



Dave Yost • Auditor of State



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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Scotts Union Cemetery
Erie County
804 River Road
Huron, Ohio 44839

We have performed the procedures enumerated below, with which the Board of Trustees and the management of Scotts Union Cemetery, Erie 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. The Cemetery did not prepare bank reconciliations during 2011 and 2010 since the bank balance agreed with the balance reported in the Cash Proof.
2. We agreed the January 1, 2010 beginning balance recorded in the Cash Proof to the December 31, 2009 balances in the prior year audited statements. We found no exceptions.
3. We confirmed the December 31, 2011 bank account balances with the Cemetery's financial institution. We found no exceptions.
4. The transactions reflected in the January 2012 bank statement reflected three checks issued in 2011 that were not recorded in the Cemetery's accounting records, in 2011. We recommend all transactions be recorded as they occur.
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 no exceptions.

Other Confirmable Cash Receipts

We agreed the following amounts paid from the City of Huron, Huron Township, and Milan Township during 2011 and 2010, as documented on the Cash Proof to Check/Expense Listing received from the City of Huron and Uniform Accounting Network records maintained by Huron and Milan Township's:

DATE	PAYEE	AMOUNT
02/08/10	City of Huron	\$ 2,500.00
	Huron Township	1,350.00
	Milan Township	1,150.00
04/23/10	City of Huron	2,500.00
	Huron Township	1,350.00
	Milan Township	1,150.00
03/14/11	City of Huron	2,500.00
	Huron Township	1,350.00
	Milan Township	1,150.00

- a. We determined whether these receipts were allocated to the proper account code. We found no exceptions.
- b. We determined whether the receipts were recorded in the proper year. We found no exceptions.

Sales of Lots and Charges for Services

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

- a. Receipt amount agreed to the amount recorded in the Cash Proof. 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 one exception. Receipt number 612 dated October 4, 2010 in the amount of \$1,300 included the receipt of \$400 for burial fees that were incorrectly recorded as charges for services rather than burial fees. Because we did not test all receipts, our report provides no assurance regarding whether or not other similar errors occurred.

Debt

- 1. The prior audit documentation disclosed no debt outstanding as of December 31, 2009.
- 2. We inquired of management, and scanned the Cash Proof and Meeting Minutes 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.

Non-Payroll Cash Disbursements

- 1. From the Cash Proof, we re-footed checks recorded as disbursements for Labor Expenses for 2011. We found no exceptions.

2. We haphazardly selected all disbursements from the Cash Proof for the year ended December 31, 2011 and all disbursements from the year ended December 31, 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 Cash Proof 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 one exception. Check number 1423 dated September 19, 2011 in the amount of \$250 represented a disbursement for the buy back of a lot sold in a previous period. This disbursement was improperly classified as a reduction in revenue rather than other miscellaneous disbursements.

Compliance – Contracts and Expenditures

We inquired of management and scanned the Cash Proof 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

November 19, 2012

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SCOTTS UNION CEMETERY

ERIE 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
DECEMBER 11, 2012**