



Dave Yost • Auditor of State

ELYRIA PUBLIC LIBRARY
LORAIN COUNTY

TABLE OF CONTENTS

TITLE	PAGE
Independent Accountants' Report on Applying Agreed-Upon Procedures.....	1

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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Elyria Public Library
Lorain County
320 Washington Avenue
Elyria, Ohio 44035

We have performed the procedures enumerated below, with which the Board of Trustees and the management of the Elyria Public Library, Lorain County, Ohio, (the Library) 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, 2013 and 2012, 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, 2013 and December 31, 2012 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2012 beginning fund balances recorded in the YTD Fund Report to the December 31, 2011 balances in the prior year audited statements. We found no exceptions. We also agreed the January 1, 2013 beginning fund balances recorded in the YTD Fund Report to the December 31, 2012 balances in the YTD Fund Report. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the December 31, 2013 and 2012 fund cash balances reported in the YTD Fund Report. The amounts agreed.
4. We confirmed and observed balances on the financial institutions website for the December 31, 2013 bank account balances. We found no exceptions. The balances agreed. We also agreed the confirmed balances to the amounts appearing in the December 31, 2013 bank reconciliation without exception.
5. We selected five reconciling debits (such as outstanding checks) haphazardly from the December 31, 2013 bank reconciliation:
 - a. We traced each debit to the subsequent January 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 December 31. We noted no exceptions.

Cash and Investments (continued)

6. We tested interbank account transfers occurring in December of 2013 and 2012 to determine if they were properly recorded in the accounting records and on each bank statement. We found no exceptions.
7. We tested investments held at December 31, 2013 and December 31, 2012 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 no exceptions.

Public Library Fund Receipts

We selected two Public Library Fund (PLF) receipts from the Lorain County Public Library Fund Distribution Transaction Lists from 2013 and two from 2012.

- a. We compared the amount from the Lorain County Public Library Fund Distribution Transaction Lists to the amount recorded in the Receipt Revenue Report. The amounts agreed.
- b. We determined whether these receipts were posted to the General Fund. We found no exceptions.
- c. We determined whether the receipts were recorded in the proper year. We found no exceptions.
- d. We scanned the Receipt Revenue Report to determine whether it included one PLF receipt per month for 2013 and 2012. We found no exceptions.

Property Taxes and Intergovernmental

1. We selected a property tax receipt from one Statement of Semiannual Apportionment of Taxes from the Lorain County Auditor for 2013 and one from 2012
 - a. We traced the gross receipts from the *Statement* to the amount recorded in the Receipt Revenue Report. 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 Receipt Revenue Report to determine whether it included four real estate tax receipts for 2013 and 2012. We noted the Receipt Revenue Report included the proper number of tax receipts for each year.
3. We selected two homestead and rollback receipts from the Statement of Semiannual Apportionment of Taxes from the Lorain County Auditor for 2013 and two for 2012.
 - a. We compared the amount from the above report to the Receipt Revenue Report. The amounts agreed.
 - b. We determined whether these receipts were allocated to the proper fund. We found no exceptions.
 - c. We determined whether these receipts were recorded in the proper year. We found no exceptions.

Over-The-Counter Cash Receipts

We haphazardly selected 10 over-the-counter cash receipts from the year ended December 31, 2013 and 10 over-the-counter cash receipts from the year ended December 31, 2012 recorded in the cash receipts book and determined whether the:

- a. Receipt amount agreed to the amount recorded in the Receipt Revenue Report. The amounts agreed.
- b. The amount charged complied with the rates in force during the audit period. For two fees/fines receipts for 2013 and two fees/fines receipts for 2012, we were unable to determine the amount charged complied with the rates in force during the audit period, due to the inherent limitations of the Library's computer system.
- c. Receipt was posted to the proper funds, and was recorded in the proper year. We found no exceptions.

Debt

1. The prior audit documentation disclosed no debt outstanding as of December 31, 2011.
2. We inquired of management, and scanned the Receipt Revenue Report and the Expense by Account Report for evidence of debt issued during 2013 or 2012 or debt payment activity during 2013 or 2012. We noted no new debt issuances, nor any debt payment activity during 2013 and 2012.

