



**HANCOCK REGIONAL PLANNING COMMISSION  
HANCOCK COUNTY**

**AGREED-UPON PROCEDURES**

**FOR THE YEARS ENDED DECEMBER 31, 2023-2022**



# OHIO AUDITOR OF STATE KEITH FABER



65 East State Street  
Columbus, Ohio 43215  
ContactUs@ohioauditor.gov  
800-282-0370

## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

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

We have performed the procedures enumerated below on Hancock Regional Planning Commission, Hancock County, Ohio's (the Commission) receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2023 and 2022 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, 2023 and 2022 and certain compliance requirements related to these transactions and balances included in the information provided to us by the Commission.

The Board of Commissioners and the management of the Commission have agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of providing 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, 2023 and 2022, and certain compliance requirements related to these transactions and balances. 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 held by Hancock County**

1. Hancock County is the 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, 2023 Balance Sheet to the balances reported in Hancock County's accounting records. The amounts agreed.
2. We agreed the January 1, 2022 beginning fund balances recorded in the Auditor Treasurer Reconciliation Report to the December 31, 2021 balances in the prior year audited statements. We found no exceptions. We also agreed the January 1, 2023 beginning fund balances for each fund recorded in the Auditor Treasurer Reconciliation Report to the December 31, 2022 balances in the Balance Sheet. We found no exceptions.

### **Cash and Investments held by Financial Institution**

1. We recalculated the December 31, 2023 and December 31, 2022 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2022 beginning fund balances recorded in the Balance Sheet to the December 31, 2021 balances in the prior year audited statements. We found no exceptions. We also agreed the January 1, 2023 beginning fund balances for each fund recorded in the Balance Sheet to the December 31, 2022 balances in the Balance Sheet. We found no exceptions.
3. We agreed the 2023 and 2022 Bank Reconciliation adjusted QuickBooks Balances and Adjusted Bank Balances as of December 31, 2023 and 2022 to the total fund cash balances reported in the Balance Sheet and the financial statements filed by the Commission in the Hinkle System. The amounts agreed.
4. We confirmed the December 31, 2023 bank account balances with Ohio Pooled Collateral System and the financial institution's website. We found no exceptions. We also agreed the confirmed balances to the amounts appearing in the December 31, 2023 bank reconciliation without exception.
5. We inspected investments held at December 31, 2023 and December 31, 2022 to determine that they:
  - a. Were of a type authorized by Ohio Rev. Code §§ 135.13, 135.14, 135.144 or 135.145. We found no exceptions.
  - b. Mature within the prescribed time limits noted in Ohio Rev. Code § 135.13 or 135.14. We found no exceptions.

### **Fees Charged To Subdivisions**

1. We selected 2 receipts of the fee charged to a participating subdivision from the year ended December 31, 2023 and 2 receipts of the fee charged to a participating subdivision from the year ended December 31, 2022 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 2023 and 2022. We inspected the Profit and Loss Detail Report to determine whether it included the proper number of receipts for Fees Charged to Subdivisions for 2023 and 2022. We observed that there were 18 participating political subdivisions for 2023 and 18 such receipts posted. For 2022 we observed that there were 19 participating political subdivisions and 19 such receipts posted. We found not exceptions.

### **Intergovernmental Cash Receipts**

We selected a total of 5 receipts from the County Auditor's Vendor Invoice Report from 2023 and a total of 5 from 2022.

- a. We compared the amount from the above report to the amount recorded in the transaction report. The amounts agreed.
- b. We inspected the transaction report to determine that these receipts were allocated to the proper fund. We found no exceptions.
- c. We inspected the transaction 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, 2021.
2. We inquired of management and inspected the Profit and Loss Detail Report for evidence of debt issued during 2023 or 2022 or debt payment activity during 2023 or 2022. We observed no new debt issuances, nor any debt payment activity during 2023 or 2022.

### **Payroll Cash Disbursements**

1. We selected 1 payroll check for 5 employees from 2023 and 1 payroll check for 5 employees from 2022 from the County's Detail Check History by Employee Name Report and:
  - a. We compared the hours and pay rate, or salary recorded in the County's Detail Check History by Employee Name Report to supporting documentation (timecard, legislatively or statutorily-approved rate or salary). We found no exceptions.
  - b. We inspected the fund and account codes to which the check was posted to determine the posting was allowable based on the employees' duties as documented in the employees' personnel files. We found no exceptions.
  - c. We confirmed the payment was posted to the proper year. We found no exceptions.
2. We selected 1 new employee from 2023 and:
  - a. We inspected the employees' personnel files for the Retirement system, Federal, State & Local income tax withholding authorization.
  - b. We agreed the items in a above to the Employee Detail Check History Report.  
We found no exceptions.
3. We inspected the last remittance of tax and retirement withholdings for the year ended December 31, 2023 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 2023. We observed the following:

<b>Withholding (plus employer share, where applicable)</b>	<b>Date Due</b>	<b>Date Paid</b>	<b>Amount Due</b>	<b>Amount Paid</b>
Federal income taxes & Medicare (and social security, for employees not enrolled in pension system)	January 31, 2024	December 22, 2023	\$2,680	\$2,680
State income taxes	January 15, 2024	December 22, 2023	439	439
Local income tax	January 31, 2024	December 22, 2023	178	178
School District Tax	January 15, 2024	December 22, 2023	61	61
OPERS retirement	January 30, 2024	December 22, 2023	2,613	2,613

We found no exceptions.

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

We selected 10 disbursements from the Profit and Loss Detail Report for the year ended December 31, 2023 and 10 from the year ended December 31, 2022 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.

### **Sunshine Law Compliance**

1. We obtained and inspected the Commission'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 Commission management and determined that the Commission did not have any completed, denied, or redacted public records requests during the engagement period.
3. We inquired whether the Commission 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 Commission'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 Commission's poster describing their Public Records Policy was displayed conspicuously in all branches of the Commission as required by Ohio Rev. Code § 149.43(E)(2). We found no exceptions.

7. We inquired with Commission management and determined that the Commission did not have any applications for record disposal submitted to the Records Commission during the engagement period.
8. We inquired with Commission management and determined that the Commission 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 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**

Ohio Rev. Code § 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, regarding the filing of complete financial statements, as defined in AOS Bulletin 2015-007 in the Hinkle System. 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, 2023 and 2022 in the Hinkle system. We found no exceptions.

We were engaged by the Commission 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 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.

We are required to be independent of the Commission 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.

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 4, 2024



# OHIO AUDITOR OF STATE KEITH FABER



**HANCOCK REGIONAL PLANNING COMMISSION**

**HANCOCK 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 10/22/2024**

65 East State Street, Columbus, Ohio 43215  
Phone: 614-466-4514 or 800-282-0370

This report is a matter of public record and is available online at  
[www.ohioauditor.gov](http://www.ohioauditor.gov)