# Edgar Filing: PEOPLES BANCORP INC - Form 11-K 

## PEOPLES BANCORP INC

Form 11-K
June 15, 2005
UNITED STATES
SECURITIES AND EXCHANGE COMMISSION
Washington, D.C. 20549
FORM 11-K
(Mark One)
$|X|$ ANNUAL REPORT PURSUANT TO SECTION $15(d)$ OF THE
SECURITIES EXCHANGE ACT OF 1934
For the fiscal year ended December 31, 2004

I_| TRANSITION REPORT PURSUANT TO SECTION $15(\mathrm{~d})$ OF THE
SECURITIES EXCHANGE ACT OF 1934
For the transition period from to

Commission File No. 0-16772
A. Full title of the plan and address of the plan:

Peoples Bancorp Inc.
138 Putnam Street, P.O. Box 738
Marietta, Ohio 45750
Attn: The Retirement Planning Committee
B. Name of issuer of the securities held pursuant to the plan and address of its principal executive office:

Peoples Bancorp Inc.
138 Putnam Street, P.O. Box 738
Marietta, Ohio 45750

## SIGNATURES

The Plan. Pursuant to the requirements of the Securities and Exchange Act of 1934, the trustees (or other persons who administer the employee benefit plan) have duly caused this annual report to be signed on its behalf by the undersigned hereunto duly authorized.

PEOPLES BANCORP INC.
RETIREMENT SAVINGS PLAN

Date: June 15, 2005 By: /s/ JOHN E. DAKESIAN

John E. Dakesian
Chairperson, Retirement Plan Committee

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Peoples Bancorp Inc. Retirement Savings Plan<br>EIN 31-0987416 PN 002<br>Accountants' Report and Financial Statements<br>December 31, 2004 and 2003

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Peoples Bancorp Inc. Retirement Savings Plan December 31, 2004 and 2003

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We have audited the accompanying statements of net assets available for benefits of Peoples Bancorp, Inc. Retirement Savings Plan as of December 31, 2004 and 2003, and the related statements of changes in net assets available for benefits for the years then ended. These financial statements are the responsibility of the Plan's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with standards of the Public Company Accounting Oversight Board (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 that 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 net assets available for benefits of Peoples Bancorp Inc. Retirement Savings Plan as of December 31, 2004, and 2003, and the changes in its net assets available for benefits for the years then ended in conformity with accounting principles generally accepted in the United States of America.

The accompanying supplemental schedule is presented for the purpose of additional analysis and is not a required part of the basic financial statements, but is supplementary information required by the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974. This supplemental schedule is the responsibility of the Plan's management. The supplemental schedule has been subjected to the auditing procedures applied in the audits of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

BKD, LLP

Cincinnati, Ohio
April 14, 2005

Federal Employer Identification Number: 44-0160260

Peoples Bancorp Inc. Retirement Savings Plan Statements of Net Assets Available for Benefits December 31, 2004 and 2003

Accrued interest and dividends

Net Assets Available for Benefits

$\$ \quad 20,370,493 \quad \$ \quad 17,812,333$

|  | 2004 |  | 2003 |  |
| :---: | :---: | :---: | :---: | :---: |
| Investment Income |  |  |  |  |
| Net appreciation in fair value of investments Interest and dividends | \$ | $\begin{aligned} & 656,142 \\ & 350,907 \end{aligned}$ | \$ | $\begin{array}{r} 3,231,49 \\ 207,10 \end{array}$ |
| Net investment income |  | 1,007,049 |  | $3,438,59$ |
| Contributions |  |  |  |  |
| Employer |  | 593,485 |  | 479,78 |
| Participants |  | 1,154,834 |  | 961,13 |
| Rollovers |  | 947,066 |  | 274,05 |
|  |  | $2,695,385$ |  | 1,714,97 |
| Total additions |  | 3,702,434 |  | 5,153,56 |
| Deductions |  |  |  |  |
| Benefits paid to participants |  | 1,096,430 |  | $1,323,97$ |
| Administrative expenses |  | 47,844 |  | 44,07 |
| Total deductions |  | 1,144,274 |  | $1,368,05$ |
| Net Increase |  | 2,558,160 |  | $3,785,51$ |
| Net Assets Available for Benefits, Beginning of Year |  | 17,812,333 |  | $14,026,81$ |

Peoples Bancorp Inc. Retirement Savings Plan<br>Notes to Financial Statements December 31, 2004 and 2003

NOTE 1: DESCRIPTION OF THE PLAN

The following description of the Plan provides only general information. Participants should refer to the Plan Document and Summary Plan Description for a more complete description of the Plan's provisions, which are available from the plan administrator.

