



OHIO AUDITOR OF STATE KEITH FABER



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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Village of Woodville
Sandusky County
530 Lime Street, P.O. Box 156
Woodville, OH 43460-0156

We have performed the procedures enumerated below on the Village of Woodville, Sandusky County, Ohio's (the Village) receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2021 and 2020 and certain compliance requirements related to those transactions and balances, included in the information provided to us by the management of the Village. The Village is responsible for the receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2021 and 2020 and certain compliance requirements related to these transactions and balances included in the information provided to us by the Village.

The Village Council, Mayor and the management of the Village have agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of providing assistance in the evaluation of the Village's receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2021 and 2020, and certain compliance requirements related to these transactions and balances. No other party acknowledged the appropriateness of the procedures. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of the report and may not meet the needs of all users of the report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes. The sufficiency of the procedures is solely the responsibility of the parties specified in the 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.

For the purposes of performing these procedures, this report only describes exceptions exceeding \$10.

The procedures and the associated findings are as follows:

Cash and Investments

1. We recalculated the December 31, 2021 and December 31, 2020 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2020 beginning fund balances for each fund recorded in the YTD Fund Report to the December 31, 2019 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, 2021 beginning fund balances for each fund recorded in the YTD Fund Report to the December 31, 2020 balances in the YTD Fund Report. We found no exceptions.
3. We agreed the 2021 and 2020 bank reconciliation balances as of December 31, 2021 and 2020 to the total fund cash balances reported in the YTD Fund Report and the financial statements filed by the Village in the Hinkle System. The amounts agreed.

4. We confirmed the December 31, 2021 bank account balance(s) with the Village's financial institutions. We found no exceptions. We also agreed the confirmed balances to the amounts appearing in the December 31, 2021 bank reconciliation without exception.
5. We selected five reconciling debits (such as outstanding checks) from the December 31, 2021 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 and determined the debits were dated prior to December 31. We found no exceptions.
6. We selected both reconciling credits (such as deposits in transit) from the December 31, 2021 bank reconciliation:
 - a. We traced each credit to the subsequent January bank statement. We found no exceptions.
 - b. We agreed the credit amounts to the Detail Revenue Transactions Report and determined they were dated prior to December 31. We found no exceptions.
7. We inspected investments held at December 31, 2021 and December 31, 2020 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 found no exceptions.

Property Taxes, Intergovernmental and Other Confirmable Cash Receipts

1. We selected a total of five receipts from the *Statement of Semiannual Apportionment of Taxes*, State Distribution Transaction Listing (DTL), and the Sandusky County Auditor Accounts Payable Invoice Report for 2021 and a total of five from 2020
 - a. We compared the amount from the above named reports to the amount recorded in the Detail Revenue Transactions Report. The amounts agreed.
 - b. We inspected the Detail Revenue Transactions Report to determine these receipts were allocated to the proper funds as required by Ohio Rev. Code §§ 5705.05-.06 and 5705.10. We found no exceptions.
 - c. We inspected the Detail Revenue Transactions 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 Detail Revenue Transactions Report to determine whether it included two real estate tax receipts for 2021 and 2020. The Detail Revenue Transactions Report included the proper number of tax receipts for each year. We found no exceptions.
3. We confirmed the amounts paid from the Ohio Public Works Commission (the Commission) directly to vendors on behalf of the Village during 2020 with the Commission. We inspected the Detail Revenue Transactions Report and Detail Expense Transactions Report and noted the Fiscal Officer did not record this activity. We noted intergovernmental receipts and capital outlay disbursements in the amount of \$300,892 were not recorded in 2020 in the Public Works Commission Project - Issue 2 Fund.

