

DEERCREEK TOWNSHIP

PICKAWAY COUNTY, OHIO

AGREED-UPON PROCEDURES

**FOR THE YEARS ENDED
DECEMBER 31, 2023 & 2022**

OHIO AUDITOR OF STATE
KEITH FABER



65 East State Street
Columbus, Ohio 43215
ContactUs@ohioauditor.gov
800-282-0370

Board of Trustees
Deercreek Township
P.O. Box 114
Williamsport, Ohio 43164

We have reviewed the *Independent Accountant's Report on Applying Agreed-Upon Procedures* of Deercreek Township, Pickaway County, prepared by Julian & Grube, Inc., for the period January 1, 2022 through December 31, 2023. Based upon this review, we have accepted this report in lieu of the audit required by Section 117.11, Revised Code.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. Deercreek Township is responsible for compliance with these laws and regulations.

A handwritten signature in cursive script that reads 'Keith Faber'.

Keith Faber
Auditor of State
Columbus, Ohio

June 15, 2024

This page intentionally left blank.

Independent Accountant's Report on Applying Agreed-Upon Procedures

Deercreek Township
Pickaway County
P.O. Box 114
Williamsport, Ohio 43164

We have performed the procedures enumerated below on Deercreek Township's (the Township) receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2023 and 2022 and certain compliance requirements related to those transactions and balances, included in the information provided to us by the management of the Township. The Township is responsible for the receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2023 and 2022 and certain compliance requirements related to these transactions and balances included in the information provided to us by the Township.

The Board of Trustees and the management of the Township have agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of providing assistance in the evaluation of the Township's receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2023 and 2022, and certain compliance requirements related to these transactions and balances. Additionally, the Auditor of State has agreed to and acknowledged that the procedures performed are appropriate to meet their purposes. 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

1. We recalculated the December 31, 2023 and December 31, 2022 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2022 beginning fund balances for each fund recorded in the Cash Summary by Fund Report to the December 31, 2021 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, 2023 beginning fund balances for each fund recorded in the Cash Summary by Fund Report to the December 31, 2022 balances in the Cash Summary by Fund Report. We found no exceptions.
3. We agreed the 2023 and 2022 Bank Reconciliation adjusted UAN Balances and Adjusted Bank Balances as of December 31, 2023 and 2022 to the total fund cash balances reported in the Cash Summary by Fund Report and the financial statements filed by the Township in the Hinkle System. For 2023, the UAN balances included a duplicate receipt of \$915 (related to 2022), unrecorded interest receipts of \$567 and an unrecorded disbursement of \$1,341. For 2022, the adjusted UAN Balances included a duplicate receipt of \$915. These amounts were corrected in 2024.
4. We confirmed the December 31, 2023 bank account balances with the Ohio Pooled Collateral System. We found no exceptions.

Deercreek Township
 Pickaway County
 Independent Accountant’s Report on
 Applying Agreed-Upon Procedures

5. We selected 5 reconciling debits (such as outstanding checks) from the December 31, 2023 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 inspected the Cash Summary by Fund Report to determine whether the following the Findings For Adjustments identified in the prior year agreed-upon procedures report: (1) \$1,919 due from the Permanent fund, payable to the Private Purpose Trust fund (2) \$68 due from the General fund, payable to the Gasoline Tax fund (3) \$125 due from the General fund, payable to the Motor Vehicle License Tax fund and (4) \$125 due from the General fund, payable to the Gasoline Tax fund, were properly posted to the ledgers and reflected in the fund balances in Procedure 2. We found no exceptions.

Property Taxes and Intergovernmental Cash Receipts

1. We selected a total of 5 receipts from the *Statement of Semiannual Apportionment of Taxes*, State Distribution Transaction Lists (DTL), and the County Auditor Vendor Reports for 2023 and a total of 5 from 2022:
 - a. We compared the amount from the above named reports to the amount recorded in the Receipt Export Report. We noted one receipt that was recorded \$13 less due to netting of fees in 2023.
 - b. We inspected the Receipt Export Report to determine these receipts were allocated to the proper funds as required by Ohio Rev. Code §§ 5705.05 and 5705.10. In 2022, we found \$510 was recorded to the Permissive Motor Vehicle License Tax fund that should have been recorded into the Motor Vehicle License Tax Fund. In 2023, we found \$525 was recorded to the Permissive Motor Vehicle License Tax Fund that should have been recorded into the Motor Vehicle License Tax Fund. These amounts were corrected in 2024.
 - c. We inspected the Receipt Export 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 Receipt Export Report to determine whether it included 2 real estate tax receipts for 2023 and 2022. The Receipt Export Report included the proper number of tax receipts for each year. We found no exceptions.

