



OHIO AUDITOR OF STATE  
**KEITH FABER**







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## INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Hancock Regional Planning Commission  
Hancock County  
318 Dorney Plaza, Room 304  
Findlay, Ohio 45840

We have performed the procedures enumerated below, which were agreed to by the Board of Commissioners and the management of Hancock Regional Planning Commission, Hancock County, Ohio (the Commission), on the receipts, disbursements and balances recorded in the Commission's cash basis accounting records for the years ended December 31, 2019 and 2018 and certain compliance requirements related to those transactions and balances, included in the information provided to us by the management of the Commission. The Commission is responsible for the receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2019 and 2018 and certain compliance requirements related to these transactions and balances included in the information provided to us by the Commission. 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 held by Hancock County

1. Hancock County is custodian for the Commission's deposits used to process the Commission's payroll and therefore the County's deposit and investment pool holds the Commission's assets for processing payroll. We compared the Commission's fund balances reported on its December 31, 2019 Balance Sheet to the balances reported in Hancock County's accounting records. The amounts agreed.
2. We agreed the January 1, 2018 beginning fund balances recorded in the County's Budget Report to the December 31, 2017 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, 2019 beginning fund balances recorded in the County's Budget Report to the December 31, 2018 balances in the Balance Sheet. We found no exceptions.

### Cash held by Financial Institution

1. We recalculated the December 31, 2019 and December 31, 2018 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2018 beginning fund balances recorded in the Balance Sheet to the December 31, 2017 balances in the prior year audited statements, The January 1, 2018 beginning fund balance in the Balance Sheet was \$102,101. The December 31, 2017 fund balance in the prior year audited statement was \$96,737. We also agreed the January 1, 2019 beginning fund balances recorded in the 2019 Financial Statements to the December 31, 2018 fund balance in the

Balance Sheet. The January 1, 2019 beginning fund balance in the 2019 Financial Statements was \$9,285. The December 31, 2018 fund balance in the Balance Sheet was \$82,119. These differences occurred due to the Commission failing to include all accounts in their annual report. All accounts included in the Commission's financial records should be included in financial statements.

3. We agreed the totals per the bank reconciliations to the total of the December 31, 2019 and 2018 fund cash balances reported in the December 31, 2019 and 2018 Balance Sheets and the financial statements filed by the Commission in the Hinkle System. The amounts do not agreed. Total Fund Balance at December 31, 2019 on the reconciliation report was \$120,081 and the reported fund balance was \$6,875, a variance of \$113,206. The Commission's financial activity was under reported. In 2019, Revenues should have been reported at \$370,566 instead of \$312,150 and expenditures should have been reported at \$332,600 instead of \$314,560. In 2018, Revenues should have been reported at \$500,781 instead of \$385,885 and expenditures should have been reported at \$515,429 instead of \$405,867. The Commission should establish procedures to ensure all financial activity is included in the financial statements.
4. We observed the year-end bank balances on the financial institution's website. The balances agreed. We also agreed the confirmed balances to the amounts appearing in the December 31, 2019 bank reconciliation without exception.
5. We selected all reconciling debits (such as outstanding checks) from the December 31, 2019 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, to determine the debits were dated prior to December 31. We noted no exceptions.
6. We selected all reconciling credits (such as deposits in transit) haphazardly from the December 31, 2019 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 Receipts Register. Each credit was recorded as a December receipt for the same amount recorded in the reconciliation.

#### **Fees Charged To Subdivisions**

1. We selected two receipts of the fee charged to a participating subdivision from the year ended December 31, 2019 and two receipts of the fee charged to a participating subdivision from the year ended December 31, 2018 recorded in the duplicate cash receipts book and determined whether the:
  - a. Agreed the receipt amount to the amount recorded in the Profit and Loss Detail Report. The amounts agreed.
  - b. Confirm the amounts charged complied with rates in force during the period. We found no exceptions.
  - c. Inspected the Profit and Loss Detail Report to determine the receipt was posted to the proper fund, and was recorded in the proper year. We found no exceptions.
2. We obtained a list of the participating political subdivisions for 2019 and 2018. We inspected the Profit and Loss Detail Report to determine whether it included the proper number of receipts for Fees Charged to Subdivisions for 2019 and 2018. We observed that there were 15 participating political subdivisions for 2019 and 15 such receipts posted. For 2018 we observed that there were 18 participating political subdivisions and 18 such receipts posted.