Payroll Cash Disbursements

1. We haphazardly selected one payroll check for five employees from 2013 and one payroll check for five employees from 2012 from the Payroll Register Report and:
 - a. We compared the hours and pay rate, or salary recorded in the Payroll Register Report to supporting documentation (timecard, legislatively or statutorily-approved rate or salary). We found no exceptions.
 - b. We determined whether the fund and account codes 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. For any new employees selected in step 1 we determined whether the following information in the employees' personnel files 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. Department(s) and fund(s) to which the check should be charged
 - d. Retirement system participation and payroll withholding
 - e. Federal, State & Local income tax withholding authorization and withholding
 - f. Any other deduction authorizations (deferred compensation, etc.)

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

Payroll Cash Disbursements (continued)

3. We scanned the last remittance of tax and retirement withholdings for the year-ended December 31, 2103 to determine whether remittances were paid timely, and the amounts agreed to the amounts withheld, plus the employer share where applicable, during the final withholding period of 2013. The Library uses Accu-Rate for payroll, and Accu-Rate performs the withholding and remittance of Federal, State, and Local taxes, and retirement. We obtained the Accu-Rate reports which indicate the amount withheld for taxes and retirement withholdings for the final pay period in December 2013. We agreed the amounts paid to for tax withholdings per the bank statements with the Accu-Rate withholding reports. We compared the amount paid to OPERS from the Accu-Rate reports to the OPERS website. We noted the following:

<u>Withholding (plus employer share, where applicable)</u>	<u>Date Due</u>	<u>Amount Due Per Accu-Rate Payroll Report</u>	<u>Amount Disbursed To Accu-Rate from Bank</u>	<u>Date Withdrawn from Bank and Paid</u>
Federal income taxes & Medicare (and social security for employees not enrolled in the pension system)	January 31, 2014	\$6,123.93		
State income tax	January 15, 2014	1,058.27		
Local income tax	January 15, 2014	1,058.83		
School district tax	January 15, 2014	<u>208.03</u>		
Total Taxes		<u>\$8,449.06</u>	<u>\$8,449.06</u>	December 19, 2013

<u>Withholding (plus employer share, where applicable)</u>	<u>Date Due</u>	<u>Amount Due</u>	<u>Amount Paid</u>	<u>Date Paid</u>
OPERS Retirement	January 31, 2014	<u>\$15,987.14</u>	<u>\$15,987.14</u>	December 29, 2013

4. We haphazardly selected and recomputed one termination payment (unused vacation, etc.) using the following information, and agreed the computation to the amount paid as recorded in the Payroll Register Report:
- Accumulated leave records
 - The employee's pay rate in effect as of the termination date
 - The Library's payout policy.

The amount paid was consistent with the information recorded in a. through c. above.

Non-Payroll Cash Disbursements

1. We haphazardly selected ten disbursements from the Expense by Account Report for the year ended December 31, 2013 and ten from the year ended December 31, 2012 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 Expense by Account Report and to the names and amounts on the supporting invoices. We found no exceptions.
 - c. The payment was posted to a fund consistent with the restricted purpose for which the fund's cash can be used. We found no exceptions.
2. We scanned the Expense by Account Report for the years ended December 31, 2013 and 2012 and determined that the proceeds from the levy passed under Ohio Rev. Code Section 5705.23, were used for the purpose(s) stated in the resolution.

Compliance – Budgetary

1. We compared total appropriations required by Ohio Admin. Code Section 117-8-02, to the amounts recorded in the Appropriation Report for 2013 and 2012 for the following funds: General Fund and Capital Project Fund. The amounts on the appropriation resolutions agreed to the amounts recorded in the Appropriation report.
2. Ohio Admin. Code Section 117-8-02 prohibits spending in excess of budgeted amounts. We compared total expenditures to total appropriations for the years ended December 31, 2013 and 2012 for the General Fund and Capital Project Fund, as recorded in the Appropriation Report. We noted no funds for which expenditures exceeded appropriations.

We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion on the Library'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 Library, and is not intended to be, and should not be used by anyone other than these specified parties.



Dave Yost
Auditor of State

Columbus, Ohio

June 30, 2014



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ELYRIA PUBLIC LIBRARY

LORAIN 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
JULY 31, 2014**