



Certified Public Accountants, A.C.

**CHESTNUT GROVE UNION CEMETERY
CUYAHOGA COUNTY
Agreed-Upon Procedures
For the Years Ended December 31, 2017 and 2016**

313 Second St.
Marietta, OH 45750
740.373.0056

1907 Grand Central Ave.
Vienna, WV 26105
304.422.2203

104 South Sugar St.
St. Clairsville, OH 43950
740.695.1569

1310 Market St.,
Suite 300
Wheeling, WV 26003
304.232.1358

749 Wheeling Ave.,
Suite 300
Cambridge, OH 43725
740.435.3417

www.perrycpas.com



Dave Yost • Auditor of State

Board of Trustees
Chestnut Grove Union Cemetery
7789 Lewis Road
Olmsted Falls, OH 44138

We have reviewed the *Independent Accountants' Report on Applying Agreed-Upon Procedures* of the Chestnut Grove Union Cemetery, Cuyahoga County, prepared by Perry & Associates, Certified Public Accountants, A.C., for the period January 1, 2016 through December 31, 2017. 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 Chestnut Grove Union Cemetery is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Dave Yost".

Dave Yost
Auditor of State

August 17, 2018

This page intentionally left blank.

CHESTNUT GROVE UNION CEMETERY
CUYAHOGA COUNTY

TABLE OF CONTENTS

<u>TITLE</u>	<u>PAGE</u>
Independent Accountants' Report on Applying Agreed-Upon Procedures.....	1

This page intentionally left blank.



Certified Public Accountants, A.C.

www.perrycpas.com

313 Second St.
Marietta, OH 45750
740.373.0056

1907 Grand Central Ave.
Vienna, WV 26105
304.422.2203

104 South Sugar St.
St. Clairsville, OH 43950
740.695.1569

1310 Market Street, Suite 300
Wheeling, WV 26003
304.232.1358

749 Wheeling Ave., Suite 300
Cambridge, OH 43725
740.435.3417

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

May 31, 2018

Chestnut Grove Union Cemetery
Cuyahoga County
7789 Lewis Road
Olmsted Falls, OH 44138

We have performed the procedures enumerated below, which were agreed to by the Board of Trustees and the management of **Chestnut Grove Union Cemetery**, Cuyahoga County (the Cemetery) and the Auditor of State, on the receipts, disbursements and balances recorded in the Cemetery's cash basis accounting records for the years ended December 31, 2017 and 2016 and certain compliance requirements related to those transactions and balances, included in the information provided to us by the management of the Cemetery. The Cemetery is responsible for the receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2017 and 2016 and certain compliance requirements related to these transactions and balances included in the information provided to us by the Cemetery. 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, 2017 and December 31, 2016 bank reconciliations. We found no exceptions. However, we did note the Cemetery did not always perform bank reconciliations on a monthly basis. Reconciliations were sometimes performed for 2 months at one time. We recommend the Cemetery perform monthly bank reconciliations in a timely manner.
2. We agreed the January 1, 2016 beginning fund balance recorded in the Balance Sheet to the December 31, 2015 balance in the prior year audited statements. January 1, 2016 beginning fund balance recorded in the Balance Sheet was \$274,617 and the December 31, 2015 balance in the prior year audited statements was \$274,828. We also agreed the January 1, 2017 beginning fund balances recorded in the Balance Sheet to the December 31, 2016 balances in the Balance Sheet. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the December 31, 2017 and 2016 fund cash balances reported in the Balance Sheet. The amounts agreed.

www.perrycpas.com

Tax - Accounting - Audit - Review - Compilation - Agreed Upon Procedure - Consultation - Bookkeeping - Payroll - Litigation Support - Financial Investigations
Members: American Institute of Certified Public Accountants
• Ohio Society of CPAs • West Virginia Society of CPAs • Association of Certified Fraud Examiners • Association of Certified Anti-Money Laundering Specialists •

Cash and Investments (Continued)

4. We confirmed the December 31, 2017 bank account balances with the Cemetery's financial institutions. We found no exceptions. We also agreed the confirmed balances to the amounts appearing in the December 31, 2017 bank reconciliations without exception.
5. We selected five reconciling debits (such as outstanding checks) haphazardly from the December 31, 2017 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.
6. We inspected investments held at December 31, 2017 and December 31, 2016 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 found no exceptions.

