



OHIO AUDITOR OF STATE
KEITH FABER



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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Medway Drug Enforcement Agency
Wayne County
PO Box 872
Wooster, Ohio 44691

We have performed the procedures enumerated below, which were agreed to by the Agency Board and the management of Medway Drug Enforcement Agency (the Agency), on the receipts, disbursements and balances recorded in the Agency's cash basis accounting records for the years ended December 31, 2020 and 2019 and certain compliance requirements related to those transactions and balances, included in the information provided to us by the management of the Agency. The Agency 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 Agency. 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. Wayne County is custodian for the Agency's deposits, and therefore the County's deposit and investment pool holds the Agency's assets. We compared the Agency's fund balances reported on its December 31, 2020 and December 31, 2019 financial statements to the balances reported in Wayne County's accounting records. The amounts agreed.
2. We agreed the January 1, 2019 beginning fund balances recorded in the Fund File Report to the December 31, 2018 balances in the documentation in the prior year Agreed-Upon Procedures working papers. We found no exceptions. We also agreed the January 1, 2020 beginning fund balances recorded in the Fund File Report to the December 31, 2019 balances in the Fund File Report. We found no exceptions.
3. We recalculated the December 31, 2020 and December 31, 2019 bank reconciliations for the Drug Buy and Seized Funds Accounts. We found no exceptions.
4. We agreed the January 1, 2019 beginning fund balances recorded in the Fund Ledger Report to the December 31, 2018 balances in the documentation in the prior year Agreed-Upon Procedures working papers for the Drug Buy and Seized Funds Accounts. We found no exceptions. We also agreed the January 1, 2020 beginning fund balances recorded in the Fund Ledger Report to the December 31, 2019 balances in the Fund Ledger Report for the Drug Buy and Seized Funds Accounts. We found no exceptions.

5. We agreed the totals per the bank reconciliations to the total of the December 31, 2020 and 2019 fund cash balances reported in the Fund Ledger Report for the Drug Buy and Seized Funds Accounts. The amounts agreed.
6. We observed the December 31, 2020 year-end bank balances on the financial institution's website for the Drug Buy and Seized Funds Accounts. The balances agreed. We also agreed the confirmed balances to the amounts appearing in the December 31, 2020 bank reconciliation without exception.

Property Taxes and Intergovernmental Receipts

1. We selected a total of five receipts from the *Statement of Semiannual Apportionment of Taxes*, State Distribution Transaction Lists (DTL), and the County Auditor DTLs for 2020 and a total of five from 2019:
 - a. We compared the amount from the above named reports to the amount recorded in the Account History Report. The amounts did not agree. Wayne County (fiscal agent) posted the taxes at net rather than gross. Property tax receipts and corresponding expenditures were understated by \$3,838 in 2019 and \$5,868 in 2020. However, because we did not inspect all property tax receipts our report provides no assurance regarding whether or not similar errors occurred.
 - b. We inspected the Account History Report to determine these receipts were allocated to the proper funds as required by Ohio Rev. Code Sections 5705.05-.06 and 5705.10. We found no exceptions.
 - c. We inspected the Account 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.
2. We inspected the Account History Report to determine whether it included two real estate tax receipts plus six advances for 2020 and 2019. The Account History Report included the proper number of tax receipts each year.

Drug Buy Account Cash Receipts

We selected 2 Drug Buy Account cash receipts from the year ended December 31, 2020 and all Drug Buy Account cash receipts from the year ended December 31, 2019.

- a. We agreed the amounts paid to the Agency for the receipts selected. We found no exceptions.
- b. We inspected the Fund Ledger Report to determine the receipts were recorded to the proper fund and in the proper year. We found no exceptions.

Seized Funds Account Cash Receipts

We selected all Seized Funds cash receipts from the year ended December 31, 2020 recorded in the Fund Ledger Report and:

- a. Agreed the receipt amount to the amount recorded in the bank statement. The amounts agreed.
- b. We agreed the amounts to supporting Court Documents for amounts to be received. We found no exceptions.
- c. We inspected the Fund Ledger Report to determine the receipt was recorded to the proper fund and in the proper year. We found no exceptions.

Debt

1. The prior agreed-upon procedures documentation disclosed no debt outstanding as of December 31, 2018.
2. We inquired of management, and inspect the Account History Report for evidence of debt issued during 2020 or 2019 or debt payment activity during 2020 or 2019. There were no new debt issuances, nor any debt payment activity during 2020 or 2019.

