



Dave Yost • Auditor of State



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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Behavioral Health Generations
Butler County
212 Cook Road
Lebanon, OH 45036

We have performed the procedures enumerated below, which were agreed to by the Council Board and the management of Behavioral Health Generations (the Council), on the receipts, disbursements and balances recorded in the Council's cash basis accounting records for the period July 1, 2016 through June 8, 2017, and certain compliance requirements related to those transactions and balances, included in the information provided to us by the management of the Council, including reviewing documentation that the dissolution of the Council, which was approved by the Board on March 15, 2016, has been successfully completed. The Council is responsible for the receipts, disbursements and balances recorded in the cash basis accounting records for the period July 1, 2016 through June 8, 2017 and certain compliance requirements related to these transactions and balances included in the information provided to us by the Council. 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 and Deposits

1. We recalculated the June 8, 2017 bank reconciliation. We found no exceptions.
2. We agreed the July 1, 2016 beginning fund balance recorded in the general ledger to the June 30, 2016 balance in the documentation in the prior year Agreed-Upon Procedures working papers. We found no exceptions.
3. We agreed the total per the bank reconciliation to the total of the June 8, 2017 fund cash balance reported in the general ledger. The amounts agreed.
4. We confirmed the June 8, 2017 bank account balance with the Council's financial institution. We found no exceptions. We also agreed the confirmed balance to the amount appearing in the June 8, 2017 bank reconciliation without exception.
5. Pursuant to Ohio Rev. Code Section 167.04 (B), the Council appointed a fiscal officer and prescribed allowable investments. We noted the Council closed out their investment in January 2017. We found no exceptions.

Member Contributions

We selected the only member contribution cash receipt from the period July 1, 2016 through June 8, 2017 maintained in the deposits folder and:

- a. Agreed the receipt amount to the amount recorded in the general ledger. The amounts agreed.

- b. Agreed the amount charged complied with rates in force during the period. We found no exceptions.
- c. Inspected the general ledger to determine the receipt was recorded in the proper year. We found no exceptions.

Over-The-Counter Cash Receipts

We selected all nine over-the-counter cash receipts from the period July 1, 2016 through June 8, 2017 maintained in the deposits folder and:

- a. Agreed the receipt amount to the amount recorded in the general ledger. The amounts agreed.
- b. Inspected the general ledger to determine the receipt was recorded in the proper year. We found no exceptions.

Debt

- 1. The prior agreed-upon procedures documentation disclosed no debt outstanding as of June 30, 2016.
- 2. We inquired of management, and inspected the general ledger for evidence of debt issued during the period July 1, 2016 through June 8, 2017 or debt payment activity during the period July 1, 2016 through June 8, 2017. No new debt issuances, nor any debt payment activity during the period July 1, 2016 through June 8, 2017 was found.

Payroll Cash Disbursements

- 1. We haphazardly selected one payroll check for all three employees from the period July 1, 2016 through June 8, 2017 from the Paycor payroll journal and:
 - a. We compared the hours and pay rate, or salary recorded in the Paycor payroll journal to supporting documentation (timecard, legislatively approved rate or salary). We found no exceptions.
 - b. We recomputed gross and net pay and agreed it to the amount recorded in the payroll register. We found no exceptions.
 - c. We inspected the Paycor payroll journal to determine whether the payment was posted to the proper year. We found no exceptions.
- 2. We inspected the last remittance of tax and retirement withholdings for the period July 1, 2016 through June 8, 2017 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 for the period July 1, 2016 through June 8, 2017. We noted that the last payroll was paid on October 21, 2016. We noted the following:

| Withholding (plus employer share, where applicable) | Date Due | Date Paid | Amount Due | Amount Paid |
|--|---------------------|---|-------------------------------------|-------------------------------------|
| Federal income taxes & Medicare | November 30, 2016 | October 6, 2016 October 20, 2016 October 21, 2016 | \$1,001.16 1,001.16 17,445.09 | \$1,001.16 1,001.16 17,445.09 |
| State income taxes | November 15, 2016 | October 6, 2016 October 20, 2016 October 21, 2016 | \$188.58 188.58 2,658.91 | \$188.58 188.58 2,658.91 |
| Local income tax | November 15, 2016 | October 6, 2016 October 20, 2016 October 21, 2016 | \$75.54 75.54 606.57 | \$75.54 75.54 606.57 |
| OPERS retirement | November 30, 2016 | November 18, 2016 | \$3,090.58 | \$15,383.19 |

As noted above, the Council overpaid OPERS due to improperly paying retirement benefits on leave payouts. The difference was refunded by OPERS on February 23, 2017 and March 3, 2017.

3. 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 Paycor payroll journal:
 - a. Accumulated leave records
 - b. The employee's pay rate in effect as of the termination date
 - c. The Council'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 general ledger for the period July 1, 2016 through June 8, 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 general ledger and to the names and amounts on the supporting invoices. We found no exceptions.

Closeout Procedures

1. We examined the Board approval of the dissolution of the Council. We found no exceptions.
2. The balance in the bank account on June 8, 2017 was \$3,070.53, and the bank issued a cashier's check to close the account. We verified that the cashier's check was transferred to MHDAS Board of Logan & Champaign Counties. We found no exceptions.
3. We confirmed with the Council's financial institution that the bank account had been closed. We found no exceptions.

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 Council'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 for the use of the Council to assist in evaluating its receipts, disbursements and balances recorded in their cash-basis accounting records for the period July 1, 2016 through June 8, 2017, and certain compliance requirements related to these transactions and balances and is not suitable for any other purpose.

A handwritten signature in black ink that reads "Dave Yost". The signature is written in a cursive style with a large, looping "D" and "Y".

Dave Yost
Auditor of State

Columbus, Ohio

July 10, 2017



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BEHAVIORAL HEALTH GENERATIONS

BUTLER 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
AUGUST 17, 2017