysis
For the Fiscal Year Ended June 30, 2017
(Unaudited)*

Governmental Funds - The focus of the Board's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Board's financing requirements.

As of the end of the current fiscal year, the Board's governmental fund reported an ending fund balance of \$135,185, which is all reported in the Special Revenue Fund. The fund balance had an increase of \$169,969 or 488.64 percent from 2016, which is primarily due to revenues decreasing less than expenditures decreased.

Budget Highlights

The Board's budget is reflected in the Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual (Non-GAAP Budgetary Basis) and is based on accounting for certain transactions on a basis of cash receipts, disbursements, and encumbrances.

During fiscal year 2017, the Board amended its budget once. The budgeted receipts and disbursements are prepared on a multi-year program basis. Final budgeted receipts were in excess of final actual receipts due to this basis.

For the Board, the final budget basis revenues were \$1,882,440 representing an increase of \$553,826 from the original budget basis revenues. The final budget basis expenditures were \$1,882,440 representing an increase of \$553,826 from the original budget basis expenditures.

Capital Assets and Debt Administration

Capital Assets

At June 30, 2017, the Board had no capital assets. All capital assets used by the Board are owned by Fairfield County Economic Development.

Debt Administration

At June 30, 2017, the Board had no general obligation debt outstanding.

Current Issues

The Board entered into a Memorandum of Understanding with the Fairfield County Economic Development Department to provide services as administrative agent, effective March 1, 2016 and to provide services as fiscal agent, effective July 1, 2016. The Fairfield County Auditor and Treasurer provide financial processing and accountability services for the Board.

Contacting the Board's Financial Management

This financial report is designed to provide our citizens and taxpayers with a general overview of the Board's finances and to show the Board's accountability for the money it received. If you have any questions about this report or need additional information, contact Angel Conrad, Fiscal Agent, Area 20/21 Workforce Development Board, 210 E. Main Street, Suite 404, Lancaster, OH 43130.

AREA 20/21 WORKFORCE DEVELOPMENT BOARD

Statement of Net Position

June 30, 2017

	<u>Governmental Activities</u>
<u>Assets:</u>	
Cash and Cash Equivalents With Fiscal Agent	\$72,091
Intergovernmental Receivable	<u>141,033</u>
<i>Total Assets</i>	<u>213,124</u>
<u>Liabilities:</u>	
Contracts Payable	52
Unearned Revenue	<u>61,721</u>
<i>Total Liabilities</i>	<u>61,773</u>
<u>Net Position:</u>	
Restricted for Other Purposes	<u>151,351</u>
<i>Total Net Position</i>	<u><u>\$151,351</u></u>

See accompanying notes to the basic financial statements.

AREA 20/21 WORKFORCE DEVELOPMENT BOARD

Statement of Activities

For the Fiscal Year Ended June 30, 2017

	<u>Expenses</u>	<u>Program Revenues</u>	<u>Net (Expenses) Revenues and Changes in Net Position</u>
		<u>Operating Grants and Contributions</u>	<u>Governmental Activities</u>
<i>Governmental Activities:</i>			
<i>Workforce Development:</i>			
Adult	\$770,531	\$808,950	\$38,419
Dislocated Worker	322,177	340,744	18,567
Youth	369,242	434,051	64,809
Administration	216,927	92,372	(124,555)
Rapid Response Grant	0	3,161	3,161
Employment Services	89,843	100,034	10,191
Ohio Works Incentive	56,500	52,500	(4,000)
<i>Total Governmental Activities</i>	<u>\$1,825,220</u>	<u>\$1,831,812</u>	<u>6,592</u>
<i>General Revenues:</i>			
<i>Total General Revenues</i>			<u>0</u>
Change in Net Position			6,592
<i>Net Position at Beginning of Year</i>			<u>144,759</u>
<i>Net Position at End of Year</i>			<u>\$151,351</u>

See accompanying notes to the basic financial statements.

AREA 20/21 WORKFORCE DEVELOPMENT BOARD

*Balance Sheet
Special Revenue Fund
June 30, 2017*

Assets:

Cash and Cash Equivalents With Fiscal Agent	\$72,091
Intergovernmental Receivable	141,033

<i>Total Assets</i>	<u>213,124</u>
---------------------	----------------

Liabilities, Deferred Inflows of Resources and Fund Balances:

Liabilities:

Contracts Payable	52
Unearned Revenue	61,721

<i>Total Liabilities</i>	<u>61,773</u>
--------------------------	---------------

Deferred Inflows of Resources:

Unavailable Revenue	16,166
---------------------	--------

Fund Balances:

Restricted	135,185
------------	---------

<i>Total Fund Balances</i>	<u>135,185</u>
----------------------------	----------------

<i>Total Liabilities, Deferred Inflows of Resources and Fund Balances</i>	<u><u>\$213,124</u></u>
---	-------------------------

See accompanying notes to the basic financial statements.

