

**South Central Community Services Agency**

**For the Year Ended  
June 30, 1997**

**Arthur A. Hayes, Jr., CPA**  
Director

**Barbara K. White, CPA**  
Assistant Director

**Tammy Gourley, CPA**  
Audit Manager

**Gerry C. Boaz**  
In-Charge Auditor

**Carla M. Blair, CPA**  
**Jim Ehmann**  
**Ryan Younggren**  
Staff Auditors

**Dianne Mitchell McKay, CPA**  
Technical Manager

**Erica V. Smith, CPA**  
Technical Analyst

**Leslie Bethea**  
Editor

September 14, 1998

The Honorable Don Sundquist, Governor  
and  
Members of the General Assembly  
State Capitol  
Nashville, Tennessee 37243  
and  
Board of Directors  
South Central Community Services Agency  
Columbia, Tennessee 38402

Ladies and Gentlemen:

Transmitted herewith is the financial and compliance audit of the South Central Community Services Agency for the year ended June 30, 1997. You will note from the independent auditor's report that an unqualified opinion was given on the fairness of the presentation of the financial statements.

Consideration of internal control over financial reporting and tests of compliance disclosed certain deficiencies, which are detailed in the Results of the Audit section of this report. The agency's management has responded to the audit findings; the responses are included following each finding. The Division of State Audit will follow up the audit to examine the application of the procedures instituted because of the audit findings.

Very truly yours,

W. R. Snodgrass  
Comptroller of the Treasury

WRS/th  
98/016

State of Tennessee

# Audit Highlights

Comptroller of the Treasury

Division of State Audit

Financial and Compliance Audit  
**South Central Community Services Agency**  
For the Year Ended June 30, 1997

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## AUDIT OBJECTIVES

The objectives of the audit were to consider the agency's internal control over financial reporting; to determine compliance with certain provisions of laws, regulations, contracts, and grants; to determine the fairness of the presentation of the financial statements; and to recommend appropriate actions to correct any deficiencies.

## COMPLIANCE FINDINGS

### **The Agency Committed Funds Without Approval**

The agency entered into a fiscal year 1997-98 contract with the Department of Health before the fiscal year 1998 Plan of Operation was approved. The agency could have continued operating under the 1996-97 contract, provided funds were available (page 7).

### **The ACCT Team Has Not Fully Complied With Program Guidelines and State Laws**

The agency has not ensured that the Assessment and Care Coordination Team (ACCT) has fully complied with ACCT program guidelines and state laws concerning children who are committed to the state's care or who are at imminent risk of entering state custody (page 8).

## OPINION ON THE FINANCIAL STATEMENTS

The opinion on the financial statements is unqualified.

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"Audit Highlights" is a summary of the audit report. To obtain the complete audit report which contains all findings, recommendations, and management comments, please contact

Comptroller of the Treasury, Division of State Audit  
1500 James K. Polk Building, Nashville, TN 37243-0264  
(615) 741-3697

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**Audit Report**  
**South Central Community Services Agency**  
**For the Year Ended June 30, 1997**

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# **South Central Community Services Agency For the Year Ended June 30, 1997**

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## **INTRODUCTION**

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### **POST-AUDIT AUTHORITY**

This is a report on the financial and compliance audit of the South Central Community Services Agency. The audit was conducted pursuant to Section 37-5-313, *Tennessee Code Annotated*, which authorizes the Comptroller of the Treasury to “make an annual audit of the program established by this part as part of the comptroller’s annual audit pursuant to Section 9-3-211.”

### **BACKGROUND**

Tennessee’s 12 community health agencies were created by Chapter 567 of the Public Acts of 1989, known as the Community Health Agency Act of 1989. This legislation established a defined system of health services to make health care available to the indigent citizens of Tennessee. The community health agencies determined areas of need in their geographic areas and ensured that services were available to meet those needs.

In May 1996, legislation known as the Community Services Agency Act of 1996 replaced the community health agencies with the community services agencies. The purpose of these agencies is to coordinate funds and programs designated for the care of children and other citizens in the state.

The South Central Community Services Agency comprises the following counties: Bedford, Coffee, Giles, Hickman, Lawrence, Lewis, Lincoln, Marshall, Maury, Moore, Perry, and Wayne. The agency’s administrative offices are in Columbia, Tennessee.

The governing body of the South Central Community Services Agency is the board of directors. As of June 30, 1997, the board was composed of 13 members. (See Appendix.)

An executive committee, consisting of five board members, has the authority to act on behalf of the board of directors in the management of the agency’s property, affairs, and funds in extraordinary circumstances when the governing board cannot convene.

The agency’s programs are carried out by a staff under the supervision of the executive director, who is appointed by the Commissioner of the Department of Children’s Services subject to the approval of the board.

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## AUDIT SCOPE

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The audit was limited to the period July 1, 1996, through June 30, 1997, and was conducted in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Financial statements are presented for the year ended June 30, 1997, and for comparative purposes, the year ended June 30, 1996. The South Central Community Services Agency has been included as a component unit in the *Tennessee Comprehensive Annual Financial Report*.

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## OBJECTIVES OF THE AUDIT

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The objectives of the audit were

1. to consider the agency's internal control over financial reporting to determine auditing procedures for the purpose of expressing an opinion on the financial statements;
2. to determine compliance with certain provisions of laws, regulations, contracts, and grants;
3. to determine the fairness of the presentation of the financial statements; and
4. to recommend appropriate actions to correct any deficiencies.

