



Dave Yost • Auditor of State



**AGRICULTURAL SOCIETY  
NOBLE COUNTY**

**TABLE OF CONTENTS**

**TITLE** \_\_\_\_\_ **PAGE**

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

**This page intentionally left blank.**



# Dave Yost • Auditor of State

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

Agricultural Society  
Noble County  
43739 South Acres  
Caldwell, Ohio 43724

We have performed the procedures enumerated below, with which the Board of Directors and the management of the Agricultural Society, Noble 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, 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 November 30, 2011 and November 30, 2010 bank reconciliations. We found no exceptions.
2. We agreed the December 1, 2009 beginning fund balances recorded to the November 30, 2009 balances 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 November 30, 2011 and 2010 fund cash balance reported in the Reconciliation Detail Report. The amounts agreed.
4. We confirmed the November 30, 2011 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, 2011 bank reconciliation without exception.
5. We selected five outstanding checks haphazardly from the November 30, 2011 bank reconciliation:
  - a. We traced each debit to the subsequent December bank statement. We found no exceptions.
  - b. We traced the amounts and dates written to the check register, to determine the debits were dated prior to November 30. We noted no exceptions.

6. We tested investments held at November 30, 2011 and November 30, 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 no exceptions.

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

1. We selected all the receipts from the Distribution Transaction Detail Report (State DTL) for 2011 and 2010.
  - a. We traced the amount from the State DTL to the amount recorded in the Account QuickReport-Revenues Report. 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.
2. We confirmed the amounts paid from the Gun Bash account as donations to the Society during the years ending November 30, 2011 and 2010. We found no exceptions.
  - a. We determined whether these receipts were allocated to the proper account code(s). We found no exceptions.
  - b. 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, 2011 and one day of admission/grandstand cash receipts from the year ended November 30, 2010 recorded in the Account QuickReport-Revenues Report and determined whether the receipt amount agreed to the supporting documentation (ticket recapitulation sheets/cash register tapes, etc).

For the test on September 1, 2010, the receipts amount recorded in the Account QuickReport-Revenues Report for September 1, 2010 was \$13,042.

- a. The ticket sales recapitulation reported 1,874 tickets sold on that date.
- b. The admission price per ticket was \$7.
- c. The recapitulation sheet multiplied by the admission price supports projects admission receipts of \$13,118 for September 1, 2010, therefore the amount posted was understated by \$76.

For the test on September 2, 2011, the receipts amount recorded in the Account QuickReport-Revenues Report for September 2, 2011 was \$15,225.

- a. The ticket sales recapitulation reported 2,178 tickets sold on that date.
- b. The admission price per ticket was \$7.
- c. The recapitulation sheet multiplied by the admission price projects admission receipts of \$15,246 for September 2, 2011, therefore the amount posted was understated by \$21.

### **Rental Receipts**

We haphazardly selected 10 rental cash receipts from the year ended November 30, 2011 and 10 rental 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 Account QuickReport-Revenues Report. The amounts agreed.
- b. Amount charged complied with rates in force during the period. We noted two party and event rental fees charged in 2010 in the amounts of \$120 and \$140 which did not agree to the \$145 rental fee noted on the 2010 fee schedule which resulted in \$30 under collected by the Society. No other exceptions were noted.
- c. Receipt was recorded in the proper year. We found no exceptions.

**Debt**

1. From the prior agreed-upon procedures report, we noted the following loan outstanding as of November 30, 2009. This amount agreed to the Society's December 1, 2009 balances on the summary we used in step 3.

<u>Issue</u>	<b>Principal outstanding as of November 30, 2009:</b>
Schafer Hall Loan	\$35,300

2. We inquired of management, and scanned the Account QuickReport Revenues and Expenses reports for evidence of loan or credit agreements, and bonded, note, County, or mortgage debt issued during 2011 or 2010 or debt payment activity during 2011 or 2010. All debt noted agreed to the summary we used in step 3.
3. We obtained a summary of debt service payments including mortgage debt permitted by Ohio Rev. Code Section 1711.13 owed during 2011 and 2010 and agreed these principal/interest payments from the Account QuickReport-Expenses Report 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 noted the Society paid \$1.30 additional principal each month for 9 months in 2010 and 12 months in 2011.
4. We inquired of management, scanned the Account QuickReport-Revenues Report, and scanned the prior agreed upon procedures report and determined that the Society had a loan outstanding from a prior year as permitted by Ohio Rev. Code Section 1711.13(B). We examined the Society's computation supporting that the total net indebtedness from loans 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 2011 and one payroll check for five employees from 2010 from the Account QuickReport-Expenses Report and:
  - a. We compared the hours and pay rate, or salary recorded in the Account QuickReport-Expenses 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 Account QuickReport-Expenses Report. We found no exceptions.
2. We scanned the last remittance of tax and retirement withholdings for the year ended November 30, 2011 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 2011. 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, social security, & Medicare	January 31, 2012	January 2, 2012	\$93.20	\$93.20
State income taxes	January 31, 2012	January 25, 2012	\$24.00	\$24.00

### Non-Payroll Cash Disbursements

1. From the Account QuickReport-Expenses Report, we re-footed checks recorded as disbursements for contractual entertainment for 2011. We found no exceptions.
2. We haphazardly selected ten disbursements from the Account QuickReport-Expenses Report for the year ended November 30, 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 Account QuickReport-Expenses Report 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, those charged with governance and others within the Society, and is not intended to be, and should not be used by anyone other than these specified parties.



**Dave Yost**  
Auditor of State

April 10, 2012





# Dave Yost • Auditor of State

**NOBLE AGRICULTURAL SOCIETY**

**NOBLE 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 3, 2012**