

**AUDIT REPORT  
OF THE  
NEBRASKA HEALTH AND HUMAN SERVICES  
SYSTEM - PROGRAM 345  
JUVENILE COMMUNITY BASED SERVICES  
JULY 1, 2001 THROUGH JUNE 30, 2002**

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NEBRASKA HEALTH AND HUMAN SERVICES SYSTEM  
PROGRAM 345 - JUVENILE COMMUNITY BASED SERVICES

**TABLE OF CONTENTS**

	<u>Page</u>
<b>Background Information Section</b>	
Background	1
Mission Statement	1
Organizational Chart	2
<b>Comments Section</b>	
Summary of Comments	3
Comments and Recommendations	4 - 5
<b>Financial Section</b>	
Independent Auditors' Report	6 - 7
Basic Financial Statements:	
Program-wide Financial Statements:	
Statement of Net Assets Arising from Cash Transactions	8
Statement of Activities - Cash Basis	9
Fund Financial Statements:	
Statement of Assets and Fund Balances Arising from Cash Transactions - Governmental Funds	10
Statement of Receipts, Disbursements, and Changes in Fund Balances - Governmental Funds	11
Notes to Financial Statements	12 - 17
Supplementary Information:	
Budgetary Comparison Schedule of Disbursements by Program - Budget and Actual - General Fund	18
Budgetary Comparison Schedule of Disbursements by Program - Budget and Actual - HHS Office of Juvenile Services Federal Fund 4252	19
Notes to Supplementary Information	20 - 21
<b>Government Auditing Standards Section</b>	
Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	22 - 23

NEBRASKA HEALTH AND HUMAN SERVICES SYSTEM  
PROGRAM 345 - JUVENILE COMMUNITY BASED SERVICES

**BACKGROUND**

The Office of Juvenile Services was originally established in 1994 within the Department of Correctional Services. The programs and functions of the office were transferred to the Health and Human Services System (HHSS) in 1997. The functions of the office include administration of the youth rehabilitation and treatment centers in Kearney and Geneva and juvenile community supervision services. The office is charged with providing a range of community-based services for juveniles and their families along with overall case management for juveniles committed to the office's custody.

The Parole and Community-Based Juvenile Services Division, the Youth Rehabilitation and Treatment Centers, and the Children and Family Services Division are each part of the Protection and Safety area of the HHSS. A central focus since the creation of the system has been the merger of child welfare and juvenile services into an integrated child, youth family service area. This merger brings together two entities that service a number of the same clients and work with the same support systems. The merger was intended to overcome historic funding barriers; increase service capacity, and maximize resources; improve service delivery; and produce efficiencies in management and operation of child welfare and juvenile services.

The Youth Rehabilitation Treatment Center (YRTC) - Geneva houses adjudicated female juveniles committed to the Office of Juvenile Services by the juvenile courts for staff-secure residential custody. Diagnostic and evaluation services also provided at the center for both male and female juveniles have been transitioned to contracted services that are geographically accessible statewide. The YRTC-Kearney houses adjudicated male juveniles committed to the office by the juvenile courts for staff-secure residential custody. Both centers provide education and specialized treatment designed to meet the developmental needs of youth and to redirect their behavior.

