



**PICKAWAY COUNTY AGRICULTURAL SOCIETY  
PICKAWAY COUNTY**

**AGREED-UPON PROCEDURES**

**FOR THE YEARS ENDED DECEMBER 31, 2019-2018**



# OHIO AUDITOR OF STATE KEITH FABER



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

Pickaway County Agricultural Society  
Pickaway County  
415 Lancaster Pike  
Circleville, Ohio 43113

We have performed the procedures enumerated below, which were agreed to by the Board of Trustees and the management of Pickaway 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, 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 Society. The Society is responsible for the receipts, disbursements and balances recorded in the cash basis accounting records for the years ended November 30, 2019 and 2018 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, 2019 and November 30, 2018 bank reconciliations. We found no exceptions.
2. We agreed the December 1, 2017 beginning fund balances recorded to the November 30, 2017 balances in the prior year audited statements. We found no exceptions. We also agreed the December 1, 2018 beginning fund balances recorded to the November 30, 2018 balances. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the November 30, 2019 and 2018 fund cash balance reported in the Profit/Loss Report and the financial statements filed by the Society in the Hinkle System. The amounts agreed.
4. We confirmed the November 30, 2019 bank account balances with the Society's financial institutions. We found no exceptions. We also agreed the confirmed balances to the amounts appearing in the November 30, 2019 bank reconciliation without exception.
5. We selected five reconciling debits (such as outstanding checks) from the November 30, 2019 bank reconciliation:
  - a. We traced each debit to the subsequent December bank statement. 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.

### **Cash (Continued)**

6. We selected all reconciling credits (such as deposits in transit) from the November 30, 2019 bank reconciliation:
  - a. We traced each credit to the subsequent December bank statement. We found no exceptions.
  - b. We agreed the credit amounts to the Income Report. Each credit was recorded as a November receipt for the same amount recorded in the reconciliation.
7. We traced interbank account transfers occurring in November of 2019 and 2018 to the accounting records and bank statements to determine if they were properly recorded. We found no exceptions.

### **State Support Receipts**

1. We selected a total of five receipts from the Distribution Transaction Detail Report (State DTL) from 2019 and all from 2018.
  - a. We compared the amount from the above named report to the amount recorded in the Income Report. The amounts agreed.
  - b. We inspected the Income Report to determine these receipts were allocated to the proper account codes. We found no exceptions.
  - c. We inspected the Income Report to determine whether the receipts were recorded in the proper year. We found no exceptions.

### **Admission Receipts**

We selected one day of admission/grandstand cash receipts from the year ended November 30 2019 and one day of admission/grandstand cash receipts from the year ended November 30, 2018 recorded in the Income Report and agreed the receipt amount to the supporting documentation (ticket recapitulation sheets/cash register tapes, etc.). The amounts agreed.

### **Rental Receipts**

We selected 10 rental cash receipts from the year ended November 30, 2019 and 10 rental cash receipts from the year ended November 30, 2018 recorded in the duplicate cash receipts book and:

- a. Agreed the receipt amount to the amount recorded in the Income Report. The amounts agreed.
- b. Agreed the rate charged with rates in force during the period. We found no exceptions.
- c. Inspected the Income Report to determine whether the receipt was recorded in the proper year. We found no exceptions.

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

We selected 10 over-the-counter cash receipts from the year ended November 30, 2019 and 10 over-the-counter cash receipts from the year ended November 30, 2018 recorded in the duplicate cash receipts book and:

- a. Agreed the receipt amount to the amount recorded in the Income Report. The amounts agreed.
- b. Confirmed the amounts charged complied with rates in force during the period. We found no exceptions.
- c. Inspected the Income 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 audit documentation disclosed no debt outstanding as of November 30, 2017.
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 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 all employees from 2019 and one payroll check for all employees from 2018 from the Check Detail Register and:
  - a. We compared the hours and pay rate, or salary recorded in the Check Detail Register to supporting documentation (timecard, legislatively or statutorily-approved rate or salary). We found no exceptions.
  - b. We recomputed gross and net pay and agreed it to the amount recorded in the Payroll Register. We found no exceptions.
  - c. For any new employees selected, we inspected the employees' personnel files *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
    - iii. Retirement system, Federal, State & 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 November 30, 2019 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 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 & Medicare (and social security, for employees not enrolled in pension system)	January 31, 2020	December 31, 2019	\$ 519.56	\$ 519.56
State income taxes	January 15, 2020	January 5, 2020	\$ 27.87	\$ 27.87
Local income tax	January 15, 2020	January 1, 2020	\$ 55.76	\$ 55.76
School District income tax	January 31, 2020	January 5, 2020	\$ 169.84	\$ 169.84

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

1. We selected 10 disbursements from the Check Detail Register for the year ended November 30, 2019 and 10 from the year ended November 30, 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 Check Detail Register 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.

