



Dave Yost • Auditor of State



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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Allen County Agricultural Society
Allen County
2750 Harding Highway
Lima, Ohio 45804

We have performed the procedures enumerated below, with which the Board of Directors and the management of Allen County Agricultural Society (the Society) agreed, solely to assist the Board in evaluating receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended November 30, 2015 and 2014, and certain compliance requirements related to these transactions and balances. Management is responsible for recording transactions; and management and the Board are responsible for complying with the compliance requirements. 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*. 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

1. We tested the mathematical accuracy of the November 30, 2015 and November 30, 2014 bank reconciliations. We found no exceptions.
2. We agreed the December 1, 2014 beginning fund balances recorded to the November 30, 2014 balances in the prior year documentation in the prior year Agreed-Upon Procedures working papers. We found no exceptions. We also agreed the December 1, 2015 beginning fund balances recorded to the November 30, 2015 balances. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the November 30, 2015 and 2014 fund cash balance reported in the Balance Sheet. The amounts agreed.
4. We confirmed the November 30, 2015 bank account balances with three of the five of the Society's financial institutions. We found no exceptions. We observed the year-end bank balances on two of the five financial institution's websites. The balances agreed. We also agreed the confirmed balances to the amounts appearing in the November 30, 2015 bank reconciliation and noted one exception of \$10.75 due to a service charge on the bank statement that was not recorded on the Society's accounting system.
5. We selected five reconciling debits (such as outstanding checks) from the November 30, 2015 bank reconciliation:
 - a. We traced each debit to the subsequent December and January bank statements. We found no exceptions.
 - b. We traced the amounts and dates to the check register, to determine the debits were dated prior to November 30. We noted no exceptions.

Cash (Continued)

6. We selected five transactions that make up the reconciling credits (such as deposits in transit) haphazardly from the November 30, 2015 bank reconciliation:
 - a. We traced each transaction to the November bank statement. We found no exceptions.
 - b. We agreed the transaction amounts to the Profit and Loss Detail Report. Each transaction was recorded as a November receipt for the same amount recorded in the Transactions by Account Report. The amounts agreed.

Admission/Grandstand Receipts

We haphazardly selected one day of admission and one day of grandstand cash receipts from the year ended November 30 2015 and one day of admission and one day of grandstand cash receipts from the year ended November 30, 2014 recorded in the Profit and Loss Detail Report and determined whether the receipt amount agreed to the supporting documentation (ticket recapitulation sheets/cash register tapes, etc). The amounts agreed.

Privilege Fee Receipts

We haphazardly selected 10 privilege fee cash receipts from the year ended November 30, 2015 recorded in the duplicate cash receipts book and determined whether the:

- a. Receipt amount agreed to the amount recorded in the Profit and Loss Detail Report. The amounts agreed.
- b. Amount charged complied with rates in force during the period. We found no exceptions.
- c. Receipt was recorded in the proper year. We found no exceptions.

Rental Receipts

We haphazardly selected 10 rental cash receipts from the year ended November 30, 2015 and 10 rental cash receipts from the year ended November 30, 2014 recorded in the duplicate cash receipts book and determined whether the:

- a. Receipt amount agreed to the amount recorded in the Profit and Loss Detail Report. The amounts agreed.
- b. Amount charged complied with rates in force during the period. We found no exceptions.
- c. Receipt was recorded in the proper year. We found no exceptions.

Over-The-Counter Cash Receipts

We haphazardly selected 10 over-the-counter cash receipts from the year ended November 30, 2015 and 10 over-the-counter cash receipts from the year ended 2014 recorded in the duplicate cash receipts book and determined whether the:

- a. Receipt amount agreed to the amount recorded in the Profit and Loss Detail Report. The amounts agreed.
- b. Amount charged complied with rates in force during the period (where applicable). We found no exceptions.
- c. Receipt was posted to the proper funds, and was recorded in the proper year. We found no exceptions.

Debt

1. From the prior agreed-upon procedures documentation, we noted the following note outstanding as of November 30, 2013. These amounts agreed to the Societies December 1, 2013 balances on the summary we used in step 3.

Debt (Continued)

Issue	Principal outstanding as of November 30, 2013:
Note Payable for Pavilion	\$204,197

2. We inquired of management, and scanned the receipt and expenditure records for evidence of loan or credit agreements, and bonded, note, County, or mortgage debt issued during 2015 or 2014 or debt payment activity during 2015 or 2014. All debt noted agreed to the summary we used in step 3.
3. We obtained a summary of debt service payments owed during 2015 and 2014 and agreed these payments from the Check Register to the related debt amortization schedule. We noted that the Society paid an extra \$20,000 towards the principal amount. We also compared the date the debt service payments were due to the date the Society made the payments. We noted that the first payment made in 2015 and 2014 was paid after the stated due date as noted in the amortization schedule.

Payroll Cash Disbursements

1. We haphazardly selected one payroll check for five employees from 2015 and one payroll check for five employees from 2014 from the Check Register and:
 - a. We compared the hours and pay rate, or salary recorded in the Check Register to supporting documentation (timecard, legislatively or statutorily-approved rate or salary). We found no exceptions.
2. We scanned the last remittance of tax and retirement withholdings for the year ended November 30, 2015 to determine whether 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 of 2015. We noted the following:

Withholding (plus employer share, where applicable)	Date Due	Date Paid	Amount Due	Amount Paid
Federal income taxes & Medicare	December 31, 2015	November 24, 2015	2,501.56	2,501.56
State income taxes	December 15, 2015	November 29, 2015	583.36	583.36
School District income tax	December 31, 2015	November 29, 2015	34.85	34.85

Non-Payroll Cash Disbursements

1. We haphazardly selected ten disbursements from the Profit and Loss Detail Report for the year ended November 30, 2015 and ten from the year ended 2014 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 Profit and Loss Detail Report and to the names and amounts on the supporting invoices. We found no exceptions.
 - c. Based on the nature of the expenditure, the account coding is reasonable. We found no exceptions.

We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion on the Society's receipts, disbursements, balances and compliance with certain laws and regulations. Accordingly, we do not express 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 management, those charged with governance and others within the Society, and is not intended to be, and should not be used by anyone other than these specified parties.

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

August 16, 2016



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ALLEN COUNTY AGRICULTURAL SOCIETY

ALLEN 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
SEPTEMBER 15, 2016