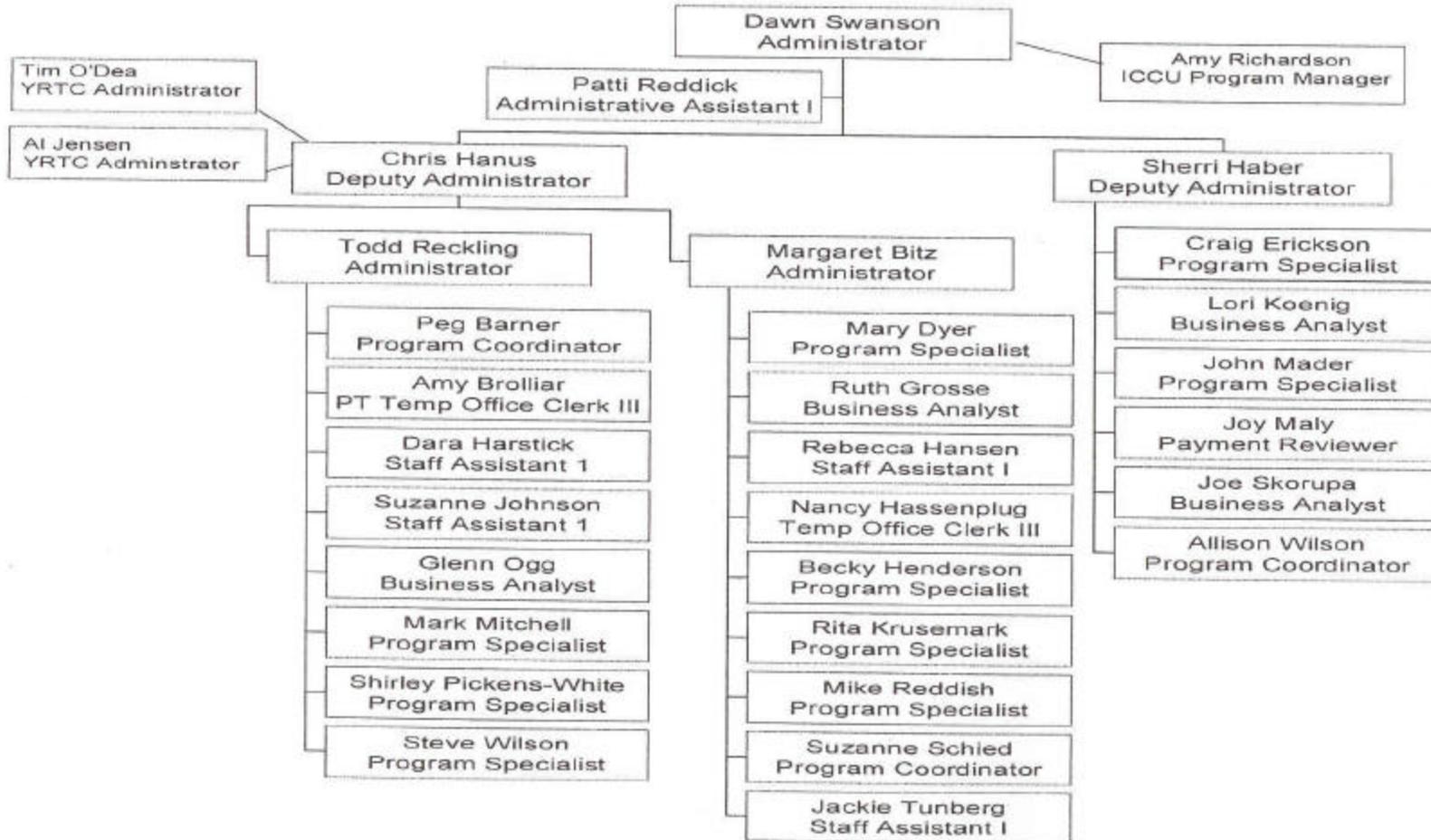
The community service delivery system has been incorporated into six service areas of the HHSS. Community services staff are responsible for case management of all juveniles committed to the office, and for direct supervision of juveniles paroled from the YRTCs and juveniles committed by the juvenile courts for direct community placement. The Program has contracts with a number of private sector service providers within each region. The Program staff assist in management of these contracts and the coordination of services provided such as community evaluations, community residential evaluations, tracker programs, and individual and family counseling.

**MISSION STATEMENT**

“We help people live better lives through effective health and human services.”

NEBRASKA HEALTH AND HUMAN SERVICES SYSTEM  
 PROGRAM 345 - JUVENILE COMMUNITY BASED SERVICES

ORGANIZATIONAL CHART



NEBRASKA HEALTH AND HUMAN SERVICES SYSTEM  
PROGRAM 345 - JUVENILE COMMUNITY BASED SERVICES

**SUMMARY OF COMMENTS**

During our audit of the Nebraska Health and Human Services System - Program 345 - Juvenile Community Based Services, we noted certain matters involving the internal control over financial reporting and other operational matters which are presented here. Comments and recommendations are intended to improve the internal control over financial reporting, ensure compliance, or result in operational efficiencies.

1. ***Fees Paid Did Not Agree with Contract:*** Fees paid for contractual services in two of eighteen contracts tested did not agree with their respective contracts. While the variances were not large the fee amounts paid were not supported by the contracts.
2. ***No Competitive Bidding/No Written Justification:*** Competitive bidding was not employed for 13 of 16 contracts tested, nor did the HHSS have documentation showing that an exception was granted.
3. ***Division Review of Transactions:*** No detailed review of transactions posted to Program 345 was completed and documented at the division level. The Budget Status Report was reviewed, however, this report only shows total expenditures, not details. Detailed reports of transactions were provided to the Division by the Finance and Support area of Health and Human Services.

More detailed information on the above items is provided hereafter. It should be noted this report is critical in nature since it contains only our comments and recommendations on the areas noted for improvement.

Draft copies of this report were furnished to the Program to provide them an opportunity to review the report and to respond to the comments and recommendations included in this report. The Program declined to respond.

