

Dave Yost
Auditor of State



Working for a
Skinnier, Smarter Government
A Guide to the Office



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Dear Ohioan,

As one of five independently elected statewide offices under Ohio's Constitution, the Auditor of State strives for clean, accountable and efficient governments for those we serve, the people of Ohio.

With a statewide staff of more than 800 auditors and other professionals, the Auditor of State's office is responsible for auditing all public offices in Ohio - more than 5,600 entities including cities, counties, villages, townships, schools, state universities and public libraries, as well as all state agencies, boards and commissions.

You have given me a great honor and privilege in electing me to this important office. To fulfill my duty to you, I pledge:

- To conduct myself with fairness, independence and integrity;
- To hold myself, my staff and audited governments to high standards of which every Ohioan can be proud;
- To review the collection and expenditure of taxpayer dollars, protecting against fraud, misuse and waste;
- To assist every Ohioan in understanding and reviewing the duties and operations of their governments; and
- To put the United States and Ohio constitutions and the duties of my office above the loyalties of any outside interests.

I will never forget that our government, laid out in the state and federal constitutions, is an instrument meant to enable each one of us to fulfill our duty to God, family and country. So long as I hold office, I will help make sure that state and local government works for the citizens of Ohio, not the other way around.

Thank you for your trust.

A handwritten signature in blue ink that reads "Dave Yost". The signature is fluid and cursive, with a large loop at the end of the last name.

Dave Yost, Ohio Auditor of State

ADMINISTRATIVE DIVISION

The Administrative Division of the Auditor of State's office is responsible for overseeing the operations of the office and includes Information Technology, Human Resources, Finance and Field Operations. This division includes the senior staff members, led by the Chief of Staff. Together, the Administrative Division implements policies and procedures for the office.

Information Technology

Information Technology (IT) develops and maintains the technology in the Auditor of State's office. Because a significant number of Auditor of State employees regularly work off-site, it is important that they have convenient and timely access to the office's computer network. IT ensures that the office's computer systems are functioning properly and all employees are able to access the information they need to efficiently perform their duties.

Uniform Accounting Network (UAN)

The Uniform Accounting Network (UAN) is a computerized, integrated financial management and information system serving local governments. The program is administered by the Auditor of State's office and provides townships, villages and libraries with a complete computer system (hardware and software), along with training and support. There are two major components of the UAN integrated computer system: an accounting system and a payroll system. These and other additional applications help reduce the clerical burden associated with managing the finances of local government. At present, more than 1,800 Ohio townships, villages, public libraries and special districts are using UAN in their daily operations.

Human Resources

The Human Resources Department promotes employee relations, creates an equal employment opportunity workplace, provides quality service, guidance, and assistance to all employees in all areas of Human Resources including, but not limited to, promotions and transfers, new hires and resig-

nations, benefits and labor relations.

Payroll

This unit of Human Resources is responsible for preparing Auditor of State payroll for submission to the Department of Administrative Services, reviewing employee payroll information, verifying accuracy of information entered into the computer system, and assisting and responding to inquiries from employees regarding payroll issues and completion of payroll related forms.

Recruitment

This unit of Human Resources is responsible for recruiting prospective employees for the Auditor of State's Office. The office actively visits college campuses and job fairs to educate potential employees of the benefits of joining the office.

Finance

The Finance section is responsible for all financial functions for the Auditor of State's office including payroll, accounts receivable, accounts payable, budget and financial reporting.

Field Operations

Each of the eight regional offices of the Auditor of State's office has a regional liaison. Collectively, these liaisons make up the staff of Field Operations. The main role of the regional liaisons is to serve as a link between the Auditor of State's office and the general public, local officials and constituents. The regional liaisons are located in Akron, Athens, Cincinnati, Cleveland, Columbus, Dayton, Toledo, and Youngstown.

Regional liaisons work hand-in-hand with both the Public Affairs and Policy divisions to deliver good government ideas for the benefit of taxpayers. The liaisons also work to bring the valuable insights of skinnyOhio.org to local government officials.

AUDIT DIVISION

The Auditor of State is the constitutional officer responsible for auditing all public offices in Ohio, which totals more than 5,700 entities. This includes cities, villages, schools, universities, counties, fire districts, townships, cemeteries, libraries, state and county agencies, and commissions. The Audit Division is charged with the duty of verifying that public funds are spent appropriately and lawfully.

