

## Cash Basis Annual Financial Report

For the Year Ended December 31, 2018

This is an Unaudited Financial Statement

I certify the following report to be correct and true, to the best of my knowledge.



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(Chief Fiscal Officer Sign Above)

1-10-19

(Date)

R. Andrew Yoder

(Type or Print Name)

Treasurer, Logan-Union-Champaign Regional Planning Commission

(Chief Fiscal Officer Title)

10820 St. Rt. 347, PO Box 219

(Street Address)

East Liberty, Ohio

(City)

43319

(Zip)

Logan, Union, Champaign

(County)

937-666-3431

(Telephone)

<b>LUC Regional Planning Commission</b>						
<i>Logan, Union, Champaign County</i>						
<i>Combined Statement of Receipts, Disbursements</i>						
<i>and Changes in Fund Balances (Regulatory Cash Basis)</i>						
<i>All Governmental Fund Types</i>						
<i>For the Year Ended December 31, 2018</i>						
<b>To be submitted.</b>						
						Totals
	General	Special Revenue	Debt Service	Capital Projects	Permanent	(Memorandum Only)
<b>Cash Receipts</b>						
Fees Charged to Subdivisions	\$215,165					\$215,165
Plats (Preliminary and Final)	43,992					43,992
Contractual Services	50,925					50,925
Investment Income	6,752					6,752
Proceeds from Sale	20,970					20,970
Other Receipts	2,810					2,810
<i>Total Cash Receipts</i>	340,614	0	0	0	0	340,614
<b>Cash Disbursements</b>						
Current:						
Salaries	168,878					168,878
Public Employee's Retirement	23,643					23,643
Medicare	2,292					2,292
Worker's Compensation	1,587					1,587
Medical/Life/Dental/Vision Insurance	37,373					37,373
Office Supplies	5,125					5,125
Subscription Fees	1,851					1,851
Contract Services	28,392					28,392
Tuition Reimbursement	2,168					2,168
Professional Development	2,677					2,677
Utilities	1,655					1,655
Maintenance & Repair	16,717					16,717
Annual Dinner	2,714					2,714
Building	24,541					24,541
Equipment	1,024					1,024
Travel & Expense	5,087					5,087
Contingencies	3,112					3,112
Capital Outlay						
Debt Service:						
Principal Retirement						
Interest and Fiscal Charges						
<i>Total Cash Disbursements</i>	328,836	0	0	0	0	328,836
<i>Excess of Receipts Over (Under) Disbursements</i>	11,778	0	0	0	0	11,778

<b>LUC Regional Planning Commission</b>						
<i>Logan, Union, Champaign County</i>						
<i>Combined Statement of Receipts, Disbursements</i>						
<i>and Changes in Fund Balances (Regulatory Cash Basis)</i>						
<i>All Governmental Fund Types</i>						
<i>For the Year Ended December 31, 2018</i>						
<b>To be submitted.</b>						
	General	Special Revenue	Debt Service	Capital Projects	Permanent	Totals (Memorandum Only)
<b>Other Financing Receipts (Disbursements)</b>						
Sale of Capital Assets						0
Proceeds of Debt						0
Transfers In						0
Transfers Out						0
Advances In						0
Advances Out						0
Other Financing Sources						0
Other Financing Uses						0
<i>Total Other Financing Receipts (Disbursements)</i>	0	0	0	0	0	0
Special Item						0
Extraordinary Item						0
<i>Net Change in Fund Cash Balances</i>	11,778	0	0	0	0	11,778
<i>Fund Cash Balances, January 1</i>	265,313					265,313
<b>Fund Cash Balances, December 31</b>						
Nonspendable	0	0	0	0	0	0
Restricted	0	0	0	0	0	0
Committed	0	0	0	0	0	0
Assigned	0	0	0	0	0	0
Unassigned (Deficit)	277,091	0	0	0	0	277,091
<i>Fund Cash Balances, December 31</i>	<u>\$277,091</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$277,091</u>
<i>See accompanying notes to the basic financial statements</i>						





# Logan-Union-Champaign regional planning commission

Director: Bradley J. Bodenmiller

## Logan-Union-Champaign Regional Planning Commission

Logan, Union & Champaign Counties

Notes to the Financial Statements

For the Year Ended December 31, 2018

### 1. Reporting Entity

#### a. Description of the Entity

The LUC Regional Planning Commission (the Commission) is a body politic and corporate established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. A 28-member Board governs the Commission. The Board consists of representatives from participating political subdivisions, the County Commissioners, and appointed citizens. The Commission formulates, and reviews plans affecting long and short term social, economic, and governmental development within the region. In addition, the Commission is the subdivision platting authority for Logan, Union and Champaign Counties. Hence, the Commission reviews and (dis)approves preliminary and final subdivision plats. The Commission is also required by the Ohio Revised Code to review and make recommendations on zoning amendments in the unincorporated areas of the counties.

b. In 2018, the participating subdivisions were:

