

428 Second St.  
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740.373.0056

1035 Murdoch Ave  
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**HANCOCK COUNTY AGRICULTURAL SOCIETY  
HANCOCK COUNTY  
Agreed-Upon Procedures  
For the Years Ended November 30, 2014 and 2013**

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*...“bringing more to the table”*

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# Dave Yost • Auditor of State

Board of Trustees  
Hancock County Agricultural Society  
P.O. Box 148  
Findlay, Ohio 45839

We have reviewed the *Independent Accountants' Report on Applying Agreed-Upon Procedures* of the Hancock County Agricultural Society, Hancock County, prepared by Perry & Associates, Certified Public Accountants, A.C., for the period December 1, 2012 through November 30, 2014. Based upon this review, we have accepted this report in lieu of the audit required by Section 117.11, Revised Code.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The Hancock County Agricultural Society is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Dave Yost".

Dave Yost  
Auditor of State

June 12, 2015

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HANCOCK COUNTY AGRICULTURAL SOCIETY  
HANCOCK COUNTY

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## INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

May 8, 2015

Hancock County Agricultural Society  
Hancock County  
P.O. Box 148  
Findlay, Ohio 45839

To the Board of Trustees:

We have performed the procedures enumerated below, with which the Board of Directors and the management of the **Hancock County Agricultural Society**, Hancock County, Ohio (the Society) and the Auditor of State 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, 2014 and 2013, 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 November 30, 2014 and November 30, 2013 bank reconciliations. We noted the Society accounts for accounts payable and accounts receivable when preparing their bank reconciliations each month. We recommend the Society utilize the cash basis of accounting as prescribed by Ohio Revised Code. We found no other exceptions.
2. We agreed the December 1, 2012 beginning fund balances recorded to the November 30, 2012 balances in the prior year audited statements. We found no exceptions. We also agreed the December 1, 2013 beginning fund balances recorded to the November 30, 2013 balances. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the November 30, 2014 and 2013 fund cash balance reported on the Balance Sheet. The amounts agreed.
4. We confirmed the November 30, 2014 bank account balances with the Society's financial institutions. We noted the Society's bank confirmation amounts were \$120 more than what was used to prepare the bank reconciliation. We noted no other exceptions.

...*"bringing more to the table"*

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### **Cash and Investments (Continued)**

5. We selected five reconciling debits (such as outstanding checks) haphazardly from the November 30, 2014 bank reconciliation:
  - a. We traced each debit to the subsequent December bank statement. 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.
6. We selected five reconciling credits (such as deposits in transit) haphazardly from the November 30, 2014 bank reconciliation:
  - a. We traced each credit to the subsequent December bank statement. We found no exceptions.
  - b. We agreed the credit amounts to the General Ledger. Each credit was recorded as a November receipt for the same amount recorded in the reconciliation.
7. We tested investments held at November 30, 2014 and November 30, 2013 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. 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 2014 and 2013. We also selected all receipts from the County Auditor's Vendor Invoice List from 2014 and all from 2013.
  - a. We compared the amount from the above reports to the amount recorded in the General 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/Grandstand Receipts**

We haphazardly selected one day of admission/grandstand cash from the year ended November 30, 2014 and one day of admission/grandstand cash receipts from the year ended November 30, 2013 recorded in the General Ledger and determined whether the receipt amount agreed to the supporting documentation (ticket recapitulation sheets/cash register tapes, etc.). The amounts did not agree for the days we tested for 2014 or 2013.

For August 31, 2014, the amount recorded in the general ledger for August 31, 2014 was \$26,727.

- a. The ticket sales recapitulation reported 3,822 tickets sold on that date.
- b. The admission price per ticket was \$7.
- c. Therefore the recapitulation sheet multiplied by the admission price supports admission receipts of \$26,754 for August 31, 2014, which exceeds the amount recorded by \$27.

**Admission/Grandstand Receipts (Continued)**

For August 30, 2013, the amount recorded in the general ledger for August 30, 2013 was \$14,673.

- a. The ticket sales recapitulation reported 82 season tickets, 14 student tickets and 1,857 adult tickets sold on that date.
- b. The admission price per ticket was \$21 for season tickets, \$15 for student tickets and \$7 for adult tickets.
- c. Therefore the recapitulation sheet multiplied by the admission price supports admission receipts of \$14,931 for August 31, 2013, which exceeds the amount recorded by \$258.

**Junior Livestock Auction**

- 1. We selected three livestock auction sales. For each sale, we:
  - a. Agreed the sale amount recorded in the cash receipts book to:
    - i. The auction bid records.
    - ii. Bank deposit from the sale
    - iii. The seller's invoice
    - iv. The amount on the check written to the seller.
We found no exceptions.
  - b. Also agreed the auction bid records to:
    - i. The buyer's invoice amount
    - ii. Bank deposit for the purchase
We found no exceptions.

**Over-The-Counter Cash Receipts**

We haphazardly selected 10 over-the-counter cash receipts from the year ended November 30, 2014 and 10 over-the-counter cash receipts from the year ended 2013 recorded in the duplicate cash receipts book and determined whether the:

- a. Receipt amount agreed to the amount recorded in the general 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 audit documentation, we noted the following loans outstanding as of November 30, 2012. These amounts agreed to the Society's December 1, 2012 balances on the summary we used in step 3.

Issue	Principal outstanding as of November 30, 2012:
Consolidated Loan (Fishlock/First Street)	\$ 72,733

- 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 2014 or 2013 or debt payment activity during 2014 or 2013. All debt noted agreed to the summary we used in step 3.



**Debt (Continued)**

3. We obtained a summary of debt service payments (including mortgage debt and loan/credit agreements permitted by Ohio Rev. Code Section 1711.13) owed during 2014 and 2013 and agreed these payments from the general ledger to the related debt amortization schedule. 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 inquired of management, scanned the receipt ledger, and scanned the prior audit report and determined that the Society had a loan outstanding from a prior year 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.

**Payroll Cash Disbursements**

1. We haphazardly selected one payroll check for all employees from 2014 and one payroll check for five employees from 2013 from the Payroll Register and:
  - a. We compared the hours and pay rate, or salary recorded in the Payroll Register to supporting documentation (timecard, legislatively or statutorily-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.
2. We scanned the last remittance of tax and retirement withholdings for the year ended November 30, 2014 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 of 2014. We noted the following:

<b>Withholding (plus employer share, where applicable)</b>	<b>Date Due</b>	<b>Date Paid</b>	<b>Amount Due</b>	<b>Amount Paid</b>
Federal income taxes, social security, & Medicare (and social security, for employees not enrolled in pension system)	December 15, 2014	December 15, 2014	\$ 2,626.60	\$ 2,626.60
State income taxes	February 2, 2015	January 30, 2015	\$ 427.48	\$ 427.48
School income tax	February 2, 2015	January 30, 2015	\$ 96.24	\$ 96.24

### **Non-Payroll Cash Disbursements**

1. We haphazardly selected ten disbursements from the General Ledger for the year ended November 30, 2014 and ten from the year ended 2013 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 General 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, the Auditor of State, and others within the Society, and is not intended to be, and should not be used by anyone other than these specified parties.



**Perry & Associates**  
Certified Public Accountants, A.C.  
Marietta, Ohio



# Dave Yost • Auditor of State

HANCOCK COUNTY AGRICULTURAL SOCIETY

HANCOCK 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  
JUNE 25, 2015