

EASTERN OHIO CORRECTION CENTER

JEFFERSON COUNTY

AGREED-UPON PROCEDURES

FOR THE YEARS ENDED JUNE 30, 2022 AND 2021



OHIO AUDITOR OF STATE
KEITH FABER



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Facility Governing Board
Eastern Ohio Correction Center
470 State Route 43
Wintersville, Ohio 43953-2400

We have reviewed the *Independent Accountant's Report on Applying Agreed-Upon Procedures* of the Eastern Ohio Correction Center, Jefferson County, prepared by Charles E. Harris & Associates, Inc., for the period July 1, 2020 through June 30, 2022. Based upon this review, we have accepted this report in lieu of the audit required by Section 117.11, Revised Code.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The Eastern Ohio Correction Center is responsible for compliance with these laws and regulations.

A handwritten signature in cursive script that reads "Keith Faber".

Keith Faber
Auditor of State
Columbus, Ohio

January 18, 2023

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*Ohio Department of Rehabilitation and Corrections
Community Based Correctional Facility
Eastern Ohio Correction Center
For the Years Ended June 30, 2022 and 2021*

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Facility Governing Board
Eastern Ohio Correction Center
Jefferson County
470 State Route 43
Wintersville, Ohio 43953-2400

We have performed the procedures enumerated below on the Eastern Ohio Correction Center (the Center) receipts, disbursements and balances recorded in the cash basis accounting records for the years ended June 30, 2022 and 2021 and certain compliance requirements related to those transactions and balances, included in the information provided to us by the management of the Center. The Center is responsible for the receipts, disbursements and balances recorded in the cash basis accounting records for the years ended June 30, 2022 and 2021 and certain compliance requirements related to these transactions and balances included in the information provided to us by the Center.

The Center's Governing Board and the management of the Center have agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of providing assistance in the evaluation of the Center's receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended June 30, 2022 and 2021, and certain compliance requirements related to these transactions and balances. Additionally, the Auditor of State has agreed to and acknowledged that the procedures performed are appropriate to meet their purposes. 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

1. We recalculated the June 30, 2022 and June 30, 2021 bank reconciliations. We found no exceptions.
2. We agreed the July 1, 2020 beginning fund balances recorded in the Bank Reconciliation Report to the June 30, 2020 balances in the prior year documentation in the prior year Agreed-Upon Procedures working papers. We found no exceptions. We also agreed the July 1, 2021 beginning fund balances for each fund recorded in the Bank Reconciliation Report to the June 30, 2021 balances in the Bank Reconciliation Report. We found no exceptions.
3. We agreed the 2022 and 2021 bank reconciliations as of June 30, 2022 and 2021 to the total fund cash balances reported in the Bank Reconciliation Report. The amounts agreed.

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 June 30, 2022 bank reconciliation without exception.
5. We selected five reconciling debits (such as outstanding checks) from the June 30, 2022 bank reconciliation:
 - a. We traced each debit to the subsequent July and August bank statement. We found no exceptions.
 - b. We traced the amounts and dates to the check register and determined the debits were dated prior to June 30. We found no exceptions.

Intergovernmental Cash Receipts

1. We selected the only two receipts from the State Distribution Transaction Lists (DTL) from fiscal year 2022 and the only four from fiscal year 2021.
 - a. We compared the amount from the above reports to the amount recorded in the General Ledger. The amounts agreed.
 - b. We inspected the General Ledger to determine these receipts were allocated to the proper fund. We found no exceptions.
 - c. We inspected the General Ledger to determine the receipts were recorded in the proper year. We found no exceptions.

