



Dave Yost • Auditor of State





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## INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Concord Township  
Ross County  
985 Jamison Rd  
Frankfort, Ohio 45628

We have performed the procedures enumerated below, with which the Board of Trustees and the management of Concord Township, Ross County, Ohio (the Township) agreed, solely to assist the Board in evaluating receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2014 and 2013, and certain compliance requirements related to these transactions and balances. Management is responsible for recording transactions; and management and the Board are responsible for complying with the compliance requirements. This agreed-upon procedures engagement was conducted in accordance with the American Institute of Certified Public Accountants' attestation standards and applicable attestation engagement standards included in the Comptroller General of the United States' *Government Auditing Standards*. The sufficiency of the procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

This report only describes exceptions exceeding \$10.

### Cash

1. We tested the mathematical accuracy of the December 31, 2014 and December 31, 2013 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2013 beginning fund balances recorded in the Cash Summary by Fund Report to the December 31, 2012 balances in the prior year audited statements. We found no exceptions. We also agreed the January 1, 2014 beginning fund balances recorded in the Cash Summary by Fund Report to the December 31, 2013 balances in the Cash Summary by Fund Report. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the December 31, 2014 and 2013 fund cash balances reported in the Cash Summary by Fund Reports. The amounts agreed.
4. We confirmed the December 31, 2014 bank account balance with the Township's financial institution. We found no exceptions. We also agreed the confirmed balances to the amounts appearing in the December 31, 2014 bank reconciliation without exception.
5. We selected five reconciling debits (such as outstanding checks) haphazardly from the December 31, 2014 bank reconciliation:
  - a. We traced each debit to the subsequent January bank statement. We found no exceptions.
  - b. We traced the amounts and dates to the check register, to determine the debits were dated prior to December 31. We noted no exceptions.

### Property Taxes and Intergovernmental Cash Receipts

1. We selected a property tax receipt from one *Statement of Semiannual Apportionment of Taxes* (the Statement) for 2014 and one from 2013:
  - a. We traced the gross receipts from the *Statement* to the amount recorded in the Receipt Register Report. The amounts agreed.
  - b. We determined whether the receipt was allocated to the proper funds as required by Ohio Rev. Code Sections 5705.05-.06 and 5705.10. We found one exception in 2013 wherein we noted \$2,481 was posted to the General Fund instead of the Fire Fund. We therefore requested management to adjust \$2,481 from the General Fund to the Fire Fund. We noted the Fiscal Officer adjusted this amount on June 23, 2015.
  - c. We determined whether the receipt was recorded in the proper year. The receipt was recorded in the proper year.
2. We scanned the Receipt Register Report to determine whether it included two real estate tax receipts for 2014 and 2013. We noted the Receipt Register Report included the proper number of tax receipts for each year.
3. We selected five receipts from the State Distribution Transaction Lists (DTL) from 2014 and five from 2013. We also selected five receipts from the County Auditor's Vendor Audit Trail Reports from 2014 and five from 2013.
  - a. We compared the amount from the above reports to the amount recorded in the Receipt Register Report. The amounts agreed with one exception. We noted a homestead and rollback receipt in the amount of \$217 in 2014 which was posted to the MBI Fund as Charges for Services instead of being posted as Intergovernmental Revenue to the following funds: \$45 to the General Fund; \$84 to the Fire Fund; and \$88 to the Road and Bridge Fund. We therefore requested management to adjust \$217 from the MBI Fund to the General Fund (\$45), Fire Fund (\$84), and Road and Bridge Fund (\$88). We noted the Fiscal Officer adjusted this amount on June 23, 2015.
  - b. We determined whether these receipts were allocated to the proper funds. We noted a homestead and rollback receipt in the amount of \$217 in 2014 which was posted to the MBI Fund as Charges for Services instead of being posted as Intergovernmental Revenue to the following funds: \$45 to the General Fund; \$84 to the Fire Fund; and \$88 to the Road and Bridge Fund. We therefore requested management to adjust \$217 from the MBI Fund to the General Fund (\$45), Fire Fund (\$84), and Road and Bridge Fund (\$88). We noted the Fiscal Officer adjusted this amount on June 23, 2015.
  - c. We determined whether the receipts were recorded in the proper year. We found no exceptions.

