



Mary Taylor, CPA
Auditor of State



Dave Yost • Auditor of State

January 27, 2011

The attached audit report was completed and prepared for release prior to the commencement of my term of office on January 10, 2011. Thus, I am certifying this audit report for release under the signature of my predecessor.

A handwritten signature in cursive script that reads "Dave Yost".

DAVE YOST
Auditor of State

This Page is Intentionally Left Blank.



Mary Taylor, CPA

Auditor of State

Winchester Union Cemetery District
Adams County
200 E. South Street
Winchester, Ohio 45697

We have performed the procedures enumerated below, with which the Board of Trustees and the management of Winchester Union Cemetery District, Adams County, Ohio (the Cemetery), agreed, solely to assist the Board in evaluating receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2009 and 2008, and certain compliance requirements related to these transactions and balances. Management is responsible for recording transactions; and management and the Board are responsible for complying with the compliance requirements. 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*. 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 tested the mathematical accuracy of the December 31, 2009 and December 31, 2008 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2008 beginning balance recorded in the Cash Journal to the December 31, 2007 balances in the prior year audited statements. The total cash balance in the prior year audited statements was \$56,706. The January 1, 2008 Cash Journal balance was \$40,406. The variance of \$16,300 was identified as certificates of deposit which were not included in the Cash Journal balance. We recommend that all monies of the Cemetery be included in the Cash Journal balance.
3. We agreed the totals per the bank reconciliations to the total of the December 31, 2009 and 2008 cash balances reported in the Cash Journal. The reconciliation agreed to the Cash Journal balance. However only the checking account was included in the reconciliation and Cash Journal balance. See item #2 above.
4. We confirmed the December 31, 2009 bank account balances with the Cemetery's financial institution. We found no exceptions. We also agreed the confirmed balances to the amounts appearing in the December 31, 2009 bank reconciliation without exception.
5. We performed these procedures for the only outstanding check from the December 31, 2009 bank reconciliation:
 - a. We traced the check to the debit appearing in the subsequent January bank statement. We found no exceptions.
 - b. We traced the amount and date written to the Cash Journal, to determine the check was dated prior to December 31. We noted no exceptions.

Property Taxes and Intergovernmental Receipts

1. We selected a property tax receipt from one Statement of Semiannual Apportionment of Taxes (the Statement) for 2009 and one from 2008:
 - a. We traced the gross receipts from the *Statement* to the amount recorded in the Receipts Ledger. We found that the tax settlements were posted net of deductions (at the check amount). Deductions made by the County Auditor were not posted as receipts or disbursements. We recommend that tax settlements be posted at the gross settlement amount and the deductions made by the County Auditor be posted as disbursements.
 - b. We determined whether the receipt was allocated to the proper fund as required by Ohio Rev. Code Sections 5705.05-.06 and 5705.10. We found no exceptions.
 - c. We determined whether the receipt was recorded in the proper year. The receipt was recorded in the proper year.
2. We scanned the Receipts Ledger to determine whether it included the proper number of tax receipts for 2009 and 2008:
 - a. Two real estate tax receipts in each year
 - b. Two manufactured home tax receipts in each year
 - c. Two personal property receipts in 2008. Only one personal property tax receipt was recorded in 2009 because the second half settlement was not sent out by the County Auditor until December 29, 2009.

We noted the Receipts Ledger included the proper number of tax settlement receipts for each year.

3. For the four receipts from the State Distribution Transaction Lists (DTL) from 2009 and the four receipts from 2008:
 - a. We compared the amount from the DTL to the amount recorded in the Receipts Ledger. The amounts agreed.
 - b. We determined whether these receipts were allocated to the proper account code. We found no exceptions.
 - c. We determined whether the receipts were recorded in the proper year. We found no exceptions.

Sales of Cemetery Lots

For the six cemetery lots sold in the year ended December 31, 2009 and the two lots sold in the year ended December 31, 2008 as recorded in the Cemetery Deed Book, we determined whether the:

- a. Receipt amount agreed to the amount recorded in the Receipts Ledger.

Finding For Recovery Repaid Under Audit

A receipt recorded in the Cemetery Deed Book of \$300 for the sale of a lot on September 16, 2009 was not recorded in the Receipts Ledger, nor did we find evidence that the receipt was deposited in the Cemetery's bank account. The Cemetery trustees signed the Cemetery Deed receipt and were responsible to deposit monies collected.

In accordance with the foregoing facts, and pursuant to Ohio Rev. Code Section 117.28, a Finding for Recovery for public money collected but unaccounted for, is hereby issued against William Lewis, Kirk Bunn, and Sherry Young, Cemetery Trustees, and in favor of the General Fund in the amount of \$300.

When notified of the aforementioned finding, William Lewis, Trustee, paid the \$300 into the Cemetery General Fund on November, 26, 2010.

- b. Amount charged complied with rates in force during the period. We found no exceptions.
- c. Receipt was posted to the proper account, and was recorded in the proper year. Receipts were posted to the proper account and in the proper year, with the exception of the \$300 receipt mentioned above.

Payroll Cash Disbursements

- 1. We haphazardly selected five payroll checks from 2009 and five payroll check from 2008 from the Payroll Record (all officials because the Cemetery has no employees) and determined whether the following information in the minute record was consistent with the information used to compute gross and net pay related to the check:
 - a. Name
 - b. Authorized salary
 - c. Fund to which the check should be charged
 - d. Retirement system participation and payroll withholding
 - e. Medicare tax withholding

We found no exceptions related to steps a. – e. above.

