



Dave Yost • Auditor of State



Dave Yost • Auditor of State

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Crawford County Agricultural Society
Crawford County
610 Whetstone Street
Bucyrus, Ohio 44820

We have performed the procedures enumerated below, which were agreed to by the Board of Trustees and the management of Crawford County Agricultural Society, Crawford County, Ohio, (the Society) on the receipts, disbursements and balances recorded in the Society's cash basis accounting records for the years ended November 30, 2017 and 2016 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, 2017 and 2016 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, 2017 and November 30, 2016 bank reconciliations. We found no exceptions.
2. We agreed the December 1, 2015 beginning fund balance recorded to the November 30, 2015 balance in the documentation in the prior year Agreed-Upon Procedures working papers. We noted the December 1, 2015 beginning fund balance in the Fiscal Year 2016 Annual Report was \$470 higher than the November 30, 2015 balance in the prior year Agreed-Upon Procedures working papers.

We also agreed the December 1, 2016 beginning fund balance recorded to the November 30, 2016 balance. We noted the December 1, 2016 beginning fund balance in the Fiscal Year 2017 Annual Report was \$602 lower than the November 30, 2016 balance in the Fiscal Year 2016 Annual Report.

The Society should ensure the Annual Report properly reflects beginning balance, receipts, expenditures, and ending balance from the accounting system. Variances identified should be investigated and resolved in a timely manner.

3. We agreed the totals per the bank reconciliations to the total of the November 30, 2017 and 2016 fund cash balances reported in the Fiscal Year 2017 and 2016 Annual Reports. The amounts agreed.
4. We observed the November 30, 2017 bank balance on the financial institution's website. The balance agreed. We also agreed the confirmed balance to the amount appearing in the November 30, 2017 bank reconciliation without exception.

Cash (Continued)

5. We selected five reconciling debits (such as outstanding checks) haphazardly from the November 30, 2017 bank reconciliation:
 - a. We traced each debit to the subsequent December, 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 November 30. There were no exceptions.

Intergovernmental and Other Confirmable Cash Receipts

1. We selected all the receipts from the Crawford County Auditor's Expenditure by Vendor report from 2017 and 2016.
 - a. We compared the amount from the above report to the amount recorded in the Profit and Loss Detail. The amounts agreed.
 - b. We inspected the Profit & Loss Detail to determine whether these receipts were allocated to the proper account codes. We found no exceptions.
 - c. We inspected the Profit & Loss Detail to determine whether the receipts were recorded in the proper year. We found no exceptions.
2. We confirmed all State Support received during the year ending November 30, 2017 and 2016 with the Ohio Department of Agriculture, Home Talent Colt Stakes and the Ohio Harness Horseman's Association. We found no exceptions.
 - a. We inspected the Profit & Loss Detail to determine whether these receipts were allocated to the proper account code. We found no exceptions.
 - b. We inspected the Profit & Loss Detail to determine whether the receipts were recorded in the proper year. We found no exceptions.

Admission/Grandstand Receipts

1. We haphazardly selected one day of admission/grandstand cash receipts from the year ended November 30, 2017 and one day of admission/grandstand cash receipts from the year ended November 30, 2016 recorded in the Profit & Loss Detail and agreed the receipt amount to the supporting documentation (ticket recapitulation sheets/cash register tapes, etc.).

For July 25, 2017, the amount recorded in the Profit & Loss Detail was \$16,279.

- a. The ticket sales recapitulation reported 3,227 tickets sold on that date.
- b. The admission price per ticket was \$5.
- c. Therefore the recapitulation sheet multiplied by the admission price supports admission receipts of \$16,135 for July 25, 2017, which is \$144 less than the amount recorded.

For July 21, 2016, the amount recorded in the Profit & Loss Detail was \$16,460.

- a. The ticket sales recapitulation reported 3,285 tickets sold on that date.
- b. The admission price per ticket was \$5.
- c. Therefore the recapitulation sheet multiplied by the admission price supports admission receipts of \$16,425 for July 21, 2016, which is \$35 less than the amount recorded.

