



Dave Yost • Auditor of State



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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Shelby County Libraries
Shelby County
230 East North Street
Sidney, Ohio 45365

We have performed the procedures enumerated below, with which the Board of Trustees and the management of Shelby County Libraries (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, 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 December 31, 2014 and December 31, 2013 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2013 beginning fund balances recorded in the Month to Date Fund Report for January to the December 31, 2012 balances in the prior year audited statements. We found no exceptions. We also agreed the January 1, 2014 beginning fund balances recorded in the Month to Date Fund Report for January to the December 31, 2013 balances in the Month to Date Fund Report for December. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the December 31, 2014 and 2013 fund cash balances reported in the Month to Date Fund Report for December. We noted that the payroll account is not maintained on the accounting system and is not a zero balance account. The payroll account had a book balance of \$13,158.51 and \$6,301.67 at December 31, 2014 and 2013 respectively. The payroll account should be included on the books for the Library since it is not a clearance account (zero balance account).
4. We confirmed the December 31, 2014 bank account balances with the Library's financial institutions. We found no exceptions. We also agreed the confirmed balances to the amounts appearing in the December 31, 2014 bank reconciliation without exception.
5. We selected five reconciling debits (such as outstanding checks) from the General Account and five from the payroll account haphazardly from the December 31, 2014 bank reconciliations:
 - a. We traced each debit to the subsequent January and February bank statements. We found no exceptions.

Cash and Investments (continued)

- 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.
6. We selected the two reconciling credits (such as deposits in transit) from the December 31, 2014 bank reconciliation:
 - a. We compared each credit to the subsequent January and February bank statements. We noted that the reconciling credits in the amount of \$534.05 did not appear on the statement. The Library should investigate and attempt to resolve these credits.
7. We tested interbank account transfers occurring in December of 2014 and 2013 to determine if they were properly recorded in the accounting records and on each bank statement. We found no exceptions.
8. We tested investments held at December 31, 2014 and December 31, 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.

Public Library Fund Receipts

We selected two Public Library Fund (PLF) receipts from the Shelby County Appropriation History Report from 2014 and two from 2013.

- a. We compared the amount from the Shelby County Appropriation History Report to the amount recorded in the Memo Transaction Listing. 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 Memo Transaction Listing to determine whether it included one PLF receipt per month for 2014 and 2013. We found no exceptions.

Debt

1. The prior audit documentation disclosed no debt outstanding as of December 31, 2012.
2. We inquired of management, and scanned the Receipt Transaction Register and Special Check Register for evidence of debt issued during 2014 or 2013 or debt payment activity during 2014 or 2013. We noted no new debt issuances, nor any debt payment activity during 2014 or 2013.

Payroll Cash Disbursements

1. We haphazardly selected one payroll check for five employees from 2014 and one payroll check for five employees from 2013 from the Payroll Register Report and:
 - a. We compared the hours and pay rate recorded in the Payroll Register Report to supporting documentation (timecard or legislatively-approved rate). 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 Employee Directory. We also determined whether the payment was posted to the proper year. We found no exceptions.

2. We scanned the last remittance of tax and retirement withholdings for the year ended December 31, 2014 to determine whether 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 2014. We noted 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)	January 31, 2015	12/24/14	\$3,016.93	\$3,016.93
State income taxes	January 15, 2015	12/15/14	\$1,029.44	\$1,029.44
Local income tax - Sidney	January 31, 2015	12/22/14	\$1,895.82	\$1,895.82
Local income tax – St. Mary's	January 31, 2015	12/22/14	\$392.61	\$392.61
School District Income Tax	January 15, 2015	12/15/14	\$269.29	\$269.29
OPERS retirement	January 30, 2015	12/31/14	\$5,278.65	\$5,278.65

Non-Payroll Cash Disbursements

1. We haphazardly selected ten disbursements from the Expense Budget Transaction Listing Report for the year ended December 31, 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 Expense Budget Transaction Listing 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.

Compliance – Budgetary

1. We compared total appropriations required by Ohio Admin. Code Section 117-8-02, to the amounts recorded in the Expense Budget Transaction Listing for 2014 and 2013 for the following fund: General Fund. The amounts on the appropriation resolutions agreed to the amounts recorded in the Expense Budget Transaction Listing 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, 2014 and 2013 for the General fund, as recorded in the Expense Budget Transaction Listing. 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

April 14, 2015



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SHELBY COUNTY LIBRARIES

SHELBY 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
MAY 7, 2015**