



OHIO AUDITOR OF STATE
KEITH FABER



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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Champaign Countywide Public Safety Communications System Council of Governments
Champaign County
1512 South US Highway 68, Suite A100
Urbana, Ohio 43078

We have performed the procedures enumerated below on the Champaign Countywide Public Safety Communications Council of Governments' (the Council) receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2022 and 2021 and certain compliance requirements related to those transactions and balances, included in the information provided to us by the management of the Council. The Council is responsible for the receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2022 and 2021 and certain compliance requirements related to these transactions and balances included in the information provided to us by the Council.

The Council Board and the management of the Council have agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of providing assistance in the evaluation of the Council's receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2022 and 2021, 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

1. Champaign County is the custodian for the Council's deposits, and therefore the County's deposit and investment pool holds the Council's assets. We compared the Council's fund balances reported on its December 31, 2022 and 2021 Hinkle reports to the balances reported in Champaign County's accounting records. The amounts agreed.
2. We agreed the January 1, 2021 beginning fund balance recorded in the 2021 Hinkle report to the December 31, 2020 balance in the documentation in the prior year Agreed-Upon Procedures working papers. We found no exceptions. We also agreed the January 1, 2022 beginning fund balance recorded in the 2022 Hinkle report to the December 31, 2021 balance in the 2021 Hinkle report. We found no exceptions.

Intergovernmental and Other Confirmable Cash Receipts

1. We selected a total of five receipts from the State Distribution Transaction Lists (DTL) from 2022 and a total of five from 2021:
 - a. We compared the amount from the above report to the amount recorded in the Champaign County GL Reports_2022 (All_Revenue_Transactions) or Champaign County GL ASW Reports CY21 (CMI_19_REVDATA_CY). The amounts agreed.
 - b. We inspected the Champaign County GL Reports_2022 (All_Revenue_Transactions) or Champaign County GL ASW Reports CY21 (CMI_19_REVDATA_CY) to determine that these receipts were allocated to the proper fund. We found no exceptions.
 - c. We inspected the Champaign County GL Reports_2022 (All_Revenue_Transactions) or Champaign County GL ASW Reports CY21 (CMI_19_REVDATA_CY) to confirm whether the receipts were recorded in the proper year. We found no exceptions.

Debt

1. The prior agreed-upon procedures documentation disclosed no debt outstanding as of December 31, 2020.
2. We inquired of management and inspected the Champaign County GL Reports_2022 (All_Revenue_Transactions and All_Expense_Transactions reports) and Champaign County GL ASW Reports CY21 (CMI_19_REVDATA_CY and CMI_19_EXPDATA_CY reports) for evidence of debt issued during 2022 or 2021 or debt payment activity during 2022 or 2021. No new debt issuances, nor any debt payment activity during 2022 or 2021 was found.

Payroll Cash Disbursements

1. We selected one payroll check for five employees from 2022 and one payroll check for five employees from 2021 from the Payroll Transmittal Reports and:
 - a. We compared the hours and pay rate, or salary recorded in the Champaign County Detail Check Register Reports and Payroll Transmittal Reports to supporting documentation (timecard, legislatively or statutorily-approved rate or salary). We found no exceptions.
 - b. We inspected the fund and account code(s) 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 three new employees and Council Members from 2022 and three new employees and Council Members from 2021 and:
 - a. We inspected the employees'/Council Members' personnel files for the Retirement system, Federal, State & Local income tax withholding authorization.
 - b. We agreed the items in a above to the Champaign County Detail Check Register. We found no exceptions.
3. We inspected the last remittance of tax and retirement withholdings for the year ended December 31, 2022 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 2022. We observed the following:

Payroll Cash Disbursements (Continued)

Withholding (plus employer share, where applicable)	Date Due	Date Paid	Amount Due	Amount Paid
Federal income taxes & Medicare	January 31, 2023	December 27, 2022 December 30, 2022	\$2,370.04	\$2,370.04
State income taxes	January 15, 2023	December 30, 2022	\$549.45	\$549.45
Village of Mechanicsburg income taxes	January 31, 2023	December 30, 2022	\$49.46	\$49.46
City of Springfield income taxes	January 31, 2023	December 30, 2022	\$61.64	\$61.64
City of Urbana income taxes	January 31, 2023	December 30, 2022	\$1,066.62	\$1,066.62
Mechanicsburg school district income taxes	January 31, 2023	December 30, 2022	\$134.08	\$134.08
Northeastern school district income taxes	January 31, 2023	December 30, 2022	\$81.57	\$81.57
Northwestern school district income taxes	January 31, 2023	December 30, 2022	\$168.74	\$168.74
Triad school district income taxes	January 31, 2023	December 30, 2022	\$130.31	\$130.31
OPERS retirement	January 30, 2023	January 19, 2023	\$18,464.38	\$18,464.38

We found no exceptions.

Non-Payroll Cash Disbursements

1. We selected 10 disbursements from the Champaign County GL ASW Reports CY21 (CMI_19_EXPDATA_CY Report) and Champaign County GL Reports_2022 (All_Expense_Transactions Report) for the year ended December 31, 2022 and 10 from the year ended 2021 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 Champaign County GL ASW Reports CY21 (CMI_19_EXPDATA_CY Report) or Champaign County GL Reports_2022 (All_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.

Sunshine Law Compliance

1. We obtained and inspected the Council'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 selected five public records requests from the engagement period and inspected each request to determine the following:
 - a. The Council was compliant and responded to the request in accordance with their adopted policy as required by Ohio Rev. Code § 149.43(B)(1). We found no exceptions.

Sunshine Law Compliance (Continued)

Date Request Received	Date Request Fulfilled	Policy Response Time (in Business days)	Actual Response Time (in Business days)
August 6, 2021	August 6, 2021	5	0
June 20, 2021	June 24, 2021	5	4
November 3, 2021	November 3, 2021	5	0
January 4, 2022	January 5, 2022	5	1
October 25, 2022	October 26, 2022	5	1

- b. The Council did not have any denied public records requests during the engagement period.
 - c. The Council did not have any public records requests with redactions during the engagement period.
- 3. We inquired whether the Council 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 Council'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 Council's poster describing their Public Records Policy was displayed conspicuously in all branches of the Council as required by Ohio Rev. Code § 149.43(E)(2). We found no exceptions.
- 7. We inquired with Council management and determined that the Council 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).
- 8. We inspected the public notices for the public meetings held during the engagement period and determined the Council 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.
- 9. 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.
- 10. 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

1. Ohio Rev. Code § 117.38 requires councils 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 Council 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, 2022 and 2021 in the Hinkle system. We found no exceptions.
2. We inspected the Auditor of State's listing of registered Council of Governments to determine if the Council of Government had completed the registration process with the Auditor of State as required. We found no exceptions.

We were engaged by the Council 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 Council of Government'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 Council 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.



Keith Faber
Auditor of State
Columbus, Ohio

May 26, 2023

OHIO AUDITOR OF STATE KEITH FABER



**CHAMPAIGN COUNTYWIDE PUBLIC SAFETY COMMUNICATIONS SYSTEM COUNCIL OF
GOVERNMENTS**

CHAMPAIGN 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 6/15/2023

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This report is a matter of public record and is available online at
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