



Dave Yost • Auditor of State



ELLA M. EVERHARD PUBLIC LIBRARY  
MEDINA COUNTY

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

Ella M. Everhard Public Library  
Medina County  
132 Broad Street  
Wadsworth, OH 44281

We have performed the procedures enumerated below, with which the Board of Trustees and the management of the Ella M. Everhard Public Library, Medina County, Ohio, (the Library) agreed, solely to assist the Board in evaluating receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 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 and Investments

1. We tested the mathematical accuracy of the December 31, 2013 and December 31, 2012 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2012 beginning fund balances recorded in the YTD Fund Report to the December 31, 2011 balances in the prior year audited statements. We found no exceptions. We also agreed the January 1, 2013 beginning fund balances recorded in the YTD Fund Report to the December 31, 2012 balances in the YTD Fund Report. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the December 31, 2013 and 2012 fund cash balances reported in the YTD Fund Reports. The amounts agreed.
4. We observed the year-end bank balances on the financial institution's website, and for one account, confirmed the balance directly with the Library's financial institution, for the December 31, 2013 account balances. The balance agreed. We also agreed the confirmation balances to the amounts appearing in the December 31, 2013 bank reconciliation without exception.
5. We selected five reconciling debits (such as outstanding checks) haphazardly from the December 31, 2013 bank reconciliation:
  - a. We traced each debit to the subsequent January and February 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 December 31. We noted no exceptions.

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

6. We selected the two reconciling credits (such as deposits in transit) from the December 31, 2013 bank reconciliation:
  - a. We traced each credit to the subsequent January bank statement. We found no exceptions.
  - b. We agreed the credit amounts to the Memo Journal. Each credit was recorded as a December receipt for the same amount recorded in the reconciliation.
7. We tested interbank account transfers occurring in December of 2013 and 2012 to determine if they were properly recorded in the accounting records and on each bank reconciliation. We found no exceptions.
8. We tested investments held at December 31, 2013 and December 31, 2012 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.

### **Public Library Fund Receipts**

We selected two Public Library Fund (PLF) receipts from the Medina County Public Fund Settlement from 2013 and two from 2012.

- a. We compared the amount from the Medina County Public Fund Settlement to the amount recorded in the Detail Revenue Transaction List. The amounts agreed.
- b. We determined whether these receipts were posted to the General Fund. We found no exceptions.
- c. We determined whether the receipts were recorded in the proper year. We found no exceptions.
- d. We scanned the Detail Revenue Transaction List to determine whether it included one PLF receipt per month for 2013 and 2012. We found no exceptions.

### **Property Taxes, Intergovernmental and Other Confirmable Cash Receipts**

1. We selected a property tax receipt from one *Statement of Semiannual Apportionment of Taxes* for 2013 and one from 2012
  - a. We traced the gross receipts from the *Statement* to the amount recorded in the Detail Revenue Transaction List. We also traced the advances noted on the *Statement* to the Detail Revenue Transaction List. The amounts agreed.
  - b. We determined whether the receipt was recorded in the proper year. The receipt was recorded in the proper year.
2. We scanned the Detail Revenue Transaction List to determine whether it included two real estate tax receipts and thirteen advances for 2013 and 2012. We noted the Detail Revenue Transaction List included the proper number of tax receipts for each year.

**Property Taxes, Intergovernmental and Other Confirmable Cash Receipts (continued)**

3. We selected all three receipts from the State Distribution Transaction Lists (DTL) from 2013 and all three from 2012. We also selected five receipts from the County Auditor's Cross-Reference Report from 2013 and five from 2012.
  - a. We compared the amount from the above reports to the amount recorded in the Detail Revenue Transaction List. The amounts agreed.
  - b. We determined whether these receipts were allocated to the proper fund. We found no exceptions.
  - c. We determined whether the receipts were recorded in the proper year. We found no exceptions.

**Debt**

1. The prior audit documentation disclosed no debt outstanding as of December 31, 2011.
2. We inquired of management, and scanned the Detail Revenue Transaction List and Detail Expenditure Transaction List for evidence of debt issued during 2013 or 2012 or debt payment activity during 2013 or 2012. We noted no new debt issuances, nor any debt payment activity during 2013 or 2012.