#### Member Municipalities

Bellefontaine	Dublin	Mechanicsburg
Deeralf	Marysville	North Lewisburg
Huntsville	Richwood	St. Paris
Lakesview	Union County	Urbana
Quincy		Champaign County
Russells Point		
Valley Hill		
West Liberty		
Westlandfield		
Zanesfield		
Logan County		

#### Member Townships

Bokescreek	Allen	Adams
Harrison	Clatouanne	Goshen
Jefferson	Darby	Jackson
Lake	Dover	Johnson
Liberty	Jerome	Mead River
Miami	Lesburg	Kush
Moreau	Letsome	Salmon
Pepper	Millcreek	Union
Pleasant	Paris	Urbana
Stokes	Taylor	Wesley
Union	Union	Wesley
Washington	Washington	
Zane	York	

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

### 2. Summary of Significant Accounting Policies

#### a. Basis of Presentation

The Commission's financial statements consist of a combined statement of receipts, disbursements and changes in fund balances (regulatory cash basis) for all governmental fund types organized on a fund type basis.

10820 St. Rt. 347, PO Box 219

East Liberty, Ohio 43319

• Phone: 937-666-3431 •

• Email: [luc-rpc@lucplanning.com](mailto:luc-rpc@lucplanning.com) • Web: [www.lucplanning.com](http://www.lucplanning.com)



# Logan-Union-Champaign regional planning commission

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## **b. Fund Accounting**

The Commission uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balance set of accounts. The funds of the Commission are presented below:

**General Fund** The general fund accounts for and reports all financial resources not accounted for and reported in another fund. The general fund balance is available to the Commission for any purpose provided it is expended or transferred according to the general laws of Ohio.

## **c. Basis of Accounting**

These financial statements follow the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 (D). This basis is similar to the cash receipts and disbursements accounting basis. The Board recognizes receipts when received in cash rather than when earned and recognizes disbursements when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as the financial reporting provisions of Ohio Revised Code Section 117.38 and the Ohio Administrative Code Section 117-2-03 (D) permit.

## **d. Deposits and Investments**

As the Ohio Revised Code permits, the Union County Treasurer holds the Commission's deposits as the Commission's custodian. The County holds the Commission's assets in its investment pool, valued at the Treasurer's reported carrying amount.

## **e. Accumulated Leave**

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

## **f. Fund Balance**

Fund balance is divided into six classifications based primarily on the extent to which the Commission must observe constraints imposed upon the use of its governmental-fund resources. During 2018, the Commission has not imposed any of these constraints.

## **g. Budgetary Process**

The Commission budgets its fund annually.

### **i. Appropriates**

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriates at the fund, function, object level of control. The Board of Commissioners annually approve appropriate measures and subsequent amendments. Appropriations lapse at the year end.

### **ii. Estimated Resources**

Estimated resources include estimates of cash to be received (budgeted receipts) plus cash as of January 1.

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### iii. Encumbrances

The Commission reserves (encumbers) appropriations when individual commitments are made. Encumbrances outstanding at year end are cancelled and reappropriated in the subsequent year.

### h. Property, Plant and Equipment

The Commission records disbursements for acquisitions of property, plant, and equipment when paid. The accompanying financial statements do not report these items as assets.

### 3. Budgetary Activity

Budgetary activity for the years ending December 31, 2018 follows:

2018 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$326,039.61	\$340,614.34	\$14,574.73

2018 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General		\$328,836.28	\$24,967.22

	General
<b>Cash Receipts</b>	
Fees Charged to Subdivisions	\$215,165
Plans (Preliminary and Final)	43,992
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	General
<b>Cash Disbursements</b>	
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Contingencies	3,112
Capital Outlay	
Debt Service:	
Principal Retirement	
Interest and Fiscal Charges	
<hr/>	
<b>Total Cash Disbursements</b>	<hr/> 328,836



# Logan-Union-Champaign regional planning commission

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## 4. Risk Management

- a. The Commission's Liability Insurance is covered by Union County's agent as of May 2017.
- b. The Commission's Directors and Officers insurance is covered by Union County's agent as of May 2017.
- c. The Commission's property insurance for 10820 St. Rt. 347 is covered by Union County's agent.
- d. The Commission's Employee Crime Insurance is covered by Logan County's agent.
- e. The Commission's full-time employees are provided the option of coverage under health and life insurance plans obtained through Union County.

## 5. Defined Benefit Pension Plans

The Commission's employees belong to the Ohio Public Employees Retirement System (OPERS). OPERS is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes this plan's benefits, which include post-retirement healthcare and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. The OPERS members rates for 2018 was 10% of their gross salaries and the Commission contributed an amount equaling 14% of participants' gross salaries. The Commission has paid all contributions required through December 31, 2018.

## 6. Construction and Contractual Commitments

In 2017, the Commission entered into a contract with Clark County Commissioners and Clark County-Springfield Transportation Coordinating Committee to carry out transportation planning services for the Regional Planning Transportation Organization as defined by the Ohio Department of Transportation.

In 2017, the Commission entered into a long-term lease agreement with the Transportation Research Center for office space.

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