



Dave Yost • Auditor of State



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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Southwest Regional 800 MHz Communications Network Council of Governments
Cuyahoga County
17401 Holland Road
Brook Park, OH 44142

We have performed the procedures enumerated below, which were agreed to by the Network Council Board and the management of Southwest Regional 800MHz Communications Network Council of Governments (the Network Council), on the receipts, disbursements and balances recorded in the Network Councils cash basis accounting records for the years ended December 31, 2016 and 2015 and certain compliance requirements related to those transactions and balances, included in the information provided to us by the management of the Network Council. The Network Council is responsible for the receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2016 and 2015 and certain compliance requirements related to these transactions and balances included in the information provided to us by the Network Council. 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. We recalculated the December 31, 2016 and December 31, 2015 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2015 beginning fund balances recorded in the YTD Fund Report to the December 31, 2014 balances in the prior year audited statements. We found no exceptions. We also agreed the January 1, 2016 beginning fund balances recorded in the YTD Fund Report to the December 31, 2015 balances in the YTD Fund Report. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the December 31, 2016 and 2015 fund cash balances reported in the YTD Fund Report and the Year-to-Date Activity Report. The amounts agreed.
4. We observed the December 31, 2016 bank balance on the financial institution's website. The balance agreed. We also agreed the confirmed balance to the amount appearing in the December 31, 2016 bank reconciliation without exception.

Intergovernmental and Other Confirmable Cash Receipts

1. We agreed other confirmable receipts to documentation supporting the amount received. We found no exceptions.
 - a. We inspected the Detail Revenue Transaction Report in 2015 and the Revenue Activity Report in 2016 to determine whether these receipts were allocated to the proper funds. We found no exceptions.
 - b. We inspected the Detail Revenue Transaction Report in 2015 and the Revenue Activity Report in 2016 to determine whether these 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, 2014.
2. We inquired of management, and inspected the Year-to-Date Activity Report and the Detailed Revenue Transactions by Fund Report for evidence of debt issued during 2016 or 2015 or debt payment activity during 2016 or 2015. No new debt issuances, nor any debt payment activity during 2016 or 2015 was found.

Payroll Cash Disbursements

1. We haphazardly selected one payroll check from the 2016 Monthly Network Council Payroll Sheet and:
 - a. We compared the salary recorded in the Monthly Network Council Payroll Sheet to supporting documentation (legislatively approved salary). We found no exceptions.
 - b. We recomputed gross and net pay and agreed it to the amount recorded in the Year-to-Date Activity Report. We found no exceptions.
 - c. We inspected the Year-to-Date Activity Report to determine whether the fund to which the check was posted was reasonable based on the employee's duties as documented in the minute record. We also inspected the Year-to-Date Activity Report to determine whether the payment was posted to the proper year. We found no exceptions.
2. For any new employees selected in step 1 we compared the following information in the employee's personnel file with the information used to compute gross and net pay related to this check:
 - a. Name
 - b. Authorized salary or pay rate
 - c. Department(s) and fund(s) to which the check should be charged
 - d. Retirement system participation and payroll withholding
 - e. Federal, State & Local income tax withholding authorization and withholding
 - f. Any other deduction authorizations (deferred compensation, etc.)

We found no exceptions related to steps a. – f. above

3. We inspected the last remittance of tax and retirement withholdings for the year ended December 31, 2016 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 2016. We observed the following:

Withholding (plus employer share, where applicable)	Date Due	Date Paid	Amount Due	Amount Paid
Federal income taxes & Medicare (and social security, for employees not enrolled in pension system)	January 31, 2017	January 3, 2017	\$42.88	\$42.88
State income taxes	January 15, 2017	January 13, 2017	\$9.96	\$9.96
Local income tax	January 30, 2017	January 27, 2017	\$95.27	\$95.27
OPERS retirement	January 30, 2017	January 3, 2017	\$103.94	\$103.94

Non-Payroll Cash Disbursements

1. From the Year-to-Date Activity Report, we re-footed checks recorded as Radio Tower Replacement Fund disbursements for *public safety and service*, and checks recorded as *capital outlay* in the Radio Tower Replacement Fund for 2016. We found no exceptions.
2. We selected all disbursements from the Year-to-Date Activity Report for the year ended December 31, 2016 and all from the Detail Expense Transactions by Fund Report for the year ended 2015 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 Year-to-Date Activity Report or Detail Expense Transactions by Fund 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.

Other Compliance

1. Ohio Rev. Code Section 117.38 requires councils 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 Network Council's deadline where the initial filing was filed on time but incomplete. We confirmed the Network Council 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, 2016 and 2015 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 Network Council of Government'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 Network Council's receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2016 and 2015, and certain compliance requirements related to these transactions and balances and are 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

October 20, 2017



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**SOUTHWEST REGIONAL 800 MHZ COMMUNICATIONS NETWORK COUNCIL OF GOVERNMENT
CUYAHOGA 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
NOVEMBER 9, 2017**