### Charges for Services Receipts

We confirmed the amounts paid from MBI, the service organization that performs the emergency medical billings, to the Township during 2014 and 2013.

- a. We determined that receipts were allocated to the proper fund. For 2014, the amount confirmed was \$584 more than the amount posted to the MBI Fund. However, because we did not test all receipts, our report provides no assurance regarding whether or not differences occurred due to timing circumstances.

- b. We determined that receipts were recorded in the proper year. For 2014, the amount confirmed was \$584 more than the amount posted to the MBI Fund. However, because we did not test all receipts, our report provides no assurance regarding whether or not differences occurred due to timing circumstances.

**Debt**

- 1. From the prior audit report, we noted the following notes outstanding as of December 31, 2012. These amounts agreed to the Township's January 1, 2013 balances on the amortization schedules.

Issue	Principal outstanding as of December 31, 2012:
Fire Station Lot Note	\$20,400
Dump Truck Refinance Note	\$17,543
Dump Truck Note	\$13,517

- 2. We inquired of management, and scanned the Receipt Register Report and Payment Register Detail Report for evidence of debt issued during 2014 or 2013 or debt payment activity during 2014 or 2013. All debt noted agreed to the amortization schedules.

**Payroll Cash Disbursements**

- 1. We haphazardly selected one payroll check for five employees from 2014 and one payroll check for five employees from 2013 from the Wage Detail Report and:
  - a. We compared the hours and pay rate, or salary recorded in the Wage Detail Report to supporting documentation (timecard, legislatively or statutorily-approved rate or salary). We found no exceptions.
  - b. We determined whether the fund and account codes to which the check was posted were reasonable based on the employees' duties as documented in the timecard. We also determined whether the payment was posted to the proper year. We found one exception in 2013 wherein we noted an employee worked on cemetery-related activities but was paid from the Road and Bridge Fund instead of the Cemetery Fund, in the gross amount of \$1,387. We therefore requested management to adjust \$1,387 from the Road and Bridge Fund to the Cemetery Fund. We noted the Fiscal Officer adjusted this amount on June 23, 2015.
- 2. For any new employees selected in step 1 we determined whether the following information in the employees' personnel files and minute record was consistent with the information used to compute gross and net pay related to this check:
  - a. Name
  - b. Authorized salary or pay rate
  - c. Department(s) and fund(s) to which the check should be charged
  - d. Retirement system participation and payroll withholding
  - e. Federal, State & Local income tax withholding authorization and withholding
  - f. Any other deduction authorizations (deferred compensation, etc.)

We found no exceptions related to steps a. – f. above.

3. We scanned the last remittance of tax and retirement withholdings for the year ended December 31, 2014 to determine whether remittances were timely paid, and if the amounts paid agreed to the amounts withheld, plus the employer's share where applicable, during the final withholding period of 2014. We noted the following:

<b>Withholding (plus employer share, where applicable)</b>	<b>Date Due</b>	<b>Date Paid</b>	<b>Amount Due</b>	<b>Amount Paid</b>
Federal income taxes & Medicare (and social security, for employees not enrolled in pension system)	January 31, 2015	December 2, 2014	\$1,555	\$1,555
State income taxes	January 15, 2015	December 2, 2014	\$243	\$243
OPERS retirement	January 30, 2015	December 2, 2014	\$1,584	\$1,583

4. We haphazardly selected and recomputed one termination payment (unused vacation, etc.) using the following information, and agreed the computation to the amount paid as recorded in the Wage Detail Report:

- a. Accumulated leave records
- b. The employee's pay rate in effect as of the termination date
- c. The Township's payout policy.

The amount paid was consistent with the information recorded in a. through c. above.