**Although this audit was not intended to serve as an organization-wide audit as described in the Single Audit Act, as amended by the Single Audit Act Amendments of 1996, and Office of Management and Budget (OMB) Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations," it included tests of compliance with applicable federal laws and regulations and consideration of internal control used in administering federal financial assistance programs. This audit is a segment of the organization-wide audit of the State of Tennessee, which is conducted in accordance with the Single Audit Act, as amended by the Single Audit Act Amendments of 1996, and OMB Circular A-133.**

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## PRIOR AUDIT FINDINGS

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There were no findings in the prior audit report.

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## OBSERVATIONS AND COMMENTS

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During the audit period, the South Central Community Services Agency entered into a contract with the Department of Health specifying that the agency would operate the Community Development Program. This program provided for recruitment and retention of primary health care providers, performance of needs assessments, ongoing monitoring of community health status, administration of a volunteer provider network, subsidization of a primary care/prenatal program, establishment of community health councils, and assistance to local agencies and communities in the development of proposals to enhance resources for health care services to the underserved. The agency also operated the Children's Special Services (CSS) Care Coordination Program, which provided for the coordination of all medical and social services for those children enrolled in the CSS program, data reporting, and a liaison to other community agencies, and the Community Initiative for Children, which is a risk-based prevention program for children under 13 years of age.

The Department of Health informed the community services agencies (CSAs) in November 1995 that all existing Community Development Program staff and equipment would be transitioned to the department's regional offices. Filled positions would move to the regional offices as soon as space was available. For vacant positions, the CSAs were responsible for posting the position and the Department of Health's regional directors would interview and make recommendations to hire. The regional directors would be responsible for supervising all Community Development staff and for operating the program.

For all other programs mentioned above, the Department of Health selected the personnel to be hired and set the salary schedules. Those hired under the contract for these programs also worked in the counties or regional health office and were supervised by Department of Health employees.

The salaries for all employees hired through the South Central Community Services Agency, travel costs, and other program costs were paid with agency checks. The Department of Health reimbursed the agency for costs incurred under the contract. Included in the reimbursement were the agency's administrative costs for serving as fiscal agent.

The Attorney General has previously advised that contracts of this type are unauthorized. The contracts with the South Central Community Services Agency and other agencies serving the Department of Health were also noted in the most recent audit report on the department.

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## RESULTS OF THE AUDIT

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### AUDIT CONCLUSIONS

#### Internal Control Over Financial Reporting

As part of the audit of the agency's financial statements for the year ended June 30, 1997, we considered internal control over financial reporting to determine auditing procedures for the purpose of expressing an opinion on the financial statements, as required by generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Consideration of internal control over financial reporting disclosed no material weaknesses.

#### Compliance

The results of our audit tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*. Immaterial instances of noncompliance, along with recommendations and management's responses, are included in the findings and recommendations.

#### Fairness of Financial Statement Presentation

The Division of State Audit has rendered an unqualified opinion on the financial statements of the South Central Community Services Agency.

**Report on Compliance and on Internal Control Over Financial Reporting  
Based on an Audit of Financial Statements  
Performed in Accordance With *Government Auditing Standards***

February 17, 1998

The Honorable W. R. Snodgrass  
Comptroller of the Treasury  
State Capitol  
Nashville, Tennessee 37243

Dear Mr. Snodgrass:

We have audited the financial statements of the South Central Community Services Agency, a component unit of the State of Tennessee, as of and for the year ended June 30, 1997, and have issued our report thereon dated February 17, 1998. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

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

We did, however, note certain immaterial instances of noncompliance that we have included in the Findings and Recommendations section of this report. We also noted certain other less significant instances of noncompliance that we have reported to the agency's management in a separate letter.

The Honorable W. R. Snodgrass  
February 17, 1998  
Page Two

Internal Control Over Financial Reporting

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

However, we noted other matters involving the internal control over financial reporting that we have reported to the agency's management in a separate letter.

This report is intended for the information of the General Assembly of the State of Tennessee and management. However, this report is a matter of public record, and its distribution is not limited.

Sincerely,

Arthur A. Hayes, Jr., CPA, Director  
Division of State Audit

AAH/th

## **FINDINGS AND RECOMMENDATIONS**

### **1. The agency committed funds without approval**

#### **Finding**

The South Central Community Services Agency entered into a fiscal year 1997-98 contract with the Department of Health before the fiscal year 1998 Plan of Operation was approved. The Plan of Operation is the legal instrument governing the activities of the community services agency [*Tennessee Code Annotated*, Section 37-5-310(a)] and must be approved by the Commissioner of Children's Services, the Commissioner of Finance and Administration, and the Comptroller of the Treasury. Therefore, the agency agreed to perform services and may have committed state and federal funds before it had approval to do so. According to the Community Health Agency Rules and Regulations governing the community services agencies, the agency could have continued operating under the fiscal year 1996-97 contract with the Department of Health, provided funds were still available.

#### **Recommendation**

The South Central Community Services Agency should not enter into contracts until the Plan of Operation has been approved. If the new fiscal year Plan of Operation is not approved on July 1, the agency should continue under the previous year's plan, provided funds are available.

#### **Management's Comment**

We concur. We agree that the agency entered into a fiscal year 1998 contract with the Department of Health before the fiscal year 1998 Plan of Operation was approved. According to rules and regulations governing agency operation, the agency is authorized, subject to the approval of the Commissioner and the availability of funds, to continue existing operations for a period of up to ninety days into the new fiscal year under the authority of the previous year's Plan of Operation.

