



**WYANDOT COUNTY AGRICULTURAL SOCIETY  
WYANDOT COUNTY**

**AGREED-UPON PROCEDURES**

**FOR THE YEARS ENDED NOVEMBER 30, 2010 AND 2009**



**Dave Yost • Auditor of State**



WYANDOT COUNTY AGRICULTURAL SOCIETY  
WYANDOT COUNTY

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

Wyandot County Agricultural Society  
Wyandot County  
10171 State Highway 53 N  
Upper Sandusky, Ohio 43351

We have performed the procedures enumerated below, with which the Board of Directors and the management of the Wyandot County Agricultural Society, Wyandot County, Ohio, (the Society) agreed, solely to assist the Board in evaluating receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended November 30, 2010 and 2009, 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 November 30, 2010 and November 30, 2009 bank reconciliations. We found no exceptions.
2. We agreed the December 1, 2008 beginning fund balances recorded to the November 30, 2008 balances in the prior year audited statements. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the November 30, 2010 and 2009 fund cash balance reported in the Cash Journal. The amounts agreed.
4. We confirmed the November 30, 2010 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, 2010 bank reconciliation without exception.
5. We selected five outstanding checks haphazardly from the November 30, 2010 bank reconciliation:
  - a. We determined whether each check traced to the debit appearing in the subsequent December bank statement. We found for check #15050, dated October 26, 2009, in the amount of \$4.00; check #15051, dated October 26, 2009, in the amount of \$4.00; and check #15338, dated July 13, 2010, in the amount of \$40.00, that all have been voided as of December 31, 2010. We found no other exceptions.
  - b. We traced the amounts and date written to the check register, to determine the checks were dated prior to November 30. We noted no exceptions.

**Cash (Continued)**

6. We selected all deposits in transit from the November 30, 2010 bank reconciliation:
  - a. We traced each deposit to the credit appearing in the subsequent December bank statement. We found no exceptions.
  - b. We agreed these deposits' amounts to the Receipt Ledger. Each deposit in transit was recorded as a November receipt for the same amount recorded in the reconciliation.

**Admission/Grandstand Receipts**

We selected all general admission cash receipts from the year ended November 30, 2010 and all general admission cash receipts from the year ended November 30, 2009 recorded in the receipts ledger and determined whether the receipt amounts agreed to the supporting documentation (ticket recapitulation sheets/cash register tapes, etc).

For 2010, the Society experienced significant overages/shortages in the collection of their general admission cash receipts, which were neither reviewed by management nor followed up on. In addition, the Society's daily fair deposits did not agree to amounts received for the day, as documented on the ticket recapitulation sheets. The Society also did not prepare daily reconciliations between the amount deposited and actual daily receipts. Each daily deposit may include general admission receipts, grandstand receipts, season passes, and horse racing programs. As a result of not preparing these daily reconciliations, the receipts posted for grandstand receipts, season passes, and horse racing programs were based on expected receipts (i.e. the number of tickets sold x the ticket price), while the receipt posting for general admission receipts was the difference between total fair deposits and posted receipts for the aforementioned grandstand receipts, season passes, and horse racing programs. As a result, recalculated receipts do not equal actual receipts documented on the recapitulation sheets or receipts posted to the ledgers, as documented below.

Date	Admission Type	Tickets Sold	Ticket Price	Receipts per		Posted Receipts
				Recalculated Receipts	Recapitulation Sheet	
09/14/10	Regular	1,139	6.00	6,834.00	7,153.75	
09/15/10	Regular	1,854	6.00	11,124.00	11,765.15	
09/16/10	Regular	943	6.00	5,658.00		
	Senior	860	3.00	2,580.00		
				8,238.00	8,110.10	
09/17/10	Regular	3,388	6.00	20,328.00	16,409.00	
09/18/10	Regular	5,892	6.00	35,352.00	35,366.00	
09/19/10	Regular	2,196	6.00	13,176.00	13,168.15	
				95,052.00	91,972.15	97,913.40