We appreciate the cooperation and courtesy extended to our auditors during the course of the audit.

NEBRASKA HEALTH AND HUMAN SERVICES SYSTEM  
PROGRAM 345 - JUVENILE COMMUNITY BASED SERVICES

**COMMENTS AND RECOMMENDATIONS**

**1. Fees Paid Did Not Agree with Contract**

Good internal control requires supporting documentation be maintained for payments for contractual services received.

Fees paid for contractual services in two of eighteen contracts tested did not agree with their respective contracts. While the variances were not large the fee amounts paid were not supported by the contracts.

Without appropriate fee schedules to document rates paid, disbursement amounts may not be correct resulting in overpayment or underpayment to a vendor.

We recommend the HHSS develop policies and procedures which ensure the correct fee amounts per the contract are paid and the correct fee schedule is attached to contracts.

**2. No Competitive Bidding/No Written Justification**

Executive Order 00-04 Paragraph (3.0) stated, "each agency shall follow the process prescribed by the *Procedure for the Procurement of Contractual Services* manual of the Department of Administrative Services (DAS) - Materiel Division or an alternate process approved by the Director of Administrative Services." Paragraph (3.8) stated, "DAS Materiel Division shall provide procedures to grant limited exemptions for "sole source," "specialized sources," . . . subject to review by the DAS Director." The order applied to services in excess of \$25,000. The order was rescinded December 20, 2002, and superceded by Executive Order 02-03. Also, the Legislature passed 2003 Neb. Laws LB 626, effective August 31, 2003, which applies to the same issues. Therefore, the HHSS should have applied the competitive bidding process for contractual services greater than the stated amount or have an exception granted by DAS.

Competitive bidding was not employed for 13 of 16 contracts tested, nor did the HHSS have documentation showing that an exception was granted.

The best interest of the State may be overlooked when the competitive bidding process is not utilized.

We recommend policies and procedures be developed to ensure the competitive bidding process is followed or written justification is on file when not using the competitive bidding process. We also recommend compliance with applicable executive orders and laws.

NEBRASKA HEALTH AND HUMAN SERVICES SYSTEM  
PROGRAM 345 - JUVENILE COMMUNITY BASED SERVICES

**COMMENTS AND RECOMMENDATIONS**

(Continued)

**3. Division Review of Transactions**

Good internal control includes procedures for Divisions to review the detail of transactions posted to the programs they administer to ensure transactions are correctly charged to the Program.

No detailed review of transactions posted to Program 345 was completed and documented at the Division level. The Budget Status Report was reviewed, however, this report only shows total expenditures, not details. Detailed reports of transactions were provided to the Division by the Finance and Support area of Health and Human Services.

When a detailed review is not completed there is an increased risk incorrect transactions will be posted to the Program.

We recommend procedures be developed to ensure a detailed review of transactions posted to programs is completed to ensure transactions posted are appropriate and correct.

# STATE OF NEBRASKA AUDITOR OF PUBLIC ACCOUNTS

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## NEBRASKA HEALTH AND HUMAN SERVICES SYSTEM PROGRAM 345 - JUVENILE COMMUNITY BASED SERVICES

**Deann Haeffner, CPA**  
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### INDEPENDENT AUDITORS' REPORT

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We have audited the accompanying financial statements of the governmental activities and each major fund of the Nebraska Health and Human Services System - Program 345 - Juvenile Community Based Services (Program), as of and for the year ended June 30, 2002, which collectively comprise the Program's basic financial statements as listed in the Table of Contents. These financial statements are the responsibility of the Program's management. Our responsibility is to express opinions on these financial statements based on our audit.

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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 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 audit provides a reasonable basis for our opinions.

**Mark Avery, CPA**  
Subdivision Audit  
Review Coordinator  
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As discussed in Note 1, these financial statements were prepared on the basis of cash receipts and disbursements, which is a comprehensive basis of accounting other than generally accepted accounting principles.

**Robert Hotz, JD**  
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Also, as discussed in Note 1, the financial statements of the Nebraska Health and Human Services System - Program 345 - Juvenile Community Based Services, are intended to present the cash balances and changes in cash balances of only that portion of the governmental activities and each major fund of the State that is attributable to the transactions of the Nebraska Health and Human Services System - Program 345 - Juvenile Community Based Services. They do not purport to, and do not, present fairly the cash balances of the governmental activities and each major fund of the State of Nebraska as of June 30, 2002, and its changes in cash balances for the year then ended in conformity with the cash receipts and disbursements basis of accounting.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective cash balances of the governmental activities and each major fund of the Nebraska Health and Human Services System - Program 345 - Juvenile Community Based Services, as of June 30, 2002, and the respective changes in cash balances thereof for the year then ended in conformity with the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated July 11, 2003, on our consideration of the Nebraska Health and Human Services System - Program 345 - Juvenile Community Based Services' internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Program's basic financial statements. The accompanying budgetary comparison information is presented for purposes of additional analysis and is not a required part of the basic financial statements of the Nebraska Health and Human Services System - Program 345 - Juvenile Community Based Services. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the financial statements taken as a whole.

