

**CARDINGTON-LINCOLN PUBLIC LIBRARY**

**MORROW COUNTY, OHIO**

**AGREED-UPON PROCEDURES**

**For the Years Ended December 31, 2023 and 2022**







65 East State Street  
Columbus, Ohio 43215  
ContactUs@ohioauditor.gov  
800-282-0370

Board of Trustees  
Cardington-Lincoln Public Library  
128 East Main Street  
Cardington, Ohio 43315

We have reviewed the *Independent Accountants' Report on Applying Agreed Upon Procedures* of the Cardington-Lincoln Public Library, Morrow County, prepared by Charles E. Harris & Associates, Inc., for the period January 1, 2022 through December 31, 2023. 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 Cardington-Lincoln Public Library is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Keith Faber".

Keith Faber  
Auditor of State  
Columbus, Ohio

November 25, 2024

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**CARDINGTON-LINCOLN PUBLIC LIBRARY**  
**MORROW COUNTY, OHIO**  
**Agreed-Upon Procedures**  
**For the Years Ended December 31, 2023 and 2022**

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## ***Charles E. Harris & Associates, Inc.***

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### **INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES**

Cardington-Lincoln Public Library  
Morrow County  
128 East Main Street  
Cardington, Ohio 43315

We have performed the procedures enumerated below on the Cardington-Lincoln Public Library's (the Library) receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2023 and 2022 and certain compliance requirements related to those transactions and balances, included in the information provided to us by the management of the Library. The Library is responsible for the receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2023 and 2022 and certain compliance requirements related to these transactions and balances included in the information provided to us by the Library.

The Board of Trustees and the management of the Library have agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of providing assistance in the evaluation of the Library's receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2023 and 2022, 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 and Investments**

1. We recalculated the December 31, 2023 and December 31, 2022 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2022 beginning fund balances for each fund recorded in the General Ledger Report to the December 31, 2021 balances in the documentation in the prior year Agreed-Upon Procedures working papers. We found no exceptions. We also agreed the January 1, 2023 beginning fund balances for each fund recorded in the General Ledger Report to the December 31, 2022 balances in the General Ledger Report. We found no exceptions.
3. We agreed the 2023 and 2022 bank reconciliation as of December 31, 2023 and 2022 to the total fund cash balances reported in the General Ledger Report and the financial statements filed by the Library in the Hinkle System. The amounts agreed.

4. We confirmed the December 31, 2023 bank account balances with Ohio Pooled Collateral System. We found no exceptions. We also agreed the confirmed balances to the amounts appearing in the December 31, 2023 bank reconciliation without exception.
5. We selected 5 reconciling debits (such as outstanding checks) from the December 31, 2023 bank reconciliation:
  - a. We traced each debit to the subsequent January bank statement. We found no exceptions.
  - b. We traced the amount and dates to the check register and determined the debits were dated prior to December 31. We found no exceptions.
6. We selected the only reconciling credit (such as deposits in transit) from the December 31, 2023 bank reconciliation:
  - a. We were unable to trace the credit to a bank statement because it was determined that it was an entry that had been recorded in error for \$15.88. This error was corrected in the accounting system.
  - b. We agreed the credit amount to the General Ledger and determined it was dated prior to December 31. We found no exceptions.
7. We inspected investments held at December 31, 2023 and December 31, 2022 to determine that they:
  - a. Were of a type authorized by Ohio Rev. Code §§ 135.13, 135.14, 135.144 or 135.145. We found no exceptions.
  - b. Mature within the prescribed time limits noted in Ohio Rev. Code § 135.13 or 135.14. We found no exceptions.

**Intergovernmental and Other Confirmable Cash Receipts**

1. We selected a total of 5 receipts from the State Distribution Transaction Lists (DTL) and the County Auditor's DTLs from 2023 and a total of 5 from 2022:
  - a. We compared the amount from the above named report to the amount recorded in the General Ledger Report. The amounts agreed.
  - b. We inspected the General Ledger Report to determine these receipts were allocated to the proper fund. We found no exceptions.
  - c. We inspected the General Ledger Report to determine whether the receipt was recorded in the proper year. The receipt was recorded in the proper year. We found no exceptions.
2. We inspected the General Ledger Report to determine whether it included 1 Public Library Fund receipt per month for 2023 and 2022. We found no exceptions.

**Debt**

1. From the prior agreed-upon procedures documentation, we observed the following notes were outstanding as of December 31, 2021.
  - a. These amounts agreed to the Library's January 1, 2022 balances on the summary we used in procedure 3.
  - b. We inspected the debt's final offering documents for all outstanding debt, and we confirmed the Library does not have any debt covenants.