The agency was informed by the Department of Health that, under their policies, no funds would be made available to the agency on or after July 1, 1997, absent the agency's execution of the contract on the Department of Health's requested time schedule which ended prior to the final approval of the fiscal year 1998 Plan of Operation. Thus, had the agency not executed the contract as requested by the Department of Health, the agency would have had no reasonable choice but to discontinue program operations, place program staff on unpaid furlough status, and deny essential program services to clientele.

However, at no point did the agency intend to circumvent the applicable rules and regulations governing our operations. Our only intent was to insure that the essential services to the population we served were not interrupted. In the future, the agency will not execute such contractual agreements until such time as formal approval of our Plan of Operation for the operating period has been obtained.

**2. The agency should continue to improve compliance with Assessment and Care Coordination Team guidelines**

**Finding**

As noted in a prior audit, the South Central Community Services Agency (CSA) did not ensure that the Assessment and Care Coordination Team (ACCT) fully complied with state guidelines and requirements. The ACCT serves as a single regional portal of entry into the state's Children's Plan system, and the ACCT Director is responsible for centralized case management of children in the state's custody or at imminent risk of coming into the state's custody. ACCT case files, which are prepared and maintained by ACCT case managers, were reviewed in conjunction with the audit of the Department of Children's Services. Management concurred with the prior finding; however, the current review disclosed the following instances of noncompliance with state law and the regulations listed in the Department of Health's *Assessment and Care Coordination Team Program Standards (ACCT Program Standards)*:

- a. Three of 32 files tested (9.4%) did not contain a copy of the child's immunization records. This information is required under *ACCT Program Standards*, Sections IIA.1.4., and IIB.1.1.19.
- b. Evidence of a review by a Foster Care Review Board or court every six months was not present in three of nine applicable case files tested (33.3%). *ACCT Program Standards*, Section IID.1.11, states, "The ACCT will ensure that the Plan of Care specifies that the first review will occur within 90 days of the child entering state custody and a least every six (6) months thereafter as long as the child remains in state custody" and "the ACCT will obtain a copy of the report of the Foster Care Review Board's recommendations for the child's ACCT file." Section 37-2-404(b), *Tennessee Code Annotated*, states, "Within ninety (90) days of the date of foster care placement and no less often than every six (6) months thereafter . . . the court or board shall review the plan . . . and make a report on the progress made in achieving the goals contained in the plan."
- c. Documentation of a Permanency Planning Hearing held within 18 months of placement and in 18-month intervals was not present in one of two applicable case files reviewed (50%). *ACCT Program Standards*, Section IID.1.12, states, "The ACCT will obtain a copy of the court order reflecting the hearing's outcome for the child's file."

- d. A plan of care progress report prepared in six-month intervals was not present in three of 14 applicable case files tested (21.4%). According to *ACCT Program Standards*, Section IID.1.5.1, “Progress toward achieving the goals and objectives outlined for the child and family will be evaluated and documented in Plan of Care Progress Reports.” Section IIA.1.4 of *ACCT Program Standards* requires that plan of care progress reports be included in the case file. Section 37-2-404(a), *Tennessee Code Annotated*, states, “Such reports shall be prepared by the agency having custody of the child within the ninety (90) days of the date of foster care placement and no less frequently than every six (6) months thereafter.”
- e. Two of 17 applicable files tested (11.8%) did not contain evidence that the plan of care was approved by the court within 60 days of placement. Section 37-2-403 (a)(2)(A), *Tennessee Code Annotated*, states, “The court must review the proposed plan, make any necessary modifications and ratify the plan within sixty (60) days of the foster care placement.”
- f. Four of 12 applicable files tested (33%) did not contain plan of care progress reports and Foster Care Review Board reports documenting that a review had been performed within 90 days of the placement of the child. Section 37-2-404(a-b), *Tennessee Code Annotated*, requires this review.

### **Recommendation**

The agency should continue to improve its compliance with ACCT guidelines. The Executive Director and ACCT Director of the South Central Community Services Agency should ensure that the ACCT case managers comply with state requirements and program standards and that the team strengthens controls over case file management.

### **Management’s Comment**

We concur with findings “a” through “f”. Prior to July 1, 1997, the Assessment and Care Coordination Team, as it was called previously, was under the *ACCT Program Standards*. However, since July 1, 1997, the South Central Community Services Agency in collaboration with the Department of Children’s Services (DCS) has fallen under the new DCS policies. These new policies address different timelines to be followed presently and since July 1, 1997. The case managers who work with the Children and Family Services program of the South Central CSA have, since October 1, 1997, been placed under the programmatic supervision of state coordinators. It is my understanding that these state coordinators will be following a review schedule so that all case files are reviewed timely and for accuracy. Although the community services agency has no direct programmatic supervision over the case managers, a system has been put into place to monitor the management of the case files and determine where deficiencies have formed. It is the intention of the director of this program to work in conjunction with the state coordinators in seeing that requirements and guidelines are followed in each and every area,

particularly the areas where there was a “finding.” We are committed to having accurate and complete case files and will continue to work on these areas of noncompliance. As mentioned before, the *ACCT Program Standards* are no longer in effect and the new policies have different timelines in some areas. Also, the case managers are under the programmatic supervision of state supervisors. These changes have affected the way in which these findings could be addressed.