AREA 20/21 WORKFORCE DEVELOPMENT BOARD
*Reconciliation of Total Governmental Fund Balances to
Net Position of Governmental Activities
June 30, 2017*

Total Governmental Funds Balances \$135,185

*Amounts reported for governmental activities in the statement of
net position are different because:*

Some of the Board's receivables will be collected after fiscal year-end, but are not available soon enough to pay for the current period's expenditures and therefore, are deferred in the funds. These receivables consist of:

Intergovernmental 16,166

Net Position of Governmental Activities \$151,351

See accompanying notes to the basic financial statements.

AREA 20/21 WORKFORCE DEVELOPMENT BOARD
Statement of Revenues, Expenditures and Changes in Fund Balance
Special Revenue Fund
For the Fiscal Year Ended June 30, 2017

Revenues:

Operating Grants:

Adult	\$822,922
Dislocated Worker	371,885
Youth	486,985
Administration	126,099
Rapid Response Grant	3,161
Employment Services	127,637
Ohio Works Incentive Program	<u>56,500</u>

Total Revenues 1,995,189

Expenditures:

Workforce Development:

Adult	770,531
Dislocated Worker	322,177
Youth	369,242
Administration	216,927
Employment Services	89,843
Ohio Works Incentive Program	<u>56,500</u>

Total Expenditures 1,825,220

Net Change in Fund Balances 169,969

Fund Balances (Deficit) at Beginning of Year (34,784)

Fund Balances at End of Year \$135,185

See accompanying notes to the basic financial statements.

AREA 20/21 WORKFORCE DEVELOPMENT BOARD
*Reconciliation of the Statement of Revenues, Expenditures and Changes
in Fund Balances of Governmental Funds to the Statement of Activities
For the Fiscal Year Ended June 30, 2017*

Net Change in Fund Balances - Total Governmental Funds \$169,969

*Amounts reported for governmental activities in the statement of
activities are different because:*

Revenues in the statement of activities that do not provide current financial
resources are not reported as revenues in the funds. These revenues consist of:

Intergovernmental (163,377)

Change in Net Position of Governmental Activities \$6,592

See accompanying notes to the basic financial statements.

**AREA 20/21 WORKFORCE DEVELOPMENT BOARD
FAIRFIELD COUNTY**

*Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2017*

NOTE 1 – DESCRIPTION OF THE ENTITY

Description of the Board

The Workforce Innovation and Opportunity Act (WIOA) is a federally funded program that provides employment and job training services to eligible adults, dislocated workers and youth. The United States Department of Labor (DOL) is the federal agency responsible for the program. The Ohio Department of Job and Family Services (ODJFS) is the oversight agency for the State of Ohio.

The Area 20/21 Workforce Development Board (the Board), is designated as a local Workforce Development Area under WIOA 116 and its geopolitical span includes Ross, Pickaway, Fairfield, Vinton and Hocking counties. The grant recipient is a consortium of elected officials from the counties within the local area. The functions of the consortium are carried out by a Board of Governors, which consists of the Chief Elected Official (CEO) of each participating sub area.

In accordance with WIOA 117, the consortium established a local Workforce Development Board to set policy for the local workforce development system. The local board has no employees. The Fiscal Agent performs accounting functions for the board and are employees of Fairfield County Economic Development Department. The Administrative Entity performs administrative functions for the Board and are employees of Fairfield County Economic Development Department.

The grant recipient designated Fairfield County Economic Development Department as the fiscal agent for the local area. The County Auditor has the responsibility to disburse funds for the local area at the direction of the local board. Funds flow from the State to the Board and are passed onto the individual counties based on allocations established by the State. The individual counties have responsibility for the administration of the adult, dislocated worker and youth programs for their respective county.

Reporting Entity

A reporting entity is comprised of the primary government, component units, and other organizations that are included to ensure that the 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. The Board's financial statements include Adult, Dislocated Worker, Youth, Rapid Response, Employment Services, Ohio Work Incentive, and Administrative programs.

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

Management believes the financial statements included in this report represent all of the financial activity of the Board over which the Board is financially accountable.

**AREA 20/21 WORKFORCE DEVELOPMENT BOARD
FAIRFIELD COUNTY**

*Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2017*

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Board have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Board's accounting policies are described below.

A. Basis of Presentation

The Board's basic financial statements consist of government-wide statements, including a statement of net position and a statement of activities, and fund financial statements which provide a more detailed level of financial information.

Government-Wide Financial Statements

The statement of net position and the statement of activities display information about the Board as a whole. These statements include the financial activities of the Board.

The statement of net position presents the financial condition of the governmental activities of the Board at year-end. The statement of activities presents a comparison between direct expenses and program revenues for each program or function of the Board's governmental activities. Direct disbursements are those that are specifically associated with a service, program or department and therefore clearly identifiable to a particular function. Program revenues include grants that are restricted to meeting the operational 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 program is self-financing.

