



Certified Public Accountants, A.C.

**BELLEVUE PUBLIC LIBRARY  
HURON COUNTY  
Agreed-Upon Procedures Report  
For the Fiscal Years Ended December 31, 2017 and 2016**

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# Dave Yost • Auditor of State

Board of Trustees  
Bellevue Public Library  
224 East Main Street  
Bellevue, OH 44811

We have reviewed the *Independent Accountants' Report on Applying Agreed-Upon Procedures* of the Bellevue Public Library, Huron County, prepared by Perry & Associates, Certified Public Accountants, A.C., for the period January 1, 2016 through December 31, 2017. 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 Bellevue Public Library 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 1, 2018

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BELLEVUE PUBLIC LIBRARY  
HURON COUNTY

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

April 30, 2018

Bellevue Public Library  
Huron County  
224 East Main Street  
Bellevue, OH 44811

To the Board of Trustees:

We have performed the procedures enumerated below, which were agreed to by the Board of Trustees and the management of **Bellevue Public Library**, Huron County (the Library) and the Auditor of State, on the receipts, disbursements and balances recorded in the Library's 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 Library. The Library 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 Library. 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 Combined Statement of Receipts, Disbursements and Changes in Fund Balances to the December 31, 2015 balances in the in the prior year audited statements. We noted the Capital Project Fund balances did not agree due to the Library breaking out the Capital Project Fund into two separate funds on the Combined Statement of Receipts, Disbursements and Changes in Fund Balances in 2016. We also agreed the January 1, 2017 beginning fund balance recorded in the Combined Statement of Receipts, Disbursements and Changes in Fund Balances to the December 31, 2016 balance in the Combined Statement of Receipts, Disbursements and Changes in Fund Balances. 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 Combined Statement of Receipts, Disbursements and Changes in Fund Balances. The amounts agreed.

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

4. We confirmed the December 31, 2017 bank account balances with the Library's financial institutions. We found no exceptions. 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, to determine the debits were dated prior to December 31. There were no exceptions.
6. We inspected investments held at December 31, 2017 and December 31, 2016 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 haphazardly selected two Public Library Fund (PLF) receipts from the Huron, Seneca, Sandusky, and Erie County Auditor Confirmations (the *Confirmations*) from 2017 and two from 2016.

- a. We compared the amounts from the *Confirmations* to the amounts recorded in the Receipt Transaction Listing. The amounts agreed.
- b. We inspected the Receipt Transaction listing and observed these receipts were posted to the General Fund. We found no exceptions.
- c. We inspected the Receipt Transaction Listing and observed the receipts were recorded in the proper year. We found no exceptions.
- d. We inspected the Receipt Transaction Listing to determine whether it included one PLF receipt per month for 2017 and 2016. We found no exceptions.

### **Property Taxes and Intergovernmental Cash Receipts**

1. We haphazardly selected a property tax receipt from one *Statement of Semiannual Apportionment of Taxes* (the *Statement*) from the Huron, Seneca, Sandusky, and Erie County Auditors for 2017 and one from 2016:
  - a. We traced the gross receipts from the *Statements* to the amount recorded in the Receipt Transaction Listing. The amounts agreed.
  - b. We inspected the Receipt Transaction Listing to confirm whether the receipts were recorded in the proper year. The receipts were recorded in the proper year.
2. We inspected the Receipt Transaction Listing to determine whether it included two real estate tax receipts from the Huron, Seneca, Sandusky, and Erie County Auditors for 2017 and 2016. The Receipt Transaction Listing included the proper number of tax receipts for each year.

**Property Taxes and Intergovernmental Cash Receipts (Continued)**

3. We haphazardly selected five receipts from the State Distribution Transaction Lists (DTL) from 2017 and five from 2016.
  - a. We compared the amount from the above report to the amount recorded in the Receipt Transaction Listing. The amounts agreed.
  - b. We inspected the Receipt Transaction Listing to determine that these receipts were allocated to the proper funds. We found no exceptions.
  - c. We inspected the Receipt Transaction Listing to determine whether the receipts were recorded in the proper year. We found no exceptions.

**Debt**

1. The prior audit documentation disclosed no debt outstanding as of December 31, 2015.
2. We inquired of management, and scanned the Receipt Transaction Listing and Special Check Register Bank Report for evidence of debt issued during 2017 or 2016 or debt payment activity during 2017 or 2016. There were no new debt issuances, nor 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 Register Reports and:
  - a. We compared the hours and pay rate, or salary recorded in the Payroll Register Reports to supporting documentation (timecard, legislatively or statutorily-approved rate or salary). We found no exceptions.
  - b. We inspected the fund and account codes to which the check was posted to determine the posting was reasonable based on the employees' duties as documented in the minute record. We also determined whether the payment was posted to the proper year. We found no exceptions.
2. We inspected the last remittance of tax and retirement withholdings for the year ended December 31, 2017 to confirm the 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 (and social security, for employees not enrolled in pension system)	January 31, 2018	December 21, 2017	\$ 1,693.54	\$ 1,693.54
State income taxes	January 15, 2018	December 21, 2017	\$ 306.90	\$ 306.90
OPERS retirement	January 30, 2018	January 29, 2018	\$ 2,726.13	\$ 2,726.13
Ohio School Tax	January 15, 2018	December 21, 2017	\$ 53.92	\$ 53.92
Local Income Tax	January 31, 2018	December 21, 2017	\$ 167.74	\$ 167.74

### **Non-Payroll Cash Disbursements**

1. We haphazardly selected ten disbursements from the Special Check Register Bank 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 Special Check Register Bank 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.

### **Compliance – Budgetary**

1. We compared total appropriations required by Ohio Admin. Code Section 117-8-02, to the amounts recorded in the Current Expense Report for 2017 and 2016 for the following funds: General, Building, Bond Issue Funds. The amounts on the appropriation resolutions agreed to the amounts recorded in the Current Expense 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, 2017 and 2016 for the General, Building, and Bond Issue Funds, as recorded in the Current Expense Report. We observed that no funds for which expenditures exceeded appropriations.

### **Other Compliance**

Ohio Rev. Code Section 117.38 requires 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 refile 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 Library's deadline where the initial filing was filed on time but incomplete. We confirmed the Library filed their complete financial statements, as defined by AOS Bulletin 2015-007 and Auditor of State established policy within the allotted timeframe for the year ended December 31, 2017 in the Hinkle system. Financial information for 2016 was filed on 3/14/18 which was not within the allotted timeframe.

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 Library'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.

This report is to provide assistance in the evaluation of the Library'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.

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**Perry and Associates**  
Certified Public Accountants, A.C.  
Marietta, Ohio

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# Dave Yost • Auditor of State

**BELLEVUE PUBLIC LIBRARY**

**HURON 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 19, 2018**