Handwritten signature of Timothy J. Chamber CPA in cursive script.

Assistant Deputy Auditor

July 11, 2003

NEBRASKA HEALTH AND HUMAN SERVICES SYSTEM  
PROGRAM 345 - JUVENILE COMMUNITY BASED SERVICES  
**STATEMENT OF NET ASSETS**  
**ARISING FROM CASH TRANSACTIONS**

June 30, 2002

	GOVERNMENTAL ACTIVITIES <b>TOTAL</b> <b>(Memorandum  Only)</b>
<b>Assets</b>	
Cash in State Treasury	\$ 52,067
Total Assets	\$ 52,067
<b>Net Assets</b>	
Restricted for:	
Juvenile Accountability Grant	\$ 52,067
Total Net Assets	\$ 52,067

The accompanying notes are an integral part of the financial statements.

NEBRASKA HEALTH AND HUMAN SERVICES SYSTEM  
PROGRAM 345 - JUVENILE COMMUNITY BASED SERVICES  
**STATEMENT OF ACTIVITIES - CASH BASIS**  
For the Fiscal Year Ended June 30, 2002

	<b>Governmental Activities TOTAL (Memorandum Only)</b>
Disbursements:	
Health and Social Services Function:	
Operating	\$ 5,615,040
Government Aid	144,273
Total Disbursements	5,759,313
Program Receipts:	
Charges for Services	13,631
Operating Grants & Contributions	1,337,536
Net Program Receipts (Disbursements)	(4,408,146)
General Receipts and Other Financing Sources & Uses:	
Appropriations	4,702,294
Other Financing Sources & Uses	(13,631)
Total General Receipts and Other Financing Sources & Uses	4,688,663
Change in Net Assets	280,517
Net Assets July 1, 2001	(228,450)
Net Assets June 30, 2002	\$ 52,067

The accompanying notes are an integral part of the financial statements.

NEBRASKA HEALTH AND HUMAN SERVICES SYSTEM  
PROGRAM 345 - JUVENILE COMMUNITY BASED SERVICES  
**STATEMENT OF ASSETS AND FUND BALANCES**  
**ARISING FROM CASH TRANSACTIONS**  
**GOVERNMENTAL FUNDS**

June 30, 2002

	HHS Office of Juvenile Services Federal Fund 4252
<b>Assets</b>	
Cash in State Treasury	\$ 52,067
Total Assets	\$ 52,067
<b>Fund Balances</b>	
Unreserved	\$ 52,067
Total Fund Balances	\$ 52,067

The accompanying notes are an integral part of the financial statements.

NEBRASKA HEALTH AND HUMAN SERVICES SYSTEM  
PROGRAM 345 - JUVENILE COMMUNITY BASED SERVICES  
**STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS**

For the Fiscal Year Ended June 30, 2002

	Major Funds		<b>Total Governmental Funds (Memorandum Only)</b>
	State General Fund 1000	HHS Office of Juvenile Services Federal Fund 4252	
RECEIPTS:			
Appropriations	\$ 4,702,294	\$ -	\$ 4,702,294
Federal Grants & Contracts	-	1,337,536	1,337,536
Other Miscellaneous	13,631	-	13,631
TOTAL RECEIPTS	<u>4,715,925</u>	<u>1,337,536</u>	<u>6,053,461</u>
DISBURSEMENTS BY FUNCTION:			
Health and Social Services	4,702,294	1,057,019	5,759,313
TOTAL DISBURSEMENTS	<u>4,702,294</u>	<u>1,057,019</u>	<u>5,759,313</u>
Excess of Receipts Over Disbursements	<u>13,631</u>	<u>280,517</u>	<u>294,148</u>
OTHER FINANCING SOURCES (USES):			
Deposits to General Fund	(13,631)	-	(13,631)
TOTAL OTHER FINANCING SOURCES (USES)	<u>(13,631)</u>	<u>-</u>	<u>(13,631)</u>
Net Change in Fund Balances	-	280,517	280,517
FUND BALANCES, JULY 1, 2001	<u>-</u>	<u>(228,450)</u>	<u>(228,450)</u>
FUND BALANCES, JUNE 30, 2002	<u>\$ -</u>	<u>\$ 52,067</u>	<u>\$ 52,067</u>

The accompanying notes are an integral part of the financial statements.

