



Certified Public Accountants, A.C.

**NORTHWEST COMMUNITY CORRECTIONS CENTER  
WOOD COUNTY  
Agreed-Upon Procedures  
For the Fiscal Years Ended June 30, 2018 and 2017**

313 Second St.  
Marietta, OH 45750  
740 373 0056

1907 Grand Central Ave.  
Vienna, WV 26105  
304 422 2203

150 W. Main St., #A  
St. Clairsville, OH 43950  
740 695 1569

1310 Market St., #300  
Wheeling, WV 26003  
304 232 1358

749 Wheeling Ave., #300  
Cambridge, OH 43725  
740 435 3417



# OHIO AUDITOR OF STATE KEITH FABER



Facility Governing Board  
Northwest Community Corrections Center  
1740 East Gypsy Lane Road  
Bowling Green, OH 43402

We have reviewed the *Independent Accountants' Report on Applying Agreed-Upon Procedures* of the Northwest Community Corrections Center, Wood County, prepared by Perry & Associates, Certified Public Accountants, A.C., for the period July 1, 2016 through June 30, 2018. Based upon this review, we have accepted this report in lieu of the audit required by Section 117.11, Revised Code.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The Northwest Community Corrections Center is responsible for compliance with these laws and regulations.

A handwritten signature in cursive script that reads "Keith Faber".

Keith Faber  
Auditor of State  
Columbus, Ohio

January 22, 2019

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NORTHWEST COMMUNITY CORRECTIONS CENTER  
WOOD COUNTY

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

December 28, 2018

Facility Governing Board  
Northwest Community Corrections Center  
Wood County  
1740 East Gypsy Lane Road  
Bowling Green, OH 43402

We have performed the procedures enumerated below, which were agreed to by the Facility Governing Board and the management of **Northwest Community Corrections Center** (the Facility) and the Auditor of State, on the receipts, disbursements and balances recorded in the Facility's cash basis accounting records for the years ended June 30, 2018 and 2017 and certain compliance requirements related to those transactions and balances, included in the information provided to us by the management of the Facility. The Facility is responsible for the receipts, disbursements and balances recorded in the cash basis accounting records for the years ended June 30, 2018 and 2017 and certain compliance requirements related to these transactions and balances included in the information provided to us by the Facility. 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 (State Appropriations and Grant Funds)

1. Wood County is custodian for the Facility's deposits, therefore the County's deposit and investment pool holds the Facility's assets. We confirmed the Facility's fund balances reported on its June 30, 2018 and 2017 Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances to the balances reported in Wood County's accounting records. The amounts agreed.
2. We agreed the July 1, 2017 beginning fund balances recorded in the Statement of Cash Receipts, Cash Disbursements and Changes in Fund Cash Balances to the June 30, 2016 balances in the prior year audited statements. We found no exceptions. We also agreed the July 1, 2018 beginning fund balances recorded in the Statement of Cash Receipts, Cash Disbursements and Changes in Fund Cash Balances to the June 30, 2017 balances in the Statement of Cash Receipts, Cash Disbursements and Changes in Fund Cash Balances. We noted a \$26 difference in the ODRC fund. No other exceptions noted.

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Tax – Accounting – Audit – Review – Compilation – Agreed Upon Procedures – Consultation – Bookkeeping – Payroll – Litigation Support – Financial Investigations  
Members: American Institute of Certified Public Accountants

\*Ohio Society of CPAs \* West Virginia Society of CPAs \* Association of Certified Fraud Examiners \* Association of Certified Anti-Money Laundering Specialists\*

### **Cash (Offender Funds)**

1. We recalculated the June 30, 2018 and June 30, 2017 bank reconciliations. We found no exceptions.
2. We agreed the July 1, 2017 beginning fund balances recorded in the Statement of Cash Receipts, Cash Disbursements and Changes in Fund Cash Balances to the June 30, 2016 balances in the prior year audited statements. We found no exceptions. We also agreed the July 1, 2018 beginning fund balances recorded in the Statement of Cash Receipts, Cash Disbursements and Changes in Fund Cash Balances to the June 30, 2017 balances in the Statement of Cash Receipts, Cash Disbursements and Changes in Fund Cash Balances. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the June 30, 2018 and 2017 fund cash balances reported in the Statement of Cash Receipts, Cash Disbursements and Changes in Fund Balances. The amounts agreed. However, we noted the Facility did not properly include the Offender Funds in their Annual Financial Reports for 2018 and 2017.
4. We confirmed the June 30, 2018 bank account balances with the Facility's financial institution. We found no exceptions. We also agreed the confirmed balances to the amounts appearing in the June 30, 2018 bank reconciliation without exception.
5. We selected five reconciling debits (such as outstanding checks) haphazardly from the June 30, 2018 bank reconciliation:
  - a. We traced each debit to the subsequent July bank statement. 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.
6. We selected all reconciling credits (such as deposits in transit) haphazardly from the June 30, 2018 bank reconciliation:
  - a. We traced each credit to the subsequent July bank statement. We found no exceptions.
  - b. We agreed the credit amounts to the Profit & Loss Detail. Each credit was recorded as a June receipt for the same amount recorded in the reconciliation.

