



OHIO AUDITOR OF STATE
KEITH FABER





INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Monroe County Agricultural Society
Monroe County
P.O. Box 111
Woodsfield, Ohio 43793

We have performed the procedures enumerated below on the Monroe County Agricultural Society's (the Society), receipts, disbursements and balances recorded in the cash basis accounting records for the years ended November 30, 2022 and 2021 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, 2022 and 2021 and certain compliance requirements related to these transactions and balances included in the information provided to us by the Society.

The Board of Directors and the management of the Society have agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of providing 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, 2022 and 2021, and certain compliance requirements related to these transactions and balances. No other party acknowledged the appropriateness of the procedures. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of the report and may not meet the needs of all users of the report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes. The sufficiency of the procedures is solely the responsibility of the parties specified in the 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.

For the purposes of performing these procedures, this report only describes exceptions exceeding \$10.

The procedures and the associated findings are as follows:

Cash

1. We recalculated the November 30, 2022 and November 30, 2021 bank reconciliations. We found no exceptions.
2. We agreed the December 1, 2020 beginning fund balance recorded to the November 30, 2020 balance in the prior year documentation in the prior year Agreed-Upon Procedures working papers. We found the November 30, 2020 ending cash balance of \$230,146 in the prior year Agreed-Upon Procedures working papers and the December 1, 2020 beginning cash balance of \$230,146 in the Society's General Ledger differed from the December 1, 2020 beginning cash balance of \$0 in the Hinkle System filing, as the Society omitted the opening balance from the 2021 Hinkle System filing. We also agreed the December 1, 2021 beginning fund balances for each fund recorded to the November 30, 2021 balances. We found the November 30, 2021 ending cash balance in the Hinkle System filing was \$126,100; however, the December 1, 2021 beginning cash balance in the Society's General Ledger and in the 2022 Hinkle System filing was \$315,796, resulting in a difference of \$189,696. This was due to the understatement of receipts and expenditures on the Hinkle System filing by \$14,549 and \$54,999, respectively, and the omission of the beginning cash balance of \$230,146 from the 2021 Hinkle System filing.

Cash (Continued)

3. We agreed the 2022 and 2021 bank reconciliation as of November 30, 2022 and 2021 to the total fund cash balances reported in the Society's General Ledger and the financial statements filed by the Society in the Hinkle System. We found the November 30, 2021 total per the bank reconciliation in the amount of \$315,796 agreed to the General Ledger; however, it did not agree to the cash balance on the financial statement filed by the Society in the Hinkle System. This error occurred as the Society incorrectly excluded the beginning cash balance and understated revenues and expenditures on its financial statement filed in the Hinkle System. We found the November 20, 2022 total per the bank reconciliation in the amount of \$293,166 did not agree to the cash balance in the General Ledger of \$292,881 or to the cash balance on the financial statement of \$366,743 filed by the Society in the Hinkle System. These errors occurred due to a difference in outstanding check totals of \$285 and the understatement of revenues and expenditures by \$158 and \$74,020, respectively, on the Hinkle System filing.
4. We confirmed the November 30, 2022 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, 2022 bank reconciliation with an exception. We found the bank reconciliation balance was \$285 more than the balance in the General Ledger. The Society did not have the capability to provide for audit the November outstanding check list as the version of QuickBooks the Society used did not allow the user to retrieve prior months' information for the bank reconciliation and the Society only printed a summary total of outstanding checks as of November 30, 2022 to include with the bank reconciliation. The \$285 variance was due to the AOS generated outstanding check list total being more than the summary provided by the Society used in the bank reconciliation.
5. We selected 5 reconciling debits (such as outstanding checks) from the November 30, 2023 bank reconciliation:
 - a. We traced two debits to the subsequent December bank statement. We found three debits have not yet cleared a subsequent bank statement.
 - b. We traced the amounts and dates to the check register and determined the debits were dated prior to November 30. We found no exceptions.
6. We selected the reconciling credits (such as deposits in transit) from the November 30, 2023 bank reconciliation:
 - a. We attempted to trace the credit to a subsequent bank statement. We found the reconciling credit of \$60 has been outstanding since 2017.
 - b. We agreed the credit amount to the General Ledger and determined it was dated prior to November 30. We found no exceptions.
7. We inspected investments held at November 30, 2022 and November 30, 2021 to determine that they:
 - a. Were of a type authorized by Ohio Rev. Code §§ 135.13, 135.14, 135.144 or 135.145. We found no exceptions.
 - b. Mature within the prescribed time limits noted in Ohio Rev. Code §§ 135.13 or 135.14. We found no exceptions.