### **Intergovernmental and Other Confirmable Cash Receipts**

1. We confirmed the amounts paid from Hancock County to the Commission during 2019 and 2018 with the County. We found no exceptions.
  - a. We inspected the Profit and Loss Detail Report to determine whether these receipts were allocated to the proper fund. We found no exceptions.
  - b. We inspected the Profit and Loss Detail Report to determine whether the receipts were recorded in the proper year. We found no exceptions.
2. We confirmed the amounts paid from the City of Findlay to the Commission during 2019 and 2018 with the City. We found no exceptions.
  - a. We inspected the Profit and Loss Detail Report to determine whether these receipts were allocated to the proper fund. We found no exceptions.
  - b. We inspected the Profit and Loss Detail Report to determine whether the receipts were recorded in the proper year. We found no exceptions.
3. We confirmed the amounts paid from the Community Foundation to the Commission during 2019 and 2018 with the Foundation. We found no exceptions.
  - a. We inspected the Profit and Loss Detail Report to determine whether these receipts were allocated to the proper fund. We found no exceptions.
  - b. We inspected the Profit and Loss Detail Report to determine whether the receipts were recorded in the proper year. We found no exceptions.

### **Debt**

1. The prior agreed-upon procedures documentation disclosed no debt outstanding as of December 31, 2017.
2. We inquired of management, and inspected the Profit and Loss Detail Report for evidence of debt issued during 2019 or 2018 or debt payment activity during 2019 or 2018. We noted no new debt issuances, nor any debt payment activity during 2019 or 2018.

### **Payroll Cash Disbursements**

1. We selected one payroll check for five employees from 2019 and one payroll check for five employees from 2018 from the County's Detail Check History by Employee Name and:
  - a. We compared the hours and pay rate, or salary recorded in the County's Detail Check History by Employee Name to supporting documentation (timecard or legislatively-approved rate or salary). We found no exceptions.
  - b. We inspected the fund and account code to which the check was posted to determine the posting was reasonable based on the employees' duties as documented in the employees' personnel files. We also confirmed the payment was posted to the proper year. We found no exceptions.
  - c. For any new employees selected, we compared the employees' personnel files for the following information and compared it with the information used to compute gross and net pay related to this check:
    - i. Name
    - ii. Authorized salary or pay rate and department and fund to which the check should be charged

- iii. Retirement system, Federal, State & Local income tax withholding authorization and withholding.

We found no exceptions related to procedures i. – iii. above.

- 2. We inspected the last remittance of tax and retirement withholdings for the year ended December 31, 2019 to confirm remittances were timely charged by the fiscal agent Hancock County, and if the amounts charged agreed to the amounts withheld, plus the employer's share where applicable, during the final withholding, period of 2019. We observed the following:

<b>Withholding (plus employer share, where applicable)</b>	<b>Date Due</b>	<b>Date Paid</b>	<b>Amount Due</b>	<b>Amount Paid</b>
Federal income taxes & Medicare (and social security, for employees not enrolled in pension system)	January 31, 2020	January 10, 2020	\$982.94	\$982.94
State income taxes	January 15, 2020	January 10, 2020	243.37	243.37
Local income tax	January 31, 2020	January 9, 2020	104.57	104.57
OPERS retirement	January 30, 2020	January 10, 2020	1,481.03	1,481.03

**Non-Payroll Cash Disbursements**

We selected 10 disbursements from the Profit and Loss Detail Report for the year ended December 31, 2019 and 10 from the year ended December 31, 2018 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 Profit and Loss Detail 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.

**Sunshine Law Compliance**

- 1. We obtained and inspected the Commission'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 Commission management and determined that the Commission did not have any completed public records requests during the engagement period.
- 3. We inquired with Commission management and determined that the Commission did not have any denied public records requests during the engagement period.
- 4. We inquired with Commission management and determined that the Commission did not have any public records requests with redactions during the engagement period.

5. We inquired whether the Commission 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.
6. 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.
7. We inspected the Commission'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.
8. We observed that the Commission's poster describing their Public Records Policy was displayed conspicuously in all branches of the Commission as required by Ohio Rev. Code § 149.43(E)(2). We found no exceptions.
9. We inquired with Commission management and determined that the Commission did not have any applications for record disposal submitted to the Records Commission during the engagement period.
10. We inquired with Commission management and determined that the Commission 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).
11. We inspected the public notices for the public meetings held during the engagement period and determined the Commission 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.
12. 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.
13. 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 these commissions 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 Commission 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, 2019 and 2018 in the Hinkle system. There were no exceptions.
2. For all credit card accounts we obtained:
  - copies of existing internal control policies,
  - a list of authorized users, and
  - a list of all credit card account transactions.
  - a. We selected 1 credit card transaction from each credit card account for testing. For selected transactions we inspected documentation to determine that:
    - i. Each transaction was supported with original invoices and for a proper public purpose.  
We found no exceptions.
  - b. We selected 3 credit card statements from each credit card account for testing. For selected statements we inspected documentation to determine that:
    - a. No unpaid beginning balance was carried forward to the current billing cycle,
    - b. Ending statement balance was paid in full, and
    - c. 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 Commission'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 Commission's receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2019 and 2018, 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

September 28, 2020



# OHIO AUDITOR OF STATE KEITH FABER



**HANCOCK REGIONAL PLANNING COMMISSION**

**HANCOCK 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 10/15/2020**

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This report is a matter of public record and is available online at  
[www.ohioauditor.gov](http://www.ohioauditor.gov)