



**PICKAWAY SOIL AND WATER CONSERVATION DISTRICT  
PICKAWAY COUNTY**

**AGREED-UPON PROCEDURES**

**FOR THE YEARS ENDED DECEMBER 31, 2015-2012**



**Dave Yost • Auditor of State**





# Dave Yost • Auditor of State

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

Pickaway Soil and Water Conservation District  
Pickaway County  
110 Island Road, Suite D  
Circleville, Ohio 43113

We have performed the procedures enumerated below, with which the Board of Supervisors (the Board) and the management of the Pickaway Soil and Water Conservation District (the District) agreed, solely to assist the Board in evaluating receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2012 through 2015, and certain compliance requirements related to these transactions and balances. Management is responsible for recording transactions; and management and the Board are responsible for complying with the compliance requirements. This agreed-upon procedures engagement followed 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.

### Depository Balances, Investments and Fund Balances

We applied the following procedures to each *Cash Basis Annual Financial Report* (the Reports) for fiscal years ending December 31, 2012 through December 31, 2015:

1. We footed and cross-footed the amounts on pages 3A and 3B of the Reports, and compared the Fund Cash Balances, December 31st to the Fund Balances on page 2. The amounts agreed.
2. We compared the Disbursements plus Other Financing Uses for the Special Fund on pages 3A and 3B of the Reports to the Disbursements reported on page 4. The amounts agreed.
3. We compared the Receipts plus Other Financing Sources for the Special Fund on pages 3A and 3B of the Reports to the Actual Receipts reported on page 5. The amounts agreed.
4. We tested the mathematical accuracy of the reconciliation on page 2. We found no exceptions.
5. We agreed the January 1st and December 31st fund cash balances reported in the District's Year-To-Date Fund Report to the corresponding Fund Cash Balances on page 3B of the Reports. The amounts agreed.

We also applied the following procedures to the Subtotals and Totals reported on page 2 of the December 31, 2015 Report:

6. We confirmed the December 31st bank account depository balances for the District Fund with the District's financial institution. The balances agreed.

### **Depository Balances, Investments and Fund Balances (Continued)**

7. We compared the December 31st Special Fund depository balance from the Report to the amount reported in the Pickaway County Year-To-Date Fund Report. We found no exceptions.

### **Intergovernmental Receipts**

We applied the following procedures for the years ended December 31, 2012 through December 31, 2015:

- 1 We agreed the total of the receipts from the State Distribution Transaction Lists (DTL) and the total of the receipts from the Detail Revenue Transactions Report to the total amounts recorded in the respective receipt classification in the Special Fund in the Year-To-Date Revenue Report by Fund. The amounts agreed.

### **All Other Cash Receipts**

We haphazardly selected 10 other cash receipts from the year ended December 31, 2015 and five other cash receipts from each of the years ended 2012 through 2014 recorded in the duplicate cash receipts book and determined whether the:

1. Receipt amount agreed to the amount recorded in the General Ledger Report. The amounts agreed.
2. Amount charged complied with rates in force during the period, if applicable. We found no exceptions.
3. Receipt was posted to the proper funds, and was recorded in the proper year. We found no exceptions.

### **Payroll Cash Disbursements**

1. We haphazardly selected one payroll check for five employees from 2015 and one payroll check for two employees for each of the years ended December 31, 2012 through 2014 from the Detailed Check Register Report and:
  - a. We compared the hours and pay rate, or salary recorded in the Detailed Check Register Report to supporting documentation timecard and minutes. We found no exceptions.
  - b. We determined whether salaries and benefits were paid only from the Special Fund, as required by the SWCD Administrative Handbook Chapter 5. We noted no exceptions.
  - c. We determined whether the check was classified as salaries. We also determined whether the payment was posted to the proper year. We found no exceptions.
2. For the five employees tested in step 1 from 2015, we determined whether the following information in the employees' personnel files and minute records was consistent with the information used to compute gross and net pay related to the check:
  - a. Name
  - b. Authorized salary or pay rate
  - c. Retirement system participation and payroll withholding
  - d. Federal, State & Local income tax withholding authorization and withholding
  - e. Any other deduction authorizations (deferred compensation, etc.)

