



OHIO AUDITOR OF STATE
KEITH FABER



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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Village of Woodville
Sandusky County
530 Lime Street, P.O. Box 156
Woodville, Ohio 43460-0156

We have performed the procedures enumerated below, which were agreed to by the Village Council, Mayor and the management of the Village of Woodville, Sandusky County, Ohio (the Village), on the receipts, disbursements and balances recorded in the Village's cash-basis accounting records for the years ended December 31, 2019 and 2018 and certain compliance requirements related to those transactions and balances, included in the information provided to us by the management of the Village. The Village is responsible for the receipts, disbursements and balances recorded in the cash-basis accounting records for the years ended December 31, 2019 and 2018 and certain compliance requirements related to these transactions and balances included in the information provided to us by the Village. 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 Investments

1. We recalculated the December 31, 2019 and December 31, 2018 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2018 beginning fund balances recorded in the YTD Fund Report to documentation in the prior year agreed-upon procedures working papers. We found no exceptions. We also agreed the January 1, 2019 beginning fund balances recorded in the YTD Fund Report to the December 31, 2018 balances in the YTD Fund Report. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the December 31, 2019 and December 31, 2018 fund cash balances reported in the YTD Fund Report and the financial statements filed by the Village in the Hinkle system. The amounts agreed.
4. We confirmed the December 31, 2019 bank account balances with the Village's financial institutions. We found no exceptions. We also agreed the confirmed balances to the amounts appearing in the December 31, 2019 bank reconciliation without exception.
5. We selected five reconciling debits (such as outstanding checks) from the December 31, 2019 bank reconciliation:
 - a. We traced each debit to the subsequent January bank statement. We found no exceptions.
 - b. We traced the amounts and dates to the Special Check Register Report, to determine the debits were dated prior to December 31. There were no exceptions.

6. We inspected investments held at December 31, 2019 and December 31, 2018 to determine that they:
 - a. Were of a type authorized by Ohio Rev. Code Sections 135.13, 135.14 or 135.144. We found no exceptions.
 - b. Mature within the prescribed time limits noted in Ohio Rev. Code Section 135.13 or 135.14. We noted no exceptions.

Property Taxes, Intergovernmental, and Other Confirmable Cash Receipts

1. We selected a total of five receipts from the *Statement of Semiannual Apportionment of Taxes*, State Distribution Transaction Listing (DTL), and the Sandusky County Auditor Accounts Payable Invoice Report for 2019 and a total of five from 2018:
 - a. We compared the amount from the above named reports to the amount recorded in the Detail Revenue Transactions Report. The amounts agreed.
 - b. We inspected the Detail Revenue Transactions Report to determine these receipts were allocated to the proper funds as required by Ohio Rev. Code Sections 5705.05-.06 and 5705.10. We found no exceptions.
 - c. We inspected the Detail Revenue Transactions Report to determine whether the receipt was recorded in the proper year. The receipt was recorded in the proper year. We found no exceptions.
2. We inspected the Detail Revenue Transactions Report to determine whether it included two real estate tax receipts for 2019 and 2018. The Detail Revenue Transactions Report included the proper number of tax receipts for each year.
3. We confirmed the amounts paid from the Ohio Public Works Commission (the Commission) directly to vendors on behalf of the Village during 2019 and 2018 with the Commission. We inspected the Detail Revenue Transactions Report and Detail Expense Transactions Report and noted the Fiscal Officer did not record this activity. In order to properly reflect the benefit received from the on behalf of activity, 2019 and 2018 intergovernmental receipts and capital outlay disbursements in the amounts of \$43,250 and \$178,788, respectively, should have been recorded in the Public Works Commission Project - Issue 2 Fund. There is no effect on ending fund balance, so no adjustments to the accounting system are necessary.

Utility Charges for Services Cash Receipts

1. We selected ten utility charges for services collection cash receipts from the year ended December 31, 2019 and ten utility charges for services collection cash receipts from the year ended December 31, 2018 recorded in the Detail Revenue Transactions Report and determined whether the:
 - a. Receipt amount per the Detail Revenue Transactions Report agreed to the amount recorded to the credit of the customer's account in the Utility Billing Journal Report. The amounts agreed.
 - b. Amount charged for the related billing period:
 - i. Agreed with the debit to accounts receivable in the Utility Billing Journal Report for the billing period. We found no exceptions.
 - ii. Complied with rates in force during the audit period multiplied by the consumption amount recorded for the billing period, plus any applicable late penalties. We found no exceptions.
 - c. Receipt was posted to the proper funds, and was recorded in the year received. We found no exceptions.

