

MERCER COUNTY FAIRGROUNDS, INC.

MERCER COUNTY, OHIO

AGREED-UPON PROCEDURES

**FOR THE YEARS ENDED
NOVEMBER 30, 2024 & 2023**



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Board Members
Mercer County Fairgrounds, Inc.
1001 West Market Street
Celina, Ohio 45822

We have reviewed the *Independent Accountant's Report on Applying Agreed-Upon Procedures* of the Mercer County Fairgrounds, Inc., prepared by Julian & Grube, Inc., for the period December 1, 2022 through November 30, 2024. 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 Mercer County Fairgrounds, Inc. is responsible for compliance with these laws and regulations.

KEITH FABER
Ohio Auditor of State

Tiffany L. Ridenbaugh, CPA, CFE, CGFM
Chief Deputy Auditor

October 27, 2025

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Mercer County Fairgrounds, Inc.
Mercer County
1001 West Market Street
Celina, Ohio 45822

We have performed the procedures enumerated below on the Mercer County Fairgrounds, Inc.'s (the Society) receipts, disbursements and balances recorded in the cash basis accounting records for the years ended November 30, 2024 and 2023 and certain compliance requirements related to those transactions and balances, included in the information provided to us by the management of the Society. The Society is responsible for the receipts, disbursements and balances recorded in the cash basis accounting records for the years ended November 30, 2024 and 2023 and certain compliance requirements related to these transactions and balances included in the information provided to us by the Society.

The Board Members and the management of the Society have agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of providing assistance in the evaluation of the Society's receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended November 30, 2024 and 2023, and certain compliance requirements related to these transactions and balances. Additionally, the Auditor of State has agreed to and acknowledged that the procedures performed are appropriate to meet their purposes. No other party acknowledged the appropriateness of the procedures. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of the report and may not meet the needs of all users of the report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes. The sufficiency of the procedures is solely the responsibility of the parties specified in the 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.

For the purposes of performing these procedures, this report only describes exceptions exceeding \$10.

The procedures and the associated findings are as follows:

Cash

1. We recalculated the November 30, 2024 and November 30, 2023 bank reconciliations. We found no exceptions.
2. We agreed the December 1, 2022 beginning fund balances for the opinion unit recorded to the November 30, 2022 balances in the prior year audited statements. We found no exceptions. We also agreed the December 1, 2023 beginning fund balances for each fund recorded to the November 30, 2023 balances. We found no exceptions.
3. We agreed the 2024 and 2023 bank reconciliation adjusted balances and adjusted bank balances as of November 30, 2024 and 2023 to the total fund cash balances reported in the General Ledger and the financial statements filed by the Society in the Hinkle System. The amounts agreed.

Mercer County Fairgrounds, Inc.
Mercer County
Independent Accountant's Report on Applying Agreed-Upon Procedures

4. We observed the year-end bank balances on the financial institution's website. The balances agreed. We also agreed the confirmed balances to the amounts appearing in the November 30, 2024 bank reconciliation without exception.
5. We selected 5 reconciling debits (such as outstanding checks) from the November 30, 2024 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 General Ledger and determined the debits were dated prior to November 30. We found no exceptions.
6. We selected 2 reconciling credits (such as deposits in transit) from the November 30, 2024 bank reconciliation:
 - a. We traced each credit to a subsequent December bank statement. We found as of July 2025 one \$728 deposit was still uncleared.
 - b. We agreed the credit amounts to the General Ledger and determined they were dated prior to November 30. We found no exceptions.
7. We traced interbank account transfers occurring in November of 2023 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 a total of five receipts from the Distribution Transaction Detail Report (State DTL) and the County Auditor's Vendor Report from 2024 and a total of five from 2023.
 - a. We compared the amount from the above named reports to the amount recorded in the General Ledger. The amounts agreed.
 - b. We inspected the General Ledger to determine these receipts were allocated to the proper account codes. We found no exceptions.
 - c. We inspected the General Ledger to determine whether the receipts were recorded in the proper year. We found no exceptions.
2. We confirmed the individual amounts paid from the Ohio Harness Horsemen's Association during the years ending November 30, 2024 and 2023 with the Ohio Harness Horsemen's Association. We found no exceptions.
 - a. We inspected the General Ledger to determine whether these receipts were allocated to the proper account code. We found the amounts received in both years were improperly recorded to 1590 Other Race Receipts instead of 3190 Other Restricted Support.
 - b. We inspected the General Ledger to determine whether the receipts were recorded in the proper year. We found no exceptions.
3. We confirmed the individual amounts paid from the Ohio Colt Racing Association during the year ending November 30, 2024 and 2023 with the Ohio Colt Racing Association. We found no exceptions.
 - a. We inspected the General Ledger to determine whether these receipts were allocated to the proper account codes. We found no exceptions.
 - b. We inspected the General Ledger to determine whether the receipts were recorded in the proper year. We found no exceptions.