## General

The Plan is a defined contribution plan sponsored by Peoples Bancorp Inc. (Company) for the benefit of its full-time employees who have at least one hour of service and are age 21 or older. The Plan is subject to the provisions of the Employee Retirement Income Security Act of 1974 (ERISA). AMVESCAP National Trust Company is the trustee and serves as the custodian of the Plan.

## Contributions

The Plan permits eligible employees through a salary deferral election to have the Company make annual contributions of up to $100 \%$ of eligible compensation. Employee rollover contributions are also permitted. The Company makes matching contributions of $100 \%$ of the employees' salary deferral amounts up to $3 \%$ of the employees' compensation and $50 \%$ of the employees' salary deferral amounts on the next $2 \%$ of the employees' compensation. Company profit-sharing contributions are discretionary as determined by the Company's Board of Directors. Contributions are subject to certain limitations. Forfeitures are used to reduce Company contributions.

Participant Investment Account Options

Investment account options available include various funds. Each participant has the option of directing his contributions into any of the separate investment accounts and may change the allocation daily.

The Plan document also includes an automatic deferral feature whereby a participant is treated as electing to defer a certain percentage of eligible compensation unless the participant made an affirmative election otherwise.

## Participant Accounts

Each participant's account is credited with the participant's contribution, the Company's contribution and plan earnings and is charged with an allocation of administrative expenses. Allocations are based on participant earnings or account balances, as defined. The benefits to which a participant is entitled is the benefit that can be provided from the participant's vested account.

## Vesting

Participants are immediately vested in their voluntary contributions and the Company's matching contributions plus earnings thereon.

## Payment of Benefits

Upon termination of service, an employee may elect to receive either a lump-sum amount equal to the value of his account or a monthly, quarterly, or annual installments over a period of not more than the participant's assumed life expectancy.

## Participant Loans

The Plan document includes provisions authorizing loans from the Plan to active eligible participants. Loans are made to any eligible participant demonstrating a qualifying need. The minimum amount of a loan shall be $\$ 1,000$. The maximum amount of a participant's loan is determined by the available loan balance restricted to the lesser of $\$ 50,000$ or $50 \%$ of the participant's vested account balance. All loans are covered by demand notes and are repayable over a period not to exceed five years (except for loans for the purchase of a principal residence) through payroll withholdings unless the participant is paying the loan in full. Interest on the loans is based on local prevailing rates as determined by the plan administrator.

## Plan Termination

Although it has not expressed an intention to do so, the Company has the right under the Plan to discontinue its contributions at any time and to terminate the Plan, subject to the provisions of ERISA. In the event of plan termination, participants will become $100 \%$ vested in their accounts.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

## Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of net assets and changes in net assets and disclosure of contingent assets and liabilities at the date of the financial statements. Actual results could differ from those estimates.

Quoted market prices, if available, are used to value investments. Participant loans are valued at cost, which approximates fair value.

The investments in Peoples Bancorp Inc. Common Stock has been unitized and is comprised of cash and Peoples Bancorp Inc. Common Stock. The Plan holds between $3 \%$ and $5 \%$ of these units in cash in order to provide liquidity for timely distributions. At December 31, 2004 and 2003 these units are comprised of 282,164 and 286,119 shares of Peoples Bancorp Inc. Common Stock and cash of $\$ 383,498$ and $\$ 403,678$, respectively.

Purchases and sales of securities are recorded on a trade-date basis. Interest income is recorded on the accrual basis. Dividends are recorded on the ex-dividend date.

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Plan Tax Status
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The Plan obtained its latest determination letter on January 30, 2004, in which the Internal Revenue Service stated that the Plan and related trust, as then designed, were in compliance with the applicable requirements of the Internal Revenue Code and therefore not subject to tax.

Payment of Benefits
Benefit payments to participants are recorded upon distribution.

