



OHIO AUDITOR OF STATE  
**KEITH FABER**





# OHIO AUDITOR OF STATE KEITH FABER



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

Belmont County Soil and Water Conservation District  
Belmont County  
130 W. Main Street  
St. Clairsville, Ohio 43950

We have performed the procedures enumerated below, which were agreed to by the Board of Supervisors (the Board) and the management of the Belmont County Soil and Water Conservation District, Belmont County, Ohio (the District), on the receipts, disbursements and balances recorded in the District's cash-basis accounting records for the years ended December 31, 2020 and 2019, and certain compliance requirements related to these transactions and balances, included in the information provided to us by the management of the District. The District is responsible for the receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2020 and 2019 and certain compliance requirements related to these transactions and balances included in the information provided to us by the District. 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 and Investments

1. We recalculated the December 31, 2020 and December 31, 2019 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2019 beginning fund balances recorded in the District's Cash Basis Annual Financial Report to the December 31, 2018 balances in the prior year documentation in the prior year Agreed-Upon Procedures working papers. We found the exceptions noted in the table below.

<b>Fund</b>	<b>January 1, 2019 Balance</b>	<b>December 31, 2018 Balance</b>	<b>Variance</b>
District	\$0	\$122,264	\$122,264
Special	\$0	\$180,168	\$180,168
Captina Watershed	\$0	\$26,812	\$26,812

**Cash and Investments (Continued)**

We also agreed the January 1, 2020 beginning fund balances recorded in the District's Cash Basis Annual Financial Report to the December 31, 2019 balances in the District's Cash Basis Annual Financial Report. We found the exceptions noted in the table below.

<b>Fund</b>	<b>December 31, 2019 Balance</b>	<b>January 1, 2020 Balance</b>	<b>Variance</b>
District	\$74,541	\$0	\$74,541
Special	\$16,083	\$0	\$16,083
Captina Watershed	\$19,173	\$0	\$19,173
Ohio Mineland Assoc.	\$4,398	\$0	\$4,398

3. We agreed the totals per the District Fund and the Ohio Mineland Association Fund bank reconciliations to the total of the December 31, 2020 and 2019 fund cash balances reported in the District's Balance Sheet Detail Report for the District Fund and the Ohio Mineland Association Fund and the financial statements filed by the District in the Hinkle System. We noted variances of \$25,323 and \$24,628 when agreeing the District Fund's 2020 and 2019 bank reconciliation to the District's Balance Sheet Detail Report, respectively. These variances were due to the District's Balance Sheet Detail Report not including balances for the District's certificate of deposits. We also noted variances of \$197,866 and \$122,264 when agreeing the District Fund's 2020 and 2019 bank reconciliations to the District's Cash Basis Annual Financial Report, and a variance of \$4,390 when agreeing the Ohio Mineland Association Fund's bank reconciliation to the 2019 District's Cash Basis Annual Financial Report. These variances were due to the District not including beginning fund balances on their annual financial reports.
4. We confirmed the December 31, 2020 bank account depository balances for the District Fund and Ohio Mineland Association Fund with the District's financial institutions. We also agreed the confirmed balances to the amounts appearing in the December 31, 2020 bank reconciliation. We noted a variance of \$172 when agreeing the bank account depository balances for the District fund to the bank confirmations. No other exceptions noted.
5. We compared the December 31, 2020 Special Fund depository balance and the Captina Watershed Fund depository balance from the *Cash Basis Annual Financial Report* to the amount reported in the Belmont County Monthly Financial Statement. The amounts differed by \$191 and \$51, respectively.
6. We inspected investments held at December 31, 2020 and December 31, 2019 to determine that they:
  - a. Were of a type authorized by Ohio Rev. Code §§ 135.13, 135.14 or 135.144. We found no exceptions.
  - b. Mature within the prescribed time limits noted in Ohio Rev. Code §§ 135.13 or 135.14. We noted no exceptions.

**Intergovernmental and Other Confirmable Cash Receipts**

1. We selected a total of five receipts from the State Distribution Transaction Lists (DTL) from 2020 and a total of five from 2019:
  - a. We compared the amounts from the above named report to the amount recorded in the Belmont County Transaction History Report. The amounts agreed.
  - b. We inspected the Belmont County Transaction History Report to determine whether the receipt was recorded in the proper year. The receipt was recorded in the proper year. We found no exceptions.

