



OHIO AUDITOR OF STATE
KEITH FABER



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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Southwest Regional 800 MHz Communications Network Council of Governments
Cuyahoga County
17401 Holland Road
Brook Park, Ohio 44142

We have performed the procedures enumerated below, which were agreed to by the Network Council Board and the management of the Southwest Regional 800 MHz Communications Network Council of Governments (the Network Council), on the receipts, disbursements and balances recorded in the Network Councils cash basis accounting records for the years ended December 31, 2018 and 2017 and certain compliance requirements related to those transactions and balances, included in the information provided to us by the management of the Network Council. The Network Council is responsible for the receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2018 and 2017 and certain compliance requirements related to these transactions and balances included in the information provided to us by the Network Council. 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 recalculated the December 31, 2018 and December 31, 2017 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2017 beginning fund balances recorded in the Monthly – Yearly Activity Report to the December 31, 2016 balances in the prior year documentation in the prior year Agreed-Upon Procedures working papers. We found no exceptions. We also agreed the January 1, 2018 beginning fund balances recorded in the Monthly – Yearly Activity Report to the December 31, 2017 balances in the Monthly – Yearly Activity Report. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the December 31, 2018 and 2017 fund cash balances reported in the Monthly – Yearly Activity Reports. The amounts agreed.
4. We observed the year-end bank balance on the financial institution's website. The balance agreed. We also agreed the confirmed balance to the amount appearing in the December 31, 2018 bank reconciliation without exception.

Intergovernmental and Other Confirmable Cash Receipts

1. We selected a sample (agreed upon) of five receipts from 2018 and five receipts from 2017 from the Network Council Members and agreed to the Network Council's documentation supporting the amount received. We found no exceptions.
 - a. We inspected the Monthly – Yearly Activity Report to determine whether these receipts were allocated to the proper fund. We found no exceptions.
 - b. We inspected the Monthly – Yearly Activity Report to determine whether the receipts were recorded in the proper year. We found no exceptions.

Debt

1. The prior agreed-upon procedures documentation disclosed no debt outstanding as of December 31, 2016.
2. We inquired of management, and inspected the Monthly – Revenue Activity Reports and Monthly – Yearly Activity Reports for evidence of debt issued during 2018 or 2017 or debt payment activity during 2018 or 2017. No new debt issuances, nor any debt payment activity during 2018 or 2017 was found.

Payroll Cash Disbursements

1. We selected one payroll check for the only employee from 2018 and one payroll check for the only employee from 2017 from the Payroll Monthly Payments Reports and:
 - a. We compared the hours and pay rate, or salary recorded in the Payroll Monthly Payments Reports to supporting documentation (timecard, legislatively approved rate or salary). We found no exceptions.
 - b. We recomputed gross and net pay and agreed it to the amount recorded in the Monthly – Yearly Activity Report. We found no exceptions.
 - c. We inspected the Monthly – Yearly Activity Report to determine whether the fund and account codes to which the check was posted were reasonable based on the minute record. We also inspected the Monthly – Yearly Activity Report to determine whether the payment was posted to the proper year. We found no exceptions.
2. We inspected the last remittance of tax and retirement withholdings for the year ended December 31, 2018 to confirm 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 2018. We observed the following:

Withholding (plus employer share, where applicable)	Date Due	Date Paid	Amount Due	Amount Paid
Federal income taxes & Medicare (and social security, for employees not enrolled in pension system)	January 31, 2019	December 31, 2018	\$43	\$43
State income taxes	January 15, 2019	December 28, 2018	\$10	\$10
Local income tax	January 30, 2019	December 28, 2018	\$26	\$26
OPERS retirement	January 30, 2019	December 31, 2018	\$104	\$104

Non-Payroll Cash Disbursements

1. From the Year-to-Date Activity Report, we re-footed checks recorded as Radio Tower Replacement Fund disbursements for *public safety and service*, and checks recorded as *capital outlay* in the Radio Tower Replacement Fund for 2018. We found no exceptions
2. We selected a sample (agreed upon) of 10 disbursements from the Monthly – Yearly Activity Report for the year ended December 31, 2018 and 10 from the year ended 2017 and determined whether:
 - a. The disbursements were for a proper public purpose. We found no exceptions.
 - b. The EFT date, payee name and amount recorded on the bank's online pay records agreed to the date, payee name and amount recorded in the Monthly – Yearly Activity 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.

Other Compliance

1. Ohio Rev. Code Section 117.38 requires councils to file their financial information in the HINKLE system within 60 days after the close of the fiscal year. This statute also permits the Auditor of State to extend the deadline for filing a financial report and establish terms and conditions for any such extension. Auditor of State established policies regarding the filing of complete financial statements, as defined in AOS Bulletin 2015-007 in the Hinkle System. We confirmed the Network Council filed their complete financial statements, as defined by AOS Bulletin 2015-007 and Auditor of State established policy within the allotted timeframe for the years ended December 31, 2018 and 2017 in the Hinkle system. There were no exceptions.

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

This report is to provide assistance in in the evaluation of the Network Council's receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2018 and 2017, and certain compliance requirements related to these transactions and balances and is not suitable for any other purpose.



Keith Faber
Auditor of State

Columbus, Ohio

May 31, 2019

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OHIO AUDITOR OF STATE KEITH FABER



SOUTHWEST REGIONAL 800 MHZ COMMUNICATIONS NETWORK COG

CUYAHOGA 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
JUNE 13, 2019**