



**RICHWOOD INDEPENDENT AGRICULTURAL SOCIETY
UNION COUNTY**

AGREED-UPON PROCEDURES

FOR THE YEARS ENDED NOVEMBER 30, 2011 AND 2010



Dave Yost • Auditor of State

**RICHWOOD INDEPENDENT AGRICULTURAL SOCIETY
UNION COUNTY**

TABLE OF CONTENTS

TITLE	PAGE
--------------	-------------

Independent Accountants' Report on Applying Agreed-Upon Procedures.....	1
---	---

THIS PAGE INTENTIONALLY LEFT BLANK



Dave Yost • Auditor of State

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Richwood Independent Agricultural Society
Union County
1 Gill Street, P.O. Box 71
Richwood, Ohio 43344

We have performed the procedures enumerated below, with which the Board of Directors and the management of Richwood Independent Agricultural Society, Union County, Ohio (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, 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 November 30, 2011 and November 30, 2010 bank reconciliations. We found no exceptions.
2. We agreed the December 1, 2009 beginning fund balances recorded to the November 30, 2009 balance 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, 2011 and 2010 fund cash balance reported in the checkbook. The amounts agreed.
4. We confirmed the November 30, 2011 bank account balance with the Society's financial institution. We found no exceptions. We also agreed the confirmed balance to the amount appearing in the November 30, 2011 bank reconciliation without exception.
5. We selected all reconciling debits (such as outstanding checks) from the November 30, 2011 bank reconciliation:
 - a. We traced each check to the subsequent December and January bank statements. One outstanding check had not cleared the bank as of January 31, 2012.
 - 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 Cash Receipts

1. We selected all the receipts from the Distribution Transaction Detail Report (State DTL) for 2011 and 2010. We also selected all receipts from the County Auditor's Appropriation History from 2011 and 2010.
 - a. We compared the amount from the DTL/County Auditor's Appropriation History to the amount recorded in the Receipts Ledger. The amounts agreed.
 - b. We determined whether these receipts were allocated to the proper account codes. We found no exceptions.
 - c. We determined whether the receipts were recorded in the proper year. We found no exceptions.

Admission Receipts

We haphazardly selected one day of admission cash receipts from the year ended November 30, 2011 and one day of admission cash receipts from the year ended November 30, 2010 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.

Rental Receipts

We haphazardly selected 10 rental cash receipts from the year ended November 30, 2011 recorded in the duplicate cash receipts book and determined whether the:

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

Sustaining and Entry (Purse) Receipts and Disbursements

We obtained copies of race schedules approved by the Board of Directors. We selected one race day from the year ended November 30 2011 and one race day from the year ended November 30, 2010 and performed the following steps:

- a. Traced authorized race dates to the Receipts Ledger postings and determined whether there are purse receipt postings for each authorized race day. The Receipts Ledger reported wagering receipts for the authorized dates.
- b. Traced authorized race dates to the Expense ledger postings and determined whether there were purse disbursement postings for each authorized race day. The Expense Ledger reported wagering disbursements for the authorized dates.

Debt

1. The prior audit report disclosed no debt outstanding as of November 30, 2009.
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 2011 or 2010 or debt payment activity during 2011 or 2010. All debt noted agreed to the summary we used in Step 3. We noted no debt payment activity during 2011 or 2010.
3. We obtained a summary of debt service payments owed and noted no payments due during 2011 or 2010.

Debt (Continued)

4. We agreed the amount of debt proceeds from the debt documents to amounts recorded in the Receipts Ledger. The amounts agreed.
5. For new debt issued during 2011, we inspected the debt legislation, noting the Society must use the proceeds to pay for expenses related to the operation of the fair. We scanned the Expense Ledger and noted the Society used the proceeds to pay for expenses related to the operation of the fair.
6. We inquired of management and scanned the Receipts Ledger and determined that the Society obtained a line of credit in 2011 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.

Non-Payroll Cash Disbursements

1. From the Expense Ledger, we re-footed checks recorded as disbursements for buildings and ground maintenance for 2011. We found no exceptions.
2. We haphazardly selected ten disbursements from the Expense Ledger for the year ended November 30, 2011 and ten from the year ended 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 Expense 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 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

February 14, 2012

This page intentionally left blank.



Dave Yost • Auditor of State

RICHWOOD INDEPENDENT AGRICULTURAL SOCIETY

UNION 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
MARCH 8, 2012**