**Payroll Cash Disbursements**

1. We haphazardly selected one payroll check for five employees from 2013 and one payroll check for five employees from 2012 from the ADP Master Control Report and:
  - a. We compared the hours and pay rate, or salary recorded in the ADP Payroll Register to supporting documentation (timecard, legislatively or statutorily-approved rate or salary). We found no exceptions.
  - b. We determined whether the fund and account codes to which the check was posted were reasonable based on the employees' duties as documented in the employees' personnel file. We also determined whether the payment was posted to the proper year. We found no exceptions.
2. For any new employees selected in step 1 we determined whether the following information in the employees' personnel file 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. Departments and funds to which the check should be charged
  - d. Retirement system participation and payroll withholding
  - e. Federal, State & Local income tax withholding authorization and withholding
  - f. Any other deduction authorizations (deferred compensation, etc.)

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

**Payroll Cash Disbursements (continued)**

3. We scanned the last remittance of tax and retirement withholdings for the year end December 31, 2013 to determine whether remittances were paid timely, and the amounts agreed to amounts withheld, plus the employer's share where applicable, during the final withholding period of 2013. The Library uses ADP for payroll, and ADP performs the withholding and remittance Federal, State, and Local taxes. We obtained the ADP reports which indicate the amount withheld for the final pay period in December 2013 and agreed it to the amount paid to ADP for tax withholdings. The Library was responsible for remitting retirement withholdings to OPERS. We noted the following:

<b><u>Withholding (plus employer share, where applicable)</u></b>	<b><u>Date Due</u></b>	<b><u>Amount Due Per ADP Payroll Report</u></b>	<b><u>Amount Disbursed to ADP From Bank</u></b>	<b><u>Date Withdrawn From Bank</u></b>
Federal income taxes & Medicare (and social security, for employees not enrolled in pension system)	January 31, 2014	\$3,803.95		
State income taxes	January 15, 2014	729.46		
Local income tax	January 15, 2014	570.87		
School District Tax	January 15, 2014	<u>12.42</u>		
Total Taxes		<u>\$5,116.70</u>	<u>\$5,116.70</u>	December 20, 2013

<b><u>Withholding (plus employer share, where applicable)</u></b>	<b><u>Due Date</u></b>	<b><u>Date Paid</u></b>	<b><u>Amount Due</u></b>	<b><u>Amount Paid</u></b>
OPERS retirement	January 31, 2014	January 6, 2014	<u>\$20,342.92</u>	<u>\$20,342.92</u>

4. We haphazardly selected and recomputed one termination payment (unused vacation, etc.) using the following information, and agreed the computation to the amount paid as recorded in the Earnings Statement:
- Accumulated leave records
  - The employee's pay rate in effect as of the termination date
  - The Library's payout policy.

The amount paid was consistent with the information recorded in a. through c. above.



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

1. We haphazardly selected ten disbursements from the Check Register Report for the year ended December 31, 2013 and ten from the year ended December 31, 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 Check Register 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 found no exceptions.
2. We scanned the Check Register Report for the year ended December 31, 2013 and 2012 and determined that the proceeds from the levy passed under Ohio Rev. Code Section 5705.23, were used for the purposes stated in the resolution.

### **Compliance – Budgetary**

1. We compared total appropriations required by Ohio Admin. Code Section 117-8-02, to the amounts recorded in the Expense Budget Journal Report for 2013 and 2012 for the following funds: General Fund and Capital Projects fund. The amounts on the appropriation resolutions agreed to the amounts recorded in the Expense Budget Journal Report.
2. Ohio Admin. Code Section 117-8-02 prohibits spending in excess of budgeted amounts. We compared total expenditures to total appropriations for the years ended December 31, 2013 and 2012 for the General Fund and Capital Project Fund, as recorded in the Expense Budget Journal report. We noted no funds for which expenditures exceeded appropriations.

We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion on the Library'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 Library, 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 23, 2014

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# Dave Yost • Auditor of State

ELLA M. EVERHARD PUBLIC LIBRARY

MEDINA 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 17, 2014