## **Independent Auditor's Report**

February 17, 1998

The Honorable W. R. Snodgrass  
Comptroller of the Treasury  
State Capitol  
Nashville, Tennessee 37243

Dear Mr. Snodgrass:

We have audited the accompanying combined balance sheets of the South Central Community Services Agency, a component unit of the State of Tennessee, as of June 30, 1997, and June 30, 1996, and the related statements of revenues, expenditures, and changes in fund balances for the years then ended and the statement of changes in assets and liabilities of the agency fund for the year ended June 30, 1997. These financial statements are the responsibility of the agency's management. Our responsibility is to express an opinion on these financial statements, based on our audits.

We conducted our audits in accordance with generally accepted auditing standards 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 of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the South Central Community Services Agency as of June 30, 1997, and June 30, 1996, and the results of its operations for the years then ended in conformity with generally accepted accounting principles.

The Honorable W. R. Snodgrass  
February 17, 1998  
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As discussed in Note 7 to the financial statements, the agency implemented GASB Statement 27, "Accounting for Pensions by State and Local Government Employers," in conformity with generally accepted accounting principles.

The Schedule of Funding Progress for South Central Community Services Agency is not a required part of the basic financial statements but is supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

In accordance with *Government Auditing Standards*, we have also issued our report dated February 17, 1998, on our consideration of South Central Community Services Agency's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grants.

Sincerely,

Arthur A. Hayes, Jr., CPA, Director  
Division of State Audit

AAH/th

SOUTH CENTRAL COMMUNITY SERVICES AGENCY  
 COMBINED BALANCE SHEETS  
 ALL FUND TYPES AND ACCOUNT GROUPS  
 JUNE 30, 1997, AND JUNE 30, 1996

	June 30, 1997					June 30, 1996				
	Governmental Fund Type	Fiduciary Fund Type	Account Groups		Totals (Memorandum Only)	Governmental Fund Type	Fiduciary Fund Type	Account Groups		Totals (Memorandum Only)
	General Fund	Agency Fund	General Fixed Assets	General Long - Term Obligations		General Fund	Agency Fund	General Fixed Assets	General Long - Term Obligations	
<b>Assets and Other Debit</b>										
Assets:										
Cash (Note 2)	\$ 571,254.68	\$ -	\$ -	\$ -	\$ 571,254.68	\$ 477,196.20	\$ -	\$ -	\$ -	\$ 477,196.20
Investments	-	62,483.93	-	-	62,483.93	-	40,861.76	-	-	40,861.76
Prepaid items	4,998.09	-	-	-	4,998.09	2,030.09	-	-	-	2,030.09
Accounts receivable	114.05	-	-	-	114.05	6,833.63	-	-	-	6,833.63
Due from primary government (Note 3)	112,786.94	-	-	-	112,786.94	-	-	-	-	-
General fixed assets (Note 4):	-	-	-	-	-	-	-	-	-	-
Furniture and equipment	-	-	86,304.33	-	86,304.33	-	-	84,600.42	-	84,600.42
Other debit:										
Amount to be provided for retirement of general long-term obligations (Note 5)	-	-	-	48,977.18	48,977.18	-	-	-	46,820.11	46,820.11
<b>Total assets and other debit</b>	<b>\$ 689,153.76</b>	<b>\$ 62,483.93</b>	<b>\$ 86,304.33</b>	<b>\$ 48,977.18</b>	<b>\$ 886,919.20</b>	<b>\$ 486,059.92</b>	<b>\$ 40,861.76</b>	<b>\$ 84,600.42</b>	<b>\$ 46,820.11</b>	<b>\$ 658,342.21</b>
<b>Liabilities, Other Credit, and Fund Balances</b>										
Liabilities:										
Accounts payable	\$ 83,338.55	\$ -	\$ -	\$ -	\$ 83,338.55	\$ 27,057.15	\$ -	\$ -	\$ -	\$ 27,057.15
Accrued payroll	63,984.32	-	-	-	63,984.32	60,983.14	-	-	-	60,983.14
Accrued payroll taxes and benefits	8,706.40	-	-	-	8,706.40	8,388.36	-	-	-	8,388.36
Accrued annual leave (Note 5)	-	-	-	48,977.18	48,977.18	-	-	46,820.11	-	46,820.11
Due to primary government (Note 3)	225,399.90	-	-	-	225,399.90	118,029.73	-	-	-	118,029.73
Amounts held in custody for others (Notes 1 and 8)	-	62,483.93	-	-	62,483.93	-	40,861.76	-	-	40,861.76
<b>Total liabilities</b>	<b>381,429.17</b>	<b>62,483.93</b>	<b>-</b>	<b>48,977.18</b>	<b>492,890.28</b>	<b>214,458.38</b>	<b>40,861.76</b>	<b>-</b>	<b>46,820.11</b>	<b>302,140.25</b>
Other credit:										
Investment in general fixed assets (Note 4)	-	-	86,304.33	-	86,304.33	-	-	84,600.42	-	84,600.42
Fund balances:										
Reserved for prepaid items	4,998.09	-	-	-	4,998.09	2,030.09	-	-	-	2,030.09
Unreserved fund balance	302,726.50	-	-	-	302,726.50	269,571.45	-	-	-	269,571.45
<b>Total fund balances</b>	<b>307,724.59</b>	<b>-</b>	<b>86,304.33</b>	<b>-</b>	<b>394,028.92</b>	<b>271,601.54</b>	<b>-</b>	<b>84,600.42</b>	<b>-</b>	<b>356,201.96</b>
<b>Total liabilities and fund balances</b>	<b>\$ 689,153.76</b>	<b>\$ 62,483.93</b>	<b>\$ 86,304.33</b>	<b>\$ 48,977.18</b>	<b>\$ 886,919.20</b>	<b>\$ 486,059.92</b>	<b>\$ 40,861.76</b>	<b>\$ 84,600.42</b>	<b>\$ 46,820.11</b>	<b>\$ 658,342.21</b>

The Notes to the Financial Statements are an integral part of this statement.