While the recalculated receipts for the days selected above cumulatively exceed the recapitulation sheets, the total fair deposits for the year (in the amount of \$133,126) exceeded total actual receipts on the recapitulation sheets (in the amount of \$119,296). Therefore, we did not issue a finding for recovery. We recommend that the Society implement policies and procedures to monitor overages/shortages and to follow up on shortages. We further recommend that Society prepare a daily reconciliation between actual receipts collected and deposited. Lastly, we recommend that the Society post receipts to its ledgers based on actual data.

**Admission/Grandstand Receipts (Continued)**

For 2009, the Society experienced significant overages/shortages in the collection of their general admission cash receipts, which were neither reviewed by management nor followed up on. In addition, the Society's daily fair deposits did not agree to amounts received for the day, as documented on the ticket recapitulation sheets. The Society also did not prepare daily reconciliations between the amount deposited and actual daily receipts. Each daily deposit may include general admission receipts, grandstand receipts, season passes, and horse racing programs. As a result of not preparing these daily reconciliations, the receipts posted for grandstand receipts, season passes, and horse racing programs were based on expected receipts (i.e. the number of tickets sold x the ticket price), while the receipt posting for general admission receipts was the difference between total fair deposits and posted receipts for the aforementioned grandstand receipts, season passes, and horse racing programs. As a result, recalculated receipts do not equal actual receipts documented on the recapitulation sheets or receipts posted to the ledgers, as documented below.

Date	Admission Type	Tickets Sold	Ticket Price	Receipts per		Posted Receipts
				Recalculated Receipts	Recapitulation Sheets	
09/15/09	Regular	1,120	6.00	6,720.00	6,268.00	
09/16/09	Regular	1,500	6.00	9,000.00	9,002.40	
09/17/09	Regular	1,651	6.00	9,906.00		
	Senior	1,219	3.00	3,657.00		
				<u>13,563.00</u>	<u>14,040.00</u>	
09/18/09	Regular	2,902	6.00	17,412.00	20,168.00	
09/19/09	Regular	5,686	6.00	34,116.00	34,119.10	
09/20/09	Regular	1,754	6.00	10,524.00	10,528.00	
				<u>91,335.00</u>	<u>94,125.50</u>	<u>95,630.18</u>

The recalculated receipts for the days selected above were cumulatively less than the recapitulation sheets. Additionally, total fair deposits in the amount of \$128,636 exceeded total actual receipts on the recapitulation sheets in the amount of \$122,235. We recommend that the Society implement policies and procedures to monitor overages/shortages and to follow up on shortages. We further recommend that Society prepare a daily reconciliation between actual receipts collected and deposited. Lastly, we recommend that the Society post receipts to its ledgers based on actual data.

We selected 100% of grandstand admission cash receipts from the year ended November 30, 2010 and 100% of grandstand admission cash receipts from the year ended November 30, 2009 recorded in the receipts ledger and determined whether the receipt amounts agreed to the supporting documentation (ticket recapitulation sheets/cash register tapes, etc). The amounts agreed in total.

**Officials' Response**

The Wyandot County Agricultural Society is making adjustments to the way that we have been running our gates for ticket takers. We are now having each shift count their start up money, check their start up tickets and sign a receipt. They will exchange out change money for larger bills. They then take money to takes and at the end of their shifts, they have to come in and count their money and tickets and sign a receipt. The gate treasurer and her help then count and compare this amount. They take the totals and perform a reconciliation sheet for each day.

### **Privilege Fee Receipts**

We haphazardly selected 10 privilege fee cash receipts from the year ended November 30, 2010 recorded in the duplicate cash receipts book and determined whether the:

- a. Receipt amount agreed to the amount recorded in the Receipt Ledger. The amounts agreed.
- b. Amount charged complied with rates in force during the period. We found no exceptions.
- c. Receipt was recorded in the proper year. We found no exceptions.