Commissary and Inmate Trust Funds

1. We inquired of management and inspected the Fund Summary Report to determine if the Commissary was established by the Center and if it was maintained within a separate fund. We found that a separate Commissary fund was maintained. We found no exceptions.
2. We inspected the accounting ledgers for the Commissary fund for evidence that individual inmate accounts were established. Separate inmate accounts were maintained. We found no exceptions.
3. We selected 10 Commissary and Inmate Trust Fund over-the-counter cash receipts from the fiscal year ended June 30, 2022 and 10 Commissary and Inmate Trust Fund over-the-counter cash receipts from the fiscal year ended June 30, 2021 recorded in the duplicate cash receipts book and determined whether the:
 - a. Receipt amount agreed to the amount recorded in the Detail Revenue Report. The amounts agreed.
 - b. Receipt was posted to the proper funds, was recorded in the proper year, and was posted to the proper inmate account. We found no exceptions.
4. We selected 10 Commissary and Inmate Trust Fund disbursements from the fiscal year ended June 30, 2022 and 10 Commissary and Inmate Trust Fund disbursements from the fiscal year ended June 30, 2021 recorded in the Detail Appropriation Report and determined whether the:
 - a. Disbursement amount agreed to the amount recorded on the order form completed by the inmate. The amounts agreed.
 - b. Disbursement was posted to the proper funds, was recorded in the proper year, and was posted to the proper inmate account. We found no exceptions.
5. We inspected the October 2021 and October 2020 monthly statements that were prepared indicating the individual inmate commissary balance and any deposits or purchases that were made during that month. These monthly statements were prepared. We found no exceptions.

Debt

1. The prior agreed-upon procedures documentation disclosed no debt outstanding as of June 30, 2020.
2. We inquired of management, and inspected the General Ledger for evidence of debt issued during fiscal year end 2022 or 2021 or debt payment activity during fiscal years 2022 or 2021. We observed no new debt issuances, nor any debt payment activity during fiscal years 2022 or 2021.

Payroll Cash Disbursements

1. We selected one payroll check for five employees from 2022 and one payroll check for five employees from 2021 from the Payroll Register and:
 - a. We compared the hours and pay rate, or salary recorded in the Payroll Register to supporting documentation (timecard, legislatively or statutorily-approved rate or salary).
 - i. We inspected the employees' personnel files Federal, State & Local income tax withholding authorization.
 - ii. We agreed these items to the information used to compute gross and net pay related to this check.

We found no exceptions.
 - b. We confirmed the payment was posted to the proper year. We found no exceptions.
2. We inspected the last remittance of tax and retirement withholdings for the year ended June 30, 2022 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 fiscal year 2022. 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)	July 31, 2022	June 19, 2022	\$6,124.54	\$6,124.54
State income taxes	July 15, 2022	June 19, 2022	\$1,069.55	\$1,069.55
City of Steubenville local income tax	July 31, 2022	June 18, 2022	\$417.39	\$417.39
Village of Toronto local income tax	July 31, 2022	June 18, 2022	\$117.60	\$117.60
Village of Wintersville local income tax	July 31, 2022	June 18, 2022	\$24.00	\$24.00
Village of Mingo Junction local income tax	July 31, 2022	June 18, 2022	\$36.28	\$36.28
United Local School District local income tax	July 31, 2022	June 18, 2022	\$11.24	\$11.24
OPERS retirement	July 31, 2022	July 22, 2022	\$26,564.40	\$26,564.40
STRS retirement	July 31, 2022	July 22, 2022	\$367.50	\$367.50

We found no exceptions.

Non-Payroll Cash Disbursements

1. We selected 10 disbursements from the General Ledger for the year ended June 30, 2022 and 10 from the year ended June 30, 2021 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 General 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.

Sunshine Law Compliance

1. We obtained and inspected the Center'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 five public records requests from the engagement period and inspected each request to determine the following:
 - a. The Center 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 Center did not have any denied public records requests during the engagement period.
 - c. The Center did not have any public records requests with redactions during the engagement period.
3. We inquired whether the Center 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.
5. We inspected the Center'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 Center's poster describing their Public Records Policy was displayed conspicuously in all branches of the Center as required by Ohio Rev. Code § 149.43(E)(2). We found no exceptions.
7. We inquired with Center management and determined that the Center did not have any applications for record disposal submitted to the Records Commission during the engagement period.
8. We inquired with Center management and determined that the Center 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 Center 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 no exceptions.

Other Compliance

1. Ohio Rev. Code § 117.38 requires Facilities 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. The 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 Center filed their complete financial statements, as defined by AOS Bulletin 2015-007 and the Auditor of State established policy within the allotted timeframe for the years ended June 30, 2022 and 2021 in the Hinkle system. We found no exceptions.

We were engaged by the Center 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 Center'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 Center 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.



Charles E. Harris & Associates, Inc.

December 29, 2022

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OHIO AUDITOR OF STATE KEITH FABER



EASTERN OHIO CORRECTION CENTER

JEFFERSON 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 1/31/2023

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