



OHIO AUDITOR OF STATE  
**KEITH FABER**





# OHIO AUDITOR OF STATE KEITH FABER



## Independent Accountants' Report on Applying Agreed-Upon Procedures

Ohio Department of Medicaid  
50 West Town Street, Suite 400  
Columbus, Ohio 43215

We have performed the procedures enumerated below, which were agreed to by the Ohio Department of Medicaid (ODM), on the Aging Administered Waiver Annual Cost Report (Cost Report) for the Area Agency on Aging 11, Inc., a PASSPORT Administrative Agency (hereafter referred to as the PAA), for the period July 1, 2015 through June 30, 2016. The PAA's management is responsible for preparing this fiscal year 2016 (FY 16) report. The sufficiency of these procedures is solely the responsibility of ODM. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

Unless otherwise specified, the PAA provided all reports used in the procedures and this report only describes exceptions exceeding \$500.

### **Revenue**

1. We compared the revenue on *Final Page A* of the Cost Report to the General Ledger, Trial Balance, State Year FY 2016 Revised worksheet, and PASSPORT Monthly Financial reports. We found no variances.
2. We agreed the Monthly Statement of Client Liability and Payment from Clients reports to the Cost Report. We found no variances.

### **Square Footage**

1. We compared the square footage summary to the allocation of square footage on the Cost Report. We found no variances.

### **Trial Balance and Non-Payroll Expenses**

1. We compared the disbursements on the General Ledger, Trial Balance, and State Year FY 2016 revised worksheet to *Worksheet 1, Total Allowable Expenses by Line Item*. We found no variances.

We also compared total PASSPORT Information Management System (PIMS) costs to total *Worksheet 2, Waiver Services Expenses Detail* costs. We found variances below one half percent of total PIMS costs.

2. We scanned the General Ledger and selected 60 disbursements from all cost pools. We compared supporting documentation and classification of the disbursement to the Three Party Agreement, Cost Report Instructions and 2 CFR part 200. We reported variances in Appendix A.

### **Trial Balance and Non-Payroll Expenses (continued)**

3. We compared the allocation methodology applied on *Worksheet 1* to the approved methodologies in the Cost Report Instructions. We found no difference. Using the payroll sample of 20 employees, we compared the allocation applied to each cost center to the Monthly Time Reporting Summary. We found no variances.

### **Payroll**

1. We compared total salaries and benefits on *Worksheet 1* for each waiver to the General Ledger and Trial Balance. We found no variances.
2. We selected 20 employees and compared the organization chart, Payroll Summary report, Monthly Time Reporting Summary and the Employee Monthly Time Logs to salaries and benefits reported for each employee on the Cost Report. We then compared the reported salaries and benefits to the Cost Report Instructions and 2 CFR part 200. We found no variances.

### **Property**

1. We traced the capital costs reported on *Worksheet 1* to the General Ledger, Trial Balance and State Worksheet reports. We found no variances.
2. We compared the FY 16 Depreciation Schedule to the prior fiscal year's Depreciation Schedule for changes in the depreciation amounts for assets purchased prior to FY 16, depreciation taken on the same asset more than once, assets that have been fully depreciated in prior years, or depreciation which was not in compliance with the Cost Report Instructions. We found no variances.
3. We did not perform the fixed assets procedure as none had first year of depreciation in FY 16.
4. We did not perform the disposed asset procedure as no assets were disposed in FY 16.
5. We scanned the General Ledger and Trial Balance for items purchased during FY 16 that met the capitalization criteria and the procurement requirements and traced them to the Depreciation Schedule. We found no variances.

### **Contract Monitoring**

1. We obtained the PAA's written procedures and supporting documentation showing it performed provider oversight processes in accordance with Section II (A)(3)(b)(i)-(ii) in its Three Party Agreement with ODM and the Ohio Department of Aging. We selected five provider compliance reviews and compared them to supporting documentation and to the written procedures. We found no exceptions.

This agreed-upon procedures engagement was conducted in accordance with the American Institute of Certified Public Accountants' attestation 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 Aging Administered Waiver Annual Cost Report. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported.

Area Agency on Aging 11, Inc.  
Independent Accountants' Report on  
Applying Agreed-Upon Procedures

This report is intended solely for the information and use of the Provider and the Ohio Department of Medicaid, and is not intended to be, and should not be used by anyone other than the specified parties.

A handwritten signature in black ink that reads "Keith Faber". The signature is written in a cursive style with a large, stylized "K" and "F".

Keith Faber  
Auditor of State  
Columbus, Ohio

March 20, 2019

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# OHIO AUDITOR OF STATE KEITH FABER



**AREA AGENCY ON AGING 11, INC.**

**TRUMBULL 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  
APRIL 2, 2019**