Other Confirmable Cash Receipts

1. We agreed amounts paid from Olmsted Township and The City of Olmsted Falls during 2017 and 2016, as documented on remittance forms to the Cemetery's General Ledger Detail Report. We found no exceptions.
 - a. We inspected the General Ledger Detail Report to determine whether these receipts were allocated to the proper account code. We found no exceptions.
 - b. We inspected the General Ledger Detail Report to determine whether the receipts were recorded in the proper year. We found no exceptions.

Sales of Lots

1. We haphazardly selected 10 cash receipts for sales of lots from the year ended December 31, 2017 and 10 cash receipts for sales of lots from the year ended 2016 recorded in the duplicate cash receipts book and:
 - a. Agreed the receipt amount to the amount recorded in the General Ledger Detail Report. The amounts agreed.
 - b. Agreed the amount charged complied with rates in force during the period. We found no exceptions. However, we noted one receipt tested was for a non-resident. The Cemetery does not have a fee schedule for non-residents, therefore we were unable to determine if the rate charged and collected was accurate. We recommend the Cemetery update its fee schedule to reflect fees for residents and non-residents.
 - c. Inspected the General Ledger Detail Report to determine the receipt was posted to the proper account code, and was recorded in the proper year. We found no exceptions.

Charges for Services

1. We haphazardly selected 10 cash receipts for charges for services from the year ended December 31, 2017 and 10 cash receipts for charges for services from the year ended 2016 recorded in the duplicate cash receipts book and:
 - a. Agreed the receipt amount to the amount recorded in the General Ledger Detail Report. The amounts agreed.
 - b. Agreed the amount charged complied with rates in force during the period. We noted one receipt was improperly collected for \$125, however per the rate schedule, the amount collected should have been \$150. We found no other exceptions.
 - c. Inspected the General Ledger Detail Report to determine the receipt was posted to the proper account code, and was recorded in the proper year. We found no exceptions.

Debt

1. The prior audit documentation disclosed no debt outstanding as of December 31, 2015.
2. We inquired of management, and inspected the General Ledger Detail Report for evidence of debt issued during 2017 or 2016 or debt payment activity during 2017 or 2016. There were no new debt issuances, nor any debt payment activity during 2017 or 2016.

Non-Payroll Cash Disbursements

1. We haphazardly selected ten disbursements from the General Ledger Detail Report for the year ended December 31, 2017 and ten from the year ended 2016 and determined whether:
 - a. The disbursements were for a proper public purpose. We found no exceptions. However, we noted the Cemetery is paying its clerk through non-payroll and issuing a 1099. We recommend the Cemetery consult with its legal counsel and/or the IRS to determine the proper method of payment for individuals that could be considered an employee of the Cemetery.
 - 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 General Ledger Detail Report and to the names and amounts on the supporting invoices. We found no exceptions.
 - c. The payment was posted to a proper account code. We found no exceptions.

Other Compliance

1. Ohio Rev. Code Section 117.38 requires cemeteries 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 refile complete financial statements, as defined in AOS Bulletin 2015-007 in the Hinkle System for December 31, 2017 and 2016 fiscal year ends included in 2015-2016 or 2016-2017 agreed upon procedure engagements, subsequent to the Cemetery's deadline where the initial filing was filed on time but incomplete. We confirmed the Cemetery filed their 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, 2017 and 2016 in the Hinkle system. Fiscal year 2017 and 2016 Financial information was filed on April 16, 2018 which was not within the allotted timeframe.

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 Cemetery'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 to provide assistance in the evaluation of the Cemetery's receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2017 and 2016, and certain compliance requirements related to these transactions and balances and is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Perry & Associates CPAs A.C.".

Perry and Associates
Certified Public Accountants, A.C.
Marietta, Ohio



Dave Yost • Auditor of State

CHESTNUT GROVE UNION CEMETERY

CUYAHOGA 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, 27 2018**