Issue	Principal outstanding as of December 31, 2021:
General Obligation Note -LED Lighting	\$3,715
General Obligation Note	\$4,004



2. We inquired of management and inspected the Receipt Export Report and Checks Written Report for evidence of debt issued during 2023 or 2022 or debt payment activity during 2023 or 2022. All debt agreed to the summary we used in procedure 3.
3. We obtained a summary of note debt activity for 2023 and 2022 and agreed principal and interest payments from the related debt amortization schedules to general fund payments reported in the General Ledger Report. We also compared the date the debt service payments were due to the date the Library made the payments. We noted the Library overpaid one of the notes by \$252.

**Payroll Cash Disbursements**

1. We selected 1 payroll check for 5 employees from 2023 and 1 payroll check for 5 employees from 2022 from the General Ledger report and:
  - a. We compared the hours and pay rate, or salary recorded in the Earnings Report to supporting documentation (timecard, legislatively or statutorily-approved rate or salary). We found no exceptions.
  - b. We inspected the fund and account code to which the check was posted to determine the posting was allowable based on the employees' duties as documented in the employees' personnel files and/or minute records. We found no exceptions.
  - c. We confirmed the payment was posted to the proper year. We found no exceptions.
2. We selected the only 2 new employees from 2023 and 3 new employees and from 2022 and:
  - a. We attempted to inspect the employees' personnel files for the Retirement system, Federal, State & Local income tax withholding authorization. We noted the Library did not retain the required forms.
  - b. We could not agree the items in a. above to the Employee General Information Report.
3. We inspected the last remittance of tax and retirement withholdings for the year ended December 31, 2023 to confirm remittances were timely paid, and if the amounts paid agreed to the amounts withheld, plus the employer's share where applicable, during the final withholding period of 2023. 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, 2024	January 12, 2024	\$1,603.76	\$1,603.76
State income taxes	January 16, 2024	January 12, 2024	\$304.11	\$304.11
Local income tax	January 31, 2024	January 31, 2024	\$719.48	\$719.48
Ohio school tax	January 16, 2024	January 12, 2024	\$175.10	\$175.10
OPERS retirement	January 30, 2024	January 24, 2024	\$4,102.85	\$4,102.85

We found no exceptions.

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

1. We selected 10 disbursements from the Checks Written Report for the year ended December 31, 2023 and 10 from the year ended December 31, 2022 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 Report and to the names and amounts on the supporting invoices. We found no exceptions.
  - c. The payment was posted to a fund consistent with the restricted purpose for which the fund's cash can be used. We noted two payments made in 2022 totaling \$48,283.69 were paid from the General Fund rather than the ARPA fund. We noted that the ARPA fund's receipt was coded to the General Fund in the previous agreed-upon procedures engagement. Therefore, the receipts and expenditures were coded in the same fund and the balance was \$0 at the end of 2022.

### **Compliance – Budgetary**

1. Ohio Admin. Code 117-8-02 prohibits spending in excess of budgeted amounts. We compared total expenditures to total approved appropriations plus any carryover appropriations for the years ended December 31, 2023 and 2022 for the General and Capital Project fund. Expenditures did not exceed appropriations.

### **Sunshine Law Compliance**

1. We obtained and inspected the Library'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 Library management and determined that the Library did not have any completed, denied or redacted public records requests during the engagement period.
3. We inquired whether the Library 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 the Public Records Policy to determine whether a records custodian/manager was designated and written evidence that the Policy was provided to them. We found that the policy did not designate a records custodian/manager.
5. We inquired with Library management and determined that the Library 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 Library's poster describing their Public Records Policy was displayed conspicuously in all branches of the Library as required by Ohio Rev. Code § 149.43(E)(2). We found no exceptions.
7. We inquired with Library management and determined that the Library did not have any applications for record disposal submitted to the Records Commission during the engagement period.

8. We inquired with Library management and determined that the Library 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 Library 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 libraries 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. The 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 Library filed their complete financial statements, as defined by AOS Bulletin 2015-007 and the Auditor of State established policy within the allotted timeframe for the year ended December 31, 2022 in the Hinkle system. For 2023, financial information was filed on July 16, 2024 which was not within the allotted timeframe.

We were engaged by the Library to perform this agreed-upon procedures engagement and conducted our engagement in accordance with the attestation standards established by the AICPA and the 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 Library'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.

Cardington-Lincoln Public Library  
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We are required to be independent of the Library 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.

*Charles E. Harris, Associate*

**Charles E. Harris & Associates, Inc.**  
October 14, 2024

# OHIO AUDITOR OF STATE KEITH FABER



**CARDINGTON LINCOLN PUBLIC LIBRARY**

**MORROW 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 12/5/2024**

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](http://www.ohioauditor.gov)