2. We observed the Utility Delinquent Billing Journal Report.
 - a. This report listed \$28,268.76 and \$33,595.50 of accounts receivable as of December 31, 2019 and 2018, respectively.
 - b. Of the total receivables reported in the preceding procedure, \$1,963.91 and \$2,390.89 were recorded as more than 90 days delinquent.
3. We observed the Miscellaneous Charges Journal Report for each month in 2018 and 2019.
 - a. This report listed a total of \$769.15 and \$374.00 non-cash receipts adjustments for the years ended December 31, 2019 and 2018, respectively.
 - b. We selected five non-cash adjustments from 2019 and five non-cash adjustments from 2018, and observed that the Village Administrator approved each adjustment.

Debt

1. From the prior agreed-upon procedures documentation, we observed the following loans were outstanding as of December 31, 2017. These amounts agreed to the Village's January 1, 2018 balances on the summary we used in procedure 3.

Issue	Principal outstanding as of December 31, 2017:
Ohio Water Development Authority Loan-5795	\$ 6,657,293
Ohio Water Development Authority Loan-5688	269,037
Ohio Water Development Authority Loan-5557	100,339
Ohio Water Development Authority Loan-6545	334,260
Ohio Water Development Authority Loan-6964	49,189
Ohio Water Development Authority Loan-7586	30,899
Ohio Public Works Commission-CE26B	35,413
Ohio Public Works Commission-CT13F	5,656
Ohio Public Works Commission-CE09Q	67,160
Police Pension Liability	35,071

2. We inquired of management, and inspected the Detail Revenue Transactions Report and Detail Expense Transactions Report for evidence of debt issued during 2019 or 2018 or debt payment activity during 2019 or 2018. All debt agreed to the summary we used in procedure 3.
3. We obtained a summary of loan debt activity for 2019 and 2018 and agreed principal and interest payments from the related debt amortization schedules to Water, Sewer, and Police Disability & Pension Fund payments reported in the Detail Expense Transactions Report. We also compared the date the debt service payments were due to the date the Village made the payments. We found no exceptions.
4. We inspected the Detail Revenue Transactions Report and Detail Expense Transactions Report and noted the Fiscal Officer did not record Ohio Public Works Commission (OPWC) and Ohio Water Development Authority (OWDA) loan activity paid directly to the vendors on behalf of the Village. In order to properly reflect the benefit received from the OPWC on behalf of activity, loan proceeds receipts and capital outlay disbursements in the amount of \$3,618 should have been recorded in the Public Works Commission Project – Issue 2 Fund during 2018. Additionally, in order to properly reflect the benefit received from the OWDA on behalf of activity, loan proceeds receipts and capital outlay disbursements in the amount of \$229,340 and \$103,360 should have been recorded in the Enterprise Fund Type during 2019 and 2018, respectively. There is no effect on ending fund balance, so no adjustments to the accounting system are necessary.

5. For new debt issued during 2019 and 2018, we inspected the debt legislation, which stated the Village must use the proceeds for sanitary sewer and water treatment plant improvements projects. We inspected the OPWC's Disbursements History page and the OWDA's Disbursement Detail pages and noted disbursements during 2019 and 2019 for the sanitary sewer and water treatment plan projects made by the OPWC and OWDA directly to the vendors on behalf of the Village.

Payroll Cash Disbursements

1. We selected one payroll check for five employees from 2019 and one payroll check for five employees from 2018 from the Summary Payroll History Report and:
 - a. We compared the hours and pay rate, or salary recorded in the Detail Payroll Check History Report to supporting documentation (timecard, legislatively-approved rate or salary). We found no exceptions.
 - b. We inspected the fund and account codes to which the check was posted to determine the posting was reasonable based on the employee's duties as documented on the employee's time sheet or by statute. We also confirmed 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 year ended December 31, 2019 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 during 2019. We observed the following:

Withholding (plus employer share, where applicable)	Date Due	Date Paid	Amount Due	Amount Paid
Federal income taxes and Medicare	January 31, 2020	January 3, 2020	\$9,314	\$9,314
State income taxes	January 15, 2020	December 20, 2019	1,297	1,297
OPERS retirement	January 30, 2020	January 3, 2020	14,729	14,729
OP&F retirement	January 31, 2020	January 3, 2020	8,954	8,954