### **Intergovernmental and Other Confirmable Cash Receipts (Continued)**

2. We selected five other confirmable receipts from the year ended December 31, 2020 and five other confirmable receipts from the year ended December 31 2019 in the Balance Sheet Detail Report from funds other than the *Special Fund* such as grants, municipal and district funds.
  - a. We confirmed the amounts paid from the municipalities and districts to the District to the Belmont County Transaction History Report or bank statement, and to the District's Balance Sheet Detail Report. We found no exceptions.
  - b. We inspected the Balance Sheet Detail Report to determine whether these receipts were allocated to the proper funds. We found no exceptions.

### **Other Receipts**

We selected 10 other receipts from the year ended December 31, 2020 and 10 other receipts from the year ended 2019 and:

- a. Agreed the receipt amount recorded in the Balance Sheet Detail Report to supporting documentation. The amounts agreed.
- b. Confirmed the amount charged complied with rates in force during the period, if applicable. We found no exceptions.
- c. Inspected the Balance Sheet Detail Report to determine the receipt was posted to the proper funds, and was recorded in the proper year. We found no exceptions.

### **Payroll Cash Disbursements**

We selected one payroll check for all employees from 2020 and one payroll check for all employees from 2019 from the Payroll Transmittal Report and:

- a. We compared the hours and pay rate, or salary recorded in the Payroll Transmittal Report to supporting documentation (timecard, and statutorily-approved rate).
  - i. We inspected the employees' personnel files for the Retirement system, Federal, State & Local income tax withholding authorization.
  - ii. We agreed these items to the information used to compute gross and net pay related to this check.  
We found no exceptions.
- b. We inspected the Balance Sheet Detail Report to determine whether salaries and benefits were paid only from the *Special Fund*, as required by the SWCD Administrative Handbook Chapter 5. We found no exceptions.
- c. We inspected the Balance Sheet Detail Report to determine whether the check was classified as *salaries* and was posted to the proper year. We found no exceptions.

### **Non-Payroll Cash Disbursements**

We selected five disbursements from the *Special Fund* and five disbursements from the *District Fund* and other funds from the Balance Sheet Detail Report for the year ended December 31, 2020 and five from the *Special Fund* and five from the *District Fund* and other funds for the year ended 2019 and determined whether:

- a. The disbursements were for a proper public purpose. We found no exceptions.
- b. For *District Fund* and other funds disbursements, we determined whether:
  - i. The check number, date, payee name and amount recorded on the returned, canceled check agreed to the similar data recorded in the Balance Sheet Detail Report and to the names and amounts on the supporting invoices. We found no exceptions.
  - ii. The payment was posted to a fund consistent with the purpose for which the fund's cash can be used. We found no exceptions.

### Non-Payroll Cash Disbursements (Continued)

- c. For *Special Fund* disbursements, we determined whether:
  - i. The payee name and amount recorded on the voucher submitted to the County Auditor agreed to the payee name and amount recorded in the Balance Sheet Detail Report and the Belmont County Transaction History Report. We found no exceptions.
  - ii. The names and amounts on the voucher agreed to supporting invoices. We found no exceptions.
  - iii. The voucher was signed by the fiscal officer and approved by a majority of the Board of Supervisors. We found no exceptions.

### Special Fund Budgetary Compliance

1. We inspected the District's Special Fund Budget Request submitted to the County Commissioners for the years ended December 31, 2020 and 2019. The request included the Special Fund's *Needs, Income* and *Balances* anticipated for carry over from the current year, as required by the SWCD Administrative Handbook, Chapter 5. We also compared the budget amounts to the Special Fund Budgetary Activity footnote of the Cash Basis Annual Financial Report. The amounts agreed for 2020. We noted a variance of \$131,710 in 2019.
2. Ohio Rev. Code § 5705.41(B) prohibits expenditures (disbursements plus year-end certified commitments (i.e. encumbrances)) from exceeding appropriations. We compared total disbursements plus outstanding year-end encumbrances to total approved appropriations (Ohio Rev. Code §§5705.38 and 5705.40) plus any carryover appropriations for the year ended December 31, 2020 and 2019 for the "Special" Fund. Expenditures did not exceed appropriations for the Special Fund.
3. We inspected the Annual Cash Basis Financial Report for the years ended December 31, 2020 and 2019 for negative cash fund balances. Ohio Rev. Code § 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. No funds had negative cash fund balances.