SOUTH CENTRAL COMMUNITY SERVICES AGENCY  
STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES  
FOR THE YEARS ENDED JUNE 30, 1997, AND JUNE 30, 1996

	General Fund	
	For the Year Ended June 30, 1997	For the Year Ended June 30, 1996
<u>Revenues</u>		
State grants and contracts	\$ 1,928,329.88	\$ 1,673,828.73
Interest revenue	30,486.77	30,075.77
Contract revenue	132,545.52	125,972.32
Total revenues	<u>2,091,362.17</u>	<u>1,829,876.82</u>
<u>Expenditures</u>		
Salaries and wages	1,083,613.44	1,023,191.16
Employee benefits and payroll taxes	253,737.13	260,814.08
Professional fees	44,069.92	47,689.14
Supplies	38,737.26	43,286.31
Telephone	55,533.97	67,513.25
Postage and shipping	12,112.46	10,282.36
Occupancy	96,883.17	96,111.73
Equipment rental and maintenance	91,140.67	73,445.40
Printing and publications	3,590.85	1,172.69
Travel	73,882.52	68,425.02
Conferences and meetings	7,910.63	2,839.10
Insurance	264.00	264.00
Grants and awards	142,685.20	-
Specific assistance to individuals	134,613.97	86,236.63
Equipment	13,588.41	5,105.72
Other	2,875.52	1,602.38
Total expenditures	<u>2,055,239.12</u>	<u>1,787,978.97</u>
Excess of revenues over expenditures	36,123.05	41,897.85
Fund balance, July 1	<u>271,601.54</u>	<u>229,703.69</u>
Fund balance, June 30	<u>\$ 307,724.59</u>	<u>\$ 271,601.54</u>

The Notes to the Financial Statements are an integral part of this statement.

SOUTH CENTRAL COMMUNITY SERVICES AGENCY  
STATEMENT OF CHANGES IN ASSETS AND LIABILITIES  
AGENCY FUND  
FOR THE YEAR ENDED JUNE 30, 1997

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	<u>Balance</u> <u>July 1, 1996</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance</u> <u>June 30, 1997</u>
<u>Assets</u>				
Investments	\$ <u>40,861.76</u>	\$ <u>27,039.34</u>	\$ <u>5,417.17</u>	\$ <u>62,483.93</u>
<u>Liabilities</u>				
Amounts held in custody for others	\$ <u>40,861.76</u>	\$ <u>27,039.34</u>	\$ <u>5,417.17</u>	\$ <u>62,483.93</u>

The Notes to the Financial Statements are an integral part of this statement.

**South Central Community Services Agency**  
**Notes to the Financial Statements**  
**June 30, 1997, and June 30, 1996**

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**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Reporting Entity**

In May 1996, the Tennessee General Assembly replaced the community health agency (CHA) with the community services agency (CSA). Although the agency's mission has changed from providing health care services to indigent citizens in the state to coordinating care for children and other citizens in the state, CHA employees, financial assets and obligations, and fund balances now belong to the CSA. The South Central CSA works in conjunction with the Tennessee Department of Children's Services to coordinate "funds or programs designated for care of children and other citizens in the state."

Factors considered in determining reporting status were not affected by the above legislation. Title 37, Chapter 5, of *Tennessee Code Annotated* established the CSA as "a political subdivision and instrumentality of the state." The South Central Community Services Agency is a component unit of the State of Tennessee and is discretely presented in the *Tennessee Comprehensive Annual Financial Report*. Although the CSA is a separate legal entity, the state is financially accountable for the CSA because the state appoints a majority of the CSA's governing body and approves the CSA's Plan of Operation (budget).

**B. Basis of Presentation**

The accompanying financial statements have been prepared in conformity with generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board (GASB). Certain amounts presented for the preceding year have been reclassified for comparative purposes.

**C. Fund Structure, Basis of Accounting, and Measurement Focus**

The financial records of the South Central CSA are maintained on the modified accrual basis of accounting. Under this basis, revenues are recognized when they become measurable and available, and expenditures are recognized when the related fund liability is incurred.

**South Central Community Services Agency**  
**Notes to the Financial Statements (Cont.)**  
**June 30, 1997, and June 30, 1996**

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The general fund is presented using the flow of current financial resources measurement focus. The agency fund is custodial in nature and does not measure results of operations or have a measurement focus.

The agency's accounts are organized and operated on the basis of fund types and account groups. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds are maintained consistent with legal and managerial requirements. Account groups are a reporting device to account for certain assets and liabilities of the governmental fund not recorded directly in that fund.

The agency's financial activities reported in the accompanying statements are classified into two fund types and two account groups:

Governmental Fund Type

General Fund—used to account for all resources not accounted for in another fund.

Fiduciary Fund Types

Agency Fund—used to account for *Internal Revenue Code*, Section 457, deferred compensation plan balances.

Account Groups

General Fixed Assets Account Group (GFAAG)—used to account for all the agency's fixed assets. The GFAAG is not a fund, but rather a management control and accountability listing of the agency's general fixed assets.

General Long-Term Obligations Account Group—used to account for capital leases and annual leave obligations. The General Long-Term Obligations Account Group is not a fund, but rather a separate set of self-balancing accounts that provides certain information about the agency's noncurrent liabilities.