Utilities Charges for Services Cash Receipts

1. We selected 10 Water and Sewer Fund collection cash receipts from the year ended December 31, 2021 and 10 Water and Sewer Fund collection cash receipts from the year ended 2020 recorded in the Detail Revenue Transactions Report and determined whether the:
 - a. Receipt amount per the Detail Revenue Transactions Report agreed to the amount recorded to the credit of the customer's account in the Utility Billing Journal Report. The amounts agreed.
 - b. Amount charged for the related billing period:
 - i. Agreed with the debit to accounts receivable in the Utility Billing Journal Report for the billing period. We found no exceptions.
 - ii. Complied with rates in force during the engagement period multiplied by the consumption amount recorded for the billing period, plus any applicable late penalties, plus unpaid prior billings.
 - c. Receipt was posted to the proper funds, and was recorded in the year received. We found no exceptions.
2. We observed the Utility Delinquent Billing Journal Report.
 - a. This report listed \$9,550.39 and \$32,957.06 of accounts receivable as of December 31, 2021 and 2020, respectively.
 - b. Of the total receivables reported in the preceding procedure, \$99.19 and \$2,069.73 were recorded as more than 90 days delinquent.
3. We observed the Miscellaneous Charges Journal for each month in 2020 and 2021.
 - a. This report listed a total of \$340 and \$199.50 non-cash receipts adjustments for the years ended December 31, 2021 and 2020, respectively.
 - b. We selected five non-cash adjustments from 2021 and five non-cash adjustments from 2020, and observed that the Village Administrator approved each adjustment.

Debt

1. From the prior agreed-upon procedures documentation, we observed the following loans were outstanding as of December 31, 2019. These amounts agreed to the Village's January 1, 2020 balances on the summary we used in procedure 3.

Issue	Principal outstanding as of December 31, 2019:
OWDA Loan #5795	\$5,798,288
OWDA Loan #5688	238,625
OWDA Loan #5557	85,474
OWDA Loan #6545	313,388
OWDA Loan #6964	16,846
OPWC #CT13F	3,916
OPWC #CE26B	17,706
OPWC #CE09Q	64,625

2. We inquired of management, and inspected the Detailed Revenue Transaction Report and Detailed Expense Transactions Report for evidence of debt issued during 2021 or 2020 or debt payment activity during 2021 or 2020. All debt agreed to the summary we used in procedure 3.
3. We obtained a summary of loans activity for 2021 and 2020 and agreed principal and interest payments from the related debt amortization schedules to Water and Sewer fund payments reported in the Detailed Expense Transactions Report. We also compared the date the debt service payments were due to the date the Village made the payments. We found no exceptions.

4. We inspected the Detail Revenue Transactions Report and Detail Expense Transactions Report and noted the Fiscal Officer did not record Ohio Public Works Commission (OPWC) loan activity paid directly to the vendors on behalf of the Village. Loan proceeds receipts and capital outlay disbursements in the amount of \$3,618 should have been recorded in the Public Works Commission Project – Issue 2 Fund during 2020.
5. For new debt issued during 2020, we inspected the debt legislation, which stated the Village must use the proceeds for sanitary sewer and water treatment plant improvements projects. We inspected the OPWC's Disbursements History page and noted disbursements during 2020 were for the sanitary sewer and water treatment plan projects made by the OPWC directly to the vendors on behalf of the Village.

Payroll Cash Disbursements

1. We selected one payroll check for five employees from 2021 and one payroll check for five employees from 2020 from the Summary Payroll History Report and:
 - a. We compared the hours and pay rate, or salary recorded in the Detail Payroll Check History Report to supporting documentation (timecard, legislatively or statutorily-approved rate or salary).
 - i. We inspected the employees' personnel files for the Retirement system, Federal, State and 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 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 files. 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, 2021 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 during 2021. We observed the following:

Withholding (plus employer share, where applicable)	Date Due	Date Paid	Amount Due	Amount Paid
Federal income taxes and Medicare (and social security, for employees not enrolled in pension system)	January 31, 2022	December 31, 2021	\$3,658.74	\$3,658.74
State income taxes	January 15, 2022	January 13, 2022	5,488.79	5,488.79
OPERS retirement	January 30, 2022	January 26, 2022	9,555.05	9,555.05
OP&F retirement	January 31, 2022	January 26, 2022	6,720.92	6,720.92

We found no exceptions.

