



Dave Yost • Auditor of State





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

Greenlawn Union Cemetery  
Ashland County  
920 State Route 39 W.  
Perrysville, Ohio 44864

We have performed the procedures enumerated below, with which the Board of Trustees and the management of Greenlawn Union Cemetery, Ashland 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, 2011 and 2010, 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 and Investments

1. We tested the mathematical accuracy of the December 31, 2011 and December 31, 2010 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2010 beginning balance recorded in the Treasurer Report to the December 31, 2009 balances in the prior year documentation in the prior year Agreed-Upon Procedures working papers. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the December 31, 2011 and 2010 cash balances reported in the Treasurer Reports. The amounts agreed.
4. We confirmed the December 31, 2011 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, 2011 Treasurer Report noting exceptions. The bank balances included in the Treasurer Report included reconciling items, such as a receipt posted to the books on December 31, 2011, but not recorded on the bank statement until January 3, 2012, and did not include an interest receipt recorded on the bank statement on December 9, 2011, but not posted to the books in 2011. We recommend the Cemetery use the actual bank balances from the bank statements in the reconciliation process, and include any reconciling items separately.

### **Cash and Investments (Continued)**

5. We tested investments held at December 31, 2011 and December 31, 2010 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 the Cemetery held a \$14,091 18 month certificate of deposit and a \$68,499 60 month certificate of deposit.

Ohio Rev. Code Section 135.13 requires "interim deposits" evidenced by time certificates of deposit to mature not more than one year from the date of deposit; and time certificates of "inactive deposits" to mature not later than the end of the "period of designation". The "period of designation" is intended to mean the period of the entity's latest depository agreement.

To help ensure compliance with the aforementioned requirements, the Board of Trustees should specifically identify funds placed in certificates of deposits exceeding one year as "inactive deposits" and should ensure such certificates do not mature past the end of their current depository agreements (the "period of designation").

### **Property Taxes and Other Confirmable Cash Receipts**

1. We selected a property tax receipt received from Green Township for 2011 and one from 2010:
  - a. We traced the receipts from Green Township's check stub to the amount recorded in the Detailed Receipt Register Report by Account Code "F". The amounts agreed.
  - b. We determined whether the receipt was recorded in the proper year. The receipt was recorded in the proper year.
2. We scanned the Detailed Receipt Register Report by Account Code "F" to determine whether it included two real estate tax receipts for 2011 and 2010. We noted the Detailed Receipt Register Report by Account Code "F" included the proper number of tax receipts for each year.
3. We agreed receipts paid for foundation for monuments for 2011 to supporting documentation/invoices and to the Cemetery bank statements. We found no exceptions.
  - a. We determined whether these receipts were allocated to the proper account codes. We found no exceptions.
  - b. We determined whether the receipts were recorded in the proper year. We found no exceptions.

### **Sales of Lots and Burials**

We haphazardly selected 10 cash receipts for sales of lots and burials from the year ended December 31, 2011 and 10 cash receipts for sales of lots and burials from the year ended 2010 recorded in the duplicate cash receipts book and determined whether the:

- a. Receipt amount agreed to the amount recorded in the Detailed Receipt Register Report by Account Code "A" and "E". The amounts agreed.
- b. Amount charged complied with rates in force during the period. We found no exceptions.
- c. Receipt was posted to the proper account codes, 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, 2009.
2. We inquired of management, and scanned the Detail Receipt Register Report and Detail Expense Report for evidence of debt issued during 2011 or 2010 or debt payment activity during 2011 or 2010. We noted no new debt issuances, nor any debt payment activity during 2011 or 2010.

**Payroll Cash Disbursements**

1. We haphazardly selected one payroll check for five employees from 2011 and one payroll check for five employees from 2010 from the Detail Expenditure Report Account Code "8" and:
  - a. We compared the hours and pay rate, or salary recorded in the Detail Expenditure Report Account Code "8" to supporting documentation (timecard or legislatively-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. We determined whether the account code(s) to which the check was posted were reasonable based on the employees' duties as documented in the employees' personnel files. We also determined whether the payment was posted to the proper year. We found no exceptions.
2. We scanned the last remittance of tax and retirement withholdings for the year ended December 31, 2011 to determine whether 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 2011. We noted the following:

<b>Withholding (plus employer share, where applicable)</b>	<b><u>Date Due</u></b>	<b><u>Date Paid</u></b>	<b><u>Amount Due</u></b>	<b><u>Amount Paid</u></b>
Federal income taxes & Medicare	January 31, 2012	January 27, 2012	\$359.85	\$359.85
State income taxes	January 15, 2012	January 17, 2012	82.04	82.04
Local income tax	January 31, 2012	January 27, 2012	112.71	112.71
School income tax	January 31, 2012	January 31, 2012	140.92	140.92
OPERS retirement	January 30, 2012	January 10, 2012	296.64	296.64

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

1. From the Detail Expenditure Report Account Code "06", we re-footed checks recorded as disbursements for *miscellaneous* for 2011. We found no exceptions.
2. We haphazardly selected ten disbursements from the Detail Expenditure Report for the year ended December 31, 2011 and ten from the year ended 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 Detail Expenditure Report and to the names and amounts on the supporting invoices. We found no exceptions.
  - c. The payment was posted to a proper account code. We found no exceptions.

### **Compliance – Contracts & Expenditures**

We inquired of management and scanned the Detail Expenditure Report for the years ended December 31, 2011 and 2010 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.

**Officials' Response** –We did not receive a response from Officials to the exceptions reported 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.

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



**Dave Yost**  
Auditor of State

March 30, 2012



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**GREENLAWN UNION CEMETERY**

**ASHLAND 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  
MAY 1, 2012**