



Dave Yost • Auditor of State

**SOUTHEASTERN OHIO JOINT SOLID WASTE MANAGEMENT DISTRICT
NOBLE COUNTY**

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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Southeastern Ohio Joint Solid Waste Management District
Noble County
46049 Marietta Road, Suite 6
Caldwell, Ohio 43724

We have performed the procedures enumerated below, which were agreed to by the Board of Directors and the management of the Southeastern Ohio Joint Solid Waste Management District, Noble 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, 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

1. Noble County is custodian for the District's deposits, and therefore the County's deposit pool holds the District's assets. We compared the District's fund balance reported on its December 31, 2017 Cash Balance Report to the balance reported in Noble County's accounting records. The amounts agreed.
2. We agreed the January 1, 2016 beginning fund balance recorded in the Cash Balance Report to the December 31, 2015 balance in the prior year audited statement. We found no exceptions. We also agreed the January 1, 2017 beginning fund balance recorded in the Cash Balance Report to the December 31, 2016 balance in the Cash Balance Report. We found no exceptions.

Tipping Fees and Other Confirmable Cash Receipts

1. We confirmed the amounts paid from the Suburban South Recycling & Disposal Facility/Waste Management and Cambridge Transfer & Recycling Facility/Kimble, Clay & Limestone to the District during 2017 and 2016. They confirmed payment of the following amounts to the District:

Company	2017 Payments	2016 Payments
Suburban South Recycling & Disposal Facility/Waste Management	\$298,953	\$169,904
Cambridge Transfer & Recycling/Kimble, Clay & Limestone	\$440,426	\$257,709

- a. We compared the amount confirmed with the amount the District recorded in its receipt records.

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Tipping Fees and Other Confirmable Cash Receipts (Continued)

- a. (Continued) The only differences were that Cambridge Transfer and Recycling Facility confirmed \$39,748.04 more and \$26,134.94 less than the District recorded in 2017 and 2016, respectively. The District recorded the \$26,134.94 amount in January 2016, which was for November 2015 fees. The District recorded the \$39,748.04 in January 2018, which was for November 2017 fees. Also, Suburban South Recycling & Disposal Facility/Waste Management confirmed \$16,152.78 and \$16,612.90 more than the District recorded during 2017 and 2016, respectively. The District recorded December 2015 fees in January 2016 in the amount of \$7,631.06, recorded December 2016 fees in January 2017 in the amount of \$24,243.96 and recorded November and December 2017 fees in January 2018 in the total amount of \$40,396.72. We were able to agree the receipts recorded at the landfills to the District's Revenue Ledger for the months noted; therefore, we did not consider these as exceptions.
 - b. We inspected the Receipt Ledger to determine whether these receipts were allocated to the proper fund. We found no exceptions.
 - c. We inspected the Receipt Ledger to determine whether the receipts were recorded in the proper year. We found no exceptions.
2. We obtained the May 2016 and September 2017 total tonnage reports from the landfills in procedure 1.
 - a. We recalculated the dollar amount sent to the District based on the rates in force during the period and agreed to the amounts posted to the District's ledgers. We observed no exceptions.
 3. We confirmed the amounts paid from the Ohio Environmental Protection Agency to the District during 2016 with the State Distribution Transaction List. We found no exceptions.
 - a. We inspected the Receipt Ledger to determine whether these receipts were allocated to the proper fund. We found no exceptions.
 - b. We inspected the Receipt Ledger 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 Receipt Ledger and Appropriation Ledger 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 all employees from 2017 and one payroll check for all employees from 2016 from the Payroll Transmittal Report and:
 - a. We compared the hours and pay rate, or salary amount recorded in the Payroll Transmittal Report to supporting documentation (timecard, legislatively or statutorily-approved rate or salary). We found no exceptions.
 - b. We inspected the fund and account code to which the check was posted to determine if they were reasonable based on the employees' duties as documented in the minute record. We also confirmed the payment was posted to the proper year. We found no exceptions.

Payroll Cash Disbursements (Continued)

2. We inspected the last remittance of tax and retirement withholdings for the year ended December 31, 2017 to confirm remittances were timely charged by the fiscal agent (Noble County), and if the amounts charged 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)	Date Due	Date Paid	Amount Due	Amount Paid
Federal income taxes & Medicare	January 31, 2018	December 29, 2017	\$506.49	\$506.49
State income taxes	January 15, 2018	December 29, 2017	\$108.39	\$108.39
OPERS retirement	January 30, 2018	January 19, 2018	\$1,146.50	\$1,146.50

Non-Payroll Cash Disbursements

We haphazardly selected ten disbursements from the Appropriation Ledger 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 Appropriation Ledger 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 §§ 5705.28(B)(2) and 5705.41(D). We found no exceptions.
- e. The disbursement was allowable under Ohio Rev. Code § 3734.57(G), and the Districts policies and procedures. We found no exceptions.

Compliance – Budgetary

1. We compared the total estimated receipts from the Amended Official Certificate of Estimated Resources, required by Ohio Rev. Code §§ 5705.28(B)(2) and 5705.36(A)(1), to the amounts recorded in the Receipt Ledger for the General Fund for the years ended December 31, 2017 and 2016. The amounts agreed.
2. We inspected the appropriation measures adopted for 2017 and 2016 to determine whether, for the General 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 Rev. Code §§ 5705.28(B)(2) and 5705.38(C). We found no exceptions.
3. We compared total appropriations required by Ohio Rev. Code §§ 5705.28(B)(2), 5705.38 and 5705.40, to the amounts recorded in the Appropriation Ledger for 2017 and 2016 for the General Fund. The amounts on the appropriation resolutions agreed to the amounts recorded in the Appropriation Ledger.

Compliance – Budgetary (Continued)

4. Ohio Rev. Code § 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 for the years ended December 31, 2017 and 2016. We observed no funds for which appropriations exceeded estimated revenue.
5. Ohio Rev. Code §§ 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 years ended December 31, 2017 and 2016 for the General Fund, as recorded in the Appropriation Ledger. 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 funds for which the statutorily approved purpose was no longer valid were included on the accounting records.
7. We inspected the Budget Report for the years ended December 31, 2017 and 2016 for negative cash fund balance. Ohio Rev. Code § 5705.10(l) 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

Ohio Rev. Code § 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 in 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 the 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.

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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.

A handwritten signature in black ink that reads "Dave Yost". The signature is written in a cursive style with a large, looping "D" and "Y".

Dave Yost
Auditor of State
Columbus, Ohio

May 22, 2018

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SOUTHEASTERN OHIO JOINT SOLID WASTE MANAGEMENT DISTRICT

NOBLE 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
JUNE 14, 2018**