



Dave Yost • Auditor of State

NEW STRAITSVILLE COAL TOWNSHIP UNION CEMETERY
PERRY COUNTY

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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

New Straitsville Coal Township Union Cemetery
Perry County
P.O. Box 244
New Straitsville, Ohio 43766

We have performed the procedures enumerated below, with which the Board of Trustees and the management of New Straitsville Coal Township Union Cemetery, Perry County, Ohio (the Cemetery), 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

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 balance recorded in the Cash Journal to the December 31, 2009 balance in the 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 cash balances reported in the Cash Journal. The amounts agreed.
4. We confirmed the December 31, 2011 bank account balance with the Cemetery's financial institution. We found no exceptions. We also agreed the confirmed balance to the amounts appearing in the December 31, 2011 bank reconciliation without exception.
5. We selected two 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, to determine the debits were dated prior to December 31. We noted no exceptions.

Cash (Continued)

6. We selected five reconciling credits (such as deposits in transit) from the December 31, 2011 bank reconciliation:
 - a. We traced each credit to the subsequent January bank statement. We found no exceptions.
 - b. We agreed the credit amounts to the Cash Journal. Each credit was recorded as a December receipt for the same amount recorded in the reconciliation.

Intergovernmental Cash Receipts

1. We selected all receipts from the Coal Township Payment Register Vendor reports from 2011 and 2010.
 - a. We compared the amounts from the above reports to the amounts recorded in the Cash Journal. The amounts agreed.
 - b. We determined whether these receipts were allocated to the proper account code. We found that receipts from Coal Township in the amount of \$11,064 in 2011 and \$17,200 in 2010 were reported as Property and Other Local Taxes rather than as Intergovernmental Receipts in the Cemetery's 2011 and 2010 Cash Basis Annual Financial Reports.
 - c. We determined whether the receipts were recorded in the proper year. We found no exceptions.

Charges for Services

We haphazardly selected 10 cash receipts for charges for services from the year ended December 31, 2011 and 10 cash receipts for charges for services from the year ended 2010 recorded in the duplicate cash receipts book and determined whether the:

- a. Receipt amount agreed to the amount recorded in the Cash Journal. The amounts agreed.
- b. Amount charged complied with rates in force during the period. We found no exceptions.
- c. Receipt was posted to the proper account code and was recorded in the proper year. 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 Cash Journal 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 all employees from 2011 and one payroll check for all employees from 2010 from the Cash Journal and:
 - a. We compared the hours and pay rate, or salary recorded in the payroll register to supporting documentation (timecard or 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 payroll register. We found no exceptions.
 - c. We determined whether the account code to which the check was posted was reasonable based on the employees' duties as documented in the minute record and prior agreed upon procedures documentation. We also determined whether the payment was posted to the proper year. We found no exceptions.

Payroll Cash Disbursements (Continued)

2. For any new employees selected in step 1, we determined whether the following information in the minute record and payroll registers 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. Department and fund to which the check should be charged.
 - d. Retirement system participation and payroll withholding.
 - e. Federal, State & Local income tax withholding authorization and withholding.

We found no exceptions related to steps a. – e. above, except the retirement system enrollment forms and deduction authorization forms were not made available. However, the vouchers and payroll registers did disclose retirement withholdings and state and Medicare withholdings for the Cemetery employees. We recommend the Cemetery maintain all documentation to support wages paid and deductions withheld.

3. 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 that the amounts paid agreed to the amounts withheld, plus the employer's share where applicable, during the final withholding period during 2011. We noted the following:

Withholding (plus employer share, where applicable)	Date Due	Date Paid	Amount Due	Amount Paid
Federal income taxes & Medicare	1/31/12	2/20/12	\$808.54 (for entire year)	\$808.54 (for entire year)
State income taxes	1/31/12	1/31/12	\$13.66 (for fourth quarter)	\$13.66 (for fourth quarter)
OPERS retirement	1/31/12	1/30/12	\$198.00 (for November & December)	\$198.00

Non-Payroll Cash Disbursements

1. From the Cash Journal, we re-footed checks recorded as disbursements for *open/close fees* for 2011. We found no exceptions.
2. We haphazardly selected ten disbursements from the Cash Journal for the year ended December 31, 2011 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 Cash Journal and to the names and amounts on the supporting invoices. We found no exceptions, other than 3 of the 20 disbursements tested, in the amounts of \$135.79, \$35.92, and \$275.41, respectively, were paid from a statement rather than having an itemized invoice. 1 of the 20 disbursements tested had no support for the payment. Without having a detailed invoice, purchases could be made for items which are not for a proper public purpose. We recommend all purchases be supported by an itemized invoice to document what was purchased.
 - c. The payment was posted to a proper account code. We found no exceptions.

Compliance – Contracts & Expenditures

We inquired of management and scanned the Cash Journal report for the years ended December 31, 2011 and 2010 for projects requiring the contractor to pay prevailing wages to their employees as required by Ohio Rev. Code Sections 4115.04 and 4115.05. We identified no projects subject to the aforementioned prevailing wage requirements.

Officials' Response – The Clerk will receipt property taxes from Coal Township to intergovernmental receipts and maintain personnel folders for all employees for each year to include PERS and W-4. The expenditures will be paid and reconciled with invoice and statement and attached to voucher.

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



Dave Yost
Auditor of State

May 17, 2012



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NEW STRAITSVILLE COAL TOWNSHIP UNION CEMETERY

PERRY 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 29, 2012**