NEBRASKA HEALTH AND HUMAN SERVICES SYSTEM  
PROGRAM 345 - JUVENILE COMMUNITY BASED SERVICES

**NOTES TO FINANCIAL STATEMENTS**

For the Fiscal Year Ended June 30, 2002

**1. Summary of Significant Accounting Policies**

The accounting policies of the Nebraska Health and Human Services System - Program 345 - Juvenile Community Based Services are on the basis of accounting as described in the Nebraska Accounting System Manual.

**A. Reporting Entity**

The Nebraska Health and Human Services System - Program 345 - Juvenile Community Based Services (Program) is a program within the Nebraska Health and Human Services System. The Nebraska Health and Human Services System is a State agency established under and governed by the laws of the State of Nebraska. As such, the Program is exempt from State and Federal income taxes. The financial statements include all funds of the Program.

The Nebraska Health and Human Services System - Program 345 - Juvenile Community Based Services is part of the primary government for the State of Nebraska's reporting entity.

**B. Basis of Presentation**

**Program-wide Financial Statements.** The Statement of Net Assets Arising from Cash Transactions and Statement of Activities - Cash Basis display information about the activities of the Program, and are in the format of government-wide statements as required by Governmental Accounting Standards Board (GASB) Statement Number 34. These statements include all the financial activities of the Program. Internal activities in these statements have not been eliminated. Governmental generally accepted accounting principles (GAAP) would require internal activity to be eliminated to minimize double counting. The Program reports governmental activities only. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange transactions.

The statement of activities demonstrates the degree to which the direct disbursement of a given function or segment is offset by program receipts. Direct disbursements are those that are clearly identifiable with a specific function or segment. Program receipts reduce the net cost of the function to be financed by general receipts. Nebraska Health and Human Services System - Program 345 - Juvenile Community Based Services receipts include program and general receipts. Receipts identified as program receipts include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the

NEBRASKA HEALTH AND HUMAN SERVICES SYSTEM  
PROGRAM 345 - JUVENILE COMMUNITY BASED SERVICES

**NOTES TO FINANCIAL STATEMENTS**

(Continued)

**1. Summary of Significant Accounting Policies (Continued)**

operational or capital requirements of a particular function or segment. General receipts include all other receipts properly not included as program receipts. The Program reported the following general receipts: Appropriations, which are granted by the Legislature to make disbursements and to incur obligations. The amount of appropriations reported as receipts is the amount spent.

**Fund Financial Statements.** The fund financial statements provide information about the Program's funds. GAAP requires separate statements by fund category - governmental, proprietary, and fiduciary. The Program uses only the governmental fund category. The emphasis of fund financial statements is on major governmental funds. All remaining governmental funds are aggregated and reported as nonmajor funds.

The Program reports the following major governmental funds:

**General Fund.** This is the Program's primary operating fund. It accounts for financial resources of the general government, except those required to be accounted for in another fund.

**Office of Juvenile Services Federal Fund 4252.** Used to account for juvenile accountability grants.

**C. Measurement Focus, Basis of Accounting**

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus and basis of accounting. The accounting records of the Program are maintained and the Program-wide financial statements were reported on the basis of cash receipts and disbursements. As such, the measurement focus includes only those assets and fund balances arising from cash transactions on the Statement of Net Assets Arising From Cash Transactions and the Statement of Activities-Cash Basis. Revenues are recognized when received and expenditures are recognized when paid for all funds of the Program. This differs from governmental generally accepted accounting principles (GAAP), which require the Program-wide fund financial statements to be reported using the economic resources measurement focus and the accrual basis of accounting. Under this measurement focus and basis of accounting revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

NEBRASKA HEALTH AND HUMAN SERVICES SYSTEM  
PROGRAM 345 - JUVENILE COMMUNITY BASED SERVICES

**NOTES TO FINANCIAL STATEMENTS**

(Continued)

**1. Summary of Significant Accounting Policies (Continued)**

The governmental fund financial statements were also reported on the cash receipt and disbursement basis of accounting. As such, the same measurement focus and basis of accounting were used as described above. This differs from governmental generally accepted accounting principles (GAAP), which require governmental fund financial statements to be reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this measurement focus and basis of accounting, revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the State of Nebraska considers revenues to be available if they are collected within one year of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, expenditures related to compensated absences and claims and judgments are recorded only when payment is due.