Admission Receipts

We selected two days of admission cash receipts from the year ended November 30, 2024 and two days of admission cash receipts from the year ended November 30, 2023 recorded in the General Ledger and were unable to agree the receipt amount to the supporting documentation (ticket recapitulation sheets/cash register tapes, etc.). The supporting documentation was unable to be located.

Other Receipts

We selected 10 other receipts from the year ended November 30, 2024 and 10 other receipts from the year ended November 30, 2023 and:

- a. Agreed the receipt amount recorded in the General Ledger to supporting documentation. The amounts agreed.
- b. Confirmed the amounts charged complied with rates in force during the period, if applicable. We found no exceptions.
- c. Inspected the General Ledger to determine the receipt was posted to the proper fund and was recorded in the proper year. We found no exceptions.

Debt

1. The prior audit report disclosed no debt outstanding as of November 30, 2022.
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 2024 or 2023 or debt payment activity during 2024 or 2023. We included the newly issued debt for 2023 in the Summary Debt table below.
3. From the summary of outstanding debt for 2024 and 2023 below:
 - a. We agreed the principal and interest payments from the related debt amortization schedule to the payments reported in the General Ledger and included the total principal payments for both years in the table below. We found no exceptions.
 - b. We compared the date the debt service payments were due to the date the Society made the payments. We found no exceptions.
 - c. Based on the principal payments made, we agreed the outstanding balance to the debt amortization schedule and included the outstanding balance in the summary table below. We found no exceptions.
 - d. For any outstanding debt listed in the table below, we obtained the debt agreements and confirmed the Society was in compliance with its debt covenants. The Society did not have any debt covenants that would result in modification of terms or cancellation of the debt.

Summary Debt Table					
Debt Issued	Carry Forward Balance 12/1/2022	New Issue 2023	New Issue 2024	Total Principal Payments 2023/2024	Outstanding Balance 11/30/2024
Market Hall Loan 2023	\$0	\$760,000	\$0	\$152,000	\$608,000

4. For any new debt identified in procedure 2 and added to the table in procedures 3, we agreed the amount of debt proceeds received for 2023 from the debt documents to amounts recorded in the General Ledger. The amounts agreed.
5. For the new loan issued during 2023, we inspected the loan agreement, and the Society must use the proceeds for the Market Hall renovation. We inspected the General Ledger and observed the Society renovated the Market Hall during 2023 and 2024. We found no exceptions.
6. We inquired of management, inspected the General Ledger, and the prior audit report to determine whether the Society had a loan or credit agreement outstanding from a prior year or obtained a loan or credit line in 2023 or 2024 as permitted by Ohio Rev. Code §1711.13(B). We recalculated the Society's computation supporting that the total annual payments for debt obligations from loans and credit did not exceed twenty-five percent of its prior three-year average of annual revenues. We found no exceptions.

Payroll Cash Disbursements

1. We selected one payroll check for five employees from 2024 and one payroll check for five employees from 2023 from the Payroll Summary Report and:
 - a. We compared the hours and pay rate, or salary recorded in the Payroll Summary Report to supporting documentation (timecard, legislatively or statutorily-approved rate or salary). We found no exceptions.
 - b. We confirmed the payment was posted to the proper year. We found no exceptions.
2. We selected the two new employees from 2024 and three new employees from 2023 and:
 - a. We inspected the employees' personnel files for the Federal, State & Local income tax withholding authorization.
 - b. We agreed the items above to the Employees' pay stub. We found no exceptions
3. We inspected the last remittance of tax and retirement withholdings for the year ended November 30, 2024 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 2024. We observed the following:

Withholding (plus employer share, where applicable)	Date Due	Date Paid	Amount Due	Amount Paid
Federal income taxes & Medicare (and social security, for employees not enrolled in pension system)	December 2, 2024	December 2, 2024	\$1,139	\$1,139
State income taxes	December 16, 2024	December 16, 2024	\$403	\$403
Local income tax	January 31, 2025	January 31, 2025	\$35	\$35
School district income tax	December 16, 2024	January 24, 2025	\$169	\$170

As stated above, the Society remitted school district income taxes of \$169 after the date due, resulting in \$1 of interest.

Non-Payroll Cash Disbursements

We selected 10 disbursements from the General Ledger for the year ended November 30, 2024 and 10 from the year ended November 30, 2023 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 or EFT/ACH 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.

Market Hall Building

1. We inspected the Minutes and the Society approved the renovation of the Market Hall building on August 23, 2022. We found no exceptions.

2. We selected contracts for the contractors receiving \$250,000 or more from the Society to renovate the Market Hall building and determined whether:
 - a. The contract was signed by the contractor and the Society. We found two of the three applicable contracts were signed by the contractor and the Society, however the Society did not have a signed contract with Shelly Company.
 - b. The contract included the amount the contractor would receive for their services. The amount in the contract and change orders approved by the Society agreed to the amount disbursed to the contractor per the 2023 and 2024 General Ledgers. We found the Society did not have a contract with Shelly Company, therefore we couldn't compare that amount to the amount disbursed. We also found that the amount paid to RCS Construction was \$223 more than the amount in the contract and change orders.

