



**RICHWOOD INDEPENDENT AGRICULTURAL SOCIETY  
UNION COUNTY**

**AGREED-UPON PROCEDURES**

**FOR THE YEARS ENDED NOVEMBER 30, 2013 AND 2012**



**Dave Yost • Auditor of State**



**RICHWOOD INDEPENDENT AGRICULTURAL SOCIETY  
UNION COUNTY**

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## 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 the 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, 2013 and 2012, 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, 2013 and November 30, 2012 bank reconciliations. We found no exceptions.
2. We agreed the December 1, 2011 beginning fund balances recorded to the documentation in the prior year Agreed-Upon Procedures working papers. We found no exceptions. We also agreed the December 1, 2012 beginning fund balances recorded to the November 30, 2012 balances. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the November 30, 2013 and 2012 fund cash balance reported in the Account Transactions Ledger. The amounts agreed.
4. We confirmed the November 30, 2013 bank account balances with the Society's financial institution. We found no exceptions. We also agreed the confirmed balances to the amounts appearing in the November 30, 2013 bank reconciliation without exception.
5. We selected five reconciling debits (such as outstanding checks) haphazardly from the November 30, 2013 bank reconciliation:
  - a. We traced each debit to the subsequent December and January bank statements. We found no exceptions.
  - b. We traced the amounts and dates 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 2013 and 2012. We also selected all the receipts from the County Auditor's Appropriation History from 2013 and 2012.
  - a. We compared the amounts from the above reports to the amount recorded in the Account Transactions Ledger. The amounts agreed.
  - b. We determined whether these receipts were allocated to the proper account code(s). We found no exceptions.
  - c. We determined whether the receipts were recorded in the proper year. We found no exceptions.

**Admission/Grandstand Receipts**

We haphazardly selected one day of admission/grandstand cash receipts from the year ended November 30, 2013 and one day of admission/grandstand cash receipts from the year ended November 30, 2012 recorded in the Account Transactions Ledger and determined whether the receipt amount agreed to the supporting documentation (ticket recapitulation sheets/cash register tapes, etc). The amounts agreed.

**Over-The-Counter Cash Receipts**

We haphazardly selected 10 over-the-counter cash receipts from the year ended November 30, 2013 and 10 over-the-counter cash receipts from the year ended 2012 recorded in the Receipt and Deposits Record book and determined whether the:

- a. Receipt amount agreed to the amount recorded in the Account Transactions Ledger. 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 fund, and was recorded in the proper year. We found no exceptions.

**Debt**

1. From the prior agreed-upon procedures documentation, we noted the following line of credit outstanding as of November 30, 2011. This amount agreed to the Society's December 1, 2012 balances on the summary we used in step 3.

Issue	Principal outstanding as of November 30, 2011:
Line of Credit	\$12,000

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 2013 or 2012 or debt payment activity during 2013 or 2012. All debt noted agreed to the summary we used in step 3.
3. We obtained a summary of debt service payments (including loan/credit agreements permitted by Ohio Rev. Code Section 1711.13) owed during 2013 and 2012 and agreed these payments from the expenditure ledger to the related line of credit agreement. 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 agreed the amount of debt proceeds from the debt documents to amounts recorded in the Account Transactions Ledger. The amounts agreed.

**Debt (Continued)**

5. For new debt issued during 2013 and 2012, 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 expenditure ledger and noted the Society used the proceeds to pay for expenses related to the operation of the fair.
6. We inquired of management, scanned the Account Transactions Ledger, and scanned the prior agreed upon procedures report and determined that the Society had a line of credit outstanding from a prior year and obtained a loan or credit line in 2012 and 2013 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 Account Transactions Ledger, we re-footed checks recorded as disbursements for buildings *and grounds maintenance* for 2013. We found no exceptions.
2. We haphazardly selected ten disbursements from the Account Transactions Ledger for the year ended November 30, 2013 and ten from the year ended 2012 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 Account Transactions 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, 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

Columbus, Ohio

May 2, 2014

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# 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  
MAY 29, 2014**