



Dave Yost • Auditor of State



Dave Yost • Auditor of State

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Betty Bishop
Village of Greenfield
300 Jefferson Street
P.O. Box 300
Greenfield, Ohio 45123

We have performed the procedures enumerated below as of May 31, 2011, which were agreed to by the addressees, related to the cash and investments in the custody of the Finance Office solely to assist you in the transition of the Finance Director. The transition is the responsibility of the present and former officeholder. We followed the American Institute of Certified Public Accountants' attestation standards for agreed-upon procedures engagements 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 addressees. 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. Our procedures were as follows:

Cash and Investments Reconciliation

1. We recomputed the mathematical accuracy of the reconciliations. We noted that the reconciliation's computerized outstanding check list included all checks cleared in May in the amount of \$257,658 in the general account and \$87,759 in the payroll account, because village employees indicate that they did not know how to clear the checks in the system.
2. We agreed bank balances on the reconciliation with month end bank statements confirmed balances using the Merchants National online banking. We agreed investment balances on the reconciliation to the schedule provided by The Home Building and Loan Bank for the cemetery investment.
3. We noted no differences in the amounts or description of the asset on the reconciliation versus the statements.
4. We agreed reconciling items in excess of \$250 appearing on that reconciliation to clearing of checks on the subsequent bank statements or supporting voucher packet detail for the expenditure. We noted the following exceptions for reconciling items at May 31, 2011:
 - The reconciliation noted an unsupported adjustment in the amount of \$280.
 - Check 26988 on the outstanding check list in the amount of \$522 was issued on May 26, 2011 in error according to village management. As of July 19, 2011 the village was holding the check until they received invoices from the vendor in excess of the check amount.
 - The outstanding amount for the IRS remittance was carried at \$4,112 on the village's reconciliation. The amount that cleared on the subsequent bank statement was \$4,625.

Village of Greenfield
Highland County
Independent Accountants' Report on
Applying Agreed Upon Procedures
Page 2

- Check 38865 for \$900 was included on the reconciliation's outstanding check list. The check cleared the bank May 3, 2011 and should not have been on the outstanding check list.
- Check 39006 for \$571 was issued on May 26, 2011 and reported on the reconciliation's outstanding check list. As of July 19, 2011 the check was still on file in the finance office because, according to village management, the Village was waiting to receive the invoice from the vendor.

However, because we did not test all reconciling items, our report provides no assurance regarding whether or not other similar errors occurred.

5. We confirmed collateral pledged at the applicable banking institutions and added this total to federal insurance coverage of deposits. The collateral exceeded deposits as of May 31, 2011.
6. We confirmed authorized signatories directly with the bank. The signatories the bank confirmed agreed with those the legislative body authorized in the Resolution dated May 18, 2011.

We were not engaged to and did not audit cash or investments, the objective of which would be the expression of an opinion on cash or investments. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that we would have reported to you.

This report is intended solely for the information and use of the addressees listed above and is not intended to be and should not be used by anyone else.



Dave Yost
Auditor of State

August 17, 2011



Dave Yost • Auditor of State

VILLAGE OF GREENFIELD

HIGHLAND 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 13, 2011