



Dave Yost • Auditor of State





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

Lucas County Agricultural Society  
Lucas County  
1406 Key Street  
Maumee, Ohio 43537-2416

We have performed the procedures enumerated below, which were agreed to by the Board of Directors and the management of Lucas County Agricultural Society, Lucas County, Ohio (the Society), on the receipts, disbursements and balances recorded in the Society's cash basis accounting records for the years ended November 30, 2016 and 2015 and certain compliance requirements related to those transactions and balances, included in the information provided to us by the management of the Society. The Society is responsible for the receipts, disbursements and balances recorded in the cash basis accounting records for the years ended November 30, 2016 and 2015 and certain compliance requirements related to these transactions and balances included in the information provided to us by the Society. 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 recalculated the November 30, 2016 and November 30, 2015 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 audited statements. 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, 2016 and 2015 fund cash balance reported in the Register Balance. The amounts agreed.
4. We observed the year-end bank balance on the financial institution's website. The balance agreed. We also agreed the confirmed balances to the amounts appearing in the November 30, 2016 bank reconciliation without exception.
5. We selected five reconciling debits (such as outstanding checks) haphazardly from the November 30, 2016 bank reconciliation:
  - a. We traced each debit to the subsequent December and January financial institution's website. There were no exceptions.
  - b. We traced the amounts and dates to the check register, to determine the debits were dated prior to November 30. There were no exceptions.

**Intergovernmental and Other Confirmable Cash Receipts**

We selected all the receipts from the Distribution Transaction Detail Report (State DTL) for 2016 and 2015. We also selected all the receipts from the County Auditor's Vendor Payment Report for 2016 and 2015.

- a. We compared the amount from the above reports to the amount recorded in the Receipt Ledger. The amounts agreed.
- b. We inspected the receipts ledger to determine whether these receipts were allocated to the proper account codes. We found no exceptions.
- c. We inspected the receipts ledger to determine whether the receipts were recorded in the proper year. We found no exceptions.

**Admission Receipts**

We haphazardly selected one day of admission cash receipts from the year ended November 30 2016 and one day of admission cash receipts from the year ended November 30, 2015 recorded in the receipts ledger and agreed the receipt amount to the supporting documentation (ticket recapitulation sheets). The amounts agreed.

**Privilege Fee Receipts**

We haphazardly selected 10 privilege fee cash receipts from the year ended November 30, 2016 and 10 privilege fee cash receipts from the year ended November 30, 2015 recorded in the duplicate cash receipts book and:

- a. Agreed the receipt amount to the amount recorded in the Receipt Ledger. The amounts agreed.
- b. Compared the rates charged with rates in force during the period. We found no exceptions.
- c. Confirmed the 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, 2016 and 10 rental cash receipts from the year ended November 30, 2015 and:

- a. Agreed the receipt amount to the amount recorded in the Receipt Ledger. The amounts agreed.
- b. Agreed the rate charged with rates in force during the period. We found no exceptions.
- c. Inspected the receipts ledger to determine whether the receipt was recorded in the proper year. We found no exceptions.

**Debt**

- 1. From the prior audit documentation, we observed the following promissory note outstanding as of November 30, 2014. This amount agreed to the Society's December 1, 2015 balance on the summary we used in step 3.

Issue	Principal outstanding as of November 30, 2014:
Promissory Note	\$15,000

- 2. We inquired of management, and inspected the receipt and expenditure records for evidence of loan or credit agreements, and bonded, note, County, or mortgage debt issued during 2016 or

2015 or debt payment activity during 2016 or 2015. 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 agreed these payments from the expenditure ledger to the related debt amortization schedule. We also compared the date the debt service payments were due to the date the Society made the payments. We found no exceptions.

**Payroll Cash Disbursements**

1. We haphazardly selected one payroll check for five employees from 2016 and one payroll check for five employees from 2015 and:
  - a. We compared the hours and pay rate recorded to supporting documentation (timecard, approved rate). We found no exceptions.
2. For any new employees selected in step 1 we compared the following information in the employees' personnel files was consistent with the information used to compute gross and net pay related to this check:
  - a. Name
  - b. Authorized salary or pay rate
  - c. Retirement system participation and payroll withholding
  - d. Federal, State and Local income tax withholding authorization and withholding

We found no exceptions related to steps a – d above.

3. We inspected the last remittance of tax and retirement withholdings for the year ended November 30, 2016 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 3<sup>rd</sup> quarter withholding period of 2016. We noted the following:

<b>Withholding (plus employer share, where applicable)</b>	<b>Date Due</b>	<b>Date Paid</b>	<b>Amount Due</b>	<b>Amount Paid</b>
Federal income taxes, Medicare, and social security	December 15, 2016	December 13, 2016	\$858.60	\$858.60
State income taxes	October 31, 2016	November 9, 2016	517.78	517.78
Maumee City income tax	October 15, 2016	November 9, 2016	424.14	424.14

As stated above, the Society remitted State and Maumee City income taxes after the date due. We recommend payroll withholding remittances be made in a timely manner.

**Non-Payroll Cash Disbursements**

We haphazardly selected ten disbursements from the Expenditure Report for the year ended November 30, 2016 and ten from the year ended November 30, 2015 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 Expenditure Ledger 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.

### **Other Compliance**

Ohio Rev. Code Section 117.38 requires Agricultural Societies to file their financial information in the HINKLE system within 60 days after the close of the fiscal year. We confirmed the Society filed their complete financial statements, as defined by AOS Bulletin 2016-007, within the allotted timeframe for the years ended November 30, 2016 and 2015 in the Hinkle System. No exceptions were found for 2015. Financial information was filed on February 3, 2017 for fiscal year 2016 which was not within the allotted timeframe. We recommend the Society takes proper action to ensure annual financial reports are filed on time.

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 Society'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 Society to assist in evaluating its receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended November 30, 2016 and 2015, and certain compliance requirements related to these transactions and balances and are not suitable for any other purpose



**Dave Yost**  
Auditor of State

Columbus, Ohio

June 1, 2017



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LUCAS COUNTY AGRICULTURAL SOCIETY

LUCAS 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  
JUNE 20, 2017