



Dave Yost • Auditor of State



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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Greene County Agricultural Society
Greene County
120 Fairground Road
Xenia, Ohio, 45385

We have performed the procedures enumerated below, which were agreed to by the Board of Trustees and the management of Greene County Agricultural Society (the Society) 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 Society. The 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 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 found no exceptions.
2. We agreed the December 1, 2014 beginning fund balances recorded to the November 30, 2014 balances in the prior year audited statements. The December 1, 2014 balance was \$2,593 more than the November 30, 2014 balance. We also agreed the December 1, 2015 beginning fund balances recorded to the November 30, 2015 balances. The December 1, 2015 balance was \$4,747 more than the November 30, 2015 balance.
3. We agreed the totals per the bank reconciliations to the total of the November 30, 2016 and 2015 fund cash balance reported on the Balance Sheet Report. The amounts agreed.
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, 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 December bank statement. 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.

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 five receipts from the Greene County Vendor Audit Trail Report from 2016 and five from 2015.
 - a. We compared the amount from the above reports to the amount recorded in the Transaction Detail Report (Income Report). The amounts agreed.
 - b. We inspected the receipts ledger to determine whether these receipts were allocated to the proper account code(s). We found no exceptions.
 - 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 Transaction Detail Report (Income Report) and agreed the receipt amount to the supporting documentation (ticket recapitulation sheets/cash register tapes, etc.).

For August 8, 2015, the amount recorded in the Transaction Detail Report (Income Report) was \$22,340.

- a. The ticket sales recapitulation reported 3,721 tickets sold on that date.
- b. The admission price per ticket was \$6.
- c. Therefore the recapitulation sheet multiplied by the admission price supports admission receipts of \$22,326 for August 8, 2015, which is \$14 less than the amount recorded.

For July 31, 2016, the amount recorded in the Transaction Detail Report (Income Report) was \$12,552.

- a. The ticket sales recapitulation reported 2,083 tickets sold on that date.
- b. The admission price per ticket was \$6.
- c. Therefore the recapitulation sheet multiplied by the admission price supports admission receipts of \$12,498 for August 8, 2015, which is \$54 less than the amount recorded.

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:

- a. We agreed the receipt amount to the amount recorded in the Transaction Detail by Account Report (Income Report). The amounts agreed.
- b. We agreed the rate charged with rates in force during the period. We found no exceptions.
- c. We 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 Transaction Detail by Account Report. The amounts agreed.
- b. Confirmed the amounts charged complied with rates in force during the period. We found no exceptions.
- c. Inspected the Transaction Detail by Account Report 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 audit documentation, we observed the following loan outstanding as of November 30, 2014. These amounts agreed to the Society's December 1, 2015 balances on the summary we used in step 3.

Issue	Principal outstanding as of November 30, 2014:
Building Mortgage	\$329,165

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. We noted no new debt issuances during 2016 or 2015
3. We obtained a summary of debt service payments owed during 2016 and 215 and agreed these payments from the expenditure ledger to the debt confirmation from the bank. 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 inquired of management, inspected the receipt ledger, and the prior audit report to determine whether the Society had a loan or credit agreement(s) outstanding from a prior year 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 that the loan balance at November 30, 2016 of \$288,650 was 35% of its 2016 revenues of \$818,089.

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 noted two employees who did not have a signed contract on file.
2. For any new employees selected in step 1 we compared the following information in the employees' personnel files 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, except the retirement system enrollment form and tax withholding authorization forms were not maintained for one employee. *However, the payroll register did disclose retirement and tax withholdings for this employee. The Society should maintain all documentation to support wages paid and deductions withheld.*

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:

Payroll Cash Disbursements (Continued)

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, 2017	January 12, 2017	\$1,532	\$1,532
State income taxes	January 31, 2017	January 25, 2017	\$458	\$458
City of Xenia Income Tax	February 28, 2017	January 5, 2017	\$237	\$237
School Income Tax	January 31, 2017	January 25, 2017	\$186	\$186

Non-Payroll Cash Disbursements

1. We haphazardly selected ten disbursements from the Income 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 Income Report 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.

Other Compliance

1. Ohio Rev. Code Section 117.38 requires 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 years ended November 30, 2016 and 2015 in the Hinkle System. No exceptions were found

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.

Greene County Agricultural Society
Greene County
Independent Accountants' Report on
Applying Agreed-Upon Procedures
Page 5

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

A handwritten signature in black ink that reads "Dave Yost". The signature is written in a cursive style with a large, looping "D" and "Y".

Dave Yost
Auditor of State

Columbus, Ohio

August 10, 2017

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GREENE COUNTY AGRICULTURAL SOCIETY

GREENE 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
SEPTEMBER 5, 2017**