The Audit Division is managed by the Chief Deputy Auditor and is made up of several smaller sections, including the Center for Audit Excellence, the Financial Audit Section, the Special Audit Section, the Medicaid/Contract Audit Section and the Local Government Services Section. These sections work together to carry out the mission of the Audit Division.

The Auditor of State's office employs more than 600 auditors. In addition to the auditors located at the main office in Columbus, staff is located in eight regional offices in Athens, Canton, Cincinnati, Cleveland, Columbus, Dayton, Toledo and Youngstown. In addition to these eight regional offices, the State Region (also located in Columbus) audits state offices, boards, commissions and agencies.

Financial Audit Section

The Financial Audit Section is responsible for conducting financial audits of all public entities as required by Ohio law. Generally, the Auditor of State's office is required to perform these financial audits of each public entity at least once every two fiscal years. The office must review the methods, accuracy and legality of the accounts, financial reports, records and files of all public entities. It is the responsibility of the Financial Audit Section to determine whether the entity has complied with the laws, rules, ordinances and orders pertaining to the office. There are more than 600 staff members of the Financial Audit Section, and while they are headquartered in the eight regional offices, they spend most of their time in the field at client offices.

Special Audit Section

The Auditor of State occasionally conducts special audits of state and local government subdivisions and private organizations that receive public funds. A special audit is a limited scope examination of financial records and other information designed to investigate allegations of fraud, theft or misappropriation of public funds – or to quantify the extent of alleged fraud, theft or misappropriation. The Special Audit Section consists of the Chief Auditor, an Assistant Chief Auditor, three Senior Audit Managers and one Audit Manager.

Medicaid/Contract Audit Section

With Medicaid absorbing 30% of Ohio’s annual state budget, the Medicaid Contract Audit Section is a standalone department under the Audit Division dedicated to ensuring that Ohio’s Medicaid dollars are not illegally spent or wasted by those working under contracts with state agencies. This work supplements the audit efforts of other state agencies and is governed by interagency agreements with these agencies. The Medicaid Contract Audit Section is also an active member of an interagency Medicaid integrity team tasked with combating fraud, waste and abuse in Ohio.

The Medicaid/Contract Audit Section presently performs work under three interagency agreements:

- 1 An interagency agreement with the Ohio Department of Job and Family Services to perform audits and reviews of Medicaid providers.
- 2 An interagency agreement with the Ohio Department of Developmental Disabilities to perform agreed upon procedures audits of cost reports of County Boards of Developmental Disabilities and Councils of Government involving Medicaid expenditures for waiver services under the Home and Community-Based Services program.

- 3 An interagency agreement with the Ohio Department of Mental Health to perform agreed upon procedures audits of cost reports of Community Support Networks involving Medicaid expenditures for specialized behavioral health care services as part of Ohio's Integrated Behavioral Healthcare System.

The Medicaid/Contract Audit Section issues on average 10 Medicaid provider audits and 60 cost report audits/reviews annually.

Center for Audit Excellence

The Center for Audit Excellence is responsible for monitoring changes to generally accepted auditing standards and accounting principles, as well as changes to federal grant regulations and Ohio law. This includes developing guidelines and training so all Auditor of State employees are up to date on these standards, regulations and laws. This group also is charged with ensuring audits, including audits that independent accounting firms perform on our behalf, comply with these auditing and accounting standards.

Local Government Services

The Local Government Services Section (LGS) helps local governments improve the management of internal and external services, increase efficiency and effectiveness, and reduce waste. Our strong partnerships with local governments ensure that assistance is targeted, appropriate and feasible for local government clients.

LGS serves as a consulting and fiscal advisory group to all governmental agencies and political subdivisions. It provides an array of services including, but not limited to, financial forecasts, Generally Accepted Accounting Principles (GAAP) conversion assistance, annual financial report processing, record reconstruction and reconciliation, fiscal caution, watch or emergency assistance, merger and dissolution assistance and financial management training for elected officials. Publications such as accounting manuals and policy bulletins are distributed to assist local governments in performing their duties and to keep them up to date on their statutory and accounting requirements.

OHIO PERFORMANCE TEAM

The Ohio Performance Team is made up of professionals with a blend of government and industry backgrounds and in-depth experience in research, operations and management. With the help of two Six Sigma Master Black Belt executives, the Six Sigma methodologies are one of the many tools used to drive innovation and cultural change within the team, the auditor's office and the client agencies they engage.