### **Intergovernmental**

1. We selected all receipts from the State Distribution Transaction Lists (DTL) from 2018 and all from 2017.
  - a. We compared the amount from the above reports to the amount recorded in the Wood County Auditor Detail Revenue Transactions Report. The amounts agreed.
  - b. We inspected the Wood County Auditor Detail Revenue Transactions Report to confirm whether these receipts were allocated to the proper fund. We found no exceptions.
  - c. We inspected the Wood County Auditor Detail Revenue Transactions Report to confirm whether the receipts were recorded in the proper year. We found no exceptions.

### **Commissary and Inmate Trust Funds**

1. We inquired of management and inspected the Statement of Cash Receipts, Cash Disbursements and Changes in Fund Balances to determine if the Commissary was established by the Facility and if it was maintained within a separate fund. We found that a separate Commissary fund was maintained.
2. We inspected the accounting ledgers for the Commissary fund for evidence that individual inmate accounts were established. Separate inmate accounts were maintained.



### **Commissary and Inmate Trust Funds (Continued)**

3. We haphazardly selected 10 Commissary and Inmate Trust Fund over-the-counter cash receipts from the year ended June 30, 2018 and 10 Commissary and Inmate Trust Fund over-the-counter cash receipts from the year ended 2017 recorded in the duplicate cash receipts book and determined whether the:
  - a. Receipt amount agreed to the amount recorded in the Inmate Journal Listing by Transaction Report. The amounts agreed.
  - b. Receipt was posted to the proper fund, was recorded in the proper year, and was posted to the proper inmate account. We found no exceptions.
4. We haphazardly selected 10 Commissary and Inmate Trust Fund disbursements from the year ended June 30, 2018 and 10 Commissary and Inmate Trust Fund disbursements from the year ended 2017 recorded in the Inmate Journal Listing by Transaction Report and determined whether the:
  - a. Disbursement amount agreed to the amount recorded on the order form completed by the inmate. The amounts agreed.
  - b. Disbursement was posted to the proper fund, was recorded in the proper year, and was posted to the proper inmate account. We found no exceptions.
5. We inspected the October 2018 and October 2017 monthly statements that were prepared indicating the individual inmate commissary balance and any deposits or purchases that were made during that month. These monthly statements were prepared.

### **Debt**

1. The prior audit documentation disclosed no debt outstanding as of June 30, 2016.
2. We inquired of management, and inspected the Wood County Auditor Detail Revenue Transactions Report and Wood County Auditor Detail Expense Transactions Report for evidence of debt issued during 2018 or 2017 or debt payment activity during 2018 or 2017. We observed no new debt issuances, nor any debt payment activity during 2018 or 2017.

### **Payroll Cash Disbursements**

1. We haphazardly selected one payroll check for five employees from 2018 and one payroll check for five employees from 2017 from the Wood County Auditor Payroll Detail History Report and:
  - a. We compared the hours and pay rate, or salary recorded in the Wood County Auditor Payroll Detail History 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.

**Payroll Cash Disbursements (Continued)**

2. For any new employees selected in procedure 1 we compared the employees' personnel files was consistent with the information used to compute gross and net pay related to this check:
  - a. Name
  - b. Authorized salary or pay rate
  - c. Department and fund to which the check should be charged
  - d. Retirement system participation and payroll withholding
  - e. Federal, State & Local income tax withholding authorization and withholding
  - f. Any other deduction authorizations (deferred compensation, etc.)

We found no exceptions related to procedures a. – f. above.

3. We inspected the last remittance of tax and retirement withholdings for the year ended June 30, 2018 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 2018. 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	July 31, 2018	June 22, 2018	\$ 565.60	\$ 565.60
OPERS retirement	July 30, 2018	July 9, 2018	\$ 11,145.07	\$ 11,145.07

4. We haphazardly selected and recomputed one termination payment (unused vacation, etc.) using the following information, and agreed the computation to the amount paid as recorded in the Wood County Auditor Payroll Detail History Report:
  - a. Accumulated leave records
  - b. The employee's pay rate in effect as of the termination date
  - c. The Facility's payout policy.

The amount paid was consistent with the information recorded in a. through c. above.

**Non-Payroll Cash Disbursements**

1. We haphazardly selected ten disbursements from the Wood County Auditor Detail Expense Transactions Report for the year ended June 30, 2018 and ten from the year ended 2017 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 Wood County Auditor Detail Expense Transactions 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 facilities 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 re-filing 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 Facility's deadline where the initial filing was filed on time but incomplete. We confirmed the Facility 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, 2018 and 2017 in the Hinkle system. In 2018 and 2017, incomplete financial information (omitted commissary financial activity) was originally filed. Therefore, a re-filing occurred for both fiscal years on December 20, 2018 which was not within the allotted timeframe.

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 Facility'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 Facility's receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended June 30, 2018 and 2017, and certain compliance requirements related to these transactions and balances and is not suitable for any other purpose.



**Perry and Associates**  
Certified Public Accountants, A.C.  
Marietta, Ohio

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# OHIO AUDITOR OF STATE KEITH FABER



**NORTHWEST COMMUNITY CORRECTIONAL CENTER**

**WOOD 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  
FEBRUARY 5, 2019**