Non-Payroll Cash Disbursements

We selected 10 disbursements from the Detailed Expense Transaction Report for the year ended December 31, 2021 and 10 from the year ended 2020 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 Detailed Expense Transaction 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 § 5705.41(D). We found no exceptions.

Compliance – Budgetary

1. Ohio Rev. Code § 5705.41(B) prohibits expenditures (disbursements plus certified commitments) from exceeding appropriations. We compared total expenditures to total approved appropriations (Ohio Rev. Code §§ 5705.38 and 5705.40) plus any carryover appropriations for the years ended December 31, 2021 and 2020 for the General, Water, and Sewer Funds as recorded in the MTD/YTD Expense Report. Expenditures did not exceed appropriations.
2. We inspected the five largest interfund transfers from 2021 and 2020 Combined Fund Transfer Report for compliance with Ohio Rev. Code §§ 5705.14 - .16. We found no evidence of transfers these Sections prohibit, or for which Section 5705.16 would require approval by the Tax Commissioner.
3. We inspected the Cash Summary by Fund Report for the years ended December 31, 2021 and 2020 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. There were no funds having negative cash fund balances.

Compliance – American Municipal Power Joint Venture Debt Covenant Requirements

1. The Village is a member of Ohio Municipal Electric Generation Agency Joint Venture 2 (OMEGA JV2). Appendix M, Section 11(A) of the Joint Venture Agreement requires the Village's Electric Utility receipts, as defined, to be at least 110% of its OMEGA JV2 operating and maintenance plus debt service charges, as defined.

Using information from the Village's unadjusted receipts and disbursements ledger, we calculated the cash basis debt coverage including other available funds (as defined) for its OMEGA JV2 for the years ended December 31, 2021 and 2020.

For the year ended December 31, 2021, the ratio of the Village's Electric Utility receipts to OMEGA JV2 debt service disbursements was 30.43, meeting the Village's debt covenant obligation of 1.10 times set forth in Appendix M, Section 11(A) of the Joint Venture Agreement.

For the year ended December 31, 2020, this ratio was 30.20, thus meeting the Village's debt covenant obligation.

Exhibit JV2 presents the supporting calculations.

2. The Village is a member of Ohio Municipal Electric Generation Agency Joint Venture 5 (OMEGA JV5). Section 17(A) of the Joint Venture Agreement requires the Village's Electric Utility receipts, as defined, to be at least 110% of its OMEGA JV5 operating and maintenance plus debt service charges, as defined.

Using information from the Village's unadjusted receipts and disbursements ledger, we calculated the cash basis debt coverage for its OMEGA JV5 for the years ended December 31, 2021 and 2020.

For the year ended December 31, 2021, the ratio of the Village's Electric Utility receipts to OMEGA JV5 debt service disbursements was 4.95, meeting the Village's debt covenant obligation of 1.10 times set forth in Section 17(A) of the Joint Venture Agreement.

For the year ended December 31, 2020, this ratio was 6.88, thus meeting the Village's debt covenant obligation.

Exhibit JV5 presents the supporting calculations.

Sunshine Law Compliance

1. We obtained and inspected the Village'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 the only public records request from the engagement period and inspected the request to determine the following:
 - a. The Village 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. The Village did not have any denied public records requests during the engagement period.
 - c. The Village did not have any public records requests with redactions during the engagement period.
3. We inquired whether the Village 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 Village'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 Village's poster describing their Public Records Policy was displayed conspicuously in all branches of the Village as required by Ohio Rev. Code § 149.43(E)(2). We found no exceptions.
7. We inquired with Village management and determined that the Village did not have any applications for record disposal submitted to the Records Commission during the engagement period.

8. We inspected individual proof of attendance and determined whether each elected official in accordance with Ohio Rev. Code § 149.43(E)(1) (or his/her designee) successfully attended a certified three-hour Public Records Training for each term of office as required by Ohio Rev. Code § 109.43(B). We found no exceptions.
9. We inspected the public notices for the public meetings held during the engagement period and determined the Village 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.