Non-Payroll Cash Disbursements

1. We selected ten disbursements from the Detail Expense Transactions Report for the year ended December 31, 2019 and ten from the year ended December 31, 2018 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 Detail Expense Transactions Report and to the names and amounts on the supporting invoices. We found no exceptions.
 - c. The payment was posted to a fund consistent with the restricted purpose for which the fund's cash can be used. We found no exceptions.
 - d. The Fiscal Officer certified disbursements requiring certification or issued a *Then and Now Certificate*, as required by Ohio Rev. Code Section 5705.41(D). We found no exceptions.

Compliance - Budgetary

1. Ohio Rev. Code Section 5705.41(B) prohibits expenditures (disbursements plus certified commitments) from exceeding appropriations. We compared total expenditures to total approved appropriations (Ohio Rev. Code Section 5705.38 and 5705.40) plus any carryover appropriations for the years ended December 31, 2019 and 2018 for the General, State Highway, and Electric funds, as recorded in the MTD/YTD Expense Report. We observed no funds for which expenditures exceeded appropriations.
2. We inspected the 2019 and 2018 Combined Fund Transfer Report for evidence of interfund transfers which Ohio Rev. Code Sections 5705.14 - .16 restrict. We found no evidence of transfers these Sections prohibit, or for which Section 5705.16 would require approval by the Tax Commissioner.
3. We inspected the YTD Fund Report for the years ended December 31, 2019 and 2018 for negative cash fund balances. Ohio Rev. Code Section 5705.10(l) provides that money paid into a fund must be used for the purposes for which such fund is established. As a result, a negative fund cash balance indicates that money from one fund was used to cover the expenses of another. We noted no funds having a negative cash fund balance.

Compliance - American Municipal Power Joint Venture Debt Covenant Requirements

1. The Village is a member of Ohio Municipal Electric Generation Agency Joint Venture 2 (OMEGA JV2). Appendix M, Section 11(A) of the Joint Venture Agreement requires the Village's Electric Utility receipts, as defined, to be at least 110% of its OMEGA JV2 operating & maintenance plus debt service charges, as defined.

Using information from the Village's unadjusted receipts and disbursements ledger, we calculated the cash basis debt coverage including other available funds (as defined) for its OMEGA JV2 for the years ended December 31, 2019 and 2018.

For the year ended December 31, 2019, the ratio of the Village's Electric Utility receipts to OMEGA JV2 debt service disbursements was 29.075, meeting the Village's debt covenant obligation of 1.10 times set forth in Appendix M, Section 11(A) of the Joint Venture Agreement.

For the year ended December 31, 2018, this ratio was 28.64, thus meeting the Village's debt covenant obligation.

Exhibit JV2 presents the supporting calculations.

2. The Village is a member of Ohio Municipal Electric Generation Agency Joint Venture 5 (OMEGA JV5). Section 17(A) of the Joint Venture Agreement requires the Village's Electric Utility receipts, as defined, to be at least 110% of its OMEGA JV5 operating & maintenance plus debt service charges, as defined.

Using information from the Village's unadjusted receipts and disbursements ledger, we calculated the cash basis debt coverage for its OMEGA JV5 for the years ended December 31, 2019 and 2018.

For the year ended December 31, 2019, the ratio of the Village's Electric Utility receipts to OMEGA JV5 debt service disbursements was 6.37, meeting the Village's debt covenant obligation of 1.10 times set forth in Section 17(A) of the Joint Venture Agreement.

For the year ended December 31, 2018, this ratio was 9.06, thus meeting the Village's debt covenant obligation.

The following schedules present the supporting calculations.

