



OHIO AUDITOR OF STATE
KEITH FABER





INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Athens County Soil and Water Conservation District
Athens County
69 South Plains Road
The Plains, Ohio 45780

We have performed the procedures enumerated below on the Athens County Soil and Water Conservation District's, Athens County, (the District) 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 District. The District 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 District.

The Board of Supervisors and the management of the District have agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of providing 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, 2023 and 2022, 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, 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 District's District Fund Balance Sheet Report or Special Fund Cash Balance Sheet Report to the December 31, 2021 balances in the prior year documentation in the prior year Agreed-Upon Procedures working papers. We found the District Fund's balance at January 1, 2022 exceeded the December 31, 2021 balance by \$40 due to a voided check. We also agreed the January 1, 2023 beginning fund balances for each fund recorded in the District's District Fund Balance Sheet Report or Special Fund Cash Balance Sheet Report to the December 31, 2022 balances in the District's District Fund Balance Sheet Report or Special Fund Cash Balance Sheet Report. We found no exceptions.

Cash and Investments (Continued)

3. We agreed the 2023 and 2022 bank reconciliation cleared balance from the Reconciliation Summary Report as of December 31, 2023 and 2022 to the total fund cash balances reported in the General Ledger Report and the financial statements filed by the District in the Hinkle System. For December 31, 2022, the amounts agreed. For December 31, 2023, Hinkle System amount varied by \$423 from the Reconciliation Summary Report due to outstanding checks of \$1,234 and a deposit in transit of \$811 included in the Reconciliation Summary Report.
4. We confirmed the December 31, 2023 bank account depository balance for the District Fund with the District's financial institutions. We found no exceptions. We also agreed the confirmed balances to the amounts appearing in the December 31, 2023 bank reconciliation without exception.
5. We compared the December 31, 2023 Special Fund depository balance from the *Cash Basis Annual Financial Report* to the amount reported in the Account Trial Balance for FY23/DEC to DEC Report. We found no exceptions.
6. We selected 5 reconciling debits (such as outstanding checks) from the December 31, 2023 bank reconciliation:
 - a. We footed the supporting outstanding check list and compared it to the cash reconciliation. We found no exceptions.
 - b. We compared each check to the subsequent January and February bank statement. We found check 458 dated February 28, 2023 for \$19 and check 4462 dated September 22, 2023 for \$500 which had not cleared the bank as of February 28, 2024.
 - c. We traced the amounts and dates to the check register and determined the debits were dated prior to December 31. We found no exceptions.
7. We selected the only reconciling credit (such as deposits in transit) from the December 31, 2023 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 and determined they were dated prior to December 31. We found no exceptions.
8. We inspected investments held at December 31, 2023 and December 31, 2022 to determine that they:
 - a. Were of a type authorized by Ohio Rev. Code §§ 135.13, 135.14, 135.144, or 135.145. 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.

Intergovernmental Cash Receipts

We selected a total of 5 receipts from the State Distribution Transaction Lists (DTL) and the Athens County GL Report/Athens County Checks Report, respectively, from 2023 and a total of 5 from 2022:

- a. We compared the amounts from the above-named report to the amount recorded in the Deposit Detail Report. The amounts agreed.
- b. We inspected the Deposit Detail Report to determine these receipts were allocated to the proper funds. We found no exceptions.
- c. We inspected the Deposit Detail Report to determine whether the receipt was recorded in the proper year. The receipt was recorded in the proper 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 Cash Receipt Book Report to supporting documentation. The amounts agreed.
- b. Confirmed the amount charged complied with rates in force during the period, if applicable. We found no exceptions.
- c. Inspected the Deposit Detail Report to determine the receipt was posted to the proper fund and was recorded in the proper year. We found no exceptions.

Payroll Cash Disbursements

1. We selected 1 payroll check for 5 employees from 2023 and 1 payroll check for 5 employees from 2022 from the Athens County 2022-2023 Soil Water Report and:
 - a. We compared the hours and pay rate, or salary recorded in the Athens County 2022-2023 Soil Water Report to supporting documentation (timecard and legislatively approved rate). We found no exceptions.
 - b. We inspected the Athens County 2022-2023 Soil Water Report to determine whether salaries and benefits were paid only from the *Special Fund*, as required by the SWCD Administrative Handbook Chapter 5. We found no exceptions.
 - c. We inspected the Athens County 2022-2023 Soil Water Report to determine whether the check was classified as *salaries* and was posted to the proper year. We found no exceptions.
2. We selected the only new employee from 2023 and:
 - a. We inspected the employee's personnel file for the Retirement system, Federal, State & Local income tax withholding authorization.
 - b. We agreed the items in a above to the Athens County 2022-2023 Soil Water Report. We found no exceptions.

