

HIGHLAND COUNTY AGRICULTURAL SOCIETY

HIGHLAND COUNTY

**DECEMBER 1, 2013 TO NOVEMBER 30, 2015
AGREED UPON PROCEDURES**



Dave Yost • Auditor of State

Board of Directors
Highland County Agricultural Society
P.O. Box 564
Hillsboro, Ohio 45133

We have reviewed the *Independent Accountants' Report on Applying Agreed-Upon Procedures* of the Highland County Agricultural Society, Highland County, prepared by Julian & Grube, Inc., for the period December 1, 2013 through November 30, 2015. Based upon this review, we have accepted this report in lieu of the audit required by Section 117.11, Revised Code.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The Highland County Agricultural Society is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Dave Yost".

Dave Yost
Auditor of State

June 8, 2016

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Julian & Grube, Inc.

Serving Ohio Local Governments

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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Highland County Agricultural Society
Highland County, Ohio
P.O. Box 564
Hillsboro, Ohio 45133

To the Board of Directors:

We have performed the procedures enumerated below, with which the Board of Directors and the management of Highland County Agricultural Society (the Society) and the Auditor of State 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, 2015 and 2014, 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, 2015 and November 30, 2014 bank reconciliations. We found no exceptions.
2. We agreed the December 1, 2013 beginning fund balances recorded to the November 30, 2013 balances in the prior year Agreed-Upon Procedures working papers. We found no exceptions. We also agreed the December 1, 2014 beginning fund balances recorded to the November 30, 2014 balances. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the November 30, 2015 and 2014 fund cash balance reported in the general ledger balance report. The amounts agreed.
4. We confirmed the November 30, 2015 bank account balance with the Society's financial institution. We found no exceptions. We also agreed the confirmed balances to the amounts appearing in the November 30, 2015 bank reconciliation without exception.

5. We selected five reconciling debits (such as outstanding checks) haphazardly from the November 30, 2015 bank reconciliation:
 - a. We traced each debit to the subsequent December and January bank statements. We found no exceptions.
 - b. We traced the amounts and dates to the check register, to determine the debits were dated prior to November 30. We noted no exceptions.
6. We selected the one reconciling credit (such as deposits in transit) from the November 30, 2015 bank reconciliation:
 - a. We traced the credit to the subsequent December bank statement. We found no exceptions.
 - b. We agreed the credit amount to the Receipt Ledger. The credit was recorded as a November receipt for the same amount recorded in the reconciliation.

Intergovernmental and Other Confirmable Cash Receipts

1. We selected all the receipts from the Distribution Transaction Detail Report (State DTL) for 2015 and 2014. We also selected the one receipt from the County Auditor's Cross Reference Report by Vendor Number from 2015 and 2014.
 - a. We compared the amount from the above reports to the amount recorded in the Receipt Ledger. The amounts agreed.
 - b. We determined whether these receipts were allocated to the proper account code(s). We found no exceptions.
 - c. We determined whether the receipts were recorded in the proper year. We found no exceptions.

Admission/Grandstand Receipts

We haphazardly selected one day of admission/grandstand cash receipts from the year ended November 30 2015 and one day of admission/grandstand cash receipts from the year ended November 30, 2014 recorded in the receipts ledger and determined whether the receipt amount agreed to the supporting documentation (ticket recapitulation sheets/cash register tapes, etc). The amounts agreed.

Privilege Fee Receipts

We haphazardly selected 10 privilege fee cash receipts from the year ended November 30, 2015 and 10 privilege fee cash receipts from the year ended November 30, 2014 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, 2015 and 10 rental cash receipts from the year ended November 30, 2014 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.

Debt

1. From the prior agreed-upon procedures documentation, we noted the following note outstanding as of November 30, 2013. These amounts did not agree to the Societies December 1, 2014 balances on the summary we used in step 3, due to the prepayments noted in step 3.

Issue	Principal outstanding as of November 30, 2013:
Note Payable for County Bond	\$ 64,000

2. We inquired of management, and scanned the receipt and expenditure records for evidence of loan or credit agreements, and bonded, note, County, or mortgage debt issued during 2015 or 2014 or debt payment activity during 2015 or 2014. We noted no new debt issuance, nor any debt payment activity during 2014. All debt noted in 2015 agreed to the summary we used.
3. We obtained a summary of debt service payments owed during 2015 and 2014 and agreed these payments from the expenditure ledger to the related debt amortization schedule. We also noted in prior years the Society made extra payments to the County in an attempt to retire the debt before the initial scheduled retirement in 2025. However, the current bond agreement does not allow for early retirement of principal, thus the County held all extra payments until the proper due date. Due to these prepayments to the County, the Society's 2014 expenditure ledger did not reflect the debt related payments as they were recorded in the year actually paid. We noted one debt service payment in 2015. We compared the date the debt service payment was due to the date the Society made the payment. We found no exceptions.

Payroll Cash Disbursements

1. We haphazardly selected one payroll check for five employees from 2015 and one payroll check for five employees from 2014 from the Payroll Register and:
 - a. We compared the hours and pay rate, or salary recorded in the Payroll Register to supporting documentation (timecard, legislatively or statutorily-approved rate or salary). We found no exceptions
2. For any new employees selected in step 1 we determined whether the following information in the employees' personnel files and minute records 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.

3. We scanned the last remittance of tax and retirement withholdings for the year ended November 30, 2015 to determine whether remittances were timely paid, and that the amounts paid agreed to the amounts withheld, plus the employer's share where applicable, during the final withholding period of 2015. We noted the following:

Withholding (plus employer share, where applicable)	Date Due	Date Paid	Amount Due	Amount Paid
Federal Income Taxes, Social Security, & Medicare (and social security, for employees not enrolled in pension system)	January 31, 2016	January 15, 2016	\$ 2,018.48	\$ 2,018.48
State Income Taxes	January 31, 2016	January 15, 2016	\$ 144.93	\$ 144.93
Local and School Income Tax	January 31, 2016	January 15, 2016	Local: \$148.48 School: \$ 97.99	Local: \$148.48 School: \$ 97.99

Non-Payroll Cash Disbursements

1. We haphazardly selected ten disbursements from the Expenditure Report for the year ended November 30, 2015 and ten from the year ended 2014 and determined whether:
- The disbursements were for a proper public purpose. We found no exceptions.
 - 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.
 - 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, those charged with governance the Auditor of State, and others within the Society, and is not intended to be, and should not be used by anyone other than these specified parties.

Julian & Grube, Inc.
 May 27, 2016



Dave Yost • Auditor of State

HIGHLAND COUNTY AGRICULTURAL SOCIETY

HIGHLAND 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
JUNE 21, 2016