### **Rental Receipts**

We haphazardly selected 10 rental cash receipts from the year ended November 30, 2010 and 10 rental cash receipts from the year ended November 30, 2009 recorded in the duplicate cash receipts book and determined whether the:

- a. Receipt amount agreed to the amount recorded in the Receipt Ledger. The amounts agreed.
- b. Amount charged complied with rates in force during the period. We found no exceptions.
- c. Receipt was recorded in the proper year. We found no exceptions.

### **Sustaining and Entry (Purse) Receipts and Disbursements**

We obtained copies of race schedules approved by the Board of Directors. We selected one race day from the year ended November 30, 2009 and performed the following steps:

- a. Traced authorized race date to the Receipt Ledger postings and determined whether there are purse receipt postings for the authorized race day. The Receipt Ledger reported wagering receipts for the authorized date.
- b. Traced authorized race date to the Expenditure Ledger postings and determined whether there were purse disbursement postings for the authorized race day. The Expenditure Ledger reported wagering disbursements for the authorized date.

### **Debt**

1. The prior audit report disclosed no debt outstanding as of November 30, 2008.
2. We inquired of management, and scanned the Receipt Ledger and Expenditure Ledger for evidence of loan or credit agreements, and bonded, note, County, or mortgage debt issued during 2010 or 2009 or debt payment activity during 2010 or 2009. All debt noted agreed to the summary we used in step 3.
3. We obtained a summary of debt service payments (including mortgage debt and loan/credit agreements permitted by Ohio Rev. Code Section 1711.13) owed during 2010 and 2009 and agreed these payments from the Expenditure Ledger to the related debt amortization schedule. We also compared the date the debt service payments were due to the date the Society made the payments. We found no exceptions.
4. We agreed the amount of debt proceeds from the debt documents to amounts recorded in the Receipt Ledger. The amounts agreed.
5. We inquired of management, scanned the Receipt Ledger, and scanned the prior audit report and determined that the Society obtained a loan or line of credit in 2009 as permitted by Ohio Rev. Code Section 1711.38(B). We examined the Society's computation supporting that the total net indebtedness from loans and credit did not exceed twenty-five percent of its annual revenues. We found no exceptions.



**Payroll Cash Disbursements**

1. We haphazardly selected one payroll check for five employees from 2010 and one payroll check for five employees from 2009 from the Payroll Ledger and determined whether the following information in the minute record 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 steps a – e above.

2. We tested the checks we selected in step 1, as follows:
  - a. We compared the hours and pay rate, or salary amount used in computing gross pay 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 ledger. We found no exceptions.
3. We scanned the last remittance of tax and retirement withholdings for the year ended November 30, 2010 to determine whether remittances were timely paid, and that the amounts paid agreed to the amounts withheld during the final withholding period during 2010. We noted the following:

<b>Withholding</b>	<b>Date Due</b>	<b>Date Paid</b>	<b>Amount Withheld</b>	<b>Amount Paid</b>
Federal Income Taxes and Social Security	December 15, 2010	December 9, 2010	\$479	\$479
State Income Taxes	January 31, 2011	January 20, 2011	\$193	\$193
School District Income Tax	January 31, 2011	January 20, 2011	\$170	\$170

**Non-Payroll Cash Disbursements**

1. We haphazardly selected ten disbursements from the Expenditure Ledger for the year ended November 30, 2010 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 Expenditure 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.
2. We selected all disbursements totaling \$75,000 or greater from the Expenditure Ledger for the year ended November 30, 2009 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 Expenditure 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.

We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion on the Society'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.

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 "Dave Yost". The signature is written in a cursive style with a large, looping initial "D".

**Dave Yost**  
Auditor of State

September 6, 2011



# Dave Yost • Auditor of State

WYANDOT COUNTY AGRICULTURAL SOCIETY

WYANDOT 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  
SEPTEMBER 29, 2011