5. We inquired of management and scanned the Payment Register Detail Report for the years ended December 31, 2014 and 2013 to determine if township employees and/or trustees were reimbursed for out-of-pocket insurance premiums. Insurance reimbursements made were in compliance with ORC 505.60 and 505.601.

**Non-Payroll Cash Disbursements**

1. We haphazardly selected ten disbursements from the Payment Register Detail Report for the year ended December 31, 2014 and ten from the year ended 2013 and determined whether:

- a. The disbursements were for a proper public purpose. We found no exceptions.
- b. The check number, date, payee name and amount recorded on the returned, canceled check agreed to the check number, date, payee name and amount recorded in the Payment Register Detail Report and to the names and amounts on the supporting invoices. We found no exceptions.
- c. The payment was posted to a fund consistent with the restricted purpose for which the fund's cash can be used. We found no exceptions.

- d. The fiscal officer certified disbursements requiring certification or issued a *Then and Now Certificate*, as required by Ohio Rev. Code Section 5705.41(D). We found three instances where the certification date was after the vendor invoice date, and there was also no evidence that a *Then and Now Certificate* was issued. Ohio Rev. Code Section 5705.41(D) requires certifying at the time of a commitment, which should be on or before the invoice date, unless a *Then and Now Certificate* is used. Because we did not test all disbursements requiring certification, our report provides no assurance whether or not additional similar errors occurred.

### Compliance – Budgetary

1. We compared the total estimated receipts from the Amended Official Certificate of Estimated Resources, required by Ohio Rev. Code Section 5705.36(A)(1), to the amounts recorded in the Revenue Status Report for the General, Gasoline Tax and Road and Bridge Funds for the years ended December 31, 2014 and 2013. The amounts on the *Certificate* agreed to the amounts recorded in the accounting system, except for the General and Road and Bridge Funds for 2014 and the General, Gasoline Tax Funds and Road and Bridge Funds for 2013. The Revenue Status Report recorded budgeted (i.e. certified) resources for the General Fund of \$76,703 for 2014. However, the final *Amended Official Certificate of Estimated Resources* reflected \$80,258. The Revenue Status Report recorded budgeted (i.e. certified) resources for the Road and Bridge Fund of \$85,046 for 2014. However, the final *Amended Official Certificate of Estimated Resources* reflected \$91,341. The Revenue Status Report recorded budgeted (i.e. certified) resources for the General Fund of \$79,576 for 2013. However, the final *Amended Official Certificate of Estimated Resources* reflected \$80,054. The Revenue Status Report recorded budgeted (i.e. certified) resources for the Gasoline Tax Fund of \$92,186 for 2013. However, the final *Amended Official Certificate of Estimated Resources* reflected \$129,186. The Revenue Status Report recorded budgeted (i.e. certified) resources for the Road and Bridge Fund of \$84,216 for 2013. However, the final *Amended Official Certificate of Estimated Resources* reflected \$85,119. The Fiscal Officer should periodically compare amounts recorded in the Revenue Status Report to amounts recorded on the *Amended Official Certificate of Estimated Resources* to assure they agree. If the amounts do not agree, the Trustees may be using inaccurate information for budgeting and monitoring purposes.
2. We scanned the appropriation measures adopted for 2014 and 2013 to determine whether, for the General, Gasoline Tax and Road and Bridge Funds, the Trustees appropriated separately for “each office, department, and division, and within each, the amount appropriated for personal services,” as is required by Ohio Rev. Code Section 5705.38(C). We found no exceptions.
3. We compared total appropriations required by Ohio Rev. Code Sections 5705.38 and 5705.40, to the amounts recorded in the Appropriation Status Report for 2014 and 2013 for the following funds: General, Gasoline Tax, and Road and Bridge Funds. The amounts on the appropriation resolutions agreed to the amounts recorded in the Appropriation Status Report except for the Gasoline Tax Fund for 2014 and 2013. We noted the amounts recorded in the Appropriation Status Report exceeded approved appropriations by \$1,000 for 2014 and \$37,000 for 2013. The Fiscal Officer should ensure that approved appropriations are accurately posted to the Appropriation Status Report.
4. Ohio Rev. Code Sections 5705.36(A)(5) and 5705.39 prohibits appropriations from exceeding the certified resources. We compared total appropriations to total certified resources for the General, Gasoline Tax and Road and Bridge Funds for the years ended December 31, 2014 and 2013. We noted no funds for which appropriations exceeded certified resources.
5. Ohio Rev. Code Section 5705.41(B) prohibits expenditures (disbursements plus certified commitments) from exceeding appropriations. We compared total expenditures to total appropriations for the years ended December 31, 2014 and 2013 for the General, Gasoline Tax and