Other Receipts

We selected 10 other receipts from the year ended December 31, 2023 and 10 other receipts from the year ended 2022 and:

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

Debt

1. From the prior agreed-upon procedures documentation, we observed the following loan was outstanding as of December 31, 2021.
 - a. These amounts agreed to the Township’s January 1, 2022 balances on the debt amortization schedules used in procedure 3. The Township did not prepare a summary.
 - b. We inspected the debt’s final offering documents for all outstanding debt, and the Township was in compliance with the debt covenants listed below.

Issue	Principal outstanding as of December 31, 2021:	Debt Covenant
Township Building Loan	\$58,532	Certain circumstances result in default and will result in a change to the interest rate.

Deercreek Township
 Pickaway County
 Independent Accountant’s Report on
 Applying Agreed-Upon Procedures

2. We inquired of management and inspected the Receipt Export Report and Payment Export Report for evidence of debt issued during 2023 or 2022 or debt payment activity during 2023 or 2022. The Township did not prepare a summary. For 2023 and 2022 the summary excluded all beginning balances, principal payments and ending balances.
3. We did not obtain a summary, as one was not prepared. We examined debt activity for 2023 and 2022 and agreed principal and interest payments from the related debt amortization schedules to debt fund payments reported in the Payment Export Reports. We also compared the date the debt service payments were due to the date the Township made the payments. The amounts agreed.

Payroll Cash Disbursements

1. We selected 1 payroll check for the only employee (non Fiscal Officer or Trustee) from 2023 and 1 payroll check for the only two employees (non Fiscal Officer or Trustee) from 2022 from the Wage Detail Reports and:
 - a. We compared the salary recorded in the Wage Detail Report to supporting documentation (legislatively-approved salary). We found no exceptions.
 - b. We inspected the fund and account code to which the check was posted to determine the posting was allowable based on the employees’ duties as documented in the minute record. We found no exceptions.
 - c. We confirmed the payment was posted to the proper year. We found no exceptions.
2. We selected the 2 new employees from 2022 and:
 - a. We inspected the employees’ personnel files for the Retirement system, Federal and State income tax withholding authorization.
 - b. We agreed the items in a above to the Wage Withholdings Detail Report.
We found no exceptions.
3. We inspected the last remittance of tax and retirement withholdings for the year ended December 31, 2023 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 2023. We observed the following:

Withholding (plus employer share, where applicable)	Date Due	Date Paid	Amount Due	Amount Paid
Federal income taxes & Medicare	January 31, 2024	January 18, 2024	\$1,467	\$1,467
State income taxes	January 15, 2024	December 28, 2023	\$220	\$220
Village of Williamsport income tax	January 15, 2024	December 28, 2023	\$33	\$33
OPERS retirement	January 31, 2024	December 20, 2023	\$1,341	\$1,341

We found no exceptions.

4. For the pay periods ended May 31, 2023 and January 31, 2022, we
 - a. Recomputed the allocation of the Fiscal Officer’s salary amounts and employer shares withholdings to the General, Gasoline Tax, and Cemetery funds and Trustee’s salary amounts to the General, Gasoline Tax, and Road funds per the Wage Detail Report.
 - b. Traced the Fiscal Officer’s and Boards’ pay for time or services performed to supporting certifications the Revised Code requires.
We found that one Board member’s employer shares withholding for OPERS were allocated to the Motor Vehicle License Tax fund rather than the Gasoline Tax fund in the amount of \$64 and \$62 for the pay periods ended May 31, 2023 and January 31, 2022, respectively. These amounts were corrected in 2024.
5. We compared total gross pay for the fiscal officer and each board of trustees for 2023 and 2022 to the compensation permitted by Ohio Rev. Code §§ 507.09 and 505.24, respectively. Their pay did not exceed the Ohio Rev. Code §§ 507.09 and 505.24 permitted amounts.