The Plan's investments are held by a bank-administered trust fund. The Plan's investments (including investments bought, sold and held during the year) appreciated (depreciated) in fair value as follows:

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Investments at fair value as determined by quoted market price Mutual funds

## Columbia Acorn-Z Fund

Dodge \& Cox Balanced Fund
$\$$
264,234

Other
107,495

Common/collective trust funds
Invesco 500 Index Trust
399,310

Invesco Stable Value Trust
Other
190,166

74,034
Peoples Bancorp Inc. common stock units
(379,097)

656,142

Investments at cost which approximates market Participant loans

Total investments
$\$$
656,142

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Investments at fair value as determined by quoted market price Mutual funds

Columbia Acorn-Z Fund 481,860
Dodge \& Cox Balanced Fund 158,959
Other
536,459
Common/collective trust funds
Invesco 500 Index Trust
367,584
Invesco Stable Value Trust
--
Other $\quad 73,572$

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Peoples Bancorp Inc. common stock units

$1,613,060$

3,231,494

Investments at cost which approximates market Participant loans

Total investments
$\$$
3,231,494

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Investments that represented \(5 \%\) or more of the Plan's assets are separately identified (*) above.
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Interest and dividends realized on the Plan's investments for the years ended 2004 and 2003 were $\$ 350,907$ and $\$ 207,104$, respectively.

## NOTE 4: PARTY-IN-INTEREST TRANSACTIONS

Party-in-interest transactions include those with fiduciaries or employees of the Plan, any person who provides services to the Plan, an employer whose employees are covered by the Plan, an employee organization whose members are covered by the Plan, a person who owns 50 percent or more of such employer or employee association, or relatives of such persons.

The Plan holds common stock of Peoples Bancorp Inc., which is the plan sponsor. The Plan also invests in certain funds of the Plan trustee. The Plan paid $\$ 47,844$ and $\$ 44,076$ of recordkeeping fees to AMVESCAP National Trust Company during 2004 and 2003 respectively. The Company provides certain administrative services at no cost to the plan.

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Supplemental Schedule

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American Century Strategic Allocation
American Century Strategic Allocation
    Moderate Fund 
American Century Strategic Allocation
    Aggressive Fund
Columbia Acorn-Z Fund
*Invesco 500 Index Trust
*Invesco Structured Small Cap Value Equity
        Trust
*Invesco Core Fixed Income Trust
*Invesco Stable Value Trust
*Peoples Bancorp Inc. Common
        Stock Units 502,988 Units
American Growth Fund of America
Dodge & Cox Common Stock Fund
Dodge & Cox Balanced Fund
ING Pilgrim International Value Fund
AIM Mid Cap Core Equity Fund
Royce Low-Priced Stock Fund
Fidelity Advisor Mid Cap - T Fund
Participant loans
```

    Conservative Fund 15,663 Units; \$5.59 Per Unit
    | 15,663 Units; | $\$ 5.59$ Per Unit |
| ---: | ---: |
| 16,659 Units; | $\$ 6.77$ Per Unit |
| 19,067 Units; | $\$ 7.71$ Per Unit |
| 72,601 Units; | $\$ 26.45$ Per Unit |
| 62,558 Units; | $\$ 31.03$ Per Unit |
|  |  |
| 3,271 Units; | $\$ 100.76$ Per Unit |
| 14,102 Units; | $\$ 31.78$ Per Unit |
| $1,575,328$ Units; | $\$ 1.00$ Per Unit |
|  |  |
| 502,988 Units; | $\$ 16.15$ Per Unit |
| 30,987 Units; | $\$ 27.38$ Per Unit |
| 7,709 Units; | $\$ 130.22$ Per Unit |
| 19,010 Units; | $\$ 79.35$ Per Unit |
| 53,506 Units; | $\$ 17.65$ Per Unit |
| 25,609 Units; | $\$ 28.64$ Per Unit |
| 4,285 Units; | $\$ 15.00$ Per Unit |
| 10,841 Units; | $\$ 25.22$ Per Unit |
| Interest rates ranging from 5.75\% to 11.50\% |  |

*Parties-in-interest
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INDEX TO EXHIBITS

EXHIBIT NUMBER
23.1

DESCRIPTION
Consent of Independent Accountants