**D. Assets and Net Assets**

**Cash in State Treasury.** Cash in the State Treasury represents the cash balance of a fund as reflected on the Nebraska Accounting System. Investment of all available cash is made by the State Investment Officer, on a daily basis, based on total bank balances. Investment income is distributed based on the average daily book cash balance of funds designated for investment. Determination of whether a fund is considered designated for investment is done on an individual fund basis.

**Inventories.** Disbursements for items of an inventory nature are considered expended at the time of purchase rather than at the time of consumption.

**Capital Assets.** Under the cash receipts and disbursements basis of accounting, capital assets are not capitalized in the funds used to acquire or construct them. Instead, capital acquisitions are reflected as disbursements in governmental funds. GAAP requires capital assets, which would include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items) to be reported in the applicable governmental activities columns in the government-wide financial statements.

Depreciation expenses on capital assets was not recorded on the cash basis financial statements. Under GAAP, depreciation expenses would be recorded in the Statement of Activities. The cost of normal maintenance and repairs that does not add to the value of the asset or extend asset life is not capitalized.

NEBRASKA HEALTH AND HUMAN SERVICES SYSTEM  
PROGRAM 345 - JUVENILE COMMUNITY BASED SERVICES

NOTES TO FINANCIAL STATEMENTS

(Continued)

1. **Summary of Significant Accounting Policies (Concluded)**

**Compensated Absences.** All permanent employees working for the Program earn sick and annual leave and are allowed to accumulate compensatory leave rather than being paid overtime. Temporary and intermittent employees and Board and Commission members are not eligible for paid leave. Under the receipts and disbursements basis of accounting, the liabilities for compensated absences are not reported since they do not represent liabilities arising from cash transactions. Under GAAP, the compensated absences liability would be reported in the government-wide financial statements, and would be recorded in accordance with the State of Nebraska policy which is to recognize the expense and accrued liability when vacation and compensatory leave is earned or when sick leave is expected to be paid as termination payments.

**Restricted Net Assets.** When both restricted and unrestricted resources are available for use, it is the Program's policy to use restricted resources first, then the unrestricted resources, as they are needed. Net assets are reported as restricted when constraints placed on their use are either externally imposed or imposed by law through constitutional provisions or enabling legislation. Restricted assets are grant monies restricted for specific purposes.

2. **Totals**

The Totals "Memorandum Only" column represents an aggregation of individual account balances. The column is presented for overview informational purposes and does not present consolidated financial information because interfund balances and transactions have not been eliminated.

3. **Contingencies and Commitments**

**Risk Management.** The Program is exposed to various risks of loss related to torts, theft of, damage to, or destruction of assets, errors or omissions, injuries to employees, and natural disasters. The Program, as part of the primary government for the State, participates in the State's risk management program. The Nebraska Department of Administrative Services (DAS) Division of Risk Management is responsible for maintaining the insurance and self-insurance programs for the State. The State generally self-insures for general liability and workers' compensation. The State has chosen to purchase insurance for:

- A. Motor vehicle liability, which is insured for the first \$5 million of exposure per accident. Insurance is also purchased for medical payments, physical damage, and uninsured and underinsured motorists with various limits and deductibles. State agencies have the option to purchase coverage for physical damage to vehicles.

NEBRASKA HEALTH AND HUMAN SERVICES SYSTEM  
PROGRAM 345 - JUVENILE COMMUNITY BASED SERVICES

**NOTES TO FINANCIAL STATEMENTS**

(Continued)

**3. Contingencies and Commitments (Concluded)**

- B. The DAS-Personnel Division maintains health care and life insurance for eligible employees.
- C. Crime coverage, with a limit of \$1 million for each loss, and a \$10,000 retention per incident.
- D. Real and personal property on a blanket basis for losses up to \$250,000,000, with a self-insured retention of \$200,000 per loss occurrence. Newly-acquired properties are covered up to \$1,000,000 for 60 days or until the value of the property is reported to the insurance company. The perils of flood and earthquake are covered up to \$10,000,000.
- E. State agencies have the option to purchase building contents and inland marine coverage.

No settlements exceeded commercial insurance coverage in any of the past three fiscal years. Health care insurance is funded in the Compensation Insurance Trust Fund through a combination of employee and State contributions. Workers' compensation is funded in the Workers' Compensation Internal Service Fund through assessments on each agency based on total agency payroll and past experience. Tort claims, theft of, damage to, or destruction of assets, errors or omissions, and natural disasters would be funded through the State General Fund or by individual agency assessments as directed by the Legislature, unless covered by purchased insurance. No amounts for estimated claims have been reported in the Nebraska Health and Human Services System - Program 345 - Juvenile Community Based Service's financial statements.

