



Dave Yost • Auditor of State



**FAMILY AND CHILDREN FIRST COUNCIL  
PIKE COUNTY**

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

Family and Children First Council  
Pike County  
330 E. North Street  
Waverly, Ohio 45690

We have performed the procedures enumerated below, with which those charged with governance and the management of the Family and Children First Council, Pike County, Ohio (the FCFC), agreed, solely to assist those charged with governance in evaluating receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2012 and 2011, and certain compliance requirements related to these transactions and balances. Management is responsible for recording transactions; and management and those charged with governance are responsible for complying with the compliance requirements. 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*. 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. Pike County is custodian for the FCFC's deposits and therefore the County's deposit and investment pool holds the FCFC's assets. We compared the FCFC's fund balances reported on its December 31, 2012 Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances to the balances reported in Pike County's accounting records. The amounts agreed.
2. We agreed the January 1, 2011 beginning fund balances recorded in the Fund Account Report to the December 31, 2010 balances in the prior year audited statements. We found no exceptions. We also agreed the January 1, 2012 beginning fund balances recorded in the Fund Account Report to the December 31, 2011 balances in the Fund Account Report. We found no exceptions.

### Intergovernmental and Other Confirmable Cash Receipts

1. We selected five receipts from the State Distribution Transaction Lists (DTL) from 2012 and five from 2011.
  - a. We compared the amount from the above reports to the amount recorded in the Revenue History Report. The amounts agreed.
  - b. We determined whether these receipts were allocated to the proper funds. We found no exceptions.
  - c. We determined whether the 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, 2010.
2. We inquired of management, and scanned the Receipt Register Report and Payment Register Detail Report for evidence of debt issued during 2012 or 2011 or debt payment activity during 2012 or 2011. We noted no new debt issuances, nor any debt payment activity during 2012 or 2011.

### **Non-Payroll Cash Disbursements**

1. We haphazardly selected ten disbursements from the Payment Register Detail Report for the year ended December 31, 2012 and ten from the year ended 2011 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 Payment Register 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.

### **Compliance – Budgetary**

We compared the total annual budget required by Ohio Rev. Code Section 121.37(B)(5)(a), to the amounts recorded in the Appropriation History Report and Revenue History Report for 2012 and 2011 for the following funds: General and GRF Help Me Grow Fund. For 2012 and 2011, the FCFC budget did not include appropriations or estimated revenues for the General fund. There were also no appropriation amounts listed in the Appropriation History Report and no estimated revenues listed in the Revenue History Report for either year. For 2011, the FCFC budget had appropriations listed for Help Me Grow but it was not allocated between the GRF Help Me Grow Fund and Part C Help Me Grow Fund. Additionally, there were no appropriations recorded in the Appropriations History Report for 2011. For 2012, the appropriations listed on the budget for the GRF Help Me Grow Fund agreed to the Appropriation History Report. For 2011, the FCFC budget did not include estimated revenues for the GRF Help Me Grow Fund. Additionally, there were no estimated revenues in the Revenue History Report for the GRF Help Me Grow Fund. For 2012, the estimated revenues listed on the budget for the GRF Help Me Grow Fund agreed to the Revenue History Report.

We recommend the FCFC approve appropriations and estimated revenues for all funds and ensure they are recorded in the Appropriation History Report and Revenue History Report.

We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion on the FCFC's receipts, disbursements, balances and compliance with certain laws and regulations. Accordingly, we do not express an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of management, those charged with governance and others within the FCFC, and is not intended to be, and should not be used by anyone other than these specified parties.

A handwritten signature in black ink that reads "Dave Yost". The signature is written in a cursive style with a large, looping initial "D".

**Dave Yost**  
Auditor of State

May 30, 2013

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**PIKE COUNTY FAMILY AND CHILDREN FIRST COUNCIL**

**PIKE 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  
JUNE 18, 2013**