Fund Financial Statements

During the year, the Board segregates transactions related to certain Board functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. The focus of governmental fund financial statements is on major funds rather than reporting by type. The special revenue fund is presented in a separate column.

B. Fund Accounting

The Board uses funds to maintain its financial records during the fiscal year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain functions or activities. A fund is a fiscal and accounting entity with a self-balancing set of accounts. The Board utilizes the governmental category of funds.

**AREA 20/21 WORKFORCE DEVELOPMENT BOARD
FAIRFIELD COUNTY**

*Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2017*

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (Continued)

Governmental Funds

Governmental funds are those through which most governmental functions of the Board are financed. Governmental funds focus 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. The special revenue fund is the Board's only fund.

Special Revenue Fund - This fund is the operating fund of the Board and is used to account for all financial resources.

C. Measurement Focus

Government-Wide Financial Statements

The government-wide financial statements are prepared using the economic resources measurement focus. All assets and all liabilities associated with the operation of the Board are included on the statement of net position. The statement of activities presents increases (i.e., revenues) and decreases (i.e., expenses) in total net position.

Fund Financial Statements

All governmental funds are accounted for using a flow of economic resources measurement focus. With this measurement focus, only current assets, current liabilities and deferred inflows of resources are included on the balance sheet. The statement of revenues, expenditures and changes in fund balance reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements include reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds.

D. Basis of Accounting

Basis of accounting determines when transactions are recorded in the financial records and reported on the financial statements. The Board's government-wide financial statements are prepared using the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting. Differences in the accrual and modified accrual basis of accounting arise in the recognition of revenue, the recording of deferred inflows and outflows of resources and in the presentation of expenses versus expenditures.

Revenues – Nonexchange Transactions

Nonexchange transactions, in which the Board receives value without directly giving equal value in return, include grants. On an accrual basis, revenue from grants is recognized in the year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the year when use is first permitted, matching requirements, in which the Board must provide local resources to be used for a specified purpose, and expenditure requirements, in which the resources are provided to the Board on a reimbursement basis. On a modified accrual basis, revenue from nonexchange transactions must also be available before it can be recognized.

**AREA 20/21 WORKFORCE DEVELOPMENT BOARD
FAIRFIELD COUNTY**

*Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2017*

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (Continued)

Available means that the resources will be collected within the current year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current year. For the Board, available means expected to be received within thirty days of year-end.

Deferred Inflows of Resources

In addition to the liabilities, the balance sheet reports a separate section for deferred inflows of resources. Deferred inflows of resources represent an acquisition of net position that applies to a future period and will not be recognized as an inflow of resources (revenue) until that time. For the Board, deferred inflows of resources include unavailable revenue. Unavailable revenue is reported only on the governmental funds balance sheet, and represents receivables which will not be collected within the available period. For the Board unavailable revenue includes intergovernmental grants. These amounts are deferred and recognized as an inflow of resources in the period the amounts become available.

Unearned Revenue

Unearned revenues include grants that have been collected but the corresponding expenditures have not been incurred and certain revenues received in advance.

Expenses/Expenditures

On the accrual basis of accounting, expenses are recognized at the time they are incurred.

The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Expenditures are generally recognized in the accounting period in which the related fund liability is incurred, if measurable. Allocation of cost, such as depreciation and amortization, are not recognized in the governmental funds.

This annual report is presented in a format consistent with the presentation requirements of Governmental Accounting Standards Board Statement No. 34.

E. Cash

The Fairfield County Treasurer is the custodian for the Board's cash. The Board's assets are held in Fairfield County's cash and investment pool, and are valued at the County Treasurer's reported carrying amount.

F. Net Position

Net position represents the difference between assets and liabilities. Net position is reported as restricted when there are limitations imposed on its use either through constitutional provisions or enabling legislation adopted by the Board or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments.

The Board applies restricted resources first when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

**AREA 20/21 WORKFORCE DEVELOPMENT BOARD
FAIRFIELD COUNTY**

*Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2017*

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (Continued)

G. Fund Balances

In the fund financial statements, governmental funds report aggregate amounts for five classifications of fund balances based on the constraints imposed on the use of these resources. Fund balances of the governmental funds are classified as follows:

Nonspendable – amounts that cannot be spent because they are either not in a spendable form or because they are legally or contractually required to be maintained intact.

Restricted – amounts that can be spent only for specific purposes because either (a) constraints imposed by law through constitutional provisions, charter requirements or enabling legislation; or (b) constraints that are externally imposed by creditors, grantors, contributors, or laws or regulations of other governments.

Committed – amounts that can only be used for specific purposes pursuant to constraints imposed by formal action (resolution) of the Board – the highest level of decision making authority. Those committed amounts cannot be used for any other purpose unless the Board removes the specified use by taking the same type of action as when imposing the commitment. This classification also includes contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

Assigned – amounts constrained by the Board’s “intent” to be used for specific purposes, but are neither restricted nor committed. Assigned fund balances include all remaining amounts (except negative balances) that are reported in governmental funds, other than the General Fund, that are not classified as nonspendable and are neither restricted nor committed. In the general fund, assigned amounts represent intended uses established by policies of the Board, which includes giving the Business Administrator the authority to constrain monies for intended purposes.