**Litigation.** The potential amount of liability involved in litigation pending against the Program, if any, could not be determined at this time. However, it is the Program's opinion that final settlement of those matters should not have an adverse effect on the Program's ability to administer current programs. Any judgment against the Program would have to be processed through the State Claims Board and be approved by the Legislature.

**4. GASB 34**

In June 1999, the Governmental Accounting Standards Board (GASB) issued Statement No. 34, Basic Financial Statements – and Management Discussion and Analysis – for State and Local Governments. The State of Nebraska implemented the Statement for the fiscal year ending June 30, 2002.

NEBRASKA HEALTH AND HUMAN SERVICES SYSTEM  
PROGRAM 345 - JUVENILE COMMUNITY BASED SERVICES

**NOTES TO FINANCIAL STATEMENTS**

(Continued)

**4. GASB 34 (Concluded)**

The Program implemented GASB 34 by presenting its financial statements in a format as required by GASB 34. However, as explained in Note 1.C. the Program's financial statements are presented on the cash basis of accounting, which is a basis of accounting other than generally accepted accounting principles. Previous period financial statements of the Program were also prepared on the cash basis of accounting; therefore, these financial statements, even though in a different format, are comparable to previous period financial statements of the Program.

**5. Appropriations**

Appropriations were originally made by the Nebraska Legislature to Program 250 - Juvenile Services and then allocated by the HHSS to other programs. Other programs in addition to Program 345 - Juvenile Community Based Services included Program 315 - Office of Juvenile Services, Program 364 - Juvenile Parole, Program 371 - Youth Rehabilitation and Training Center (YRTC) - Geneva, and Program 374 - Youth Rehabilitation and Training Center (YRTC) - Kearney.

**6. Negative Fund Balance**

The Statement of Activities - Cash Basis and the Statement of Receipts, Disbursements, and Changes in Fund Balances - Governmental Funds both include a negative beginning balance for the HHS Office of Juvenile Services Federal Fund 4252. This Nebraska Accounting System (NAS) Fund was also used by other HHSS programs. In total the NAS would not allow a negative fund balance but because only that portion of the fund balance belonging to Program 345 was included on the financial statements a negative balance can occur.

NEBRASKA HEALTH AND HUMAN SERVICES SYSTEM  
PROGRAM 345 - JUVENILE COMMUNITY BASED SERVICES  
**SUPPLEMENTARY INFORMATION**  
**GENERAL FUND**

**BUDGETARY COMPARISON SCHEDULE OF DISBURSEMENTS BY PROGRAM**

**BUDGET AND ACTUAL**

For the Fiscal Year Ended June 30, 2002

	<u>BUDGETED AMOUNTS</u>		<u>ACTUAL AMOUNTS</u>	VARIANCE WITH FINAL BUDGET - POSITIVE (NEGATIVE)
	<u>ORIGINAL</u>	<u>FINAL</u>		
PROGRAM:				
Program 345 - Juvenile Community Based Services	\$ 5,999,384	\$ 5,647,794	\$ 4,702,294	\$ 945,500
TOTAL DISBURSEMENTS	<u>\$ 5,999,384</u>	<u>\$ 5,647,794</u>	<u>\$ 4,702,294</u>	<u>\$ 945,500</u>

See Notes to Supplementary Information

NEBRASKA HEALTH AND HUMAN SERVICES SYSTEM  
PROGRAM 345 - JUVENILE COMMUNITY BASED SERVICES  
**SUPPLEMENTARY INFORMATION**  
**MAJOR SPECIAL REVENUE FUNDS**  
**BUDGETARY COMPARISON SCHEDULE OF DISBURSEMENTS BY PROGRAM**  
**BUDGET AND ACTUAL**  
For the Fiscal Year Ended June 30, 2002

HHS Office of Juvenile Services Federal Fund 4252				
	BUDGETED AMOUNTS		ACTUAL AMOUNTS	VARIANCE WITH FINAL BUDGET - POSITIVE (NEGATIVE)
	ORIGINAL	FINAL		AMOUNTS
PROGRAM:				
Program 345 - Juvenile Community Based Services	\$ 908,254	\$ 1,073,254	\$ 1,057,019	\$ 16,235
TOTAL DISBURSEMENTS	\$ 908,254	\$ 1,073,254	\$ 1,057,019	\$ 16,235

See Notes to Supplementary Information

NEBRASKA HEALTH AND HUMAN SERVICES SYSTEM  
PROGRAM 345 - JUVENILE COMMUNITY BASED SERVICES

**NOTES TO SUPPLEMENTARY INFORMATION**

For the Year Ended June 30, 2002

**BUDGETARY COMPARISON SCHEDULES**

**GAAP Requirements**

Generally Accepted Accounting Principles (GAAP) requires budgetary comparison schedules for the general fund, and for each major special revenue fund that has a legally adopted annual budget. For each program, the Legislature appropriated the Program's legally adopted annual budget amount. The Program's budgetary comparison schedules include the general fund and the HHS Office of Juvenile Services Federal Fund 4252.