Non-Payroll Cash Disbursements

1. We selected 10 disbursements from the Payment Export Report for the year ended December 31, 2023 and 10 from the year ended 2022 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 Export Report and to the names and amounts on the supporting invoices. We found one instance in 2022 where the check date on the canceled check did not agree with the check date in the Payment Export Report, the canceled check date was 3 days before the post date.
 - c. The payment was posted to a fund consistent with the restricted purpose for which the fund's cash can be used. We found in 2023, \$50 in payments posted to the Motor Vehicle License Tax Fund, and \$314 in payments posted to the Gasoline Tax Fund that did not meet the restricted purpose for which those funds' cash can be used. We found in 2022, \$604 in payments posted to the Gasoline Tax fund that did not meet the restricted purpose for which those funds' cash can be used. These amounts were corrected in 2024.
 - 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 one instance in 2022 and two instances in 2023 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 § 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 inspect all disbursements requiring certification, our report provides no assurance whether or not additional similar errors occurred.

Compliance – Budgetary

1. Ohio Rev. Code § 5705.41(B) prohibits expenditures (disbursements plus certified commitments including outstanding encumbrances) 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, 2023 and 2022 for the General, Cemetery and Miscellaneous Debt Service funds as recorded in the Appropriation Status Report. Expenditures did not exceed appropriations.
2. We inspected the only interfund transfer from 2023 and the only interfund transfer from 2022 Interfund Transfer Listing Reports for compliance with Ohio Rev. Code §§ 5705.14 - .16. We found no evidence of transfers these Sections prohibit, or for which Ohio Rev. Code § 5705.16 would require approval by the Tax Commissioner.
3. We inspected the Cash Summary by Fund Report for the years ended December 31, 2023 and 2022 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 a negative cash fund balances.

Sunshine Law Compliance

1. We obtained and inspected the Township'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 Township management and determined that the Township did not have any public records requests (received, completed, denied, or redacted) during the engagement period.

Deercreek Township
Pickaway County
Independent Accountant's Report on
Applying Agreed-Upon Procedures

3. We inquired whether the Township 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 inquired with Township management and determined that the Township did not have a policy manual during the engagement period therefore the public records policy could not be included as required by Ohio Rev. Code § 149.43(E)(2).
6. We observed that the Township did not have a poster describing their Public Records Policy displayed conspicuously in all branches of the Township as required by Ohio Rev. Code § 149.43(E)(2).
7. We inquired with Township management and determined that the Township did not have any applications for record disposal submitted to the Records Commission during the engagement period.
8. We inspected individual training certificates 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 Township 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.

Contract Compliance

1. We inspected the Minutes and Payment Export Reports and identified the Township had expenditures subject to competitive bidding. We found no exceptions.
2. We selected 1 contract subject to competitive bidding requirements for 2023 and
 - a. We inspected the contract and other bids for the contracted expenditure and determined:
 - i. The Township accepted the lowest bid and met the requirements of Ohio Rev. Code §5575.01.
 - ii. No bid splitting occurred.
 - iii. No deliberate attempts to evade bid limitations occurred, such as successive contracts just under the bid amount, occurred.
 - iv. No apparent interest in the contract by a public official occurred.We found no exceptions.

Other Compliance

1. Ohio Rev. Code § 117.38 requires townships 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 Township 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, 2023 and 2022 in the Hinkle system. We found no exceptions.

Related Party Transactions

1. We inquired with management and identified the following Related Party Transactions:
 - a. One employee (cemetery sexton) is the son-in-law of one of the Township Trustees. We found no exceptions.
2. We confirmed the transactions with the other party. We found no exceptions.
3. We obtained supporting evidence for the Related Party Transactions identified in procedure 1. We found no exceptions.

We were engaged by the Township 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 Township'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 Township 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.



Julian & Grube, Inc.
May 24, 2024

OHIO AUDITOR OF STATE KEITH FABER



DEERCREEK TOWNSHIP

PICKAWAY 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 6/27/2024

65 East State Street, Columbus, Ohio 43215
Phone: 614-466-4514 or 800-282-0370

This report is a matter of public record and is available online at
www.ohioauditor.gov