Intergovernmental and Other Confirmable Cash Receipts

1. We selected all receipts from the Distribution Transaction Detail Report (State DTL) and the County Auditor's Expenditure History by Vendor from 2021.
 - a. We compared the amount from the above-named reports to the amount recorded in the General Ledger. The amounts agreed.
 - b. We inspected the General Ledger to determine these receipts were allocated to the proper account codes. We found the Society improperly allocated general fair revenue from Monroe County and general revenue and a Coronavirus Relief receipt, both from the State of Ohio, as Donations/Contributions rather than Local Support and State Support, respectively.
 - c. We inspected the General Ledger to determine whether the receipts were recorded in the proper year. We found no exceptions.
2. We confirmed the total amount paid from The Ohio Department of Agriculture during the year ending November 30, 2021 through the Ohio Online Checkbook. We found no exceptions.
 - a. We inspected the General Ledger to determine whether these receipts were allocated to the proper account codes. We found the Society improperly allocated the capital grants as Donations/Contributions rather than State Support.
 - b. We inspected the General Ledger to determine whether the receipts were recorded in the proper year. We found no exceptions.
3. We confirmed the total amount paid from Ohio Harness Horsemen's Association during the year ending November 30, 2022 and November 30, 2021, with the Association. We found no exceptions.
 - a. We inspected the General Ledger to determine whether these receipts were allocated to the proper account codes. We found in 2022 the Society improperly allocated the receipts as Sustaining and Entry Fees rather than State Support.
 - b. We inspected the General Ledger to determine whether the receipts were recorded in the proper year. We found no exceptions.

Admission/Grandstand Receipts

We selected two days of admission/grandstand cash receipts from the year ended November 30, 2022 and two days of admission/grandstand cash receipts from the year ended November 30, 2021 recorded in the General Ledger and agreed the receipt amount to the supporting documentation (ticket recapitulation sheets/cash register tapes, etc.).

- For August 27, 2022, the amount recorded in the General Ledger for August 27, 2022 was \$26,020.
- a. The ticket sales recapitulation reported 2,523 regular admission tickets sold on that date. A ticket sales recapitulation was not maintained for ticket booth sales.
 - b. The admission price per ticket was \$10 for regular admission. A ticket sales recapitulation was not maintained for ticket booth sales.
 - c. The recapitulation sheet multiplied by the admission price plus ticket booth deposit slip supports admission receipts of \$26,034 for August 27, 2022, which exceeds the amount recorded by \$14.

- For August 23, 2022, the amount recorded in the General Ledger for August 23, 2022 was \$10,837.
- a. The ticket sales recapitulation reported 759 regular admission tickets, 410 senior citizen admission tickets and 35 season tickets sold on that date. A ticket sales recapitulation was not maintained for ticket booth sales.
 - b. The admission price per ticket was \$10 for regular admission, \$3 for senior citizens admission and \$35 for season tickets. A ticket sales recapitulation was not maintained for ticket booth sales.

Admission/Grandstand Receipts (Continued)

- c. The recapitulation sheet multiplied by the admission price plus ticket booth deposit slip supports admission receipts of \$10,897 for August 23, 2022, which exceeds the amount recorded by \$60.

For August 27, 2021, the amount recorded in the General Ledger for August 27, 2021 was \$18,431.

- a. The ticket sales recapitulation reported 1,492 regular admission tickets and 404 child admission tickets sold on that date. A ticket sales recapitulation was not maintained for ticket booth sales and wristband sales.
- b. The admission price per ticket was \$10 for regular admission and \$7 for child admission. A ticket sales recapitulation was not maintained for ticket booth sales and wristband sales.
- c. The recapitulation sheet multiplied by the admission price plus ticket booth and wristband sales deposit slips supports admission receipts of \$18,882 for August 27, 2021, which exceeds the amount recorded by \$451.

For August 24, 2021, the amount recorded in the General Ledger for August 24, 2021 was \$12,623.

- a. The ticket sales recapitulation reported 1,010 regular admission tickets, 315 senior citizens admission tickets and 46 season tickets sold on that date. A ticket sales recapitulation was not maintained for ticket booth sales and wristband sales.
- b. The admission price per ticket was \$10 for regular admission, \$3 for senior citizen admission and \$35 for season tickets. A ticket sales recapitulation was not maintained for ticket booth sales and wristband sales.
- c. The recapitulation sheet multiplied by the admission price plus ticket booth and wristband sales deposit slips supports admission receipts of \$13,564 for August 24, 2021, which exceeds the amount recorded by \$941.

