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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Hancock County Regional Planning Commission
Hancock County
318 Dorney Plaza, Room 304
Findlay, Ohio 45840

We have performed the procedures enumerated below, which were agreed to by the Board of Commissioners and the management of Hancock County Regional Planning Commission (the Commission), on the receipts, disbursements and balances recorded in the Commission's cash basis accounting records for the years ended December 31, 2017 and 2016 and certain compliance requirements related to those transactions and balances, included in the information provided to us by the management of the Commission. The Commission is responsible for the receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2017 and 2016 and certain compliance requirements related to these transactions and balances included in the information provided to us by the Commission. 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 held by Hancock County

1. Hancock County is custodian for the Commission's deposits used to process the Commission's payroll, and therefore the County's deposit and investment pool holds the Commission's assets for processing payroll. We compared the Commission's fund balances reported on its December 31, 2017 Balance Sheet to the balances reported in Hancock County's accounting records. The amounts agreed.
2. We agreed the January 1, 2016 beginning fund balances recorded in the County Budget Report to the December 31, 2015 balances to documentation in the prior year working papers. We found no exceptions. We also agreed the January 1, 2017 beginning fund balances recorded in the County Budget Report to the December 31, 2016 balances in the December 31, 2016 Balance Sheet. We found no exceptions.

Cash held by Financial Institution

1. We recalculated the December 31, 2017 and December 31, 2016 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2016 beginning fund balances recorded in the Balance Sheet to the December 31, 2015 balances in the prior year audited statements. We found no exceptions. We also agreed the January 1, 2017 beginning fund balances recorded in the Balance Sheet to the December 31, 2016 balances in the Balance Sheet. We found no exceptions.

3. We agreed the totals per the bank reconciliations to the total of the December 31, 2017 and 2016 fund cash balances reported on the Balance Sheets. 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 December 31, 2017 bank reconciliation without exception.
5. We selected all reconciling debits (such as outstanding checks) from the December 31, 2017 bank reconciliation:
 - a. We traced each debit to the subsequent January bank statement. We found no exceptions.
 - b. We traced the amounts and dates to the Profit and Loss Detail Report, to determine the debits were dated prior to December 31. There were no exceptions.

Fees Charged To Subdivisions

1. We haphazardly selected two receipts of the fee charged to a participating subdivision from the year ended December 31, 2017 and two receipts of the fee charged to a participating subdivision from the year ended December 31, 2016 recorded in the duplicate cash receipts book and determined whether the:
 - a. Agreed the receipt amount to the amount recorded in the Profit and Loss Detail Report. The amounts agreed.
 - b. Confirm the amounts charged complied with rates in force during the period. We found no exceptions.
 - c. Inspected the Profit and Loss Detail Report to determine the receipt was posted to the proper fund, and was recorded in the proper year. We found no exceptions.
2. We obtained a list of the participating political subdivisions for 2017 and 2016. We inspected the Profit and Loss Detail Report to determine whether it included the proper number of receipts for Fees Charged to Subdivisions for 2017 and 2016. We observed that there were 14 participating political subdivisions for 2017 and 14 such receipts posted. For 2016 we observed that there were 13 participating political subdivisions and 12 such receipts posted at the beginning of 2016 and one was posted at the end of 2015.

Other Confirmable Cash Receipts

1. We confirmed the amounts paid from Hancock County to the Commission during 2017 and 2016 with the County. We found no exceptions.
 - a. We inspected the Profit and Loss Detail Report to determine whether these receipts were allocated to the proper fund. We found no exceptions.
 - b. We inspected the Profit and Loss Detail Report to determine whether the receipts were recorded in the proper year. We found no exceptions.
2. We confirmed the amounts paid from the City of Findlay to the Commission during 2017 and 2016 with the City. We found no exceptions.
 - a. We inspected the Profit and Loss Detail Report to determine whether these receipts were allocated to the proper fund. We found no exceptions.
 - b. We inspected the Profit and Loss Detail Report to determine whether the receipts were recorded in the proper year. We found no exceptions.
3. We confirmed the amounts paid from the Community Foundation to the Commission during 2017 with the Foundation. We found no exceptions.
 - a. We inspected the Profit and Loss Detail Report to determine whether these receipts were allocated to the proper fund. We found no exceptions.

- b. We inspected the Profit and Loss Detail Report to determine 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, 2015.
2. We inquired of management, and inspected the Profit and Loss Detail Report for evidence of debt issued during 2017 or 2016 or debt payment activity during 2017 or 2016. We noted no new debt issuances, nor any debt payment activity during 2017 or 2016.

Payroll Cash Disbursements

1. We haphazardly selected one payroll check for five employees from 2017 and one payroll check for five employees from 2016 from the Detail Check History by Employee Name Report and:
 - a. We compared the hours and pay rate, or salary recorded in the Detail Check History by Employee Name Report to supporting documentation (timecard or legislatively-approved rate or salary). We found no exceptions.
 - b. We inspected the fund and account code to which the check was posted to determine the posting was reasonable based on the employees' duties as documented in the employees' personnel files. We also 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 December 31, 2017 to confirm remittances were timely charged by the fiscal agent Hancock County, and if the amounts charged agreed to the amounts withheld, plus the employer's share where applicable, during the final withholding, period of 2017. We observed the following:

Withholding (plus employer share, where applicable)	Date Due	Date Paid	Amount Due	Amount Paid
Federal income taxes and Medicare	January 31, 2018	December 29, 2017	\$1,401.06	\$1,401.06
State income taxes	January 15, 2018	December 22, 2017	260.28	260.28
Local income taxes	January 31, 2018	December 27, 2017	116.67	116.67
School District income taxes	January 31, 2018	December 22, 2017	46.03	46.03
OPERS retirement	January 30, 2018	December 29, 2017	2,815.47	2,815.47

Non-Payroll Cash Disbursements

We haphazardly selected ten disbursements from the Profit and Loss Detail Report for the year ended December 31, 2017 and ten from the year ended December 31, 2016 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 Profit and Loss 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.

Other Compliance

Ohio Rev. Code Section 117.38 requires these commissions 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 Commission's deadline where the initial filing was filed on time but incomplete. We confirmed the Commission 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, 2017 and 2016 in the Hinkle system.

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 Commission'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 Commission's receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2017 and 2016, and certain compliance requirements related to these transactions and balances and is not suitable for any other purpose.



Dave Yost
Auditor of State

Columbus, Ohio

April 12, 2018



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HANCOCK COUNTY REGIONAL PLANNING COMMISSION

HANCOCK 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
MAY 10, 2018**