



Dave Yost • Auditor of State





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

Union Township Public Library  
Brown County  
27 Main Street  
Ripley, Ohio 45167

We have performed the procedures enumerated below, which were agreed to by the Board of Trustees and the management of Union Township Public Library, Brown County, Ohio (the Library), on the receipts, disbursements and balances recorded in the Library's cash basis accounting records for the years ended December 31, 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 Library. The Library is responsible for the receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2016 and 2015 and certain compliance requirements related to these transactions and balances included in the information provided to us by the Library. 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 December 31, 2016 and December 31, 2015 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2015 beginning fund balances recorded in the Cash Journal Report to the December 31, 2014 balances in the prior year audited statements. We found no exceptions. We also agreed the January 1, 2016 beginning fund balances recorded in the Cash Journal Report to the December 31, 2015 balances in the Cash Journal Report. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the December 31, 2016 and 2015 fund cash balances reported in the Cash Journal Report. The amounts agreed.
4. We confirmed the December 31, 2016 bank account balance with the Library's financial institution. We found no exceptions. We also agreed the confirmed balances to the amounts appearing in the December 31, 2016 bank reconciliation without exception.
5. We selected five reconciling debits (such as outstanding checks) haphazardly from the December 31, 2016 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. There were no exceptions.

### **Public Library Fund Receipts**

We haphazardly selected two Public Library Fund (PLF) receipts from the County Distribution Transaction Lists from 2016 and two from 2015.

- a. We compared the amount from the County Distribution Transaction Lists to the amount recorded in the Cash Journal Report. The amounts agreed.
- b. We inspected the Cash Journal Report and observed these receipts were posted to the General Fund. We found no exceptions.
- c. We inspected the Cash Journal Report and observed the receipts were recorded in the proper year. We found no exceptions.
- d. We inspected the Cash Journal Report to determine whether it included one PLF receipt per month for 2016 and 2015. We found no exceptions.

### **Property Taxes, Intergovernmental and Other Confirmable Cash Receipts**

1. We haphazardly selected a property tax receipt from one *Statement of Semiannual Apportionment of Taxes* (the Statement) for 2016 and one from 2015:
  - a. We traced the gross receipts from the *Statement* to the amount recorded in the Cash Journal Report. The amounts agreed; however the receipts on the Cash Journal and Annual Report were recorded at net. We noted the Library tracked gross receipts, deductions for fees and net receipts in a separate file for internal purposes.
  - b. We inspected the Cash Journal Report to confirm whether the receipt was recorded in the proper year. The receipt was recorded in the proper year.
2. We inspected the Cash Journal Report to determine whether it included two real estate tax receipts for 2016 and 2015. The Cash Journal Report included the proper number of tax receipts for each year.
3. We haphazardly selected four receipts from the County Auditor's DTLs from 2016 and four from 2015.
  - a. We compared the amount from the above report to the amount recorded in the Cash Journal Report. The amounts agreed.
  - b. We inspected the Cash Journal Report to determine whether that these receipts were allocated to the proper fund(s). We found no exceptions.
  - c. We inspected the Cash Journal Report to determine whether the receipts were recorded in the proper year. We found no exceptions.

### **Debt**

1. The prior audit documentation disclosed no debt outstanding as of December 31, 2014.
2. We noted no new debt issuances, nor any debt payment activity during 2016 or 2015.

**Payroll Cash Disbursements**

1. We haphazardly selected one payroll check for five employees from 2016 and one payroll check for five employees from 2015 from the Employee Wage Detail Report and:
  - a. We compared the hours and pay rate, or salary recorded in the Employee Wage Detail Report to supporting documentation (timecard, legislatively or statutorily-approved rate or salary). We found one instance where an employee was overpaid for the hours recorded on her timecard. The Management of the Library corrected this overpayment on the subsequent paycheck. Because we did not compare all timecards, our report provides no assurance whether or not other similar errors occurred.
  - b. We recomputed gross and net pay and agreed it to the amount recorded in the payroll register. We found no exceptions.
  - c. We inspected the fund and account code(s) to which the check was posted to determine the posting was reasonable based on the employees' duties as documented in the employees' personnel files. 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, 2016 to confirm whether 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 of 2016. We observed 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, for employees not enrolled in pension system)	January 31, 2017	January 3, 2017	\$3,717.20	\$3,717.20
State income taxes	January 15, 2017	January 4, 2017	\$528.01	\$528.01
Local income tax – Village of Ripley	January 15, 2017	December 31, 2016	\$592.88	\$592.88
Local income tax – Village of Aberdeen	February 28, 2017	December 31, 2016	\$147.23	\$147.23
OPERS retirement	January 30, 2017	December 31, 2016	\$6,807.55	\$6,807.55

**Non-Payroll Cash Disbursements**

1. We haphazardly selected ten disbursements from the Cash Journal Report for the year ended December 31, 2016 and ten from the year ended 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 Cash Journal 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.

### **Compliance – Budgetary**

1. We compared total appropriations required by Ohio Admin. Code Section 117-8-02, to the amounts recorded in the Appropriation Report for 2016 and 2015 for the General Fund. The amounts on the appropriation resolutions agreed to the amounts recorded in the Appropriation Report.
2. Ohio Admin. Code Section 117-8-02 prohibits spending in excess of budgeted amounts. We compared total expenditures to total appropriations for the years ended December 31, 2016 and 2015 for the General Fund as recorded in the Appropriation Report. We observed no funds for which expenditures exceeded appropriations.

### **Other Compliance**

Ohio Rev. Code Section 117.38 requires entities to file their financial information in the HINKLE system within 60 days after the close of the fiscal year. We confirmed the Library filed their complete financial statements as defined by AOS Bulletin 2015-007 within the allotted timeframe for the years ended December 31, 2016 and 2015. We noted the Library filed their 2016 financial statements within the allotted timeframe then re-filed their information to include notes to the financial statements on July 12, 2017.

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 Library'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 Library to assist in evaluating its receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2016 and 2015, and certain compliance requirements related to these transactions and balances and is not suitable for any other purpose.



**Dave Yost**  
Auditor of State

Columbus, Ohio

August 25, 2017



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UNION TOWNSHIP PUBLIC LIBRARY

BROWN 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 12, 2017