



Dave Yost • Auditor of State



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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Monroeville Public Library
Huron County
34 Monroe Street
Monroeville, Ohio 44847

We have performed the procedures enumerated below, with which the Board of Trustees and the management of the Monroeville Public Library, Huron County, Ohio (the Library), agreed, solely to assist the Board in evaluating receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2011 and 2010, 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 and Investments

1. We tested the mathematical accuracy of the December 31, 2011 and December 31, 2010 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2010 beginning fund balances recorded in the Cash Journal Report to documentation in the prior year agreed-upon procedures working papers. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the December 31, 2011 and 2010 fund cash balances reported in the Cash Journal Reports. The amounts agreed.
4. We confirmed the December 31, 2011 bank account balances with the Library's financial institutions. We found no exceptions. We also agreed the confirmed balances to the amounts appearing in the December 31, 2011 bank reconciliation without exception.
5. We selected all reconciling debits (such as outstanding checks) haphazardly from the December 31, 2011 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 Cash Journal Report, to determine the debits were dated prior to December 31. We noted no exceptions.
6. We tested interbank account transfers occurring in December of 2011 and 2010 to determine if they were properly recorded in the accounting records and on each bank statement. We found no exceptions.

7. We tested investments held at December 31, 2011 and December 31, 2010 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. Ohio Rev. Code Section 135.13 deems interim deposits to be certificates of deposit with maturities of not more than one year from the deposit date, and requires the Library to designate certificates of deposit with maturities in excess of one year as inactive deposits. The Library's investment policy limits investment maturities to one year. The Library has four certificates of deposit with maturities of eighteen months. We recommend the Library limit certificates of deposit maturities to one year.

State Library and Local Government Support Receipts

We selected two State Library and Local Government Support (LLGS) receipts from the Huron County Distribution Transaction List (DTL) from 2011 and two from 2010. We also selected two LLGS receipts from the Erie County Confirmation Spreadsheet (the Spreadsheet) from 2011 and two from 2010.

- a. We compared the amount from the DTL and Spreadsheet to the amount recorded in the Receipts Ledger Report. The amounts agreed.
- b. We determined whether these receipts were posted to the General Fund. We found no exceptions.
- c. We determined whether the receipts were recorded in the proper year. We found no exceptions.
- d. We scanned the Receipts Ledger Report to determine whether it included one LLGS receipt per County, per month for 2011 and 2010. We found no exceptions.

Debt

1. The prior agreed-upon procedures documentation disclosed no debt outstanding as of December 31, 2009.
2. We inquired of management, and scanned the Receipts Register Report and Appropriation Ledger Report for evidence of debt issued during 2011 or 2010 or debt payment activity during 2011 or 2010. We noted no new debt issuances, nor any debt payment activity during 2011 or 2010.

Payroll Cash Disbursements

1. We haphazardly selected one payroll check for five employees from 2011 and one payroll check for five employees from 2010 from the Pay Roll Record Report and:
 - a. We compared the hours and pay rate, or salary recorded in the Pay Roll Record Report to supporting documentation (timecard, legislatively-approved rate or salary). We found no exceptions.
 - b. We recomputed gross and net pay and agreed it to the amount recorded in the Pay Roll Record Report. We found no exceptions.

- c. We determined whether the fund and account codes to which the check was posted were reasonable based on the employees' duties as documented in the Pay Roll Record Report and the Monroeville Public Library By-Laws and Policies Manual. We also determined whether the payment was posted to the proper year. We found no exceptions.
2. We scanned the last remittance of tax and retirement withholdings for the year ended December 31, 2011 to determine 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 2011. We noted the following:

Withholding (plus employer share, where applicable)	Date Due	Date Paid	Amount Due	Amount Paid
Federal income taxes and Medicare	January 31, 2012	December 12, 2011	\$589	\$589
State income taxes	January 17, 2012	January 17, 2012	405	405
Local income tax (village)	January 17, 2012	January 17, 2012	164	164
Local income tax (school district)	January 17, 2012	January 17, 2012	197	197
OPERS retirement	January 30, 2012	December 12, 2011	1,310	1,310

Non-Payroll Cash Disbursements

1. From the Appropriation Ledger Report, we re-footed checks recorded as General Fund *general administrative supplies*, and checks recorded as *other* in the Building and Repair Fund for 2011. We found no exceptions.
2. We haphazardly selected ten disbursements from the Appropriation Ledger Report for the year ended December 31, 2010 and ten from the year ended December 31, 2010 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 Appropriation Ledger 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 Ledger Report for 2011 and 2010 for the following funds: General and Building and Repair. The amounts on the appropriation resolutions agreed to the amounts recorded in the Appropriation Ledger 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, 2011 and 2010 for the General and Building and Repair fund, as recorded in the Appropriation Ledger Report. We noted no funds for which expenditures exceeded appropriations.

Compliance – Contracts and Expenditures

We inquired of management and scanned the Cash Journal Report for the years ended December 31, 2011 and 2010 for procurements requiring competitive bidding to construct, demolish, alter, repair, or reconstruct a library or make any improvements or repairs, the cost of which exceeded \$25,000, except in cases of urgent necessity or for the security and protection of library property (Ohio Rev. Code Section 3375.41).

We identified no purchases subject to the aforementioned bidding requirements.

Officials' Response:

The Fiscal Officer will monitor CD maturity dates more closely in the future, staying within the one year limit as required by the Library's investment policy.

We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion on the Library'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 Library, and is not intended to be, and should not be used by anyone other than these specified parties.



Dave Yost
Auditor of State

May 2, 2012



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MONROEVILLE PUBLIC LIBRARY

HURON 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
MAY 22, 2012