Road and Bridge Funds, as recorded in the Appropriation Status Report. We noted that Road and Bridge Fund expenditures for 2014 exceeded total appropriations by \$8,793, contrary to Ohio Rev. Code Section 5705.41(B). The Fiscal Officer should not certify the availability of funds and should deny payment requests exceeding appropriations. The Treasurer may request the Trustees to approve increased expenditure levels by increasing appropriations and amending estimated resources, if necessary, and if resources are available.

6. Ohio Rev. Code Section 5705.09 requires establishing separate funds to segregate externally-restricted resources. We scanned the Receipt Register Report for evidence of new restricted receipts requiring a new fund during December 31, 2014 and 2013. We also inquired of management regarding whether the Township received new restricted receipts. We noted no evidence of new restricted receipts for which Ohio Rev. Code Section 5705.09 would require the Township to establish a new fund.
7. We scanned the 2014 and 2013 Revenue Status Reports and Appropriation Status Reports for evidence of interfund transfers exceeding \$5,000 which Ohio Rev. Code Sections 5705.14 - .16 restrict. We found no evidence of transfers these sections prohibit, or for which Section 5705.16 would require approval by the Tax Commissioner and Court of Common Pleas.
8. We inquired of management and scanned the Appropriation Status Reports to determine whether the Township elected to establish reserve accounts permitted by Ohio Rev. Code Section 5705.13. We noted the Township did not establish these reserves.
9. We scanned the Cash Summary by Fund Report for the years ended December 31, 2014 and 2013 for negative cash fund balance. Ohio Rev. Code Section 5705.10 (I) provides that money paid into a fund must be used for the purposes for which such fund is established. As a result, a negative fund cash balance indicates that money from one fund was used to cover the expenses of another. We noted no funds having a negative cash fund balance.

#### **Compliance – Contracts & Expenditures**

We inquired of management and scanned the Payment Register Detail Report for the years ended December 31, 2014 and 2013 to determine if the township proceeded by force account (i.e. used its own employees) to maintain or repair roads (cost of project \$15,000-\$45,000) or to construct or reconstruct township roads (cost of project \$5,000-\$15,000/per mile) for which Ohio Rev. Code Section 5575.01 requires the county engineer to complete a force account project assessment form (i.e., cost estimate). We identified no projects requiring the county engineer to complete a force account cost estimate.

We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion on the Township's receipts, disbursements, balances and compliance with certain laws and regulations. Accordingly, we do not express an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of management, those charged with governance, and others within the Township, and is not intended to be, and should not be used by anyone other than these specified parties.



A handwritten signature in black ink that reads "Dave Yost". The signature is written in a cursive style with a large, looping "D" and "Y".

**Dave Yost**  
Auditor of State

Columbus, Ohio

June 23, 2015

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# Dave Yost • Auditor of State

**CONCORD TOWNSHIP**

**ROSS COUNTY**

**CLERK'S CERTIFICATION**

**This is a true and correct copy of the report which is required to be filed in the Office of the Auditor of State pursuant to Section 117.26, Revised Code, and which is filed in Columbus, Ohio.**

*Susan Babbitt*

**CLERK OF THE BUREAU**

**CERTIFIED  
JULY 7, 2015**