



**HENRY COUNTY AGRICULTURAL SOCIETY
HENRY COUNTY**

AGREED-UPON PROCEDURES

FOR THE YEARS ENDED NOVEMBER 30, 2008 AND 2009



Mary Taylor, CPA
Auditor of State

**HENRY COUNTY AGRICULTURAL SOCIETY
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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Henry County Agricultural Society
P.O. Box 387
Napoleon, Ohio 43545-0387

We have performed the procedures enumerated below, with which the Board of Directors and the management of the Henry 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, 2009 and 2008, 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, 2009 and November 30, 2008 bank reconciliations. We found no exceptions.
2. We agreed the December 1, 2007 beginning fund balances recorded to the November 30, 2007 balances in the prior year audited statements. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the November 30, 2009 and 2008 fund cash balance reported in the General Ledger. The amounts agreed.
4. We confirmed the November 30, 2009 bank account balances with the Society's financial institution. The balances agreed. We also agreed the confirmed balances to the amounts appearing in the November 30, 2009 bank reconciliation without exception.
5. We selected five outstanding checks haphazardly from the November 30, 2009 bank reconciliation:
 - a. We traced each check to the debit appearing in the subsequent December bank statement. We found no exceptions.
 - b. We traced the amounts and date written to the check register, to determine the checks were dated prior to November 30. We noted no exceptions.

Intergovernmental and Other Confirmable Cash Receipts

1. We selected all the receipts from the Distribution Transaction Detail Report (State DTL) for 2009 and 2008.
 - a. We compared the amount from the DTL/confirmation to the amount recorded in the Receipt Ledger. The amounts agreed.
 - b. We determined whether these receipts were allocated to the proper account code(s). We found no exceptions.
 - c. We determined whether the receipts were recorded in the proper year. We found no exceptions.

Admission/Grandstand Receipts

We haphazardly selected one day of admission/grandstand cash receipts from the year ended November 30 2009 and one day of admission/grandstand cash receipts from the year ended November 30, 2008 recorded in the receipts ledger 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, 2009 and 10 privilege fee cash receipts from the year ended November 30, 2008 recorded in the duplicate cash receipts book and determined whether the:

- a. Receipt amount agreed to the amount recorded in the Receipt Ledger. 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, 2009 and 10 rental cash receipts from the year ended November 30, 2008 recorded in the duplicate cash receipts book and determined whether the:

- a. Receipt amount agreed to the amount recorded in the Receipt Ledger. 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.

Debt

1. 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 2009 or 2008 or outstanding as of November 30, 2009 or 2008. All debt noted agreed to the summary we used in step 2.
2. We obtained a summary of debt service payments owed during 2009 and 2008 and agreed these payments from the expenditure ledger to the related debt amortization schedule(s). We also compared the date the debt service payments were due to the date the Society made the payments. We found no exceptions in agreeing payments from the expenditure ledger to the related debt amortization schedule. We did note one exception where the debt service payment date on the small animal building loan was made on 9/23/08 instead of as required on 9/12/08.

3. We agreed the amount of debt proceeds from the debt documents to amounts recorded in the Receipt Ledger. The amounts agreed.
4. For new debt issued during 2009 and 2008, we inspected the debt legislation, noting the Society must use the proceeds to purchase a construct a building in 2008 and to purchase a skid loader in 2009. We scanned the expenditure ledger and noted the Society constructed a building in 2008, and purchased a skid loader in 2009.
5. We inquired of management, scanned the receipt ledger, and scanned the prior audit report and determined that the Society had loan or credit agreement(s) outstanding from a prior year and obtained a loan or credit line in 2009 and 2008, as permitted by Ohio Revised Code § 1711.13(B). We examined the Society's computation supporting that the total net indebtedness from loans and credit did not exceed twenty-five percent of its annual revenues. We determined the Society's total net indebtedness exceeded twenty-five percent of its annual revenues by \$20,961 in 2009 and \$11,881 in 2008, contrary to the requirements of Ohio Revised Code § 1711.13(B).

Payroll Cash Disbursements

1. We haphazardly selected one payroll check for five employees from 2009 and one payroll check for five employees from 2008 from the Payroll Register and determined whether the following information in the employees' personnel files and payroll register 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.
 - e. Any other deduction authorizations (deferred compensation, etc.)

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

2. We tested the checks we selected in step 1, as follows:
 - a. We compared the hours and pay rate, or salary amount used in computing gross pay to supporting documentation (timecard, legislatively or statutorily-approved rate or salary). We found no exceptions.
 - b. We recomputed gross and net pay and agreed it to the amount recorded in the payroll register. We found no exceptions.
3. We scanned the last remittance of tax and retirement withholdings for the year ended November 30, 2009 to determine whether remittances were timely paid, and that the amounts paid agreed to the amounts withheld during the final withholding period during 2009. We noted the following:

Withholding	Date Due	Date Paid	Amount Withheld	Amount Paid
Federal income taxes and social security	January 31, 2010	1.21.10	\$1,487.40	\$1,487.40
State income taxes	January 15, 2010	1.20.10	\$181.29	\$181.29
City income tax	January 31, 2010	1.19.10	\$87	\$87
School income tax	February 1, 2010	1.20.10	\$37.50	\$37.50

Non-Payroll Cash Disbursements

1. For the Expenditure report, we refooted checks recorded as disbursements for Capital Outlay for 2009. We found no exceptions.
2. We agreed total disbursements (non-payroll and payroll) from the check register to the Annual Report for the years ended November 30, 2009 and 2008. We found no exceptions.
3. We haphazardly selected ten disbursements from the Expenditure Report for the year ended November 30, 2009 and ten from the year ended November 30, 2008 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.

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 and those charged with governance and is not intended to be, and should not be used by anyone other than these specified parties.



Mary Taylor, CPA
Auditor of State

August 2, 2010



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Auditor of State

HENRY COUNTY AGRICULTURAL SOCIETY

HENRY 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
AUGUST 19, 2010**