Unassigned – this is the residual classification for the General Fund. It is also used to report negative fund balances in other governmental funds.

H. Estimates

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the amounts reported on the financial statements and accompanying notes. Actual results may differ from those estimates.

NOTE 3 - CASH AND DEPOSITS

The Fairfield County Treasurer maintains a cash and investments pool used by all of the County’s funds, including those of the Board. The Ohio Revised Code prescribes allowable deposits and investments. At fiscal year-end, the carrying amount of the Board’s deposits with the Fairfield County Treasurer was \$72,091 and is reflected as Cash and Cash Equivalents with Fiscal Agent on the financial statements. The Fairfield County Treasurer is responsible for maintaining adequate depositor collateral for all funds in the County’s pooled cash and deposit accounts.

**AREA 20/21 WORKFORCE DEVELOPMENT BOARD
FAIRFIELD COUNTY**

*Notes to the Basic Financial Statements
For the Fiscal Year Ended June 30, 2017*

NOTE 4 - RISK MANAGEMENT

The Board 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 fiscal year 2017, the Board contracted with County Risk Sharing Authority (CORSA) for various types of insurance as follows:

<u>Type of Coverage</u>	<u>Coverage</u>
Directors and Officer Liability	\$1,000,000
Employment Practices Liability	\$1,000,000

NOTE 5- CONTRACTED SERVICES

The Board does not have any employees. They contract for accounting, administrative, use of facility and management services from other governmental agencies.

NOTE 6 – CONTRACTUAL OBLIGATIONS

The Board entered into a Memorandum of Understanding with Fairfield County Economic Development Department to provide services as fiscal agent, effective July 1, 2016. The Fairfield County Auditor and Treasurer provide financial processing and accountability services for the Board.

NOTE 7 - CONTINGENCIES

Grants - The Board receives financial assistance from Federal and State agencies in the form of grants. Disbursing grant funds generally requires compliance with terms and conditions specified in the grant agreements and are subject to audit. Any disallowed claims resulting from such audits could become a liability. However, in the opinion of management, any such disallowed claims through June 30, 2017 will not have a material adverse effect on the Board.

Litigation – The Board is involved in no litigation as either plaintiff or defendant.

NOTE 8 – FUND BALANCES

Fund balance is classified as nonspendable, restricted, committed, assigned and/or unassigned based primarily on the extent to which the Board is bound to observe constraints imposed upon the use of the resources in the governmental funds. The constraints placed on fund balance for the governmental funds are restricted balance of \$135,185.

AREA 20/21 WORKFORCE DEVELOPMENT BOARD
Schedule of Revenues, Expenditures and Changes
in Fund Balance - Budget and Actual (Non-GAAP Budgetary Basis)
Special Revenue Fund
For the Fiscal Year Ended June 30, 2017

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
<u>Revenues:</u>				
<i>Operating Grants:</i>				
Adult	\$583,005	\$826,027	\$821,964	(\$4,063)
Dislocated Worker	229,638	325,362	323,761	(1,601)
Youth	301,249	426,824	424,724	(2,100)
Administration	82,111	116,338	115,766	(572)
Rapid Response Grant	2,006	2,842	2,828	(14)
Employment Services	90,531	128,268	127,637	(631)
Ohio Works Incentive Program	40,074	56,779	56,500	(279)
<i>Total Revenues</i>	<u>1,328,614</u>	<u>1,882,440</u>	<u>1,873,180</u>	<u>(9,260)</u>
<u>Expenditures:</u>				
<i>Workforce Development:</i>				
Adult	381,026	604,925	770,531	(165,606)
Dislocated Worker	362,438	433,345	322,177	111,168
Youth	298,921	448,215	369,242	78,973
Administration	91,471	141,771	225,482	(83,711)
Employment Services	51,258	110,684	89,843	20,841
Ohio Works Incentive Program	143,500	143,500	59,500	84,000
<i>Total Expenditures</i>	<u>1,328,614</u>	<u>1,882,440</u>	<u>1,836,775</u>	<u>45,665</u>
<i>Excess of Revenues Over Expenditures</i>	0	0	36,405	36,405
<i>Fund Balance at Beginning of Year - Restated</i>	<u>35,686</u>	<u>35,686</u>	<u>35,686</u>	<u>0</u>
<i>Fund Balance at End of Year</i>	<u>\$35,686</u>	<u>\$35,686</u>	<u>\$72,091</u>	<u>\$36,405</u>

See accompanying notes to the supplementary information.