### Sunshine Law Compliance

1. We obtained and inspected the District's Public Records Policy to determine the policy was in accordance with Ohio Rev. Code §§ 149.43(E)(2) and 149.43(B)(7)(c) and did not limit the number of responses that may be made to a particular person, limit the number of responses during a specified period of time, or establish a fixed period of time before it will respond unless that period is less than eight hours. We found no exceptions.
2. We inquired with District management and determined that the District did not have any completed public records requests during the engagement period.
  - a. The District did not have any denied public records requests during the engagement period.
  - b. The District did not have any public records requests with redactions during the engagement period.
3. We inquired whether the District had a records retention schedule, and observed that it was readily available to the public as required by Ohio Rev. Code § 149.43(B)(2). We found no exceptions.

### **Sunshine Law Compliance (Continued)**

4. We inspected written evidence that the Public Records Policy was provided to the records custodian/manager as required by Ohio Rev. Code § 149.43(E)(2). We found no exceptions.
5. We inspected the District's policy manual and determined the public records policy was included as required by Ohio Rev. Code § 149.43(E)(2). We found no exceptions.
6. We observed that the District's poster describing their Public Records Policy was displayed conspicuously in all branches of the District as required by Ohio Rev. Code § 149.43(E)(2). We found no exceptions.
7. We inquired with District management and determined that the District did not have any applications for record disposal submitted to the Records Commission during the engagement period.
8. We inquired with District management and determined that the District did not have any elected officials subject to the Public Records Training requirements during the engagement period as required by Ohio Rev. Code §§ 149.43(E)(1) and 109.43(B).
9. We inspected the public notices for the public meetings held during the engagement period and determined the District notified the general public and news media of when and where meetings during the engagement period were to be held as required by Ohio Rev. Code § 121.22(F). We found no exceptions.
10. We inspected the minutes of public meetings during the engagement period in accordance with Ohio Rev. Code § 121.22(C) and determined whether they were:
  - a. Prepared – a file is created following the date of the meeting
  - b. Filed – placed with similar documents in an organized manner
  - c. Maintained - retained, at a minimum, for the engagement period
  - d. Open to public inspection – available for public viewing or request.We found no exceptions.
11. We inspected the minutes from the engagement period in accordance with Ohio Rev. Code § 121.22(G) and determined the following:
  - a. Executive sessions were only held at regular or special meetings.
  - b. The purpose for the meetings and going into an executive session (when applicable) correlated with one of the matters listed in Ohio Rev. Code § 121.22(G).
  - c. Formal governing board actions were adopted in open meetings.We found no exceptions.

### **Other Compliance**

1. Ohio Rev. Code § 117.38 requires Districts 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 District 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, 2020 and 2019 in the Hinkle system. There were no exceptions for 2020. Financial information was filed on January 27, 2021 for 2019, which was not within the allotted timeframe.

**Other Compliance (Continued)**

2. For all credit card accounts we obtained:
- copies of existing internal control policies,
  - a list of authorized users, and
  - a list of all credit card account transactions.
- a. We inspected the established policies obtained above and determined they are:
- i. in compliance with the HB 312 statutory requirements, and
  - ii. implemented by the District.
- We found no exceptions.
- b. We selected 1 credit card transaction from each credit card account for testing. For selected transactions we inspected documentation to determine that:
- i. Use was by an authorized user within the guidelines established in the policy, and
  - ii. Each transaction was supported with original invoices and for a proper public purpose.
- We found no exceptions.
- c. We selected 3 credit card statements from each credit card account for testing. For selected statements we inspected documentation to determine that:
- i. No unpaid beginning balance was carried forward to the current billing cycle,
  - ii. Ending statement balance was paid in full, and
  - iii. Statement contained no interest or late fees.
- We found 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 District'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 the evaluation of the District's receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2020 and 2019, 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

July 14, 2021



# OHIO AUDITOR OF STATE KEITH FABER



**BELMONT COUNTY SOIL AND WATER CONSERVATION DISTRICT**

**BELMONT COUNTY**

**AUDITOR OF STATE OF OHIO CERTIFICATION**

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



**Certified for Release 7/27/2021**

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This report is a matter of public record and is available online at  
[www.ohioauditor.gov](http://www.ohioauditor.gov)