Unlike traditional audits which look backward on activity in the past, OPT functions more like a consulting group in its proactive, forward focus. OPT seeks to develop recommendations that provide detailed steps toward improving performance, steps that can generate real change within the organization and offer clear benefits for the ultimate customer – the taxpayer.

By examining the economy, efficiency and effectiveness of public-sector entities, performance audits identify inefficient and ineffective practices and recommend corrective action. Performance audits are conducted for any school district or local government in fiscal caution (school districts only), fiscal watch, or fiscal emergency, helping these entities in fiscal distress improve the cost effectiveness of operations and resolve their financial difficulties. The Auditor of State also conducts performance audits upon request for those government entities at all levels that are seeking additional feedback on operations or ideas for future cost savings and service improvement.

Additionally, the Auditor of State's office conducts performance audits of at least four state agencies each biennium. During FY 2012, the Auditor of State's office began to carry out performance audits of the first four state agencies under authority of Senate Bill 4, enacted in 2011. During the year, OPT conducted field work for the Ohio Department of Transportation, the Ohio Department of Education and the Ohio Department of Job and Family Services. A performance audit of a fourth agency, the Ohio Housing Finance Agency, was contracted out to an independent public accounting firm.

LEGAL DIVISION

The Auditor of State's Legal Division is primarily responsible for providing legal advice to field auditors, assisting in determinations of whether or not the entity being audited is complying with all applicable laws.

The legal staff also can help public offices comply with state and federal requirements. Such advice can be found in bulletins, informal opinions, and at Auditor of State conferences and trainings.

The Legal Division also has the responsibility of tracking public money that is discovered missing, misappropriated or stolen and is the subject of a finding for recovery against individuals named in audit reports. Ohio law prohibits any state agency or political subdivision from awarding a contract for goods, services, or construction to any person against whom a finding for recovery has been issued by the Auditor of State, if that finding is unresolved.

Special Investigations Unit

The Auditor of State's investigative staff is also under the management of the Chief Legal Counsel. Led by the chief of investigations, the Special Investigations Unit (SIU) works to aggressively root out fraud and public corruption. The SIU is involved in the collection, review and decision-making processes involving all complaints of a criminal nature. The unit works closely with the Auditor of State's Special Audit Division and Financial Audit Division and also promotes a coordinated effort with local, state and federal government and law enforcement officials to combat public corruption in Ohio.

Open Government Unit

The Open Government Unit serves state and local government officials and citizens by providing trainings and resources to help them better understand their rights and obligations under the Ohio Public Records Act and the Ohio Open Meetings Act, known as the Ohio Sunshine Laws. The unit is supported by the attorneys of the Legal Division and a full-time paralegal to serve as the office's experts on public records and open meetings.

POLICY DIVISION

The Policy Division serves as a link between the Auditor of State's office and the Ohio General Assembly. The division communicates the duties and needs of the office to state legislators and provides them with the necessary information to make well-informed decisions on legislation affecting the Auditor of State's office. Staff also works with stakeholder groups on policy initiatives to convey the needs and interests of Ohio's local governments and schools.

PUBLIC AFFAIRS DIVISION

The Public Affairs Division is responsible for all internal and external communications and publications for the Auditor of State's office. The division also serves as a liaison between the Auditor of State's office and the news media. Public Affairs issues news releases and manages the content of the office's website, ensuring that the public – through the news media and the Internet – has timely, accurate information about the activities of the office.

Ohio Auditor Of State's Office Contact Information

Administration

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www.skinnyOhio.org

Special Investigations Unit (SIU)

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Uniform Accounting Network (UAN)

Phone: 800-833-8261

Fax: 877-727-0088

Local Government Services (LGS)

Phone: 800-345-2519

Fax: 614-728-8027

Public Records Hotline

Phone: 888-877-7760

Toledo 419-245-2811 or 800-443-9276 Fax: 419-245-2484

Akron/Canton 330-438-0617 or 800-443-9272 Fax: 330- 471-0001

Cleveland 216-787-3665 or 800-626-2297 Fax: 216-787-3361

Youngstown 330-797-9900 or 800-443-9271 Fax: 330-797-9949

Dayton 937-285-6677 or 800-443-9274 Fax: 937-285-6688

Columbus/State 614-466-3402 or 800-443-9275 Fax: 614-728-7199

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OUR MISSION

Auditor of State Dave Yost's office strives for clean, accountable and efficient governments for those we serve, the people of Ohio.

We are professionals. We work under objective standards, driven by numbers and facts without regard to politics.

Every day, we work to achieve truth in a smarter, streamlined government.

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