



OHIO AUDITOR OF STATE  
**KEITH FABER**





# OHIO AUDITOR OF STATE KEITH FABER



One Government Center, Suite 1420  
Toledo, Ohio 43604-2246  
(419) 245-2811 or (800) 443-9276  
NorthwestRegion@ohioauditor.gov

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

Monroeville Public Library  
Huron County  
34 Monroe Street  
Monroeville, Ohio 44847

We have performed the procedures enumerated below, which were agreed to by the Board of Trustees and the management of Monroeville Public Library, Huron County, Ohio (the Library), on the receipts, disbursements and balances recorded in the Library's cash-basis accounting records for the years ended December 31, 2019 and 2018 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, 2019 and 2018 and certain compliance requirements related to these transactions and balances included in the information provided to us by the Library. 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 recalculated the December 31, 2019 and December 31, 2018 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2018 beginning fund balances recorded in the Fund Ledger Report to the December 31, 2017 balances in the prior year documentation in the prior year agreed-upon procedures working papers. We found no exceptions. We also agreed the January 1, 2019 beginning fund balances recorded in the Fund Ledger Report to the December 31, 2018 balances in the Fund Ledger Report. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the December 31, 2019 and 2018 fund cash balances reported in the Fund Status Report and the financial statements filed by the Library in the Hinkle System. The amounts agreed.
4. We confirmed the December 31, 2019 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, 2019 bank reconciliation without exception.
5. We selected the reconciling debit (such as an outstanding check) from the December 31, 2019 bank reconciliation:

- a. We traced the debit to the subsequent January bank statement. We found no exceptions.
  - b. We traced the amount and date to the Outstanding Payments Report, to determine the debit was dated prior to December 31. There were no exceptions.
6. We inspected the Fund Balance Adjustment Report to determine whether the Finding For Adjustment identified in the prior agreed-upon procedures report, in the General Fund, was properly posted to the report. We found no exceptions.
7. We inspected investments held at December 31, 2019 and December 31, 2018 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.

#### **Other Confirmable Cash Receipts**

1. We selected a total of five receipts from the Erie and Huron County Auditor Local Government Confirmations from 2019 and a total of five from 2018:
  - a. We compared the amount from the above named reports to the amount recorded in the Receipt Register Report. The amounts agreed.
  - b. We inspected the Receipt Register Report to confirm the receipt was determine these receipts were allocated to the proper fund. We found no exceptions.
  - c. We inspected the Receipt Register 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 Receipt Register Report to determine whether it included one Public Library Fund receipt per month per county for 2019 and 2018. We found no exceptions.

#### **Over-The-Counter Cash Receipts**

We selected ten over-the-counter cash receipts from the year ended December 31, 2019 and ten over-the-counter cash receipts from the year ended December 31, 2018 recorded in the duplicate cash receipts book and:

- a. Agreed the receipt amount to the amount recorded in the Receipt Register Report. The amounts agreed.
- b. Confirmed the amounts charged complied with rates in force during the period. We found no exceptions.
- c. Inspected the Receipt Register Report to determine 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 December 31, 2017.
2. We inquired of management, and inspected the Receipt Register Report and Payment Register Detail Report for evidence of debt issued during 2019 or 2018 or debt payment activity during 2019 or 2018. There were no new debt issuances, nor any debt payment activity during 2019 or 2018.

**Payroll Cash Disbursements**

1. We selected one payroll check for five employees from 2019 and one payroll check for five employees from 2018 from the Wages and Overtime Detail Report and:
  - a. We compared the hours and pay rate, or salary recorded in the Wages and Overtime Detail Report to supporting documentation (timecard, legislatively-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 reasonable based on the employee's duties as documented in the employee's personnel files and minute record. We also confirmed the payment was posted to the proper year. We found no exceptions.
  - c. For any new employees selected, we inspected the employee's personnel files and minute record for the following information and compared it with the information used to compute gross and net pay related to this check:
    - i. Name;
    - ii. Authorized salary or pay rate and department and fund to which the check should be charged;
    - iii. Retirement system, Federal, State and Local income tax withholding authorization and withholding.

We found no exceptions related to procedures i. – iii. above.

2. We inspected the last remittance of tax and retirement withholdings for the year ended December 31, 2019 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 2019. 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 and Medicare	January 31, 2020	December 20, 2019	\$584	\$584
State income taxes	January 15, 2020	December 20, 2019	114	114
Local income tax	January 31, 2020	December 20, 2019	152	152
OPERS retirement	January 30, 2020	December 20, 2019	1,836	1,836
School District income tax	January 15, 2020	December 20, 2019	73	73

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

We selected ten disbursements from the Payment Register Detail Report for the year ended December 31, 2019 and ten from the year ended December 31, 2018 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 Payment Register Detail 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**

Ohio Admin. Code Section 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, 2019 and 2018 for the General and Building and Repair funds. We observed no funds for which expenditures exceeded appropriations.

### **Sunshine Law Compliance**

1. We obtained and inspected the Library's Public Records Policy to determine the policy 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 public records requests during the engagement period.
3. We inquired with Library management and determined that the Library did not have any denied public records requests during the engagement period.
4. We inquired with Library management and determined that the Library did not have any public records requests with redactions during the engagement period.
5. We inquired whether the Library has a records retention schedule, and observed that it is readily available to the public. We found no exceptions.
6. We inspected written evidence that the Public Records Policy was provided to the records custodian/manager. We found no exceptions.
7. We inspected the Library's policy manual and determined the public records policy was included. We found no exceptions.
8. We observed that the Library's poster describing its Public Records Policy was displayed conspicuously in all branches of the Library. We found no exceptions.

9. 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.
10. 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.
11. 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 are to be held. We found no exceptions.
12. We inspected the minutes of public meetings during the engagement period 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; and
  - d. Open to public inspection - available for public viewing or request.

We found no exceptions.

13. We inspected the minutes from the engagement period 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 Section 121.22(G); and
  - c. Formal governing board actions were adopted in open meetings.

We found no exceptions.

#### **Other Compliance**

1. Ohio Rev. Code Section 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. 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 Auditor of State established policy within the allotted timeframe for the years ended December 31, 2019 and 2018 in the Hinkle system. There were no exceptions.

2. For all credit card accounts we obtained:

- copies of existing internal control policies;
- a list of authorized users; and
- a list of all credit card account transactions.

a. We inspected the established policy obtained above and determined it is:

- i. in compliance with the HB 312 statutory requirements; and
- ii. implemented by the Library.

We found no exceptions.

b. We selected one credit card transaction from each credit card account for testing. For selected transactions we inspected documentation to determine that:

- i. Use was by an authorized user within the guidelines established in the policy; and
- ii. Each transaction was supported with original invoices and for a proper public purpose.

We found no exceptions.

c. We selected three credit card statements from each credit card account for testing. For selected statements we inspected documentation to determine that:

- i. No unpaid beginning balance was carried forward to the current billing cycle;
- ii. Ending statement balance was paid in full; and
- iii. Statement contained no interest or late fees.

We found 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 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.



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This report is to provide assistance in the evaluation of the Library's receipts, disbursements and balances recorded in its cash-basis accounting records for the years ended December 31, 2019 and 2018, 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 "Keith Faber". The signature is written in a cursive, flowing style.

Keith Faber  
Auditor of State

Columbus, Ohio

June 1, 2020

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# OHIO AUDITOR OF STATE KEITH FABER



**MONROEVILLE PUBLIC LIBRARY**

**HURON 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 16, 2020**