**(Solid Waste Transfer Facility[[1]](#endnote-1) - Updated January 2024)*[[2]](#endnote-2) [[3]](#endnote-3)***

**INDEPENDENT ACCOUNTANT’S REPORT ON APPLYING AGREED-UPON PROCEDURES**

[Name of Government]

[Name of] County

[Address]

[City], Ohio [Zip Code][[4]](#endnote-4)

and

The Director,

Ohio Environmental Protection Agency

50 W. Town Street, Suite 700

Columbus, OH 43215

We have audited, in accordance with *Government Auditing Standard*s issued by the Comptroller General of the United States, the basic financial statements of [Name of Government]***[[5]](#endnote-5)*** for the year ended December 31, 20XX, and have separately issued our unmodified report thereon dated XXX. ***[If qualified, describe the qualification. However, a qualified opinion may disqualify a government from using this test, and conceivably require a government to obtain costly third-party financial instruments. If our staff contemplates a qualification, they should consult immediately.]*** These statements present the Solid Waste Transfer Facility as a major enterprise fund and also within the Government’s business-type activities. ***[<<<Modify as needed.]***

In a letter to the Ohio Environmental Protection Agency dated ZZZ***[[6]](#endnote-6)*** (the Letter), [Name of Chief Financial Officer (CFO), such as Auditor] of [Name of Government] specified that certain amounts disclosed in that Letter were derived from the independently audited financial statements referred to in the first paragraph above.

We have performed the procedures described below on the [Name of Government]. The [Name of Government]’s management is responsible for the information presented in the Letter.

The [Name of Government] has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of solely providing assistance to you and the Ohio EPA in determining that certain amounts reported in the Letter agreed to, or can be computed from, amounts presented in the audited basic financial statements. **[Additionally, the Auditor of State has agreed to and acknowledged that the procedures performed are appropriate to meet their purposes.]*[[7]](#endnote-7) [<<IPAs must insert this. AOS staff should never insert this].***  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 this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and the associated findings are as follows:

***USE THE FOLLOWING PARAGRAPH IF THE GOVERNMENT USES “ALTERNATIVE 1" FROM OHIO ADMINISTRATIVE CODE (OAC) RULE 3745-503-20(H):***

As required by Ohio Admin. Code 3745-503-05(L)(5)(c) we have agreed the following amounts included in the Letter to the audited financial statements:

Alternative 1, Line No.

2 Sum of cash and marketable securities

3 Total expenditures

4 Annual debt service

5 Long term debt

6 Capital expenditures

7 Total assured environmental costs

8 Total annual revenue

The amounts on lines 2 through 6 and 8 agree to the basic fund financial statements of [Name of Government], or can be computed from amounts appearing therein. We followed the definitions for lines 2 through 6 and 8 included in the *State Support Document for the Local Government Financial Test,* issued November 27, 1996 by the USEPA. Line 7 includes total assured environmental costs reported in the fund***[[8]](#endnote-8)*** financial statements following Governmental Accounting Statement Number 18.***[[9]](#endnote-9)***

***USE THE FOLLOWING PARAGRAPHS IF THE GOVERNMENT USES “ALTERNATIVE 2" FROM OAC RULE 3745-503-20(H):***

As required by Ohio Admin. Code 3745-503-05(L)(5)(c), we have agreed the following amounts included in the Letter to the audited financial statements:

Alternative 2, Line No.

5 Total assured environmental costs ***[see endnote [[10]](#endnote-10)]***

6 Total annual revenue

The amounts on line 6 agree to the basic fund financial statements of [Name of Government], or can be computed from amounts appearing therein. We followed the definition for line 6 included in the *State Support Document for the Local Government Financial Test,* issued November 27, 1996 by the USEPA. Line 5 includes total assured environmental costs reported in the fundfinancial statements following Governmental Accounting Statement Number 18.

We were engaged by the [Name of Government] 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 an opinion or conclusion respectively, on the letter. 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 [Name of Government] 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.

Blank Signature

Signature Name

Signature Title

City, State

[Date] ***[[11]](#endnote-11)***

1. For Landfills, please use the Landfill AUP Report Shell available. [↑](#endnote-ref-1)
2. Please read the document, [*AUP Additional Guidance*](http://www.ohioauditor.gov/references/agreeduponprocedures.html)for additional information. [↑](#endnote-ref-2)
3. Updated January 2024 – Changes are not marked. The following needs completed prior to finalizing the report:

All the red references need updated as appropriate and changed to black font; and

All blue font items are guidance and need removed. [↑](#endnote-ref-3)
4. Same addressee as financial opinion [↑](#endnote-ref-4)
5. Same addressee as financial opinion [↑](#endnote-ref-5)
6. The CFO should date her/his letter on or after the date of our financial statement opinion. Our agreed-upon procedures report should be dated on or after the date of the CFO’s letter. [↑](#endnote-ref-6)
7. **IPA AUP engagements:** AOS is a specified party. The use of the procedures in this shell and AOS’ written approval of any modifications / additions to these procedures will serve as AOS' written agreement and acknowledgement that the procedures performed are appropriate to meet our intended purposes as a specified party. [↑](#endnote-ref-7)
8. Since the State Support Document was based on pre-GASB 34 fund financial statements, we believe we should compare the amounts to the fund statements under GASB 34. An exception would exist where a government reported the GASB 18 liability as a governmental activity liability and not in the governmental fund financial statements. In that case, we should agree the liability to the entity-wide statement amounts. You should consult with the Center for Audit Excellence. [↑](#endnote-ref-8)
9. Two points of caution:

A. The CFO’s letter should include asterisks next to the items derived from the audited statements. We should review the final version of this letter to assure that the asterisked amounts are consistent with the items we have listed in this report and in the audited financial statements.

B. We can only agree amounts from the letter that were derived from the audited statements. That is, the amount should appear in the audited statements and should be included in the *adjusted* trial balance, or should be computable directly from the adjusted trial balance. It would be inappropriate for us to report on a computation, which included an amount that was not included in the adjusted trial balance. For example, we could not report on a computation that involved the number of tons of waste accepted into a Solid Waste Transfer Facility, or on financial information not related to the year we audited. [↑](#endnote-ref-9)
10. The example CFO letter in OAC Rule 3745-503-20(H), Alternative 2, does not include an asterisk next to line 5. However, we believe it should be asterisked and that we should agree that amount to the fund (or entity-wide statements, per footnote 9) financial statements to comply with the requirements on page 20 of the *State Support Document for the Local Government Financial Test*. [↑](#endnote-ref-10)
11. Please read the [*AUP Additional Guidance*](http://www.ohioauditor.gov/references/agreeduponprocedures.html)and AOSAM for additional information on dating the report and other information related to AUPs. [↑](#endnote-ref-11)