

**ATHENS-HOCKING JOINT SOLID WASTE DISTRICT
ATHENS COUNTY**

AGREED UPON PROCEDURES

FOR THE YEARS ENDED DECEMBER 31, 2017 AND 2016

**Wilson, Phillips & Agin, CPA's, Inc.
1100 Brandywine Blvd. Building G
Zanesville, Ohio 43701**



Dave Yost • Auditor of State

Board Members
Athens Hocking Joint Solid Waste District
PO Box 693
Athens, Ohio 45701

We have reviewed the *Independent Accountants' Report on Applying Agreed-Upon Procedures* of the Athens Hocking Joint Solid Waste District, Athens County, prepared by Wilson, Phillips & Agin, CPA's, Inc., for the period January 1, 2016 through December 31, 2017. 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. The Athens Hocking Joint Solid Waste District is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Dave Yost".

Dave Yost
Auditor of State

June 26, 2018

This page intentionally left blank.

**WILSON, PHILLIPS & AGIN, CPA'S, INC.
1100 BRANDYWINE BLVD. BUILDING G
ZANESVILLE, OHIO 43701**

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Athens-Hocking Joint Solid Waste District
Athens County
P.O. Box 693
Athens, Ohio 45701

We have performed the procedures enumerated below, which were agreed to by the Board of Directors and the management of Athens-Hocking Joint Solid Waste District, Athens County, Ohio (the District) and the Auditor of State, on the receipts, disbursements and balances recorded in the Districts cash basis accounting records for the years ended December 31, 2017 and 2016, and certain compliance requirements related to those 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, 2017 and 2016 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. Athens County is custodian for the District's deposits and therefore the County's deposit and investment pool holds the Districts assets. We compared the Districts fund balance reported on its December 31, 2017 Fund Status Report to the balances reported in Athens County's accounting records. The amounts agreed.
2. We agreed the January 1, 2016 beginning fund balances recorded in the Fund Ledger Report to the December 31, 2015 balances to documentation in the prior year audited statements. We found no exceptions. We also agreed the January 1, 2017 beginning fund balances recorded in the Fund Ledger Report to the December 31, 2016 balances in the Fund Ledger Report. We found no exceptions.

Tipping Fees and Other Confirmable Cash Receipts

1. We confirmed the amounts paid from the Athens-Hocking Reclamation Center to the District during 2017 and 2016. They confirmed payment of the following amounts to the District:

Company	2017 Payments	2016 Payments
Athens-Hocking Reclamation Center	\$ 227,461.63	\$ 223,865.35

- a. We compared the amount confirmed with the amount the District recorded in its receipt records. We found no exceptions.
- b. We inspected the Receipts to Board Report to determine the receipt was allocated to the proper funds. We found no exceptions.
- c. We inspected the Receipts to Board Report to determine whether the receipt was recorded in the proper year. We found no exceptions.

Tipping Fees and Other Confirmable Cash Receipts (Continued)

2. We obtained the March 2016 and October 2017 total tonnage reports from the landfill in procedure 1.
 - a. We recalculated the dollar amount sent to the District based on rates in force during the period and agreed to the amounts posted to the Districts ledgers. We observed no exceptions.
3. We agreed amounts paid for Generation Fees to documentation supporting the amount received during 2017 and 2016. We found no exceptions.
 - a. We inspected the Receipts to Board Report to determine whether these receipts were allocated to the proper fund. We found no exceptions.
 - b. We inspected the Receipts to Board Report to determine whether the receipts were recorded in the proper year. We found no exceptions.

Debt

1. The prior audit documentation disclosed no debt outstanding as of December 31, 2015.
2. We inquired of management, and inspected the Receipts to Board Report and Vouchers to Auditor Report for evidence of debt issued during 2017 or 2016 or debt payment activity during 2017 or 2016. There were no new debt issuances, nor any debt payment activity during 2017 or 2016.

Payroll Cash Disbursements

1. We haphazardly selected one payroll check for five employees from 2017 and one payroll check for five employees from 2016 from the Summary Payroll History Report and:
 - a. We compared the hours and pay rate, or salary recorded in the Summary Payroll History Report to supporting documentation (timecard, legislatively or statutorily-approved rate or salary). We found no exceptions.
 - b. We inspected the fund and account code(s) to which the check was posted to determine the posing was reasonable based on the employee's duties as documented in the minute record, timesheets or as required by statute. We also 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, 2017 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 2017. We observed the following:

Withholding (plus employer share Where applicable)	Due Date	Date Paid	Amount W/H	Amount
Federal Income Taxes	January 31, 2018	December 29, 2017	\$ 336.86	\$ 336.86
State Income Taxes	January 31, 2018	December 29, 2017	66.39	66.39
OPERS Retirement	January 31, 2018	January 19, 2018	577.92	577.92

Non-payroll Cash Disbursements

1. We haphazardly selected ten disbursements from the Transaction Listing for the year ended December 31, 2017 and ten from the year ended 2016 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 Transaction Listing 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 Section 5705.41(D). We found no exceptions.
 - e. The disbursement was allowable under Ohio Rev. Code Section 3734.57(G), and the Districts policies and procedures. We found no exceptions.

