

**CITY OF BEDFORD HEIGHTS**

**CUYAHOGA COUNTY**

**AGREED UPON PROCEDURES**

**JANUARY 1, 1999 TO JUNE 15, 2001**

**PREPARED BY: CIUNI AND PANICHI, INC.**





STATE OF OHIO  
OFFICE OF THE AUDITOR  
JIM PETRO, AUDITOR OF STATE

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Members of City Council  
City of Bedford Heights

We have reviewed the independent accountant's report on applying agreed upon procedures for the City of Bedford Heights, Cuyahoga County, prepared by Ciuni & Panichi, Inc. for the audit period January 1, 1999 through June 15, 2001.

Ms. Constance Cruel received and receipted \$57,971 at the City's Correction Facility; however, did not pay those funds into the City's Finance Department for deposit to a City bank account. In addition, Ms. Cruel collected and posted \$3,050 to inmates ledger cards; however, did not receipt or pay those funds into the City's Finance Department for deposit to a City bank account.

Based on these facts and in accordance with Ohio Rev. Code Section 117.28, a finding for recovery for public monies collected but unaccounted for is hereby issued against Ms. Constance Cruel in the amount of \$61,021.

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.

JIM PETRO  
Auditor of State

October 17, 2001

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**Independent Accountants' Report  
On Applying Agreed-Upon Procedures**

The City of Bedford Heights  
Bedford Heights, Ohio

We have performed the procedures enumerated below, which were agreed to by The City of Bedford Heights, to assist in determining whether or not money was taken by a Corrections Facility employee and the amount taken, if any. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those 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.

**Procedures performed:**

Obtained an understanding of the procedures that the Corrections Facility employee was supposedly using when handling inmate money and purchasing supplies for inmates and compared to the procedures that were actually used by the employee.

Compared receipt totals to the amounts submitted to the Finance Department. For missing receipts, attempted to determine the amount of money actually received and traced to the amounts submitted to the Finance Department.

Obtained individual ledger cards for inmates and attempted to trace the receipt of money and disbursement of funds to supporting documentation (receipts and purchase orders for supplies). In addition, agreed the ending balance to the final requisition submitted to the City upon dismissal of the inmate.

Attempted to determine the amount of money that was taken by the Corrections Facility employee.

Prepared recommendations regarding the procedures used to collect inmate money, to track the balances separately on individual inmate cards, and to disburse the money for miscellaneous supplies.

**Findings:**

Based on the procedures performed, it appears that the majority of cash received by the Corrections Facility during the time period July 1999 to June 2001 was never turned in to the Finance Department. Although we noted that some cash was not turned in during the early part of 1999, it appears that the pattern started mid-July 1999. In addition, we noted that inmates were reimbursed for their remaining commissary balance, but many of the receipts noted on the inmate ledger card were never turned in to the Finance Department.

We have calculated an amount for all Corrections Facility receipts that were not turned in to the Finance Department for the period January 11, 1999 to June 15, 2001. The total only includes receipts that were NOT marked as a Check, Money Order, or an amount returned to the inmate. It is possible that the money was placed in the safe and then subsequently given to the inmate upon release, without documentation. It is also possible that inmates were reimbursed for their Commissary balance by a check generated from the Finance Department, while the cash held in safe for the particular inmate was taken by an employee. Based on this, it is difficult to quantify the exact amount that the City of Bedford Heights is entitled to.

Based on our procedures, we estimate that for the period January 1999 to June 2001, the City of Bedford Heights is missing \$61,021 of money received at the Corrections Facility.

It was noted during our procedures that the Corrections Facility installed a new computer system during June 2001 to account for the receipts and disbursements of the Commissary. Our procedures as outlined above did not include a review and evaluation of the new system.

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on the procedures used to account for inmate money at the Corrections Facility. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of The City of Bedford Heights and is not intended to be and should not be used by anyone other than these specified parties.

Cleveland, Ohio  
July 26, 2001





STATE OF OHIO  
OFFICE OF THE AUDITOR  

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**CITY OF BEDFORD HEIGHTS**

**CUYAHOGA 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  
NOVEMBER 8, 2001**