Payroll Cash Disbursements

1. We selected one payroll check for five employees from 2020 and one payroll check for five employees from 2019 from the PREDIT Report and:
 - a. We compared the hours and pay rate, or salary recorded in PREDIT Report to supporting documentation (timecard, legislatively approved rate or salary). We found no exceptions.
 - b. We inspected the fund and account codes to which the check was posted to determine the posting was allowable based on the employees' duties as documented in the employees' personnel file. We found no exceptions.
 - c. We confirmed 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, 2020 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 2020. We observed the following:

Withholding (plus employer share, where applicable)	Date Due	Date Paid	Amount Due	Amount Paid
Federal income taxes & Medicare	January 31, 2021	December 18, 2020	\$4,798.24	\$4,798.24
State income taxes	January 15, 2021	December 18, 2020	\$971.37	\$971.37
OPERS & SPRS retirement	January 30, 2021	December 18, 2020	\$11,314.37	\$11,314.37

Non-Payroll Cash Disbursements

1. We selected 10 disbursements from the Account History Report for the year ended December 31, 2020 and 10 from the year ended 2019 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 Account History 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.

Non-Payroll Drug Buy Account Cash Disbursements

1. From the Fund Ledger Report, we re-footed checks recorded as disbursements for the Drug Buy Account for 2020 and 2019. We found no exceptions.
2. We selected all disbursements from the Fund Ledger Report for the year ended December 31, 2020 and all from the year ended 2019 and determined whether:
 - a. The disbursements were for a proper public purpose. We found no exceptions.
 - b. The withdrawal slip date, payee name and amount recorded on the bank statement agree to the withdrawal number, date, payee name and amount recorded in the Fund Ledger Report. We found no exceptions.

Non-Payroll Seized Funds Account Cash Disbursements

1. From the Fund Ledger Report, we re-footed checks recorded as disbursements for the Seized Funds for 2020 and 2019. We found no exceptions.
2. We selected all disbursements from the Fund Ledger Report for the year ended December 31, 2020 and a sample (agreed upon) of 2 from the year ended 2019 and determined whether:
 - a. The disbursements were for a proper public purpose. We found no exceptions.
 - b. The withdrawal slip, cashier check, date, payee name and amount recorded on the bank statement agree to the withdrawal number, date, payee name and amount recorded in the Fund Ledger Report and to the names and amounts on the supporting invoices. We found no exceptions.

Sunshine Law Compliance

1. We obtained and inspected the Agency'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 selected all public records requests from the engagement period and inspected each request to determine the following:
 - a. The Agency was compliant and responded to the request in accordance with their adopted policy as required by Ohio Rev. Code § 149.43(B)(1). We found no exceptions.
 - b. We inquired with Agency management and determined that the Agency did not have any denied public requests during the engagement period.
 - c. We inquired with Agency management and determined the Agency did not have any public records requests with redactions during the engagement period.
3. We inquired whether the Agency 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.
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 Agency's policy manual and determine the public records policy was included as required by Ohio Rev. Code § 149.43(E)(2). We found no exceptions.

6. We inquired with Agency management and noted the Agency poster describing their Public Records Policy was not displayed conspicuously in all branches as required by Ohio Rev. Code § 149.43(E)(2). We noted the location of the Agency is confidential and the public is not permitted at the Agency location.
7. We inquired with Agency management and determined that the Agency did not have any applications for record disposal submitted to the Records Commission during the engagement period.
8. We inquired with Agency management and determined that the Agency 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 Agency 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 Section 121.22(G).
 - c. Formal governing board actions were adopted in open meetings.We found no exceptions.

Other Compliance

1. Ohio Rev. Code Section 117.38 requires the Agency 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 will confirm the Agency 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.

2. For all credit card accounts we obtained:
 - copies of existing internal control policies,
 - a list(s) of authorized users, and
 - a list of all credit card account transactions.
- a. We inspected the established policy obtained above and determined it is:
 - i. in compliance with the HB 312 statutory requirements, and
 - ii. implemented by the entity.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 Agency'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 Agency'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

May 20, 2020

OHIO AUDITOR OF STATE KEITH FABER



MEDWAY DRUG ENFORCEMENT AGENCY

WAYNE 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 6/15/2021

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This report is a matter of public record and is available online at
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