



Dave Yost • Auditor of State



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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Kingsville Public Library
Ashtabula County
Board of Trustees
Mariana Branch, Director
6006 Academy Street
Kingsville, Ohio 44048

We have performed the procedures enumerated below as of August 16, 2018, which were agreed to by the addressees, related to the cash, investments and equipment in the custody of the Fiscal Officer's Office solely to assist you in the transition of the Fiscal Officer. The transition is the responsibility of the present and former officeholder. The sufficiency of the procedures is solely the responsibility of those 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.

Cash and Investments Reconciliation

1. We recomputed the mathematical accuracy of the reconciliation. We found no computational errors.
2. We agreed bank balances on the reconciliation with month end bank statements. We agreed investment balances on the reconciliation to month-end statements obtained from the Fiscal Officer.
3. We compared the amounts and/or description of the asset on the reconciliation to the statements.
4. We agreed reconciling items in excess of \$50 appearing on that reconciliation to canceled checks. The dates on those documents support that those items were proper reconciling items at July 31, 2018.
5. We confirmed collateral pledged at the applicable banking institutions and added this total to federal insurance coverage of deposits. The collateral exceeded deposits as of July 31, 2018.
6. We confirmed authorized signatories directly with the bank. The signatories the bank confirmed agreed with those the legislative body authorized in the minutes.

Equipment

1. We selected all items from the equipment listing dated August 9, 2018, representing equipment assigned to the fiscal officer; we traced the items to their location described in the equipment listing. We found each item in the assigned location.

The 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 cash, investments or equipment. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that we would have reported to you.

This report is to provide assistance in the evaluation that the Board of Trustees of Kingsville Public Library's cash, investments or equipment in the custody of the former officeholder was properly transitioned to the current officeholder. The transition is the responsibility of the present and former officeholder 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, flowing style.

Dave Yost
Auditor of State

August 29, 2018



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KINGSVILLE PUBLIC LIBRARY

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
SEPTEMBER 18, 2018**