Non-Payroll Cash Disbursements

We selected 5 disbursements from the *Special Fund* and 5 disbursements from the *District Fund* and other funds from the Check Detail Report for the year ended December 31, 2023 and 5 from the *Special Fund* and 5 from the *District Fund* and other funds for the year ended 2022 and determined whether:

- a. The disbursements were for a proper public purpose. We found no exceptions.
- b. For *District Fund* and other funds disbursements, we determined whether:
 - i. The check number, date, payee name and amount recorded on the returned, canceled check agreed to the similar data recorded in the Check Detail Report and to the names and amounts on the supporting invoices. We found no exceptions.
 - ii. The payment was posted to a fund consistent with the purpose for which the fund's cash can be used. We found no exceptions.
- c. For *Special Fund* disbursements, we determined whether:
 - i. The payee name and amount recorded on the voucher submitted to the County Auditor agreed to the payee name and amount recorded in the Special Fund Check Detail Report and County's Detail Expense Transactions Report. We found no exceptions.
 - ii. The names and amounts on the voucher agreed to supporting invoices. We found no exceptions.

Non-Payroll Cash Disbursements (Continued)

- iii. The voucher was signed by the fiscal officer and approved by a majority of the Board of Supervisors. We found check 838844 for \$115 did not include documented approval by the Fiscal Officer.

Special Fund Budgetary Compliance

1. We inspected the District's Special Fund Budget Request submitted to the County Commissioners for the years ended December 31, 2023 and 2022. The request included the Special Fund's *Needs, Income and Balances* anticipated for carry over from the current year, as required by the SWCD Administrative Handbook, Chapter 5. We also compared the budget amounts to the Special Fund Budgetary Activity footnote of the Cash Basis Annual Financial Report. For 2023, the amount on the Special Fund Budget Request exceeded the amount in the Budgetary Activity footnote of the Cash Basis Annual Financial Report by \$4,083. For 2022, the amount on the Special Fund Budget Request exceeded the amount in the Budgetary Activity footnote of the Cash Basis Annual Financial Report by \$3,763.
2. Ohio Rev. Code § 5705.41(B) prohibits expenditures (disbursements plus year-end 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 year ended December 31, 2023 and 2022 for the "Special" Fund. Expenditures did not exceed appropriations for the Special Fund.
3. We inspected the Annual Cash Basis Financial 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. There were no funds having negative cash fund balances.

Sunshine Law Compliance

1. We obtained and inspected the District'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 5 public records requests from the engagement period and inspected each request to determine the following:
 - a. The District 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 District did not have any denied public records requests during the engagement period.
 - c. The did not have any public records requests with redactions during the engagement period.
3. We inquired whether the District 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.

Sunshine Law Compliance (Continued)

5. We inspected the District'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 District's poster describing their Public Records Policy was displayed conspicuously in all branches of the District as required by Ohio Rev. Code § 149.43(E)(2). We found no exceptions.
7. We inquired with District management and determined that the District did not have any applications for record disposal submitted to the Records Commission during the engagement period.
8. We inquired with District management and determined that the District 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).
9. We inspected the public notices for the public meetings held during the engagement period and determined the District 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 two exceptions. The March 2022 and February 2022 meeting minutes documented entering executive session to "discuss personnel issues" which is not specific enough to determine that the executive session met the requirements as stated in the Ohio Revised Code.

Other Compliance

Ohio Rev. Code § 117.38 requires 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, regarding the filing of complete financial statements, as defined in AOS Bulletin 2015-007 in the Hinkle System. 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, 2023 and 2022 in the Hinkle system. We found no exceptions.

We were engaged by the District 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 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.

We are required to be independent of the District 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

November 6, 2024

OHIO AUDITOR OF STATE KEITH FABER



ATHENS COUNTY SOIL AND WATER CONSERVATION DISTRICT

ATHENS 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 12/5/2024

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