AREA 20/21 WORKFORCE DEVELOPMENT BOARD

*Notes to the Supplementary Information
For the Fiscal Year Ended June 30, 2017*

NOTE 2 – BUDGETARY SCHEDULE

Fairfield County (the fiscal agent) required the Board to budget all funds. The major document prepared is the budget based on the WIOA grant allocation. The budgetary basis reports expenditures when a commitment is made (i.e., when an encumbrance is approved). The WIOA grant allocation establishes a limit on the amounts the Board may budget. The budget is the Board's authorization to spend resources and sets annual limits on expenditures plus encumbrances at a level of control the Board selects. The Board uses the object level as its legal level of control. Individual grants are limited to their approved budget.

The amounts reported as the original budget in the budgetary statements reflect the amounts in the WIOA grant allocation when the Fairfield County Commissioners adopted the original budget. The amounts reported as the final budget in the budgetary statements reflect the amounts in the WIOA grant allocation in effect at the time of the final budget.

The Area 20/21 Workforce Development Board may amend the budget throughout the year with the restriction that the budget may not exceed WIOA grant allocations. The amounts reported as the final budget represent the final budget the Area 20/21 Workforce Development Board passed during the year.

Adjustments necessary to convert the results of operations at end of year on the modified accrual basis (GAAP) to the budget basis:

Net Change in Fund Balance per the Statement of Revenues, Expenditures, and Changes in Fund Balance	\$169,969
Net revenue accruals	(122,009)
Net expenditure accruals	<u>(11,555)</u>
Net Change in Fund Balance per the Budgetary Schedule	<u><u>\$36,405</u></u>

An error was noted in the fund balance reported at June 30, 2016. The correction of this error resulted in an increase in fund balance, from \$33,076 as previously reported, to \$35,686.

Area 20/21 Workforce Development Board
Federal Awards Expenditures Schedule
For the Fiscal Year Ended June 30, 2017

Federal Grantor Pass-Through Grantor Program/Cluster Title	Federal CFDA Number	Pass Through Entity Identifying Number	Passed Through to Subrecipients	Total Federal Expenditures
United States Department of Labor				
<i>Passed Through Ohio Department of Job and Family Services:</i>				
Workforce Innovation and Opportunity Act (WIOA) Cluster:				
WIOA Adult Program	17.258	G-1617-15-0194	\$792,041	\$792,041
WIOA Adult Program-Administration	17.258	G-1617-15-0194	29,079	41,414
Total WIOA Adult Program			821,120	833,455
WIOA Youth Activities	17.259	G-1617-15-0194	376,424	376,424
WIOA Youth Activities-Administration	17.259	G-1617-15-0194	17,462	61,642
Total WIOA Youth Activities			393,886	438,066
WIOA Dislocated Worker Formula Grants	17.278	G-1617-15-0194	323,043	323,043
WIOA Dislocated Worker Formula Grants-Administration	17.278	G-1617-15-0194	22,440	22,440
Total WIOA Dislocated Worker Formula Grants			345,483	345,483
Total Workforce Innovation and Opportunity Act (WIOA) Cluster			1,560,489	1,617,004
Employment Services Cluster:				
Employer Service/Wagner-Peyser Funded Activities	17.207	G-1617-15-0194	127,637	127,637
Total Employment Services Cluster			127,637	127,637
Total United States Department of Labor			1,688,126	1,744,641
Total Federal Awards Expenditures			\$1,688,126	\$1,744,641

See the accompanying notes to the federal awards expenditures schedule.

Area 20/21 Workforce Development Board
Notes to the Federal Awards Expenditures Schedule
For the Fiscal Year Ended June 30, 2017

Note A – Basis of Presentation

The accompanying federal awards expenditures schedule (the schedule) includes the federal grant activity of the Area 20/21 Workforce Development Board (the Board) under programs of the federal government for the fiscal year ended June 30, 2017. The information on this schedule is prepared in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of the Board, it is not intended to and does not present the financial position or changes in net position of the Board.

Note B – Summary of Significant Accounting Policies

Expenditures reported on the schedule are reported on the cash basis of accounting. Such expenditures are recognized following the cost principles contained in Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, wherein certain types of expenditures may or may not be allowable or may be limited as to reimbursement. The Board has elected not to use the 10-percent de minimis indirect cost rate as allowed under the Uniform Guidance.

Note C – Subrecipients

The Board passes through certain federal awards received from the Ohio Department of Job and Family Services to other governments or not-for-profit agencies (subrecipients). As Note B describes, the Board reports expenditures of federal awards to subrecipients when paid in cash.

