

**VILLAGE OF GAMBIER  
KNOX COUNTY  
AGREED UPON PROCEDURES  
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021**

**Wilson, Phillips & Agin, CPA's, Inc.  
1100 Brandywine Blvd., Building G  
Zanesville, Ohio 43701**





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Village Council  
Village of Gambier  
P.O. Box 1984  
Gambier, Ohio 43022

We have reviewed the *Independent Accounts' Report on Applying Agreed-Upon Procedures* of the Village of Gambier, Knox County, prepared by Wilson, Phillips & Agin, CPA's, Inc., for the period January 1, 2021 through December 31, 2022. Based upon this review, we have accepted this report in lieu of the audit required by Section 117.11, Revised Code.

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. The Village of Gambier is responsible for compliance with these laws and regulations.

Keith Faber  
Auditor of State  
Columbus, Ohio

June 23, 2023

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**WILSON, PHILLIPS, & AGIN, CPA'S, INC.  
1100 BRANDYWINE BLVD., BUILDING G  
ZANESVILLE, OHIO 43701**

**INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES**

Village of Gambier  
Knox County  
P.O. Box 1984  
Gambier, Ohio 43022

We have performed the procedures enumerated below on the Village of Gambier's (the Village) receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2022 and 2021 and certain compliance requirements related to these 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, 2022 and 2021 and certain compliance requirements related to these transaction and balances included in the information provided to us by the Village.

The Village Council, Mayor and the management of the Village have agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of providing assistance in the evaluation of the Village's receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2022 and 2021, and certain compliance requirements related to these transaction and balances. Additionally, the Auditor of State has agreed to and acknowledged that the procedures performed are appropriate to meet their purposes. No other party acknowledged the appropriateness of the procedures. 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 the report and may not meet the needs of all users of the report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes. The sufficiency of the procedures is solely the responsibility of the parties specified in the 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.

The procedures and the associated findings are as follows:

**Cash**

1. We recalculated the December 31, 2022 and December 31, 2021 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2021 beginning fund balances for each fund recorded in the Fund Cash Balance Statement to the December 31, 2020 balances in the prior year Agreed-Upon Procedures working papers. We found no exceptions. We also agreed the January 1, 2022 beginning fund balances recorded in the Fund cash Balance Statement to the December 31, 2021 balances in the Fund Ledger Report. We found no exceptions.
3. We agreed the 2022 and 2021 bank reconciliation as of December 31, 2022 and 2021 to the total fund cash balances reported in the Fund Cash Balance Statement and the financial statements filed by the Village in the Hinkle System. The amounts agreed.
4. We confirmed the December 31, 2022 bank account balances with the Village's financial institutions and the Ohio Pooled Collateral System. We found no exceptions. We also agreed the confirmed balances to the amounts appearing in the December 31, 2022 bank reconciliation without exception.

5. We selected five reconciling debits (such as outstanding checks) from the December 31, 2022 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 check register, to determine the debits were dated prior to December 31. We found no exceptions.
6. We inspected investments held at December 31, 2022 and December 31, 2021 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 County Auditor's Excel Spreadsheets for 2022 and a total of five from 2021.
  - a. We compared the amount from the above named reports to the amount recorded in the Revenue Report. The amounts agreed.
  - b. We inspected the Revenue Report to determine whether that these receipts were allocated to the proper fund(s). We found no exceptions
  - c. We inspected the Revenue Report to determine whether the receipts were recorded in the proper year. We found no exceptions.
2. We inspected the Receipt Register Report to determine whether it included two real estate tax receipts for 2022 and 2021. The Receipts Register Report included the proper number of tax receipts for each year.

#### **Income Tax Receipts**

1. We selected five income tax returns filed during 2022 and five from 2021.
  - a. We compared the payment amount recorded on the tax return to the amount recorded as income tax receipts in the Revenue Report for that date. The amounts agreed.
  - b. We compared the Income Tax payment Journal total from procedure a, to the amount recorded as income tax receipts in the Revenue Report for that date. The amounts agreed.
  - c. We compared the date of the receipts to the date the receipts were posted in the Revenue Report to determine whether the receipts were recorded in the year received. We found no exceptions.
  - d. We obtained the latest approved amendment for the engagement period was dated January 1, 2016. We agreed the most recent approved rate to the rate used on the income tax return. We found no exceptions.
2. We selected five income tax refunds from 2022 and five from 2021.
  - a. We compared the refund paid from the Expense Report to the refund amount requested in the tax return. The amounts agreed.
  - b. We observed the approval by the Fiscal Officer on each of the refunds. We found no exceptions.
  - c. We observed the refunds were paid from the General Fund as is required.