Rental Receipts

1. We haphazardly selected 10 rental cash receipts from the year ended November 30, 2017 and 10 rental cash receipts from the year ended November 30, 2016 recorded in the duplicate cash receipts book and:
 - a. Agreed the receipt amount to the amount recorded in the Profit & Loss Detail. The amounts agreed.
 - b. Agreed the rate charged with rates in force during the period. We found no exceptions.
 - c. Inspected the Profit & Loss Detail to determine whether the receipt was recorded in the proper year. We found no exceptions.

Over-The-Counter Cash Receipts

1. We haphazardly selected 10 over-the-counter cash receipts from the year ended November 30, 2017 and 10 over-the-counter cash receipts from the year ended November 30, 2016 recorded in the duplicate cash receipts book and:
 - a. Agreed the receipt amount to the amount recorded in the Profit & Loss Detail. The amounts agreed.
 - b. Confirmed the amounts charged complied with rates in force during the period. We noted one receipt in 2016 in which the Society did not document the number of tickets sold for various side raffle items at the annual gun raffle event. Therefore, we were unable to confirm amounts charged agreed with the approved raffle ticket prices. However, because we did not inspect all over-the-counter cash receipts, our report provides no assurance regarding whether or not other similar errors occurred.
 - c. Inspected the Profit & Loss Detail to determine whether the receipt was posted to the proper fund and was recorded in the proper year. We found no exceptions.

Debt

1. The prior agreed-upon procedures documentation disclosed no debt outstanding as of November 30, 2015.
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 2017 or 2016 or debt payment activity during 2017 or 2016. There were no new debt issuances nor any other debt payment activity during 2017 or 2016.

Payroll Cash Disbursements

1. We haphazardly selected one payroll check for five employees from 2017 and one payroll check for five employees from 2016 from the Payroll Transaction Detail and:
 - a. We compared the hours and pay rate, or salary recorded in the Payroll Transaction Detail to supporting documentation (timecard, legislatively or statutorily-approved rate or salary). We found one instance in 2017 where an employee was paid for three hours less than the hours recorded on his timecard, for a total underpayment of \$27. We brought this to management's attention and they stated that they would add this amount to a subsequent payment to this employee. However, because we did not inspect all payroll disbursements, our report provides no assurance regarding whether or not other similar errors occurred.

Payroll Cash Disbursements (Continued)

2. For any new employees selected in procedure 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 procedures a – e above.

3. We inspected the last remittance of tax and retirement withholdings for the year ended November 30, 2017 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 2017. 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)	November 30, 2017	November 10, 2017	\$877.00	\$877.00
State income taxes	October 15, 2017	October 12, 2017	\$327.40	\$327.40
Local income tax	October 15, 2017	October 12, 2017	\$367.00	\$367.00

Non-Payroll Cash Disbursements

1. We haphazardly selected ten disbursements from the Profit & Loss Detail for the year ended November 30, 2017 and ten from the year ended November 30, 2016 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 Profit & Loss Detail and to the names and amounts on the supporting invoices. We noted one expenditure in 2017 in the amount of \$44.99 and one expenditure in 2016 in the amount of \$599 in which the Society did not obtain a supporting invoice. We verified the checks were paid to the proper vendor through review of the cancelled check endorsement, and that the expenditures were for a proper public purpose. We also noted one mileage reimbursement in 2017 which was miscalculated resulting in an overpayment of \$10.80. However, because we did not inspect all non-payroll disbursements, our report provides no assurance regarding whether or not other similar errors occurred.
 - 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. 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, in addition to filing extensions granted for extenuating circumstances, allow for refiling complete financial statements, as defined in AOS Bulletin 2015-007 in the Hinkle System for December 31, 2017 and 2016 fiscal year ends included in 2015-2016 or 2016-2017 agreed up on procedure engagements, subsequent to the Society's deadline where the initial filing was filed on time but incomplete. 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 years ended November 30, 2017 and 2016 in the Hinkle system. There were no exceptions.

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.

This report is to provide 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, 2017 and 2016, and certain compliance requirements related to these transactions and balances and is not suitable for any other purpose.



Dave Yost
Auditor of State

Columbus, Ohio

October 30, 2018

This page intentionally left blank.



Dave Yost • Auditor of State

CRAWFORD COUNTY AGRICULTURAL SOCIETY

CRAWFORD 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
NOVEMBER 15, 2018**