As a subrecipient, the Board has certain compliance responsibilities, such as monitoring its subrecipients to help assure that they use these subawards as authorized by laws, regulations, and the provisions of contracts or grant agreements, and that subrecipients achieve the award’s performance goals. The total amount of federal assistance provided to subrecipients by the Board for each federal program is summarized below:

Program Title	CFDA #	Amounts Provided to Subrecipients
<i>Subrecipient – Fairfield County</i>		
Youth	17.259	\$78,007
Youth-Administration	17.259	1,605
Total Youth	17.259	79,612
Adult	17.258	223,140
Adult-Administration	17.258	9,540
Total Adult	17.258	232,680
Dislocated Worker	17.278	97,698
Dislocated Worker-Administration	17.278	9,296
Total Dislocated Worker	17.278	106,994
Total Fairfield County		\$419,286

Area 20/21 Workforce Development Board
Notes to the Federal Awards Expenditures Schedule
For the Fiscal Year Ended June 30, 2017

Program Title	CFDA #	Amounts Provided to Subrecipients
<i>Subrecipient – Pickaway County</i>		
Youth	17.259	\$97,616
Youth-Administration	17.259	2,022
Total Youth	17.259	<u>99,638</u>
Adult	17.258	116,327
Adult-Administration	17.258	906
Total Adult	17.258	<u>117,233</u>
Dislocated Worker	17.278	58,465
Dislocated Worker-Administration	17.278	1,046
Dislocated Worker-Rapid Response	17.278	2,828
Total Dislocated Worker	17.278	<u>62,339</u>
Employment Service/Wagner-Peyser Funded Activities	17.207	<u>10,699</u>
Total Pickaway County		<u>\$289,909</u>
<i>Subrecipient – South Central Ohio JFS</i>		
Youth	17.259	\$200,801
Youth-Administration	17.259	13,835
Total Youth	17.259	<u>214,636</u>
Adult	17.258	452,574
Adult-Administration	17.258	18,633
Total Adult	17.258	<u>471,207</u>
Dislocated Worker	17.278	166,880
Dislocated Worker-Administration	17.278	9,270
Total Dislocated Worker	17.278	<u>176,150</u>
Employment Service/Wagner-Peyser Funded Activities	17.207	<u>116,938</u>
Total South Central Ohio JFS		<u>\$978,931</u>

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 Auditor's Report

Members of the Board
Area 20/21 Workforce Development Board
210 East Main Street, Room 407
Lancaster, Ohio 43130

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of the Area 20/21 Workforce Development Board, Fairfield County, Ohio (the Board) as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the Board's basic financial statements, and have issued our report thereon dated March 28, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Board's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control. Accordingly, we do not express an opinion on the effectiveness of the Board'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 Board'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 and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify a certain deficiency in internal control, described in the accompanying schedule of findings and questioned costs as finding 2017-001 that we consider to be a significant deficiency.

Compliance and Other Matters

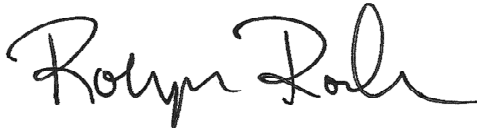
As part of obtaining reasonable assurance about whether the Board's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect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

The Board's Response to Findings

The Board's response to the finding identified in our audit is described in the accompanying schedule of findings and questioned costs. The Board's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

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 results of that testing, and not to provide an opinion on the effectiveness of the Board'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 Board's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Robyn Roush, CPA, CITP
Vice-President/Owner
Millhuff-Stang, CPA, Inc.
Chillicothe, Ohio

March 28, 2018

**Report on Compliance For Each Major Federal Program and on Internal Control Over Compliance
Required by the Uniform Guidance**

Independent Auditor's Report

Members of the Board
Area 20/21 Workforce Development Board
210 East Main Street, Room 407
Lancaster, Ohio 43130

Report on Compliance for Each Major Federal Program

We have audited the Area 20/21 Workforce Development Board's (the Board) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on the Board's major federal program for the year ended June 30, 2017. The Board's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for the Board's major federal program based on our audit of the types of compliance requirements referred to above. 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 the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we 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 Board's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for its major federal program. However, our audit does not provide a legal determination of the Board's compliance.

Basis for Qualified Opinion on Workforce Innovation and Opportunity Act Cluster

As described in the accompanying schedule of findings and questioned costs, the Board did not comply with requirements regarding CFDA 17.258, 17.259, 17.278 Workforce Innovation and Opportunity Act Cluster as described in finding number 2017-002 for Procurement, Suspension and Debarment and finding number 2017-003 for Subrecipient Monitoring. Compliance with such requirements is necessary, in our opinion, for the Board to comply with the requirements applicable to that program.

Qualified Opinion on Workforce Innovation and Opportunity Act Cluster

In our opinion, except for the noncompliance described in the Basis for Qualified Opinion paragraph, the Board complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2017.

Other Matters

The Board's responses to the noncompliance findings identified in our audit was described in the accompanying schedule of findings and questioned costs. The Board's responses were not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the responses.

Report on Internal Control Over Compliance

Management of the Board is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Board's internal control over compliance with the types of requirements that could have a direct and material effect on its major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for its major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Board's internal control over compliance.