**South Central Community Services Agency**  
**Notes to the Financial Statements (Cont.)**  
**June 30, 1997, and June 30, 1996**

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**D. Totals (Memorandum Only)**

The total columns of the combined balance sheets are captioned “Memorandum Only” to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position in conformity with generally accepted accounting principles. Neither are such data comparable to a consolidation.

**E. Budgetary Process**

Legislation requires the CSA board to submit an annual plan of operation for review and approval to the Commissioners of the Tennessee Departments of Children’s Services and Finance and Administration and to the Comptroller of the Treasury. As part of this plan, the CSA is to submit a financial plan for operating and capital expenditures. The agency’s financial plan is prepared on the modified accrual basis of accounting. The Plan of Operation may be amended during the year with the written approval of the commissioners and the Comptroller.

The agency does not have an annual appropriated budget. The Plan of Operation serves as an annual financial plan for budgetary purposes.

**F. Investments**

This classification consists of investments in the deferred compensation plan valued at fair value.

**G. Prepaid Items**

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items.

**NOTE 2. DEPOSITS**

The agency’s bank accounts are in financial institutions which participate in the bank collateral pool administered by the Treasurer of the State of Tennessee. The securi-

**South Central Community Services Agency  
Notes to the Financial Statements (Cont.)  
June 30, 1997, and June 30, 1996**

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ties pledged to protect these accounts are pledged in the aggregate rather than against each individual account. The members of the pool may be required by agreement to pay an assessment to cover any deficiency. Under this additional assessment agreement, public fund accounts covered by the pool are considered to be insured for purposes of credit risk disclosure.

At June 30, 1997, the carrying amount of the agency's deposits was \$5,764.14, and the bank balance was \$21,520.15. The entire bank balance was insured.

At June 30, 1996, the carrying amount of the agency's deposits was \$14,015.03, and the bank balance was \$15,258.22. The entire bank balance was insured.

At June 30, 1997, and June 30, 1996, the agency had deposits in the State of Tennessee Local Government Investment Pool administered by the State Treasurer of \$565,440.54 and \$463,131.17, respectively.

At June 30, 1997, and June 30, 1996, petty cash on hand was \$50.00.

**NOTE 3. DUE FROM/TO PRIMARY GOVERNMENT**

June 30, 1997

Due From:	
Department of Health—program funds	\$ 56,270.05
Department of Finance and Administration—program funds	<u>56,516.89</u>
Total due from primary government	<u><u>\$112,786.94</u></u>
Due To:	
Department of Children's Services—program funds	\$122,421.13
Department of Children's Services—leased equipment and space	65,433.86
Comptroller of the Treasury—audit fees	32,182.17
Department of Finance and Administration—Office for Information Resources	5,262.74
Department of Health—vital records	<u>100.00</u>
Total due to primary government	<u><u>\$225,399.90</u></u>

**South Central Community Services Agency  
Notes to the Financial Statements (Cont.)  
June 30, 1997, and June 30, 1996**

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June 30, 1996

Due To:	
Department of Health–program funds	\$ 14,883.17
Department of the Treasury–retirement contributions	6,454.12
Department of Employment Security–unemployment taxes	789.15
Comptroller of the Treasury–audit fees	19,457.56
Department of Finance and Administration–Office for Information Resources	12,974.92
Department of Finance and Administration–program funds	63,430.81
Department of Health–vital records	<u>40.00</u>
Total due to primary government	<u><u>\$118,029.73</u></u>

**NOTE 4. GENERAL FIXED ASSETS**

General fixed assets are recorded at cost and are not depreciated. Donations are recorded at fair value at the date of the donation.

The following changes in general fixed assets occurred during the year ended June 30, 1997:

	<u>Balance</u> <u>July 1, 1996</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 1997</u>
Furniture and equipment	<u>\$84,600.42</u>	<u>\$13,588.41</u>	<u>\$11,884.50</u>	<u>\$86,304.33</u>

The following changes in general fixed assets occurred during the year ended June 30, 1996:

	<u>Balance</u> <u>July 1, 1995</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 1996</u>
Furniture and equipment	<u>\$79,494.70</u>	<u>\$ 5,105.72</u>	<u>\$ -</u>	<u>\$84,600.42</u>

**South Central Community Services Agency**  
**Notes to the Financial Statements (Cont.)**  
**June 30, 1997, and June 30, 1996**

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**NOTE 5. GENERAL LONG-TERM OBLIGATIONS**

The following changes in general long-term obligations occurred during the year ended June 30, 1997:

	<u>Balance</u> <u>July 1, 1996</u>	<u>Increases</u>	<u>Balance</u> <u>June 30, 1997</u>
Amount to be provided for retirement of general long-term obligations	<u>\$46,820.11</u>	<u>\$2,157.07</u>	<u>\$48,977.18</u>
Accrued annual leave	<u>\$46,820.11</u>	<u>\$2,157.07</u>	<u>\$48,977.18</u>

The following changes in general long-term obligations occurred during the year ended June 30, 1996:

	<u>Balance</u> <u>July 1, 1995</u>	<u>Increases</u>	<u>Balance</u> <u>June 30, 1996</u>
Amount to be provided for retirement of general long-term obligations	<u>\$42,562.19</u>	<u>\$4,257.92</u>	<u>\$46,820.11</u>
Accrued annual leave	<u>\$42,562.19</u>	<u>\$4,257.92</u>	<u>\$46,820.11</u>

**NOTE 6. OPERATING LEASES**

The agency leases office space and equipment to carry out its activities and to administer the various grant programs. Total expenditures under operating leases for space and equipment were \$91,160.04 and \$118,728.63 for the year ended June 30, 1997, and were \$91,160.04 and \$71,736.35 for the year ended June 30, 1996. The leases were cancelable at the lessee's option.

