



Dave Yost • Auditor of State





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

Henderson Memorial Public Library Association  
Ashtabula County  
54 East Jefferson Street  
Jefferson, Ohio 44047

We have performed the procedures enumerated below, which were agreed to by the Board of Trustees and the management of Henderson Memorial Public Library Association (the Association), on the receipts, disbursements and balances recorded in the Associations cash basis accounting records for the years ended December 31, 2017 and 2016 and certain compliance requirements related to those transactions and balances, included in the information provided to us by the management of the Association. The Association is responsible for the receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2017 and 2016 and certain compliance requirements related to these transactions and balances included in the information provided to us by the District. 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 recalculated the December 31, 2017 and December 31, 2016 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2016 beginning fund balances recorded in the Fund Ledger Report to the December 31, 2015 balances in the prior year Agreed-Upon Procedures working papers. We found no exceptions. We also agreed the January 1, 2017 beginning fund balances recorded in the Fund Ledger Report to the December 31, 2016 balances in the Fund Ledger Report. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the December 31, 2017 and 2016 fund cash balances reported in the Fund Status Report. The amounts agreed.
4. We confirmed the December 31, 2017 Certificate of Deposit account balances with the Association's financial institution. We found no exceptions. We also, observed the Fiscal Officer log on to the financial institution's online banking webpage and print the first page of the December 2017 bank statements and compared them to the statements received by the association. The balances agreed. We also agreed the confirmed balances to the amounts appearing in the December 31, 2017 bank reconciliation without exception.
5. We selected five reconciling debits (such as outstanding checks) haphazardly from the December 31, 2017 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 and check images, to determine the debits were dated prior to December 31. There were no exceptions.

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

6. We traced interbank account transfers occurring in December of 2017 and 2016 to the accounting records and bank statements to determine if they were properly recorded. We found no exceptions.
7. We inspected investments held at December 31, 2017 and December 31, 2016 to determine that they:
  - a. Were of a type allowable. 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 Funds Receipts**

We haphazardly selected two Public Library Funds (PLF) receipts from the County Distribution Transaction Lists from 2017 and two from 2016.

- a. We compared the amount from the Ashtabula County Expense Ledger to the amount recorded in the Receipt Register Report. The amounts agreed.
- b. We inspected the Receipt Register Report to confirm whether the receipts were recorded in the proper year. We found no exceptions.
- c. We inspected the Receipt Register Report to determine whether it included one PLF receipt per month for 2017 and 2016. We found no exceptions.

### **Intergovernmental and Other Confirmable Cash Receipts**

1. We tested the only receipt on the Auditor Distribution Transaction Detail Report (DTL) from 2017 and confirmed no receipts from 2016. We confirmed on Jefferson Township's Appropriation Register the amounts paid from Jefferson Township during 2017 and 2016. The voters passed a 1.5 mil levy in March of 2015 for the tax years 2015-2020. The revenue is collected by the County Auditor and distributed through Jefferson Township to the Library. We tested all receipts and found no exceptions.
  - a. We compared the amount from the above reports to the amount recorded in the Receipt Register Report. The amounts agreed.
  - b. We inspected the Receipt Register Report to confirm whether these receipts were allocated to the proper funds. We found no exceptions.
  - c. We inspected the Receipt Register Report to confirm whether the 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, 2017 and 10 over-the-counter cash receipts from the year ended 2016 recorded in the Revenue Receipt Register and:

- a. Agreed the receipt amount to the amount recorded in the Revenue Receipt Register. The amounts agreed.
- b. Confirmed the amounts charged complied with rates in force during the audit period. We found no exceptions.

**Debt**

1. The prior agreed-upon procedures documentation disclosed no debt outstanding as of December 31, 2015.
2. We inquired of management, and inspected the Receipt Register Report and Payment Register Detail Report for evidence of debt issued during 2017 or 2016 or debt payment activity during 2017 or 2016. We noted no new debt issuances or any debt payment activity during 2017 or 2016.

**Payroll Cash Disbursements**

1. We haphazardly selected one payroll check for five employees from 2017 and one payroll check for five employees from 2016 from the Payroll Posting Detail Report and:
  - a. We compared the hours and pay rate, or salary recorded in the Payroll Posting Detail report 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 register. We found no exceptions.
2. For any new employees selected in procedure 1 we inspected the employees' personnel files and General Information Report for the following information and compared it with the information used to compute gross and net pay related to this check:
  - a. Name
  - b. Authorized salary or pay rate
  - c. Departments and fund 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 procedures a. – f. above.

3. We inspected the last remittance of tax and retirement withholdings for the year ended December 31, 2017 to confirm 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 2017. We noted the following:

<b>Withholding (plus employer share, where applicable)</b>	<b>Date Due</b>	<b>Date Paid</b>	<b>Amount Due</b>	<b>Amount Paid</b>
Federal income taxes & Medicare	January 31, 2018	January 8, 2018	\$814.98	\$814.98
State income taxes	January 16, 2018	January 11, 2018	\$231.91	\$231.91
Village of Jefferson income tax	January 15, 2018	January 2, 2018	\$239.30	\$239.30
Ashtabula City Income tax	January 15, 2018	January 11, 2018	\$48.14	\$48.14
OPERS Retirement	January 31, 2018	January 16, 2018	\$2,125.99	\$2,125.99

#### **Payroll Cash Disbursements (Continued)**

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 Wage Detail Report:
  - a. Accumulated leave records
  - b. The employee's pay rate in effect as of the termination date
  - c. The Association'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 Payment Register Detail Report for the year ended December 31, 2017 and ten from the year ended 2016 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 Payment Register Detail Report and to the names and amounts on the supporting invoices. We found no exceptions.

#### **Other Compliance**

1. Ohio Rev. Code Section 117.38 requires association libraries to file their financial information in the HINKLE system within 60 days after the close of the fiscal year. This statute also permits the Auditor of State to extend the deadline for filing a financial report and establish terms and conditions for any such extension. Auditor of State established policies, in addition to filing extensions granted for extenuating circumstances, allow for refiling complete financial statements, as defined in AOS Bulletin 2015-007 in the Hinkle System for December 31, 2017 and 2016 fiscal year ends included in 2015-2016 or 2016-2017 agreed up on procedure engagements, subsequent to the Association's deadline where the initial filing was filed on time but incomplete. We confirmed the Association filed their complete financial statements, as defined by AOS Bulletin 2015-007 and Auditor of State established policy within the allotted timeframe for the years ended December 31, 2017 and 2016 in the Hinkle system.

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

Henderson Memorial Public Library Association  
Ashtabula County  
Independent Accountants' Report on  
Applying Agreed-Upon Procedures  
Page 5

This report is to provide assistance in the evaluation of the Association's receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2017 and 2016, and certain compliance requirements related to these transactions and balances and is not suitable for any other purpose.

A handwritten signature in black ink that reads "Dave Yost". The signature is written in a cursive style with a large, looping "D" and "Y".

**Dave Yost**  
Auditor of State  
Columbus, Ohio

April 18, 2018

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HENDERSON MEMORIAL PUBLIC LIBRARY ASSOCIATION

ASHTABULA 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 10, 2018