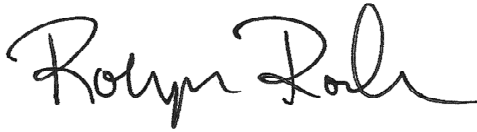
A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement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

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We identified certain deficiencies in internal control over compliance, as described in the accompanying schedule of findings and questioned costs as items 2017-002 through 2017-004, that we consider to be material weaknesses.

Area 20/21 Workforce Development Board
Report on Compliance For Each Major Federal Program and on Internal Control Over Compliance
Required by the Uniform Guidance

The Board's responses to the internal control over compliance findings identified in our audit are described in the accompanying schedule of findings and questioned costs. The Board's responses were not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the responses.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

A handwritten signature in black ink, appearing to read "Robyn Roush". The signature is fluid and cursive, with the first name "Robyn" and last name "Roush" clearly distinguishable.

Robyn Roush, CPA, CITP
Vice-President/Owner
Millhuff-Stang, CPA, Inc.
Chillicothe, Ohio

March 28, 2018

Area 20/21 Workforce Development Board
Schedule of Findings and Questioned Costs
For the Fiscal Year Ended June 30, 2017

Section I – Summary of Auditor’s Results

<i>Financial Statements</i>	
Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP:	Unmodified
Internal control over financial reporting:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified?	Yes
Noncompliance material to financial statements noted?	No
<i>Federal Awards</i>	
Internal control over major program(s):	
Material weakness(es) identified?	Yes
Significant deficiency(ies) identified?	None reported
Type of auditor’s report issued on compliance for major federal programs:	Qualified
Any auditing findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	Yes
Identification of major program(s):	Workforce Innovation and Opportunity Act Cluster: CFDA #17.258, 17.259, 17.278
Dollar threshold used to distinguish between type A and type B programs:	Type A: >\$750,000 Type B: All Others
Auditee qualified as low-risk auditee?	No

Section II – Financial Statement Findings

Finding 2017-001 – Significant Deficiency – Financial Reporting and Federal Awards Expenditures Schedule Presentation

A monitoring system by the Board should be in place to prevent or detect misstatements for the accurate presentation of the financial statements and federal awards expenditures schedule. Errors in fund balance classification and unrecorded payables were noted within the financial statements. Correction of the fund balance classification was made. The misstatement in accounts payables was not corrected due to immateriality, which was agreed to by both management and the audit team. Various errors were also noted within the Board’s original and amended federal awards expenditures schedules. Resulting errors in the amended schedule were deemed immaterial and correction was waived by both management and the audit team. The Board should implement procedures to ensure financial statements and the federal awards expenditures schedule are fairly presented.

Client Response:

See accompanying corrective action plan.

Area 20/21 Workforce Development Board
Schedule of Findings and Questioned Costs
For the Fiscal Year Ended June 30, 2017

Section III – Federal Award Findings and Questioned Costs

CFDA Title and Number	Workforce Innovation and Opportunity Act Cluster, CFDA #17.258, 17.259, 17.278
Federal Award Number and Year	2016-2017
Federal Agency	United States Department of Labor
Pass-Through Entity	Ohio Department of Job and Family Services

Finding 2017-002 – Noncompliance/Material Weakness – Procurement, Suspension and Debarment

Non-Federal entities are prohibited from contracting with or making subawards under covered transactions to parties that are suspended or debarred. “Covered transactions” include contracts for goods and services awarded under a non-procurement transaction (e.g., grant or cooperative agreement) that are expected to equal or exceed \$25,000 or meet certain other criteria as specified in 2 CFR section 180.220. All non-procurement transactions entered into by a pass-through entity (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 CFR section 180.215. The Board issued subawards to subrecipients and did not check the Excluded Parties List System, collect certification from the subrecipients, or add a clause or condition to the covered transactions with the subrecipients. The Board should have policies and procedures in place to ensure that the Board complies with Federal regulations regarding suspended or debarred subrecipients, including review for suspended or debarred subrecipients prior to awarding subawards with federal funds.

Client Response:

See accompanying corrective action plan.

Finding 2017-003 – Noncompliance/Material Weakness – Subrecipient Monitoring

A pass-through entity (PTE) must: Clearly identify to the subrecipient: (1) the award as a subaward at the time of subaward (or subsequent subaward modification) by providing the information described in 2 CFR section 200.331(a)(1); (2) all requirements imposed by the PTE on the subrecipient so that the Federal award is used in accordance with Federal statutes, regulations, and the terms and conditions of the award (2 CFR section 200.331(a)(2)); and (3) any additional requirements that the PTE imposes on the subrecipient in order for the PTE to meet its own responsibility for the Federal award (e.g., financial, performance, and special reports) (2 CFR section 200.331(a)(3)).