In addition, the State of Tennessee has entered into cancelable lease agreements for space and equipment on behalf of the agency. The agency reimburses the state for these lease payments each month. Total reimbursements to the state for operating leases were \$60,600.00 and \$57,637.97 for the year ended June 30, 1997, and were \$60,600.00 and \$45,311.69 for the year ended June 30, 1996. The agency is not

**South Central Community Services Agency**  
**Notes to the Financial Statements (Cont.)**  
**June 30, 1997, and June 30, 1996**

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obligated to continue making the lease payments should it discontinue use of the space and equipment.

**NOTE 7. DEFINED BENEFIT PENSION PLAN**

During the June 30, 1997, fiscal year, the agency implemented GASB Statement 27, "Accounting for Pensions by State and Local Government Employers." In accordance with that statement, at transition it was determined that a pension liability or asset does not exist for the plan.

**A. Plan Description**

All full-time employees are members of the Political Subdivision Pension Plan (PSPP), and agent multiple-employer defined benefit pension plan administered by the Tennessee Consolidated Retirement System (TCRS). The TCRS administers a defined benefit pension plan that provides retirement, disability, and death benefits as well as annual cost-of-living adjustments to plan members and beneficiaries. Benefit provisions are established in state statute found in Title 8, Chapters 34-37 of *Tennessee Code Annotated*. State statutes are amended by the Tennessee General Assembly. Amendments to the TCRS are not applicable to a political subdivision unless approved by the political subdivision's governing body.

The TCRS issues a publicly available financial report that includes financial statements and required supplementary information for the PSPP. That report may be obtained by writing to the Tennessee Department of the Treasury, Consolidated Retirement System, 10th Floor Andrew Jackson Building, Nashville, Tennessee, 37243-0230, or by calling 615-741-8202, ext. 139.

**B. Funding Policy**

As authorized by the agency's board of directors, the agency pays the total pension contribution for its employees. A small number of employees whose contribution rate was greater than 5% prior to the adoption of a noncontributory system still contribute the excess over 5%. The agency is required to contribute an actuarially determined rate; the current rate is 6.03% of annual covered payroll. The agency contributed \$65,162.99 (6.03% of current covered

**South Central Community Services Agency  
Notes to the Financial Statements (Cont.)  
June 30, 1997, and June 30, 1996**

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payroll) for the fiscal year ended June 30, 1997. The contribution requirements of plan members are set by state statutes and approved by the political subdivision's governing body. Contribution requirements for the agency are established and may be amended by the TCRS' Board of Trustees.

**C. Annual Pension Cost**

The agency's annual pension cost of \$65,162.99 for fiscal year 1997 met the agency's required contribution.

The required contribution was determined as part of the June 30, 1995, actuarial valuation using the frozen initial liability actuarial cost method, a projected-benefit cost method. Significant actuarial assumptions used include (a) rate of return on investment of present and future assets of 8% a year compounded annually, (b) projected salary increases of 7% a year (no explicit assumption is made regarding the portion attributable to the effects of inflation on salaries) compounded annually, (c) projected 6% annual increase in the social security wage base, and (d) projected post-retirement benefit increases of 3% of the retiree's initial benefit. The actuarial value of the agency's assets was determined using techniques that smooth the effect of short-term volatility in the market value of investments over a five-year period. Amortized book value is used for fixed-income securities. The agency's unfunded actuarial accrued liability is being amortized as a level-dollar amount of projected payroll on a closed basis. The remaining amortization period at June 30, 1995, was 22 years.

**Three-Year Trend Information**

<u>Fiscal Year Ended</u>	<u>Annual Pension Cost (APC)</u>	<u>Percentage of APC Contributed</u>	<u>Net Pension Obligation</u>
June 30, 1997	\$65,162.99	100%	-

Information is shown only for the year available. Additional years will be shown as they become available.

**South Central Community Services Agency**  
**Notes to the Financial Statements (Cont.)**  
**June 30, 1997, and June 30, 1996**

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**NOTE 8. DEFERRED COMPENSATION PLAN**

The South Central Community Services Agency offers its employees a deferred compensation plan in accordance with *Internal Revenue Code* Section 457. The plan, available to all agency employees, permits them to defer a portion of their salaries until future years. The deferred compensation is not available to employees until termination, retirement, death, or emergency.

Section 457 plan balances have been reported as an agency fund in the financial statements. All amounts of compensation deferred under the plan, all property and rights purchased with those amounts, and all income attributable to those amounts, property, or rights, are (until paid or made available to the employee or other beneficiary) solely the property and rights of the agency (without being restricted to the provisions of benefits under the plan), subject only to claims of the agency's general creditors. Participants' rights under the plan are equal to those of general creditors of the agency in an amount equal to the fair value of the deferred account for each participant. The agency has no liability for losses under the plan but does have the duty of due care that would be required of an ordinary prudent investor. The agency believes it is unlikely that it will use these assets to satisfy the claims of general creditors in the future.

**NOTE 9. CONTINGENCIES**

Sick Leave—The agency records the cost of sick leave when paid. Generally, since sick leave (earned one day per month with unlimited accumulation) is paid only when an employee dies or is absent because of illness, injury, or related family death, there is no liability for sick leave at June 30. The amount of unused sick leave was \$49,010.01 at June 30, 1997, and \$49,883.26 at June 30, 1996.