### Water, Sewer and Storm Water Operating Fund

1. We selected 10 Water, Sewer and Storm Water Fund collection cash receipts from the year ended December 31, 2022 and 10 Water and Sewer collection cash receipt from the year ended December 31, 2021 recorded in the Revenue Report and determined whether the:
  - a. Receipt amount per the Revenue Report agreed to the amount recorded to the credit of the customer's account in the Daily Cash Receipts Journal. The amounts agreed.
  - b. Amount charged for the related billing period:
    - i. Agreed with the debit to accounts receivable in the Customer History Report for the billing period. We found no exceptions.
    - ii. Complied with rates in force during the audit period multiplied by the consumption amount for recorded for the billing period, plus any applicable late penalties, plus unpaid prior billings. 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 Customer Balance Report.
  - a. The Customer Balance Report listed \$42,768 and \$18,241 of accounts receivable as of December 31, 2022 and 2021, respectively.
  - b. Of the total receivables reported in the preceding step, \$549 and \$852 were recorded as more than 90 days delinquent.
3. We observed the Daily Cash Receipts Journal.
  - a. This report listed a total of (\$18,417) and (855) non-cash adjustments for the year ended December 31, 2022 and 2021, respectively.
  - b. We haphazardly selected five non-cash adjustments from 2022 and five non-cash adjustments from 2021 and observed that the Village Administer approved each adjustment.

### Debt

1. From the prior agreed upon procedures documentation, we observed the following loans were outstanding as of December 31, 2020. These amounts agreed to the Village's January 1, 2020 balances on the summary we used in procedure 3.

Issue	Principal outstanding as Of December 31, 2020:
OPWC Loan (CQ12R)	\$ 49,082
OPWC Loan (CQ04F)	16,266
OPWC Loan (CQ17U)	36,000

2. We inquired of management and inspected the Receipt Register Report and Payment Register Detail Report for evidence of debt issued during 2022 or 2021 or debt payment activity during 2022 or 2021. All debt agreed to the summary we used in procedure 3.
3. We obtained a summary of debt activity for 2022 and 2021 and agreed principal and interest payments from the related debt amortization schedule to Water Fund payments reported in the Expense 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 agreed the amount of debt proceeds received for 2022 from the debt documents to amounts recorded in the Sewer Fund. The amounts agreed.

5. For new debt issued during 2022 and 2021, we inspected debt legislation, which stated the Village must use the proceeds for WWTP Improvements. We inspected the Expense Report and did observe payments made for the project.

#### **Payroll Cash Disbursements**

1. We selected one payroll check for five employees from 2022 and one payroll check for five employees from 2021 from the Employee History Report and:
  - a. We compared the hours and pay rate, or salary recorded in the Employee History Report to supporting documentation (timecard, legislatively or statutorily 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 in the minute record, timesheets or as required by statute. We also confirmed the payment was posted to the proper year. We found no exceptions.
  - c. We confirmed the payment was posted to the proper year. We found no exceptions.
2. We selected all new employees from 2022 and 2021 and:
  - a. We inspected the employee's personnel file for the Retirement system, Federal, State & Local income tax withholding authorization.
  - b. We agreed the items in a. above to the Employee Static Information Report.
 We found no exceptions.
3. We inspected the last remittance of tax and retirement withholdings for the year ended December 31, 2022 to confirm remittances were timely paid, and that the amounts paid agreed to the amounts withheld, plus the employer's share, where applicable during the final withholding period during 2022. We noted the following:

<b>Withholding (plus employer share Where applicable)</b>	<b>Due Date</b>	<b>Date Paid</b>	<b>Amount W/H</b>	<b>Amount</b>
Federal Income Taxes	January 31, 2023	December 30, 2022	\$ 2,170.40	\$ 2,170.40
State Income Taxes	January 15, 2023	January 6, 2023	1,269.34	1,269.34
Local Income Taxes	January 31, 2023	January 9, 2023	883.38	883.38
School District Taxes	January 15, 2023	January 6, 2023	198.61	198.61
OPERS Retirement	January 31, 2023	January 6, 2023	7,678.43	7,678.43

#### **Non-payroll Cash Disbursements**

1. We selected ten disbursements from the Expenses Report for the year ended December 31, 2022 and ten from the year ended December 31, 2021 and determined whether:
  - a. The disbursements were for a public purpose. We found no exceptions.
  - b. The check number, date, payee name and amount recorded on the returned, canceled check image agreed to the check number, date, payee name and amount recorded in the Payment Register Detail Report and to the names and amounts on the supporting invoices. We noted 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.
  - a. 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 Revised 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, 2022 and 2021 for the General Fund, Street Maintenance Fund and the Sewer Fund. There were no funds for which expenditures exceeded appropriations.
2. We inspected the 2022 and 2021 Revenue Status Reports and Appropriation Status Reports for evidence of interfund transfers exceeding \$5,000 which Ohio Revised 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 Cash Summary by Fund Report for the years ended December 31, 2022 and 2021 for negative cash fund balance. Ohio Revised Code Section 5705.10(I) 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.