Evaluate Risk – Evaluate each subrecipient’s risk of noncompliance for purposes of determining the appropriate subrecipient monitoring related to the subaward (2 CFR section 200.331(b)). This evaluation of risk may include consideration of such factors as the following (2 CFR 200.331(b)-(f)):

1. The subrecipient’s prior experience with the same or similar subawards;
2. The results of previous audits including whether or not the subrecipient receives single audit in accordance with 2 CFR part 200, subpart F, and the extent to which the same or similar subaward has been audited as a major program;
3. Whether the subrecipient has new personnel or new or substantially changed systems; and
4. The extent and results of Federal awarding agency monitoring (e.g., if the subrecipient also receives Federal awards directly from a Federal awarding agency).

Area 20/21 Workforce Development Board
Schedule of Findings and Questioned Costs
For the Fiscal Year Ended June 30, 2017

Finding 2017-003 – Noncompliance/Material Weakness – Subrecipient Monitoring (Continued)

Monitor – Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, complies with the terms and conditions of the subaward, and achieves performance goals (2 CFR sections 200.331(d) through (f)). In addition to procedures identified as necessary based upon the evaluation of subrecipient risk or specifically required by the terms and conditions of the award, subaward monitoring must include the following:

1. Reviewing financial and programmatic (performance and special reports) required by the PTE.
2. Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the PTE detected through audits, on-site reviews, and other means.
3. Issuing a management decision for audit findings pertaining to the Federal award provided to the subrecipient from the PTE as required by 2 CFR section 200.521.

The Board did not renew their subgrant agreements with subrecipients for fiscal year 2017 and therefore did not properly identify the awards and applicable requirements. The Board's subrecipient monitoring plan did not include required risk assessments, formal monitoring reports identifying deficiencies and dates of corrective actions, evidence that the Board obtained DUNS numbers from subrecipients prior to issuance of subawards, or evidence that the Board received the most recent audit report from the subrecipient. Additionally, we noted that the Board's monitoring plan and procedure included references to obsolete Federal regulations. The Board should have policies and procedures in place to ensure that subgrant agreements are renewed regularly and to ensure that the Board is following current Federal requirements in regard to subrecipient monitoring.

Client Response:

See accompanying corrective action plan.

Finding 2017-004 – Material Weakness – Earmarking

A local area may expend no more than 10 percent of the Adult, Dislocated Worker, and Youth Activities funds allocated to the local area under Sections 128(b) (WIOA, 128 Stat. 1502) and 133(b) (WIOA, 128 Stat. 1516) for within State allocations. The funds provided for administrative costs by one of the three fund sources (Adult, Dislocated Worker, Youth Activities) can be used for administrative costs of the other two sources.

A minimum of 75 percent of the Youth Activities funds allocated to States and local areas, except for the local area expenditures for administration, must be used to provide services to out-of-school youth (Section 129(a)(4)(A), WIOA, 128 Stat. 1506).

Per section 129(c)(4) of the WIOA, not less than 20 percent of the youth program funds shall be used to provide youth participants with paid and unpaid work experiences.

The Board did not have procedures in place to monitor and ensure that federal earmarking requirements were being met. The Board should have policies and procedures in place, including monitoring, to ensure that earmarking requirements are being met.

Client Response:

See accompanying corrective action plan.

Area 20/21 Workforce Development Board

Corrective Action Plan

For the Fiscal Year Ended June 30, 2017

Finding Number	Planned Corrective Action	Anticipated Completion Date	Responsible Contact Person
2017-001	A policy will be completed and presented to the WDB for approval at the next Board meeting which is scheduled for April 25, 2018.	April 25, 2018	Angel Conrad, Fiscal Agent
2017-002	<p>As part of its procurement of the OMJ Operator and Career Services provider, the fiscal agent secured certification in March of 2017 from its subgrantees that:</p> <ol style="list-style-type: none"> 1. The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. 2. Where the prospective recipient of Federal assistance funds I unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal. 	April 25, 2018	Angel Conrad, Fiscal Agent
2017-003	Monitoring policies are being updated and will be presented to the WDB at the next Board meeting, which is scheduled for April 25, 2018. Area 20/21 is also looking into contracting a third party to conduct program monitoring. This will allow for more time to focus on fiscal monitoring.	April 25, 2018	Angel Conrad, Fiscal Agent
2017-004	Procedures will be placed in both the financial policy and the monitoring policy which will be updated, submitted, and approved at the next Board meeting on April 25, 2018.	April 25, 2018	Angel Conrad, Fiscal Agent

Area 20/21 Workforce Development Board

Schedule of Prior Audit Findings

For the Fiscal Year Ended June 30, 2017

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <i>Explain</i>
2016-001	Noncompliance/Material Weakness – WIOA Cluster – Procurement, Suspension and Debarment	No	Reissued as Finding 2017-002
2016-002	Material Weakness – WIOA Cluster – Subrecipient Monitoring	No	Reissued as Finding 2017-003

This page intentionally left blank.



Dave Yost • Auditor of State

WORKFORCE INNOVATION OPPORTUNITY AREA 20/21

FAIRFIELD 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
MAY 15, 2018**