GAAP also requires the budgetary comparison schedules to include the *original budget* and *final budget* amounts. The *original budget* is the first complete appropriated budget adjusted by reserves, transfers, allocations, supplemental appropriations, and other legally authorized legislative and executive changes *before* the beginning of the fiscal year. The original budget would also include actual appropriation amounts automatically carried over from prior years when required by law. The *final budget* is the original budget adjusted by all reserves, transfers, allocations, supplemental appropriations, and other legally authorized legislative and executive changes applicable to the fiscal year as signed into law or otherwise legally authorized.

**Budgetary Process**

The State's biennial budget cycle ends on June 30 of the odd-numbered years. By September 15, prior to a biennium, the Program and all other State agencies must submit their budget request for the biennium beginning the following July 1. The requests are submitted on forms that show estimated funding requirements by programs, sub-programs, and activities. The Executive Branch reviews the requests, establishes priorities, and balances the budget within the estimated resources available during the upcoming biennium.

The Governor's budget bill is submitted to the Legislature in January. The Legislature considers revisions to the bill and presents the appropriations bill to the Governor for signature. The Governor may: a) approve the appropriations bill in its entirety, b) veto the bill, or c) line item veto certain sections of the bill. Any vetoed bill or line item can be overridden by a three-fifths vote of the Legislature.

The approved appropriations will generally set spending limits for a particular program within the agency. Within the agency or program, the Legislature may provide funding from one to five budgetary fund types. Thus, the control is by fund type, within a program, within an agency. As a result, the budgetary comparison schedules only report total disbursements *by program*.

Appropriations are usually made for each year of the biennium, with unexpended balances being reappropriated at the end of the first year of the biennium. For most appropriations, balances lapse at the end of the biennium.

NEBRASKA HEALTH AND HUMAN SERVICES SYSTEM  
PROGRAM 345 - JUVENILE COMMUNITY BASED SERVICES

**NOTES TO SUPPLEMENTARY INFORMATION**

(Continued)

All State budgetary disbursements for the general fund and the Program's federal fund are made pursuant to the appropriations, which may be amended by the Legislature, upon approval by the Governor. State agencies may reallocate the appropriations between major objects of expenditure accounts, except that the Legislature's approval is required to exceed the personal service limitations contained in the appropriations bill. Increases in total appropriations must also be approved by the Legislature as a deficit appropriations bill. Appropriations for programs funded in whole or in part from the Program's Office of Juvenile Services Federal Fund 4252 may be increased to the extent receipts of the fund exceed the original budget estimate.

Receipts are not budgeted. Therefore, there are no budgeted amounts shown on the Budgetary Comparison Schedule.

# STATE OF NEBRASKA

## AUDITOR OF PUBLIC ACCOUNTS

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NEBRASKA HEALTH AND HUMAN SERVICES SYSTEM  
PROGRAM 345 - JUVENILE COMMUNITY BASED SERVICES  
**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

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We have audited the financial statements of the Nebraska Health and Human Services System - Program 345 - Juvenile Community Based Services as of and for the year ended June 30, 2002, and have issued our report thereon dated July 11, 2003. The report notes the financial statements were prepared on the basis of cash receipts and disbursements and was modified to emphasize that the financial statements present only the funds of the Nebraska Health and Human Services System - Program 345 - Juvenile Community Based Services. 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.

### Compliance

As part of obtaining reasonable assurance about whether the Nebraska Health and Human Services System - Program 345 - Juvenile Community Based Service's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of 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 noted a certain immaterial instance of noncompliance that we have reported to the management of the Nebraska Health and Human Services System - Program 345 - Juvenile Community Based Services in the Comments Section of this report as Comment Number 2 (No Competitive Bidding/No Written Justification).

### Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Nebraska Health and Human Services System - Program 345 - Juvenile Community Based Service'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 management of Nebraska Health and Human Services System - Program 345 - Juvenile Community Based Services in the Comments Section of this report as Comment Number 1 (Fees Paid Did Not Agree with Contract) and Comment Number 3 (Division Review of Transactions).

This report is intended solely for the information and use of the Program, the appropriate Federal and regulatory agencies, and citizens of the State of Nebraska, and is not intended to be and should not be used by anyone other than these specified parties.

Handwritten signature of Timothy J. Chamber CPA in cursive script.

Assistant Deputy Auditor

July 11, 2003