HB 481 / HB 614 Coronavirus Relief Fund (CRF) Compliance

1. We inquired of management and those charged with governance and documented how the Village decided to spend their CRF allocations and how the Village documented their compliance with the CARES Act three-prong test. We then selected five non-payroll transactions and determined the Village:
 - a. Spent the CRF money (including additional distributions or redistributions) in accordance with use of funds requirements and
 - b. Maintained appropriate supporting documentation.We found no exceptions.
2. We recalculated the unencumbered balance the local government paid back to the county treasurer and determined the proper amount was repaid. We also compared the date of the repayment to the required date of November 20, 2020 and determined the payment was made in a timely manner. We found no exceptions.

Other Compliance

1. Ohio Rev. Code § 117.38 requires villages 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 Village 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, 2021 and 2020 in the Hinkle system. We found no exceptions.

2. We inquired of the fiscal officer and inspected the Fiscal Integrity Act Portal (<http://www.ohioauditor.gov/fiscalintegrity/default.html>) to determine whether the fiscal officer obtained the training required by Ohio Rev. Code §§ 507.12 and 733.81. Fiscal Officer obtained the required training.

We were engaged by the Village to perform this agreed-upon procedures engagement and conducted our engagement in accordance with the attestation standards established by the AICPA and the Comptroller General of the United States' *Government Auditing Standards*. We were not engaged to, and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the Village'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.

We are required to be independent of the Village and to meet our ethical responsibilities, in accordance with the ethical requirements established by the Comptroller General of the United States' *Government Auditing Standards* related to our agreed upon procedures engagement.



Keith Faber
Auditor of State
Columbus, Ohio

January 27, 2023

AMP Ohio JV 2 & JV 5 Revenue Coverage Calculation
ELECTRIC FUND
Village of Woodville
Regulatory Cash Basis

Statement of Revenues, Expenses and Changes in Fund Balances	2021
Operating Revenues	
Charges for Services	\$ 1,588,378
Other Operating (Miscellaneous) Revenues	13,614
Total Operating Revenues	<u>1,601,992</u>
Operating Expenses	
Personal Services	273,161
Purchased Power AMP-Ohio (Including Gorsuch/JV5/JV2 Debt Service if recorded with Purch Pwr)	1,191,010
kWh Tax Paid to State	3,387
Materials & Supplies	8,426
Total Operating Expenses	<u>1,475,985</u>
Total Operating Income	<u>126,007</u>
Nonoperating Income/Expenses	
Non Operating Income	0
Non Operating Expenses	(164,679)
Net Nonoperating Revenue	<u>(164,679)</u>
Transfers	
Transfers - In	51,810
Transfers - Out	0
Net Transfers	<u>51,810</u>
Fund Balance - January 1	1,145,956
Fund Balance - December 31	\$ 1,159,094

AMP Ohio JV 2 & JV 5 Revenue Coverage Calculation
ELECTRIC FUND
Village of Woodville
Regulatory Cash Basis

Calculation of Debt Coverage:

2021

JV5

1	Operating Income (From Above)	\$ 126,007
2	Add back: JV5 Debt Service (If included above as Operating Expense)	44,980
3	JV2 Debt Service (If included above as Operating Expense)	0
4	Other Electric System Debt Service (If included above as Operating Expense)	0
5	Depreciation (GAAP) / Capital outlay (cash basis)	0
6	kWh Tax from General Fund Included in either Transfers In or Operating Income	51,809
		<u>0</u>
7	Adjusted Operating Income Available for Debt Service (L1+L2+L3+L4+L5+L6)	<u>222,797</u>
8	Debt: Omega JV5 Debt Service	44,980
9	OMEGA JV2 Debt Service	0
10	Other Electric System Debt Service	<u>0</u>
11	Total Electric System Debt Service	<u>\$ 44,980</u>
12	Coverage (JV5 Covenants require 110% or 1.1 times coverage of all debt)	<u>4.95 Times</u>

JV2

13	Other Electric System Debt Service (Total Adjusted for Total AMP-Ohio Loan P&I paid)	0
14	Other Funds Available for Debt Service	
15	Beginning of year Cash and Cash Equivalents	\$ 1,145,956
16	Debt Service Reserve Fund (If applicable)	<u>0</u>
17	Total Other Funds Available for Debt Service	<u>1,145,956</u>
18	Coverage (JV2 Covenants require 110% or 1.1 times coverage of all debt)	<u>30.43 Times</u>

Note: The Fund Balance in a cash basis system is the Cash Balance.