### **Sunshine Law Compliance**

1. We obtained and inspected the Village's Public Records Policy to determine the policy was in accordance with Ohio Revised Code Section 149.43E(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 five public records requests from the engagement period and inspected each request to determine the following:
  - a. The Village was compliant and responded to the request in accordance with their adopted policy as required by Ohio Revised Code Section 149.43(B)(1). We found no exceptions.
  - b. The Village did not have any denied public records during the engagement period.
  - c. The Village did not have public records requests with redactions during the engagement period.
3. We inquired whether the Village had a records retention policy schedule and observed that it was readily available to the public as required by ORC Section 149.43(B)(2). We found no exceptions.
4. We inspected written evidence that the Public Records Policy was provided to the records custodian/manager as required by ORC Section 149.43(E)(2). We found no exceptions.
5. We inspected the Village's policy manual and determined the public records policy was included as required by ORC Section 149.43(E)(2). We found no exceptions.
6. We observed that the Village's poster describing their Public Records Policy was displayed conspicuously in all branches of the Village as required by ORC Section 149.43(E)(2). We found no exceptions.
7. We selected five applications submitted to the records commission for one-time disposal of obsolete records, and managements review of the schedules of records retention and dispositions for the engagement period. We inspected the approval by the Records Commission for the five selected and the review of the schedules. We found no exceptions.
8. We inspected individual training certificates and determined whether each elected official in accordance with ORC Section 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 ORC Section 109.43(B). We found no exceptions.

9. 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 are to be held as required by ORC Section 121.22(F). We found no exceptions.
10. We inspected the minutes of public meetings during the engagement period in accordance with ORC Section 121.22(G) and determined whether they were:
  - a. Prepared – a file is created following the date of the meeting
  - b. Filed – placed with similar documents in an organized manner
  - c. Maintained – retained, at a minimum, for the engagement period
  - d. Open to public inspections – available for public viewing or request.We found no exceptions.
11. We inspected the minutes from the engagement period and determined the following:
  - a. Executive sessions were only held at regular or special meetings.
  - b. The purpose for the meetings and going into an executive session (where applicable) correlated with one of the matters listed in Ohio Rev. Code Section 121.22(G).
  - c. Formal governing board actions were adopted in open meetings.We found no exceptions.

#### **Coronavirus Relief Fund**

1. We inquired of management and those charged with governance and documented how the Village decided to spend their CFR allocations and how the Village evaluated and documented their compliance with the CARES Act three-prong test. We then selected all payroll, non-payroll, and subgrant/subloan transactions and determined the Village:
  - a. Spent the CRF money in accordance with use of funds requirements and
  - b. Maintained appropriate supporting documentation.We found no exceptions.

#### **Contract Compliance**

1. We inspected the Minutes and Expense Report and identified the Village had expenditures subject to competitive bidding. We found no exceptions.
2. We selected one contract over \$45,000 for 2022 and 2021 and:
  - c. The Village accepted the lowest bid and met the requirements of ORC 5575.01
  - d. No bid splitting occurred.
  - e. No deliberate attempts to evade bid limitations occurred, such as successive contracts just under the bid amount occurred.
  - f. No apparent interest in the contract by a public official occurred.We found no exceptions.

#### **Other Compliance**

1. Ohio Revised 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, in addition to filing extensions granted for extenuating circumstances, allow for refiling complete financial statements, as defined in AOS Bulletin 2015-007 in the Hinkle System. We confirmed the Village filed their complete financial statements, as defined by AOS Bulletin 2015-007 and Auditor of State established policy within the allotted timeframe for years ended December 31, 2021 and 2020 in the Hinkle system. We found no exceptions.

We were engaged by the Village 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, 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. 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 Village 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.

***Wilson, Phillips & Agin, CPA's, Inc.***  
Zanesville, Ohio  
May 18, 2023

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# OHIO AUDITOR OF STATE KEITH FABER



**VILLAGE OF GAMBIER**

**KNOX 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 7/6/2023**

88 East Broad Street, Columbus, Ohio 43215  
Phone: 614-466-4514 or 800-282-0370

This report is a matter of public record and is available online at  
[www.ohioauditor.gov](http://www.ohioauditor.gov)