

**TUSCARAWAS COUNTY AGRICULTURAL SOCIETY  
TUSCARAWAS COUNTY**

**DECEMBER 1, 2014 TO NOVEMBER 30, 2016  
AGREED UPON PROCEDURES**





# Dave Yost • Auditor of State

Board of Trustees  
Tuscarawas County Agricultural Society  
259 South Tuscarawas Avenue  
Dover, Ohio 44622

We have reviewed the *Independent Accountants' Report on Applying Agreed-Upon Procedures* of the Tuscarawas County Agricultural Society, prepared by Julian & Grube, Inc., for the period December 1, 2014 through November 30, 2016. 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 Tuscarawas 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

October 26, 2017

**This page intentionally left blank.**



# Julian & Grube, Inc.

*Serving Ohio Local Governments*

333 County Line Rd. West, Westerville, OH 43082 Phone: 614.846.1899 Fax: 614.846.2799

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

Tuscarawas County Agricultural Society  
Tuscarawas County  
259 South Tuscarawas Avenue  
Dover, Ohio 44622

We have performed the procedures enumerated below, which were agreed to by the Board of Trustees and the management of Tuscarawas County Agricultural Society (the "Society") and the Auditor of State, on the receipts, disbursements and balances recorded in the Society's cash basis accounting records for the years ended November 30, 2016 and 2015 and certain compliance requirements related to those transactions and balances, included in the information provided to us by the management of the Tuscarawas County Agricultural Society. The Tuscarawas County Agricultural Society is responsible for the receipts, disbursements and balances recorded in the cash basis accounting records for the years ended November 30, 2016 and 2015 and certain compliance requirements related to these transactions and balances included in the information provided to us by the Tuscarawas County Agricultural Society. 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 recalculated the November 30, 2016 and November 30, 2015 bank reconciliations. We noted these reconciliations did not include the savings account with balances of \$137,062 and \$25,937 at November 30, 2016 and 2015, respectively. In addition, the November 30, 2015 reconciliation did not include the premium account balance of \$42.
2. We agreed the December 1, 2014 beginning fund balances recorded to the November 30, 2014 documentation in the prior year Agreed-Upon Procedures working papers. We found no exceptions. We also agreed the December 1, 2015 beginning fund balances recorded to the November 30, 2015 balances. We found no exceptions.
3. We agreed the totals per the checking account bank reconciliations to the total of the November 30, 2016 and 2015 fund cash balance reported in the Balance Sheet Detail. The amounts did not agree. We noted that balances as of November 30, 2016 and 2015 were off by \$475 and \$647, respectively. We also noted that the Society did not include the savings accounts balances in either year as well as the premium account as of November 30, 2015. In addition to the Society not including the savings account and premium account balances to their system and reconciliations, some of the activity in these accounts was not recorded in the Society's system. An adjustment was necessary to include all activity of the Society's and to properly state the Society's cash balance. The Society has posted the necessary adjustments to properly state the activity and cash balance as of November 30, 2016 and 2015, respectively.
4. We confirmed the November 30, 2016 bank account balances with the Society's financial institutions. We found no exceptions. We also agreed the confirmed balance of the checking account to the amount appearing in the November 30, 2016 bank reconciliation without exception.

5. We selected five reconciling debits (such as outstanding checks) haphazardly from the November 30, 2016 bank reconciliation:
  - a. We traced each debit to the subsequent January and March bank statements. There were no exceptions.
  - b. We traced the amounts and dates to the check register, to determine the debits were dated prior to November 30. There were no exceptions.
6. We selected five reconciling credits (such as deposits in transit) haphazardly from the November 30, 2016 bank reconciliation:
  - a. We traced one credit to the subsequent December bank statement. We noted four reconciling credits, totaling \$462 were still outstanding as of the July 28, 2017, according to the bank reconciliation. We further noted these deposits in transit were actually deposited when receipted, however were never correctly removed from the uncleared deposits sections of the Society's bank reconciliation. An adjustment was necessary to properly clear all of the Society's "uncleared deposits" that were improperly carried on the bank reconciliation as reconciling items and to properly state the Society's cash balance. The Society has posted the necessary adjustments to properly state the activity and cash balance as of November 30, 2016.
  - b. We agreed the credit amounts to the Receipt Ledger. The credit that was noted as clearing the bank statement in December of 2016 was recorded as a November receipt for the same amount recorded in the reconciliation. The remaining four credits were recorded as receipts in the Society's books in September 2014 and December 2015.
7. We traced interbank account transfers occurring in November of 2016 and 2015 to the accounting records and bank statements to determine if they were properly recorded. We found no exceptions.

#### **Intergovernmental and Other Confirmable Cash Receipts**

1. We selected all the receipts from the Distribution Transaction Detail Report (State DTL) for 2016 and 2015. We also haphazardly selected one receipt from the Sort Entry Report from 2016 and three from 2015.
  - a. We compared the amount from the above reports to the amount recorded in the Receipt Ledger. The amounts agreed.
  - b. We inspected the receipts ledger to determine whether these receipts were allocated to the proper account code(s). We noted one receipt for \$177 was improperly recorded.
  - c. We inspected the receipts ledger to determine 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 2016 and one day of admission/grandstand cash receipts from the year ended November 30, 2015 recorded in the receipts ledger and agreed the receipt amount to the supporting documentation (ticket recapitulation sheets/cash register tapes, etc.).

For September 26, 2015, the amount recorded in the receipts ledger was \$51,806.

- a. The ticket sales recapitulation reported 6,909 Adult, 1,111 Senior and 2,751 Parking tickets sold on that date.
- b. The admission price per ticket was \$5 for Adults and Parking, and \$3 for Seniors.
- c. Therefore, the recapitulation sheet multiplied by the admission price supports admission receipts of \$51,633 for September 26, 2015, which is less than the amount recorded by \$173.