1 Months Revenues (Average) [equals charges for services / 12]	132,365
Fund Balance	\$ 1,159,094
Months of Electric Fund Balance "in reserve" (i.e. on hand)	8.8

AMP Ohio JV 2 & JV 5 Revenue Coverage Calculation
ELECTRIC FUND
Village of Woodville
Regulatory Cash Basis

Statement of Revenues, Expenses and Changes in Fund Balances	2020
Operating Revenues	
Charges for Services	\$ 1,601,221
Other Operating (Miscellaneous) Revenues	<u>23,027</u>
Total Operating Revenues	<u>1,624,248</u>
Operating Expenses	
Personal Services	265,573
Purchased Power AMP-Ohio (Including Gorsuch/JV5/JV2 Debt Service if recorded with Purch Pwr)	1,135,862
kWh Tax Paid to State	3,324
Materials & Supplies	<u>7,007</u>
Total Operating Expenses	<u>1,411,766</u>
Total Operating Income	<u>212,482</u>
Nonoperating Income/Expenses	
Non Operating Income	
Non Operating Expenses	<u>(167,568)</u>
Net Nonoperating Revenue	<u>(167,568)</u>
Transfers	
Transfers - In	51,917
Transfers - Out	<u>0</u>
Net Transfers	<u>51,917</u>
Fund Balance - January 1	1,049,126
Fund Balance - December 31	\$ 1,145,957

AMP Ohio JV 2 & JV 5 Revenue Coverage Calculation
ELECTRIC FUND
Village of Woodville
Regulatory Cash Basis

Calculation of Debt Coverage:

2020

JV5

1	Operating Income (From Above)	\$ 212,482
2	Add back: JV5 Debt Service (If included above as Operating Expense)	44,980
3	JV2 Debt Service (If included above as Operating Expense)	0
4	Other Electric System Debt Service (If included above as Operating Expense)	0
5	Depreciation (GAAP) / Capital outlay (cash basis)	0
6	kWh Tax from General Fund Included in either Transfers In or Operating Income	51,917
		<u>0</u>
7	Adjusted Operating Income Available for Debt Service	<u><u>309,379</u></u>
8	Debt: Omega JV5 Debt Service	44,980
9	OMEGA JV2 Debt Service	0
10	Other Electric System Debt Service	<u>0</u>
11	Total Electric System Debt Service	<u><u>\$ 44,980</u></u>
12	Coverage (JV5 Covenants require 110% or 1.1 times coverage of all debt)	<u><u>6.8782 Times</u></u>

JV2

13	Other Electric System Debt Service (Total Adjusted for Total AMP-Ohio Loan P&I paid)	\$ -
14	Other Funds Available for Debt Service	
15	Beginning of year Cash and Cash Equivalents	1,049,126
16	Debt Service Reserve Fund (If applicable)	<u>0</u>
17	Total Other Funds Available for Debt Service	<u><u>1,049,126</u></u>
18	Coverage (JV2 Covenants require 110% or 1.1 times coverage of all debt)	<u><u>30.2025 Times</u></u>

Note: The Fund Balance in a cash basis system is the Cash Balance.

1 Months Revenues (Average) [equals charges for services / 12]	133,435
Fund Balance	\$ 1,145,957
Months of Electric Fund Balance "in reserve" (i.e. on hand)	8.6

OHIO AUDITOR OF STATE KEITH FABER



VILLAGE OF WOODVILLE

SANDUSKY 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 2/9/2023

88 East Broad Street, Columbus, Ohio 43215
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This report is a matter of public record and is available online at
www.ohioauditor.gov