



OHIO AUDITOR OF STATE
KEITH FABER



OHIO AUDITOR OF STATE KEITH FABER



88 East Broad Street, 5th Floor
Columbus, Ohio 43215-3506
(614) 466-3402 or (800) 443-9275
CentralRegion@ohioauditor.gov

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

City of Shelby
Richland County
43 W. Main Street
Shelby, Ohio 44875

To the City Council and the Federal Transit Administration:

We have performed the procedures enumerated below, on the application of the requirements of the Federal Transit Administration (FTA) as set forth in its applicable National Transit Database (NTD) Uniform System of Accounts (USOA) by the City of Shelby, Richland County, Ohio, (the City) for the fiscal year ended December 31, 2018. Such procedures, which were agreed to by the management of the City and the FTA, were performed to assist the City and FTA in determining conformance with USOA requirements based on the following assertion by the City's management:

The accounting system from which the NTD reports for the year ended December 31, 2018, were derived, uses the accrual basis of accounting and is directly translated, using a clear audit trail, to the accounting treatment and categories specified by the USOA.

The City's management is responsible for conformance with the requirements described above. The sufficiency of these 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.

The agreed-upon procedures and associated findings are as follows:

1. Procedure: NTD Crosswalk

- a. We obtained the Reduced Reporter Form RR-20 prepared by management for the year ended December 31, 2018.
- b. We obtained the reconciliation documentation management prepares (referred to as "the crosswalk" throughout this report) and reconciled the Revenue by Class report, Expenses by Account report, and Excel spreadsheets (collectively referred to as the accounting system) to Form RR-20.
- c. We inquired of management as to whether the crosswalk obtained in procedure 1.b is supported by the accounting system.
- d. This transit agency is part of a larger reporting entity. We inquired of management as to whether the crosswalk includes the full cost of providing transit service, including costs incurred by the larger reporting entity to specifically support the agency's transit service.
- e. We inspected the crosswalk to determine that it incorporates NTD reporting using the applicable modes and types of service identified in Form RR-20.

No exceptions were found as a result of the above procedures.

Efficient • Effective • Transparent

2. Procedure: Accrual Accounting

- a. We obtained the most recent audited financial statements that include the transit agency and inspected the notes to the financial statements to determine whether the accrual basis of accounting was used.
- b. We inquired of management as to whether the accrual basis of accounting has continued to be used since the last audited reporting period and that it is used for NTD reporting in the current period.

No exceptions were found as a result of the above procedures.

3. Procedure: Sources of Revenue Expended

1. We traced and agreed the two largest directly generated fund passenger fare revenue modes (all service types) from Form RR-20 to the accounting system.
2. We traced and agreed the largest source of funds expended (other than passenger fares) in the following major categories of funds from Form RR-20 to the accounting system: (1) Non-Federal Funds; and (2) Federal Funds.
3. For each of the largest source of funds expended in 2, we inspected the crosswalk to determine that it identifies, evaluates, and classifies financial transactions into categories of funds expended on operations and funds expended on capital (USOA Section 2) for the reporting year.

No exceptions were found as a result of the above procedures.

4. Procedure: Funds Expended

- a. Trace and agree the aggregate of total funds expended for operations and total funds expended for capital from Form RR-20 to the accounting system using the crosswalk.
- b. For the two largest modes/type of services, we traced and agreed funds expended on operations and funds expended of capital from Form RR-20 to the crosswalk.

No exceptions were found as a result of the above procedures.

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, the City's conformance with the requirements described above, for the year ended December 31, 2018. Accordingly, we do not express such 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 intended for the information and use of management of the City and the FTA and is not suitable for any other purpose.

A handwritten signature in black ink that reads "Keith Faber". The signature is written in a cursive, flowing style.

Keith Faber
Auditor of State

Columbus, Ohio

April 7, 2020

This page intentionally left blank.

OHIO AUDITOR OF STATE KEITH FABER



CITY OF SHELBY

RICHLAND 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
APRIL 28, 2020**