For September 22, 2016, the amount recorded in the receipts ledger was \$19,652.

- a. The ticket sales recapitulation reported 2,997 Adult, 776 Senior and 431 Parking tickets sold on that date.
- b. The admission price per ticket was \$5 for Adults and Parking, and \$3 for Seniors.

- c. Therefore, the recapitulation sheet multiplied by the admission price supports admission receipts of \$19,468 for September 22, 2016, which is less than the amount recorded by \$184.

**Privilege Fee Receipts**

We haphazardly selected 10 privilege fee cash receipts from the year ended November 30, 2016 and 10 privilege fee cash receipts from the year ended November 30, 2015 recorded in the duplicate cash receipts book and:

- a. Agreed the receipt amount to the amount recorded in the Receipt Ledger. The amounts agreed.
- b. Compared the rates charged with rates in force during the period. One exception was noted in 2015, where \$50 was recorded above the rate charged per the agreement.
- c. Confirmed the receipt was recorded in the proper year. We found no exceptions.

**Rental Receipts**

We haphazardly selected 10 rental cash receipts from the year ended November 30, 2016 and 10 rental cash receipts from the year ended November 30, 2015 recorded in the duplicate cash receipts book and determined whether the:

- a. Agreed the receipt amount to the amount recorded in the Receipt Ledger. The amounts agreed.
- b. Agreed the rate charged with rates in force during the period. We noted for the year ended November 30, 2016 four receipts in the amounts of \$197.49, \$140, \$900, and \$4,750 and for the year ended November 30, 2015 three receipts in the amounts of \$117.43, \$500, and \$4,000 did not have proper supporting documentation to agree with the rates in force.
- c. Inspected the receipts ledger to determine whether the receipt was recorded in the proper year. We found no exceptions.

**Over-The-Counter Cash Receipts**

We haphazardly selected 10 over-the-counter cash receipts from the year ended November 30, 2016 and 10 over-the-counter cash receipts from the year ended 2015 recorded in the duplicate cash receipts book and:

- a. Agreed the receipt amount to the amount recorded in the receipt ledger. The amounts agreed.
- b. Confirmed the amounts charged complied with rates in force during the period. We found no exceptions.
- c. Inspected the receipt ledger to determine the receipt was posted to the proper fund(s), and was recorded in the proper year. We found no exceptions

**Debt**

- 1. From the prior agreed-upon procedures documentation, we observed the following loan outstanding as of November 30, 2014. These amounts agreed to the Societies December 1, 2014 balances on the summary we used in step 3.

Issue	Principal outstanding as of November 30, 2014:
County Loan	\$ 97,000
Line of Credit	\$ 115,705

- 2. We inquired of management, and inspected the receipt and expenditure records for evidence of loan or credit agreements, and bonded, note, County, or mortgage debt issued during 2016 or 2015 or debt payment activity during 2016 or 2015. All debt noted agreed to the summary we used in step 3.
- 3. We obtained a summary of debt service payments owed during 2016 and 2015 and agreed these payments from the expenditure ledger to the related debt amortization schedules. 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 Receipt Ledger. The amounts agreed.
5. We inquired of management, inspected the receipt ledger, and the prior agreed upon procedures report to determine whether the Society had a loan or credit agreement outstanding from a prior year, or withdrew on an existing line of credit as permitted by Ohio Rev. Code Section 1711.13(B). We recalculated 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 five employees from 2016 and one payroll check for five employees from 2015 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. For any new employees selected in step 1 we compared the following information in the minutes and 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. Retirement system participation and payroll withholding
  - d. Federal, State & Local income tax withholding authorization and withholding
  - e. Any other deduction authorizations (deferred compensation, etc.)

We found no exceptions related to steps a – e above.

3. We inspected the last remittance of tax and retirement withholdings for the year ended November 30, 2016 to confirm 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 2016. We observed 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 & Medicare (and social security, for employees not enrolled in pension system)	January 31, 2017	1/24/2017	\$699.53	\$699.53
State income taxes	January 31, 2017	1/25/2017	\$266.28	\$266.28
Local income tax	January 15, 2017	1/25/2017	\$161.22	\$161.22

**Non-Payroll Cash Disbursements**

1. We haphazardly selected ten disbursements from the Expenditure Report for the year ended November 30, 2016 and ten from the year ended 2015 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 Expenditure Ledger and to the names and amounts on the supporting invoices. We noted one exception of a check that was written for less than the supporting documentation.



- c. Based on the nature of the expenditure, the account coding is reasonable. We found no exceptions.

#### **Other Compliance**

1. Ohio Rev. Code Section 117.38 requires agricultural societies to file their financial information in the HINKLE system within 60 days after the close of the fiscal year. We confirmed the Society filed their complete financial statements, as defined by AOS Bulletin 2015-007, within the allotted timeframe for the year ended November 30, 2015, in the Hinkle System. The complete financial statements were not filed for the fiscal year ending November 30, 2016 until May 8, 2017, which was not within the allotted timeframe.

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*. We were not engaged to, and did not conduct an examination, or review, the objective of which would be the expression of an opinion or conclusion, respectively on the Society's receipts, disbursements, balances and compliance with certain laws and regulations. Accordingly, we do not express an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is for the use of the Society to assist in evaluating its receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended November 30, 2016 and 2015, and certain compliance requirements related to these transactions and balances and is not suitable for any other purpose.



Julian & Grube, Inc  
July 28, 2017

**This page intentionally left blank.**



# Dave Yost • Auditor of State

**TUSCARAWAS COUNTY AGRICULTURAL SOCIETY**

**TUSCARAWAS 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  
NOVEMBER 9, 2017**