Because we did not inspect all admission receipts our report provides no assurance regarding whether or not other similar errors occurred.

Rental Receipts

We selected 10 rental cash receipts from the year ended November 30, 2022 recorded in the duplicate cash receipts book and:

- a. Agreed the receipt amount to the amount recorded in the General Ledger. Four receipts did not include supporting documentation. The remaining amounts agreed.
- b. Agreed the rate charged with rates in force during the period. We found the Society did not maintain documentation to support stall rentals for two transactions selected and storage rentals for two transactions selected. Types of documentation include a contract or agreement that shows an appropriate rate was charged.
- c. Inspected the General Ledger to determine whether the receipt was recorded in the proper year. We found no exceptions.

Because we did not inspect all rental receipts, our report provides no assurance regarding whether or not other similar errors occurred.

Other Receipts

We selected 10 other receipts from the year ended November 30, 2022 and 10 other receipts from the year ended November 30, 2021 and:

- a. Agreed the receipt amount recorded in the General Ledger to supporting documentation. We found four receipts in 2021 and two receipts in 2022 for which supporting documentation was not maintained. The remaining amounts agreed.
- b. Confirmed the amounts charged complied with rates in force during the period. We found the Society did not always maintain documentation such as a contract or agreement to determine the appropriate rate was charged.
- c. Inspected the General Ledger to determine the receipt was posted to the proper fund and was recorded in the proper year. We found no exceptions.

Because we did not inspect all other receipts, our report provides no assurance regarding whether or not other similar errors occurred.

Debt

1. The prior agreed-upon procedures documentation disclosed no debt outstanding as of November 30, 2020.
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 2022 or 2021 or debt payment activity during 2022 or 2021. There were no new debt issuances, nor any debt payment activity during 2022 or 2021.

Non-Payroll Cash Disbursements

We selected 10 disbursements from the General Ledger for the year ended November 30, 2022 and 10 from the year ended November 30, 2021 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 canceled check agreed to the check number, date, payee name and amount recorded in the General Ledger 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 determined the following:
 - a. We inquired with Society management and determined that the Society did not have any completed public records requests during the engagement period.
 - b. The Society did not have any denied public records requests during the engagement period.
 - c. The Society did not have any public records requests with redactions during the engagement period.

Sunshine Law Compliance (Continued)

3. We inquired with Society management and determined that the Society did not have a records retention schedule during the engagement period and therefore could not make it readily available to the public as required by Ohio Rev. Code § 149.43(B)(2).
4. We inquired with Society management and determined that the Society did not maintain written evidence that the Public Records Policy was provided to the records custodian/manager as required by Ohio Rev. Code § 149.43(E)(2).
5. We inspected the Society's policy manual and determined the public records policy was included as required by Ohio Rev. Code § 149.43(E)(2). We found no exceptions.
6. We inquired with Society management and determined that the Society did not display the public records policy in all branches of the Society as required by Ohio Rev. Code § 149.43(E)(2).
7. 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.
8. We inquired with Society management and determined that the Society did not have any elected officials subject to the Public Records Training requirements during the engagement period as required by Ohio Rev. Code §§ 149.43(E)(1) and 109.43(B).
9. 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.
10. 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:
 - 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
 - d. Open to public inspection – available for public viewing or request.We found no exceptions.
11. We inspected the minutes from the engagement period in accordance with Ohio Rev. Code § 121.22(G) and determined the following:
 - a. Executive sessions were not held during 2022 and 2021.
 - b. Formal governing board actions were adopted in open meetings.We found no exceptions.

Other Compliance

Ohio Rev. Code § 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 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, 2022 and 2021 in the Hinkle system. We found no exceptions.

We were engaged by the Society to perform this agreed-upon procedures engagement and conducted our engagement in accordance with the attestation standards established by the AICPA and Comptroller General of the United States' *Government Auditing Standards*. We were not engaged to, and did not conduct an examination, or review engagement, 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.

We are required to be independent of the Society and to meet our ethical responsibilities, in accordance with the ethical requirements established by the Comptroller General of the United States' *Government Auditing Standards* related to our agreed upon procedures engagement.



Keith Faber
Auditor of State
Columbus, Ohio

February 23, 2024

OHIO AUDITOR OF STATE KEITH FABER



MONROE COUNTY AGRICULTURAL SOCIETY

MONROE 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 3/21/2024

88 East Broad Street, Columbus, Ohio 43215
Phone: 614-466-4514 or 800-282-0370

This report is a matter of public record and is available online at
www.ohioauditor.gov