### **Sunshine Law Compliance**

1. We obtained and inspected the Society's Public Records Policy to determine the policy was in accordance with Ohio Rev. Code §§ 149.43(E)(2) and 149.43(B)(7)(c) and 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 Society management and determined that the Society did not have any completed public records requests during the engagement period.
3. We inquired with Society management and determined that the Society did not have any denied public records requests during the engagement period.
4. We inquired with Society management and determined that the Society did not have any public records requests with redactions during the engagement period.
5. We inquired whether the Society had a records retention schedule, and observed that it was readily available to the public as required by Ohio Rev. Code § 149.43(B)(2). We found no exceptions.
6. We inspected written evidence that the Public Records Policy was provided to the records custodian/manager as required by Ohio Rev. Code § 149.43(E)(2). We found no exceptions.
7. We inquired with Society management and determined that the Society did not have a policy manual during the engagement period therefore the public records policy could not be included as required by Ohio Rev. Code § 149.43(E)(2).
8. We observed that the Society's poster describing their Public Records Policy was not displayed conspicuously in all branches of the Society as required by Ohio Rev. Code § 149.43(E)(2).
9. We inquired with Society management and determined that the Society did not have any applications for record disposal submitted to the Records Commission during the engagement period.
10. We noted that each elected official in accordance with Ohio Rev. Code § 149.43(E)(1) (or his/her designee) did not successfully attend a certified three-hour Public Records Training for each term of office as required by Ohio Rev. Code § 109.43(B).
11. We inspected the public notices for the public meetings held during the engagement period and determined the Society notified the general public and news media of when and where meetings during the engagement period were to be held as required by Ohio Rev. Code § 121.22(F). We found no exceptions.

### **Sunshine Law Compliance (Continued)**

12. We inspected the minutes of public meetings during the engagement period in accordance with Ohio Rev. Code § 121.22(C) and determined whether they were:
- Prepared – a file is created following the date of the meeting
  - Filed – placed with similar documents in an organized manner
  - Maintained - retained, at a minimum, for the engagement period
  - Open to public inspection – available for public viewing or request.

We found no exceptions.

13. We inspected the minutes from the engagement period in accordance with Ohio Rev. Code § 121.22(G) and determined the following:
- Executive sessions were only held at regular or special meetings.
  - 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).
  - Formal governing board actions were adopted in open meetings.

We found no exceptions.

### **Other Compliance**

- 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, regarding the filing of complete financial statements, as defined in AOS Bulletin 2015-007 in the Hinkle System. We confirmed the Entity 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, 2019 and 2018 in the Hinkle system. There were no exceptions.
- For all credit card accounts we obtained:
  - copies of existing internal control policies,
  - a list(s) of authorized users, and
  - a list of all credit card account transactions.
  - We inspected the established policy(ies) obtained above and determined it is:
    - in compliance with the HB 312 statutory requirements, and
    - implemented by the entity.
  - We selected 1 credit card transaction from each credit card account for testing. For selected transactions we inspected documentation to determine that:
    - Use was by an authorized user within the guidelines established in the policy, and
    - Each transaction was supported with original invoices and for a proper public purpose.We found no exceptions.
  - We selected 3 credit card statements from each credit card account for testing. For selected statements we inspected documentation to determine that:
    - No unpaid beginning balance was carried forward to the current billing cycle,
    - Ending statement balance was paid in full, and
    - Statement contained no interest or late fees.We found no exceptions.
  - We noted no cash withdraws made.

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, 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, appearing to read "Keith Faber". The signature is written in a cursive, flowing style.

Keith Faber  
Auditor of State

Columbus, Ohio

September 22, 2020



# OHIO AUDITOR OF STATE KEITH FABER



**PICKAWAY COUNTY AGRICULTURAL SOCIETY**

**PICKAWAY COUNTY**

**AUDITOR OF STATE OF OHIO CERTIFICATION**

This is a true and correct copy of the report, which is required to be filed pursuant to Section 117.26, Revised Code, and which is filed in the Office of the Ohio Auditor of State in Columbus, Ohio.



**Certified for Release 10/13/2020**

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This report is a matter of public record and is available online at  
[www.ohioauditor.gov](http://www.ohioauditor.gov)