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

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

1. We haphazardly selected five disbursements from the Special Fund and five disbursements from the District Fund and other funds from the General Ledger Report for the year ended December 31, 2015 and two from the Special Fund and three from the District Fund and other funds for each of the years ended 2012 through 2014 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 General Ledger 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 General Ledger Report. We found no exceptions.
    - ii. The names and amounts on the voucher agreed to supporting invoices. We found no exceptions.
    - iii. The voucher was signed by the fiscal officer and approved by a majority of the Board of Supervisors. We found no exceptions.

### **2015 Special Fund Budgetary Compliance**

1. We read the District's Special Fund Budget Request submitted to the County Commissioners. We noted 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 budgetary schedules on pages 4 and 5 of the Cash Basis Annual Financial Report. We noted that the District's Special Fund Budget Request submitted to the County Commissioners appropriation amount was understated by \$9,528 from the appropriations on page 4 of the Cash Basis Annual Financial Report. The Supervisors should update total appropriations submitted to the County Commissioners at year-end.
2. We compared the total estimated receipts reported on Page 5 of the Report to the Amended Official Certificate of Estimated Resources, required by Ohio Rev. Code Section 5705.36(A)(1), and to the amounts recorded in the Detail Revenue Budget by Fund for the Special Fund. The amounts agreed.
3. We scanned the appropriation measures to determine whether the Supervisors appropriated separate amounts within the Special Fund for "each office, department, and division, and within each, the amount appropriated for personal services," as is required by Ohio Rev. Code Section 5705.38(C). We found no exceptions.
4. We compared total appropriations required by Ohio Rev. Code Sections 5705.38 and 5705.40, to the amounts recorded in the Detail Expense Budget by Fund Report for the Special Fund, and to the appropriations reported on Page 4 of the Cash Basis Annual Financial Report. We noted that total appropriations required by Ohio Rev. Code Sections 5705.38 and 5705.40 exceeded the appropriations on page 4 by \$10,472. The Supervisors should update total appropriations to agree to actual appropriations at year-end.

### **2015 Special Fund Budgetary Compliance (Continued)**

5. Ohio Rev. Code Sections 5705.36(A)(5) and 5705.28(B)(2)(C) prohibit appropriations from exceeding estimated revenue. We compared total appropriations to total estimated revenue for the Special Fund for the year ended December 31, 2015. We noted that Special Fund appropriations for 2015 exceeded estimated revenue by \$20,000, contrary to the aforementioned Ohio Rev. Code Sections. The Supervisors should not pass appropriations exceeding estimated revenue. Allowing this to occur could cause the District to incur fund balance deficits.
6. Ohio Rev. Code Section 5705.41(B) prohibits expenditures (disbursements plus year-end certified commitments (i.e. encumbrances)) from exceeding appropriations. We compared total disbursements plus outstanding year-end encumbrances to total appropriations for the year ended December 31, 2015 for the "Special" Fund, as recorded in the Annual Cash Basis Financial Report. We noted expenditures did not exceed appropriations for the Special Fund.
7. We scanned the Annual Cash Basis Financial Report for the year ended December 31, 2015 for negative cash fund balances. Ohio Rev. Code Section 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. We noted no funds having a negative cash fund balance.

### **2015 Compliance – Contracts & Expenditures**

We inquired of management and scanned the General Ledger Report for the year ended December 31, 2015 to determine if the District purchased equipment and services allowed by ORC 1515.09 or purchased goods or services allowed by ORC 1515.08(H)(1) whose cost, other than personal service compensation or office space rent, exceeded \$50,000. We noted no purchases exceeding \$50,000.

### **2015 Other Compliance**

Ohio Rev. Code Section 117.38 requires Districts to file their financial information in the HINKLE system within 60 days after the close of the fiscal year. We reviewed the HINKLE system and noted the District filed their financial information within the allotted timeframe for the year ended December 31, 2015.

We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion on the District'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 District, and is not intended to be, and should not be used by anyone other than these specified parties.



**Dave Yost**  
Auditor of State

Columbus, Ohio

October 25, 2016



# Dave Yost • Auditor of State

**PICKAWAY COUNTY SOIL AND WATER CONSERVATION DISTRICT**

**PICKAWAY 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  
DECEMBER 13, 2016**