



**STARK COUNTY AGRICULTURAL SOCIETY  
STARK COUNTY**

**AGREED UPON PROCEDURES**

**FOR THE YEARS ENDED NOVEMBER 30, 2009-2010**



**Dave Yost • Auditor of State**





# Dave Yost • Auditor of State

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

Stark County Agricultural Society  
Stark County  
315 Wertz Avenue N.W.  
Canton, Ohio 44708

We have performed the procedures enumerated below, with which the Board of Directors and the management of Stark 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, 2010 and 2009, 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, 2010 and November 30, 2009 bank reconciliations. We found no exceptions.
2. We agreed the December 1, 2008 beginning fund balances recorded to the November 30, 2008 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 fund cash balance reported on the Comparative Statement of Cash Receipts and Disbursements Reports. The amounts agreed. However, as of November 30, 2010 the totals per the bank reconciliation did not agree to the Comparative Statement of Cash Receipts by \$2,225.73. Upon further investigation we obtained monthly detail reports, footed them and agreed them to the total bank reconciliation. The Society should ensure their statements are properly footed as well ensure all ledgers are reconciled to the bank statement monthly. The Society should also determine why the monthly reports do not properly roll up to the yearly totals.
4. We observed the year-end bank balances on the financial institution's website. The balances agreed. We also agreed the confirmed balances to the amounts appearing in the November 30, 2010 bank reconciliation without exception.
5. We selected five reconciling debits (such as outstanding checks) haphazardly from the November 30, 2010 bank reconciliation:

- a. We traced each debit to the subsequent December bank statement. We found no exceptions.
- b. We traced the amounts and dates written to the check register, to determine the debits were dated prior to November 30. We noted no exceptions.

### **Intergovernmental and Other Confirmable Receipts**

We selected two Restroom Project Receipts from the year ended November 30, 2009 recorded in the monthly ledger and determined whether the:

- a. Receipt amount agreed to the amount recorded in the monthly ledger. The amounts agreed.
- b. Receipt was posted to the proper fund(s), and was recorded in the proper year. We found no exceptions.

### **Admission/Grandstand Receipts**

We haphazardly selected one day of admission cash receipts from the year ended November 30, 2010 and one day of admission cash receipts from the year ended November 30, 2009 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.

We selected all grandstand admission cash receipts from the year ended November 30, 2010 and all grand stand admission cash receipts from the year ended November 30, 2009 recorded in the receipts ledger and determined whether the receipt amount agreed to the supporting documentation (ticket recapitulation sheets/ticket reports). The 2009 amounts agreed. The 2010 grandstand amount recorded in the cash receipts ledger exceeded the amount recorded as gross sales on the Grandstand Show Recap Report by \$48.

### **Privilege Fee Receipts**

We haphazardly selected 10 privilege fee cash receipts from the year ended November 30, 2010 and 10 privilege fee cash receipts from the year ended November 30, 2009 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, 2010 and 10 rental cash receipts from the year ended November 30, 2009 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. From the prior audit report, we noted the following loan outstanding as of November 30, 2008. These amounts agreed to the Society's December 1, 2008 balances on the summary we used in step 3.

Issue	Principal outstanding as of November 30, 2008:
Note Payable for Office Building	\$14,817

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 2010 or 2009 or debt payment activity during 2010 or 2009. All debt noted agreed to the summary we used in step 3.
3. We obtained a summary of debt service payments owed during 2010 and 2009 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.
4. We inquired of management, scanned the receipt ledger, and scanned the prior audit report and determined that the Society had a loan agreement outstanding from a prior year as permitted by Ohio Rev. Code Section 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 found no exceptions.

#### Payroll Cash Disbursements

1. We haphazardly selected one payroll check for five employees from 2010 and one payroll check for five employees from 2009 from the Payroll Register and:
  - a. We compared the hours and pay rate, or salary recorded in the Payroll Register to supporting documentation (timecard, legislatively or statutorily-approved rate or salary). We found no exceptions.
2. We scanned the third quarter remittance of tax and retirement withholdings for the year ended November 30, 2010 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 third quarter, withholding period of 2010. We noted the following:

Withholding (plus employer share, where applicable)	Date Due	Date Paid	Amount Due	Amount Paid
Federal income taxes, social security, & Medicare	October 31, 2010	9/30/10	\$5,127.60	\$5,127.60
State income taxes	October 15, 2010	9/30/10	\$550.67	\$550.67
Local income tax	October 31, 2010	10/29/10	\$1,120.67	\$1,120.67

### **Non-Payroll Cash Disbursements**

1. We haphazardly selected ten disbursements from the Expenditure Report for the year ended November 30, 2010 and ten from the year ended 2009 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.

### **Compliance – Contracts & Expenditures**

We inquired of management, who informed us of one remodeling/renovation contract in effect during 2009. We read the contract and noted that it did not require the contractor to pay prevailing wages to their employees as required by Ohio Rev. Code Sections 4115.04 and 4115.05.

We did not receive a response from Officials to the exceptions reported above.

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.



**Dave Yost**  
Auditor of State

November 22, 2011



# Dave Yost • Auditor of State

**STARK COUNTY AGRICULTURAL SOCIETY**

**STARK 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  
DECEMBER 13, 2011**