- 2. We tested the checks we selected in step 1, as follows:
 - a. We compared the salary amount used in computing gross pay to the legislatively-approved salary. We found no exceptions.
 - b. We recomputed gross and net pay and agreed it to the amount recorded in the Payroll Record. We found no exceptions.
 - c. We determined whether the account to which the check was posted was reasonable based on the officials' duties. We also determined whether the payment was posted to the proper year. We found no exceptions.

3. We scanned the last remittance of tax and retirement withholdings for the year ended December 31, 2009 to determine whether remittances were timely paid, and that the amounts paid agreed to the amounts withheld during the final withholding period during 2009. We noted the following:

Withholding	Date Due	Date Paid	Amount Withheld and Employer Share	Amount Paid
Medicare taxes	February 1, 2010	February 1, 2010	\$140.94	\$140.94
OPERS retirement (withholding plus employee share)	February 1, 2010	December 7, 2010	90.00	90.00

Non-Payroll Cash Disbursements

1. From the Appropriation Ledger, we refooted checks recorded as disbursements for contract services for 2009. We found no exceptions.
2. We agreed total disbursements (non-payroll and payroll) from the Appropriation Ledger for the years ended December 31, 2009 and 2008 to the total disbursements recorded in the Cash Journal. We found that the Cash Journal and the 2008 Appropriation Ledger did not contain yearly totals. We footed these records to obtain the totals, and no exceptions were found. We recommend that totals be included in the accounting records.
3. We haphazardly selected ten disbursements from the Cash Journal for the year ended December 31, 2009 and ten from the year ended 2008 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 Cash Journal and to the names and amounts on the supporting invoices. Invoices for four of the expenditures could not be located and were not presented for review. We recommend that the bills be attached to the voucher and maintained to document the expenditure. We found no exceptions on the remaining items.
 - c. The payment was posted to a proper account. We found no exceptions.
 - d. The Fiscal Officer certified disbursements requiring certification or issued a *Then and Now Certificate*, as required by Ohio Rev. Code Section 5705.41(D). We found no exceptions.

Compliance – Budgetary

1. We compared the estimated receipts from the Amended Official Certificate of Estimated Resources, required by Ohio Rev. Code Section 5705.36(A)(1), to amounts recorded in the Receipts Ledger for the General Fund for the years ended December 31, 2009 and 2008. We found that estimated receipts were not recorded in the Receipts Ledger. We recommend that the Fiscal Officer record the certified estimated receipts in the Receipts Ledger and maintain a declining balance of estimated receipts for budgeting and monitoring purposes.

2. We scanned the appropriation measures adopted for 2009 and 2008 to determine whether, for the General Fund, the Trustees appropriated separately for "each office, department, and division, and within each, the amount appropriated for personal services," as is required by Ohio Rev. Code Section 5705.38(C). We found no exceptions.
3. We compared total appropriations required by Ohio Rev. Code Sections 5705.38 and 5705.40, to the amounts recorded in the Appropriation Ledger for 2009 and 2008 for the General Fund. The amounts on the appropriation resolutions agreed to the amounts recorded in the Appropriation Ledger.
4. Ohio Rev. Code Section 5705.39, prohibits appropriations from exceeding the total certified resources (estimated receipts plus beginning unencumbered cash). We compared total appropriations to total certified resources for the General Fund for the years ended December 31, 2009 and 2008. Appropriations did not exceed the total certified resources.
5. Ohio Rev. Code Section 5705.41(B) prohibits expenditures (disbursements plus certified commitments) from exceeding appropriations. We compared total expenditures to total appropriations for the years ended December 31, 2009 and 2008 for the General Fund. Expenditures did not exceed appropriations.
6. Ohio Rev. Code Section 5705.09 requires establishing separate funds to segregate externally-restricted resources. We scanned the Cash Journal and Receipts Ledger for evidence of new restricted receipts requiring a new fund during December 31, 2009 and 2008. We also inquired of management regarding whether the Cemetery received new restricted receipts. We noted no evidence of new restricted receipts for which Ohio Rev. Code Section 5705.09 would require the Cemetery to establish a new fund.
7. We inquired of management and scanned the Appropriation Ledger to determine whether the Cemetery elected to establish reserve accounts permitted by Ohio Rev. Code Section 5705.13. We noted the Cemetery did not establish these reserves.

Compliance – Contracts & Expenditures

We inquired of management and scanned the Cash Journal for the years ended December 31, 2009 and 2008 for projects requiring the contractor to pay prevailing wages to their employees as required by Ohio Rev. Code Sections 4115.04 and 4115.05. We identified no projects subject to the aforementioned prevailing wage requirements.

We did not receive a response from officials to the exceptions above.

We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion on the Cemetery's receipts, disbursements, balances and compliance with certain laws and regulations. Accordingly, we do not express an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

Winchester Union Cemetery District
Adams County
Independent Accountant's Report on
Applying Agreed-Upon Procedures
Page 6

This report is intended solely for the information and use of management and those charged with governance and is not intended to be, and should not be used by anyone other than these specified parties.

A handwritten signature in black ink that reads "Mary Taylor". The signature is written in a cursive, flowing style.

Mary Taylor, CPA
Auditor of State

December 14, 2010



Mary Taylor, CPA
Auditor of State

WINCHESTER UNION CEMETERY DISTRICT

ADAMS 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
JANUARY 27, 2011