



OHIO AUDITOR OF STATE
KEITH FABER



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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Shared Resource Center
Montgomery County
200 South Keowee Street
Dayton, Ohio 45402

We have performed the procedures enumerated below, which were agreed to by the Board of Trustees and the management of Shared Resource Center (the Center), on the receipts, disbursements and balances recorded in the Center's cash basis accounting records for the year ended June 30, 2020 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 year ended June 30, 2020 and certain compliance requirements related to these transactions and balances included in the information provided to us by the Center. 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. We recalculated the June 30, 2020 bank reconciliation. We found no exceptions.
2. We agreed the July 1, 2019 beginning fund balances recorded in the Financial Report by Fund to the June 30, 2019 balances in the prior documentation in the prior year Agreed-Upon Procedures working papers. We found no exceptions. We also agreed the July 1, 2020 beginning fund balances recorded in the Financial Report by Fund to the June 30, 2020 balances in the Financial Report by Fund. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the June 30, 2020 fund cash balances reported in the Financial Report by Fund and the financial statements filed by the Center in the Hinkle System. The amounts agreed.
4. We observed the year-end bank balance on the financial institution's website. The balance agreed. We also agreed the confirmed balances to the amounts appearing in the June 30, 2020 bank reconciliation without exception.
5. We selected five reconciling debits (such as outstanding checks) from the June 30, 2020 bank reconciliation:
 - a. We traced each debit to the subsequent July and August bank statements. We found no exceptions.
 - b. We traced the amounts and dates to the check register, to determine the debits were dated prior to June 30. There were no exceptions.

Charges for Services

We selected 10 over-the-counter cash receipts from the year ended June 30, 2020 recorded in the duplicate cash receipts book and:

- a. Agreed the receipt amount to the amount recorded in the Revenue Ledger Report. The amounts agreed.
- b. Confirmed the amounts charged complied with rates in force during the period. We found no exceptions.
- c. Inspected the Revenue Ledger Report to determine the receipt was posted to the proper fund, and was recorded in the proper year. We found no exceptions.

Debt

1. From the prior audit documentation, we observed the following note was outstanding as of June 30, 2019. This amount agreed to the Center's July 1, 2019 balance on the summary we used in procedure 3.

Issue	Principal outstanding as of June 30, 2019:
Notes Payable to Montgomery County Educational Service Center	\$1,030,000

2. We inquired of management, and inspected the Revenue Ledger Report and Budget Account Information Report for evidence of debt issued during 2020 or debt payment activity during 2020. All debt agreed to the summary we used in procedure 3.
3. We obtained a summary of the note activity for 2020. The Center did not make principal or interest payments during 2020.
4. We agreed the amount of debt proceeds from the debt documents to amounts recorded in the Enterprise fund per the Revenue Ledger Report. The amounts agreed.
5. For new debt issued during 2020, we inspected the debt legislation, which stated the Center must use the proceeds for initial operating costs. We inspected the Budget Account Information Report and observed the Center paid for operating expenses in 2020.

Payroll Cash Disbursements

1. We selected one payroll check for five employees from 2020 from the Payroll Journal Report and:
 - a. We compared the hours and pay rate, or salary recorded in the Payroll Journal Report to supporting documentation (timecard, legislatively approved rate or salary). We found no exceptions.
 - b. We inspected the Payroll Journal Report to determine whether the fund and account codes to which the check was posted were reasonable based on the employees' personnel files. We also inspected the Payroll Journal Report to determine whether the payment was posted to the proper year. We found no exceptions.
 - c. For any new employees selected, we compared the following information in the employees' personnel files consistent with the information used to compute gross and net pay related to this check:
 - i. Name
 - ii. Authorized salary or pay rate and department and fund to which the check should be charged

- iii. Retirement system, Federal, State & Local income tax withholding authorization and withholding

We found no exceptions related to procedures i. – iii. above.

2. We inspected the last remittance of tax and retirement withholdings for the year ended June 30, 2020 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 2020. 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, 2020	June 24, 2020	\$42,988.56	\$42,988.56
State income taxes, Ohio	July 15, 2020	June 24, 2020	\$8,764.88	\$8,764.88
State income taxes, South Carolina	July 15, 2020	June 24, 2020	\$1,093.62	\$1,093.62
Local income tax, Germantown	July 15, 2020	June 24, 2020	\$500.05	\$500.05
Local income tax, Dayton	July 15, 2020	June 24, 2020	\$716.66	\$716.66
Local income tax, Kettering	July 15, 2020	June 24, 2020	\$1,301.95	\$1,301.95
Local income tax, Miamisburg	July 15, 2020	June 24, 2020	\$98.28	\$98.28
Local income tax, Oakwood	July 15, 2020	June 24, 2020	\$130.62	\$130.62
Local income tax, Preble Shawnee LSD	July 15, 2020	June 24, 2020	\$94.26	\$94.26
Local income tax, Vandalia	July 15, 2020	June 24, 2020	\$3,218.66	\$3,218.66
SERS retirement	July 31, 2020	July 1, 2020	\$13,358.29	\$13,358.29

3. We obtained the Total Distributions from the Cash Requirements Summary reports provided to the Center for October 2019 and June 2020 submitted by Paycor, the agency responsible for processing payroll on behalf of the Center. We agreed the total gross payroll and withholdings per month to the Center's Budget Account Information Report. We found no exceptions.

Non-Payroll Cash Disbursements

1. We selected 10 disbursements from the Check Register Report for the year ended June 30, 2020 and determined whether:
- The disbursements were for a proper public purpose. We found no exceptions.
 - 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 Check

Register 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.

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 inquired with the Center's management and determined that the Center did not have any completed public records requests during the engagement period.
3. We inquired with the Center's management and determined that the Center did not have any denied public records requests during the engagement period.
4. We inquired with the Center's management and determined that the Center did not have any public records requests with redactions during the engagement period.
5. 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.
6. 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.
7. 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.
8. 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.
9. We inquired with the Center's management and determined that the Center did not have any applications for record disposal submitted to the Records Commission during the engagement period.
10. We inquired with the Center's 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).
11. 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.
12. 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.

13. 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 Section 121.22(G).
- c. Formal governing board actions were adopted in open meetings.

We found no exceptions.

Other Compliance

1. Ohio Rev. Code Section 117.38 requires Centers 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, 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 Auditor of State established policy within the allotted timeframe for the year ended June 30, 2020 in the Hinkle system. Financial information was filed on September 30, 2020 which was not within the allotted timeframe.

2. For all credit card accounts we obtained:

- copies of existing internal control policies,
- a list of all credit card account transactions.

a. We inspected the established policy obtained above and determined it has not been updated to be in compliance with the HB 312 statutory requirements.

b. We selected 1 credit card transaction from each credit card account for testing. For selected transactions we inspected documentation to determine that:

- i. Each transaction was supported with original invoices and for a proper public purpose.

We found no exceptions.

c. We selected 3 credit card statements from each credit card account for testing. For selected statements we inspected documentation to determine that:

- i. No unpaid beginning balance was carried forward to the current billing cycle,
- ii. Ending statement balance was paid in full, and
- iii. Statement contained no interest or late fees.

We found no exceptions.

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 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.

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This report is to provide assistance in in the evaluation of the Center's receipts, disbursements and balances recorded in their cash-basis accounting records for the year ended June 30, 2020, and certain compliance requirements related to these transactions and balances 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

October 30, 2020

OHIO AUDITOR OF STATE KEITH FABER



SHARED RESOURCE CENTER

MONTGOMERY 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 12/8/2020

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