**NOTE 10. DONATED FACILITIES**

The Tennessee Department of Health donates office space, utilities, telephone service, copiers, and computer use and computers to the South Central Community Services Agency. The value of the donation is not recorded in the financial statements.

**South Central Community Services Agency**  
**Notes to the Financial Statements (Cont.)**  
**June 30, 1997, and June 30, 1996**

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**NOTE 11. RISK MANAGEMENT**

The agency is exposed to various risks of loss related to general liability; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters.

- A. The agency carries commercial insurance for risks of loss of its personal property and surety bond coverage for risks of employee dishonesty. In the past three fiscal years, the agency has not had any claims filed with the commercial insurer.
  
- B. The agency participates in the State of Tennessee's Claims Award Fund. The Claims Award Fund is an internal service fund in which the state has set aside assets for claim settlement. This fund services all claims for risk of loss to which the state is exposed, including general liability, automobile liability, professional malpractice, and workers' compensation. The fund allocates the cost of providing claims servicing and claims payment by charging a premium to the participating agencies based on a percentage of each agency's expected loss costs, which include both experience and exposures. This charge considers recent trends in actual claims experience of the state as a whole. An actuarial valuation is performed as of each fiscal year-end to determine the fund liability and premium allocation.
  
- C. The agency has elected to provide health coverage for its employees through a health plan for eligible local governments and quasi-governmental agencies in Tennessee. The Local Government Group Insurance Fund provides access to affordable health insurance by pooling risk among the groups. The plan provides for greater stability in controlling premium increases and, through a structured managed care program, helps contain health care costs of participating members.

The plan is administered by the State of Tennessee, using a separately established fund. To this fund, premiums of participating units are deposited and used to pay claims for health care costs of participants, as well as the state's administrative costs of the plan. The agency's obligation under the plan is limited to 80 percent of the total premiums. The employees are responsible for the remaining 20 percent of the total premiums. Employees have the option of obtaining insurance through either Blue Cross and Blue Shield of Tennessee or United Health Care. Claims are administered by these companies, which are currently

**South Central Community Services Agency**  
**Notes to the Financial Statements (Cont.)**  
**June 30, 1997, and June 30, 1996**

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under contract to provide these and other services to the state. Insurance premiums are adjusted at the end of the year based on the claims experience of the pool. Individual pool participants are not assessed additional premiums based on individual claims experience. Employees and providers have 13 months to file medical claims under Blue Cross and Blue Shield of Tennessee, or 120 days to file medical claims under United Health Care.

**NOTE 12. PRIOR-PERIOD RECLASSIFICATION**

The South Central Community Services Agency implemented a new chart of accounts effective for the fiscal year ended June 30, 1997. For comparative purposes, several prior-year expenditure amounts were reclassified to conform with the new chart of accounts. The expenditure line items increased from 11 during the fiscal year ended June 30, 1996, to 16 during the fiscal year ended June 30, 1997. The expenditure line items affected include professional fees, supplies, telephone, postage and shipping, occupancy, equipment rental and maintenance, printing and publications, conferences and meetings, insurance, specific assistance to individuals, and other.

SOUTH CENTRAL COMMUNITY SERVICES AGENCY  
 REQUIRED SUPPLEMENTARY INFORMATION  
 SCHEDULE OF FUNDING PROGRESS FOR  
 SOUTH CENTRAL COMMUNITY SERVICES AGENCY

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Actuarial Valuation Date	Actuarial Value of Plan Assets (a)	Actuarial Accrued Liability (AAL) (b)	Unfunded AAL (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	Unfunded AAL as a Percentage of Covered Payroll ((b-a)/c)
6/30/97	\$670,920	\$670,920	-	100%	\$1,080,647	-

Changes in Actuarial Assumptions

An actuarial valuation was performed as of June 30, 1997, which established subsequent contribution rates. As a result of the June 30, 1996, experience study, significant actuarial assumptions used in the valuation included (a) rate of return on investment of present and future assets of 7.5% a year compounded annually, (b) projected salary increases of 5.5% a year (no explicit assumption is made regarding the portion attributable to the effects of inflation on salaries) compounded annually, (c) projected 4.5% annual increase in the social security wage base, and (d) projected post-retirement increases of 3% annually of the retiree's initial benefit. The actuarial assumptions set forth in (a), (b), and (c) above for the June 30, 1997, valuation differ from the assumptions used in the June 30, 1995, valuation. The June 30, 1997, actuarial valuation also utilized a different methodology for the actuarial value of assets. The actuarial value of assets was determined using techniques that smooth the effect of short-term volatility in the market value of investments over a five-year period.

## **APPENDIX**

### **SOUTH CENTRAL COMMUNITY SERVICES AGENCY**

Ray Davis, Executive Director

#### **BOARD OF DIRECTORS**

##### Board Officers

Barbara Heady, Chair  
Albert R. Brandon, D.O., Vice Chair  
Roy Dukes, Treasurer  
Nancy Hulan, Secretary

##### Executive Committee Members

Albert R. Brandon, D.O.  
Bob Cathey  
Roy Dukes  
Barbara Heady  
Nancy Hulan

##### Other Members of the Board of Directors

Betty Anderson  
Doug Bates  
Terry W. Bunch  
Marilyn Hayes  
Norman L. Henderson, M.D.  
Theresa Morrison, M.D.  
Thomas Smith  
Dwight Sullenger