Compliance-Budgetary

1. We compared the total estimated receipts from the *Official Certificate of Estimated Resources*, required by Ohio Revised Code Section 5705.28 (B)(2) and 5705.36 (A)(1), to the amounts recorded in the Revenue Ledger for the General Fund, Tire Amnesty Fund, and OEPA Litter/Tire Fund for 2017 and the General Fund, Litter Management Grant Fund, and Capital Improvements Fund for 2016. The amounts on the *Certificate* agreed to the amount recorded in the accounting system, except for the General Fund and Litter Management Grant Fund for 2016 and Tire Amnesty Fund and OEPA Litter/Tire Fund for 2017. The Revenue Status Report recorded budgeted (i.e. certified) resources for the General Fund of \$393,280 for 2016, the Litter Management Grant Fund of \$10,532 for 2016, the Tire Amnesty Fund of \$16,248 for 2017, and the OEPA Litter/Tire Fund of \$15,800 for 2017. However, the *Official Certificate of Estimated Resources* reflected \$382,000, \$13,685, \$0, and \$23,044 for those funds, respectively. The fiscal officer should periodically compare amounts recorded in the Revenue Ledger to amounts recorded on the *Official Certificate of Estimated Resources* to assure they agree. If the amounts do not agree, the Directors may be using inaccurate information for budgeting and monitoring purposes.
2. We inspected the appropriation measures adopted for 2017 to determine whether, for the General Fund, Tire Amnesty Fund, and OEPA Litter/Tire Fund and for 2016 to determine whether, for the General Fund, Litter Management Grant Fund, and Capital Improvements Fund the Directors appropriated separately for "each office, department, and division, and within each, the amount appropriated for personal services," as is required by Ohio Revised Code Section 5705.28 (B)(2) and 5705.38(C). We found no exceptions.
3. We compared total appropriations required by Ohio Revised Code Section 5705.28 (B)(2), 5705.38 and 5705.40, to the amounts recorded in the Budget and Appropriation Report for 2017 and 2016 for the following funds: General Fund. The amounts on the appropriation resolutions agreed to the amounts recorded in the Budget and Appropriation Report.
4. Ohio Revised Code Section 5705.28 (B)(2)(c) prohibits appropriations from exceeding the estimated revenue available for expenditure (receipts plus beginning unencumbered cash). We compared total appropriations to total estimated revenue for the General Fund, Tire Amnesty Fund, and OEPA Litter/Tire Fund for 2017 and the General Fund, Litter Management Grant Fund, and Capital Improvements Fund for 2016. We observed no funds for which appropriations exceeded estimated revenue. We observed that Tire Amnesty Fund appropriations for 2017 exceeded estimated revenue by \$13,980, contrary to Ohio Rev. Code Section 5705.28(B)(2)(c). The Trustees should not pass appropriations exceeding estimated revenue. Allowing this to occur could cause the District to incur fund balance deficits.

5. Ohio Revised Code Section 5705.28 (B)(2) and 5705.41(B) prohibits expenditures (disbursements plus certified commitments) from exceeding appropriations. We compared total expenditures to total appropriations for the year ended December 31, 2017 for the General Fund, Tire Amnesty Fund, and OEPA Litter/Tire Fund and for the year ended December 31, 2016 for the General Fund, Litter Management Grant Fund, and Capital Improvements Fund for 2016. General Fund and Special Revenue Fund, as recorded in the Budget and Appropriation Report. We observed that expenditures did not exceed appropriations.
6. For funds existing in prior years, inspect the fund activity to determine whether the fund is still being used for the statutorily approved purpose and that all the required funds were established. All the required funds were established and no new funds for which the statutorily approved purpose was no longer valid included on the accounting records.
7. We inspected the 2017 and 2016 Receipts to Board Report and Vouchers to Auditor Report for evidence of interfund transfers exceeding \$5,000 which Ohio Revised Code Sections 5705.14 - .16 restrict. We observed no evidence of transfers these Sections prohibit, or for which Section 5705.16 would require approval by the Tax Commissioner (effective after June 30, 2017) and Court of Common Pleas (effective through June 30, 2017).
8. We inspected the Cash Summary by Fund Report for the years ended December 31, 2017 and 2016 for negative cash fund balance. Ohio Revised Code Section 5701.10(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. We observed no funds having negative cash fund balances

Other Compliance

1. Ohio Revised Code Section 117.38 requires these 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, in addition to filing extensions granted for extenuating circumstances, allow for refiling complete financial statements, as defined in AOS Bulletin 2015-007 in the Hinkle System for December 31, 2017 and 2016 fiscal year ends included 2015-2016 or 2016-2017 agreed up on procedure engagements, subsequent to the District's deadline where the initial filing was filed on time but incomplete. 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 years ended December 31, 2017 and 2016 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 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, 2017 and 2016, and certain compliance requirements related to these transactions and balances and is not suitable for any other purpose.

Wilson, Phillips & Agin, CPA's, Inc.
Zanesville, Ohio
June 5, 2018



Dave Yost • Auditor of State

ATHENS-HOCKING JOINT SOLID WASTE DISTRICT

ATHENS 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
JULY 10, 2018**