Sunshine Law Compliance

1. We obtained and inspected the Village's Public Records Policy to determine the policy was in accordance with Ohio Rev. Code §§ 149.43(E)(2) and 149.43(B)(7)(c) and did not limit the number of responses that may be made to a particular person, limit the number of responses during a specified period of time, or establish a fixed period of time before it will respond unless that period is less than eight hours. We found no exceptions.
2. We selected all public records requests from the engagement period and inspected each request to determine the Village was compliant and responded to the request in accordance with its adopted policy as required by Ohio Rev. Code § 149.43(B)(1). We found no exceptions.
3. We inquired with Village management and determined that the Village did not have any denied public records requests during the engagement period.
4. We inquired with Village management and determined that the Village did not have any public records requests with redactions during the engagement period.
5. We inquired whether the Village had a records retention schedule, and observed that it was readily available to the public as required by Ohio Rev. Code §§ 149.43(B)(2) and 149.43(B)(3). We found no exceptions.
6. We inspected written evidence that the Public Records Policy was provided to the records custodian/manager as required by Ohio Rev. Code § 149.43(E)(2). We found no exceptions.
7. We inspected the Village's policy manual and determined the Public Records Policy was included as required by Ohio Rev. Code § 149.43(E)(2). We found no exceptions.
8. We observed that the Village's poster describing its Public Records Policy was displayed conspicuously in all branches of the Village as required by Ohio Rev. Code § 149.43(E)(2). We found no exceptions.
9. We inquired with Village management and determined that the Village did not have any applications for record disposal submitted to the Records Commission during the engagement period.
10. We inspected individual training certificates and determined whether each elected official in accordance with Ohio Rev. Code § 149.43(E)(1) (or his/her designee) successfully attended a certified three-hour Public Records Training for each term of office as required by Ohio Rev. Code § 109.43(B). We found no exceptions.
11. We inspected the public notices for the public meetings held during the engagement period and determined the Village notified the general public and news media of when and where meetings during the engagement period were to be held as required by Ohio Rev. Code § 121.22(F). We found no exceptions.

12. We inspected the minutes of public meetings during the engagement period in accordance with Ohio Rev. Code § 121.22(C) and determined whether they were:
- Prepared - a file is created following the date of the meeting
 - Filed - placed with similar documents in an organized manner
 - Maintained - retained, at a minimum, for the engagement period
 - Open to public inspection - available for public viewing or request.

We found no exceptions.

13. We inspected the minutes from the engagement period in accordance with Ohio Rev. Code § 121.22(G) and determined the following:
- Executive sessions were only held at regular or special meetings.
 - The purpose for the meetings and going into an executive session (when applicable) correlated with one of the matters listed in Ohio Rev. Code Section 121.22(G).
 - Formal governing board actions were adopted in open meetings.

We found no exceptions.

Other Compliance

- Ohio Rev. Code Section 117.38 requires villages to file their financial information in the Hinkle system within 60 days after the close of the fiscal year. This statute also permits the Auditor of State to extend the deadline for filing a financial report and establish terms and conditions for any such extension. Auditor of State established policies, regarding the filing of complete financial statements, as defined in AOS Bulletin 2015-007 in the Hinkle system. We confirmed the Village filed its complete financial statements, as defined by AOS Bulletin 2015-007 and Auditor of State established policy within the allotted timeframe for the years ended December 31, 2019 and 2018 in the Hinkle system. There were no exceptions.
- For all credit card accounts we obtained:
 - copies of existing internal control policies,
 - a list of authorized users, and
 - a list of all credit card account transactions.
 - We inspected the established policy obtained above and determined it has been implemented by the Village.
 - We selected one credit card transaction from each account for testing. For selected transactions we inspected documentation to determine that:
 - Use was by an authorized user within the guidelines established in the policy, and
 - Each transaction was supported with original invoices and for a proper public purpose.We found no exceptions.
 - We selected three credit card statements from each credit card account for testing. For selected statements we inspected documentation to determine that:
 - No unpaid beginning balance was carried forward to the current billing cycle,
 - Ending statement balance was paid in full, and
 - Statement contained no interest or late fees.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 Village's receipts, disbursements, balances and compliance with certain laws and regulations. Accordingly, we do not express an opinion or conclusion.

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Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is to provide assistance in the evaluation of the Village's receipts, disbursements and balances recorded in its cash-basis accounting records for the years ended December 31, 2019 and 2018, 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 "Keith Faber". The signature is written in a cursive, flowing style.

Keith Faber
Auditor of State
Columbus, Ohio

December 10, 2020

OHIO AUDITOR OF STATE KEITH FABER



VILLAGE OF WOODVILLE

SANDUSKY COUNTY

AUDITOR OF STATE OF OHIO CERTIFICATION

This is a true and correct copy of the report, which is required to be filed pursuant to Section 117.26, Revised Code, and which is filed in the Office of the Ohio Auditor of State in Columbus, Ohio.



Certified for Release 12/24/2020

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