Sunshine Law Compliance

1. We obtained and inspected the Society's Public Records Policy to determine the policy was in accordance with Ohio Rev. Code §§ 149.43(E)(2) and 149.43(B)(7)(c) and did not limit the number of responses that may be made to a particular person, limit the number of responses during a specified period of time, or establish a fixed period of time before it will respond unless that period is less than eight hours. We found no exceptions.
2. We inquired with Society management and determined that the Society did not have any public records requests (received, completed, denied, or redacted) during the engagement period.
3. We inquired whether the Society had a records retention schedule and observed that it was readily available to the public as required by Ohio Rev. Code § 149.43(B)(2). We found no exceptions.
4. We inspected written evidence that the Public Records Policy was provided to the records custodian/manager as required by Ohio Rev. Code § 149.43(E)(2). We found no exceptions.
5. We inquired with Society management and determined that the Society did not have a policy manual during the engagement period therefore the public records policy could not be included as required by Ohio Rev. Code § 149.43(E)(2).
6. We observed that the Society's poster describing their Public Records Policy was displayed conspicuously in all branches of the Society as required by Ohio Rev. Code § 149.43(E)(2). We found no exceptions.
7. We did not select any applications submitted to the Records Commission for one-time disposal of obsolete records, and management's review of the schedules of records retention and dispositions for the engagement period. The Society is not subject to the Ohio Rev. Code records authority. Therefore, this step is not applicable and applications were not inspected or inquired about.
8. We inquired with Society management and determined that the Society did not have any elected officials subject to the Public Records Training requirements during the engagement period as required by Ohio Rev. Code §§ 149.43(E)(1) and 109.43(B).
9. We inspected the public notices for the public meetings held during the engagement period and determined the Society notified the general public and news media of when and where meetings during the engagement period were to be held as required by Ohio Rev. Code § 121.22(F). We found no exceptions.
10. We inspected the minutes of public meetings during the engagement period in accordance with Ohio Rev. Code § 121.22(C) and determined whether they were:
 - a. Prepared – a file is created following the date of the meeting
 - b. Filed – placed with similar documents in an organized manner
 - c. Maintained - retained, at a minimum, for the engagement period
 - d. Open to public inspection – available for public viewing or request.We found no exceptions.

11. We inspected the minutes from the engagement period in accordance with Ohio Rev. Code § 121.22(G) and determined the following:
 - a. Executive sessions were only held at regular or special meetings.
 - b. The purpose for the meetings and going into an executive session (when applicable) correlated with one of the matters listed in Ohio Rev. Code § 121.22(G).
 - c. Formal governing board actions were adopted in open meetings.We found no exceptions.

Other Compliance

1. Ohio Rev. Code § 117.38 requires Societies to file their financial information in the HINKLE system within 60 days after the close of the fiscal year. This statute also permits the Auditor of State to extend the deadline for filing a financial report and establish terms and conditions for any such extension. Auditor of State established policies, regarding the filing of complete financial statements, as defined in AOS Bulletin 2015-007 in the Hinkle System. We confirmed the Society filed their complete financial statements, as defined by AOS Bulletin 2015-007 and Auditor of State established policy within the allotted timeframe for the year ended November 30, 2024 in the Hinkle system. Financial information was filed for the fiscal year ended November 30, 2023 on January 30, 2024 which was not within the allotted timeframe.

Related Party Transactions

1. We inquired with management in order to identify any related party transactions and confirm if the required elected officials abstained from voting. We identified the following:
 - a. The vendor the Society contracts with for portable toilets for their annual fair has a relative on the Society Board.We found no exceptions.
2. We confirmed the transactions with the Fair Manager and Board meeting minutes. We found no exceptions.
3. We obtained supporting evidence for the Related Party Transactions identified in procedure 1. We found no exceptions.

We were engaged by the Society to perform this agreed-upon procedures engagement and conducted our engagement in accordance with the attestation standards established by the AICPA and Comptroller General of the United States' *Government Auditing Standards*. We were not engaged to, and did not conduct an examination, or review engagement, 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.

We are required to be independent of the Society and to meet our ethical responsibilities, in accordance with the ethical requirements established by the Comptroller General of the United States' *Government Auditing Standards* related to our agreed upon procedures engagement.



Julian & Grube, Inc.
August 22, 2025

OHIO AUDITOR OF STATE KEITH FABER



MERCER COUNTY FAIRGROUNDS, INC.

MERCER COUNTY

AUDITOR OF STATE OF OHIO CERTIFICATION

This is a true and correct copy of the report, which is required to be filed pursuant to Section 117.26, Revised Code, and which is filed in the Office of the Ohio Auditor of State in Columbus, Ohio.



Certified for Release 11/6/2025

65 East State Street, Columbus, Ohio 43215
Phone: 614-466-4514 or 800-282-0370

This report is a matter of public record and is available online at
www.ohioauditor.gov