



OHIO AUDITOR OF STATE  
**KEITH FABER**





# OHIO AUDITOR OF STATE KEITH FABER

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## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Milton Union Public Library  
Miami County  
560 South Main Street  
West Milton, Ohio 45383

We have performed the procedures enumerated below on Milton Union Public Library's (the Library) receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2023 and 2022 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, 2023 and 2022 and certain compliance requirements related to these transactions and balances included in the information provided to us by the Library.

The Board of Trustees and the management of the Library have agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of providing 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, 2023 and 2022, and certain compliance requirements related to these transactions and balances. No other party acknowledged the appropriateness of the procedures. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of the report and may not meet the needs of all users of the report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes. The sufficiency of the procedures is solely the responsibility of the parties specified in the 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.

For the purposes of performing these procedures, this report only describes exceptions exceeding \$10.

The procedures and the associated findings are as follows:

### Cash and Investments

1. We recalculated the December 31, 2023 and December 31, 2022 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2022 beginning fund balances for each fund recorded in the Fund Status Report to the December 31, 2021 balances in the prior year agreed-upon procedures working papers. The prior year agreed-upon procedures identified total fund balances of \$795,371 at December 31, 2021, but the January 1, 2022 Fund Status Report reported total fund balances of \$787,539, resulting in a variance of \$7,832. This was caused by the Library making several fund balance adjustments in the total amount of \$7,832 in the general fund during 2022. These fund balance adjustments were an attempt to remove long-outstanding checks from the December 31, 2022 outstanding checklist. However, the adjustments were entered incorrectly as a negative adjustment to fund balance rather than a positive adjustment. We also agreed the January 1, 2023 beginning fund balances for each fund recorded in the Fund Status Report to the December 31, 2022 balances in the Fund Status Report. We found no exceptions.

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

3. We agreed the 2023 and 2022 bank reconciliation as of December 31, 2023 and 2022 to the total fund cash balances reported in the Fund Status Report and the financial statements filed by the Library in the Hinkle System. The amounts agreed.
4. We confirmed the December 31, 2023 bank account balances with the Library's financial institutions and the Ohio Pooled Collateral System. We found no exceptions. We also agreed the confirmed balances to the amounts appearing in the December 31, 2023 bank reconciliation without exception.
5. We selected 5 reconciling debits (such as outstanding checks) from the December 31, 2023 bank reconciliation:
  - a. We traced each debit to the subsequent January and February bank statements for two outstanding checks. We found three instances in which the outstanding check had not cleared the bank in January or February 2024 and each appeared to be a stale dated outstanding check. In addition, we identified an other adjusting factor having a similar impact as an outstanding check on the Library's fund balances on the December 31, 2023 bank reconciliation. This other adjusting factor was in the amount of \$7,444 and could not be supported by the Library.
  - b. We traced the amounts and dates to the check register and determined the debits were dated prior to December 31. We found no exceptions.
6. We inspected investments held at December 31, 2023 and December 31, 2022 to determine that they:
  - a. Were of a type authorized by Ohio Rev. Code §§ 135.13, 135.14, 135.144 or 135.145. We found no exceptions.
  - b. Mature within the prescribed time limits noted in Ohio Rev. Code § 135.13 or 135.14. We found no exceptions.

### **Property Taxes, Intergovernmental and Other Confirmable Cash Receipts**

1. We selected a total of 5 receipts from the *Statement of Semiannual Apportionment of Taxes*, the State Distribution Transaction Lists (DTL) and the Miami County Vendor Reports from 2023 and a total of 5 from 2022:
  - a. We compared the amount from the above named reports to the amount recorded in the Receipt Register Detail Report. The amounts agreed.
  - b. We inspected the Receipt Register Detail Report to determine these receipts were allocated to the proper funds. We found no exceptions.
  - c. We inspected the Receipt Register Detail Report to determine whether the receipt was recorded in the proper year. The receipt was recorded in the proper year. We found no exceptions.
2. We inspected the Receipt Register Detail Report to determine whether it included 2 real estate tax receipts for 2023 and 2022. The Receipt Register Detail Report included the proper number of tax receipts for each year. We found no exceptions.
3. We inspected the Receipt Register Detail Report to determine whether it included 1 Public Library Fund receipt per month for 2023 and 2022. We found no exceptions.

#### **Property Taxes, Intergovernmental and Other Confirmable Cash Receipts (Continued)**

4. We confirmed the total amount paid from a vendor to the Library during 2022 with the vendor. We found no exceptions.
  - a. We inspected the Receipt Register Detail Report to determine whether these receipts were allocated to the proper fund. We determined that the applicable transactions should not have been recorded as receipts. Three receipts (two in 2022 and one in 2023), each in the amount of \$42,300, were recorded by the Library because the Library paid the same obligation in four instances and the payment was made incorrectly in three of those instances.
  - b. We inspected the Receipt Register Detail Report to determine whether the receipts were recorded in the proper year. We determined that the Library had made a duplicate payment to the same vendor in 2022, but the reimbursement from the vendor was not received until 2023, resulting in the Library's cash fund balance being understated by \$42,300 at December 31, 2022.

#### **Debt**

1. The prior agreed-upon procedures documentation disclosed no debt outstanding as of December 31, 2021.
2. We inquired of management and inspected the Receipt Register Detail Report and Payment Register Detail Report for evidence of debt issued during 2023 or 2022 or debt payment activity during 2023 or 2022. There were no new debt issuances, nor any debt payment activity during 2023 or 2022.

#### **Payroll Cash Disbursements**

1. We selected 1 payroll check for 5 employees from 2023 and 1 payroll check for 5 employees from 2022 from the Wage Detail Report and:
  - a. We compared the hours and pay rate, or salary recorded in the Wage Detail Report to supporting documentation (timecard and legislatively-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 allowable based on the employees' duties as documented in the minute record. We found no exceptions.
  - c. We confirmed the payment was posted to the proper year. We found no exceptions.
2. We selected 3 new employees from 2023 and 3 new employees from 2022 and:
  - a. We inspected the employees' personnel files for the retirement system, federal, state & local income tax withholding authorization.
  - b. We agreed the items in a above to the Employee General Information Report.We were unable to inspect the withholding authorizations for two employees hired in 2022 as the applicable information was not available.
3. We inspected the last remittance of tax and retirement withholdings for the year ended December 31, 2023 to confirm 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 2023. We observed the following:

### Payroll Cash Disbursements (Continued)

Withholding (plus employer share, where applicable)	Date Due	Date Paid	Amount Due	Amount Paid
Federal income taxes & medicare	January 31, 2024	December 28, 2023	\$2,418.05	\$2,418.05
State income taxes	January 15, 2024	December 31, 2023	\$402.31	\$402.31
Village income tax	January 31, 2024	December 31, 2023	\$327.50	\$327.50
OPERS retirement	January 30, 2024	December 31, 2023	\$5,353.57	\$5,353.57
School district income tax	January 31, 2024	December 31, 2023	\$265.29	\$265.29

We found no exceptions.

### Non-Payroll Cash Disbursements

- We selected 10 disbursements from the Payment Register Detail Report for the year ended December 31, 2023 and 10 from the year ended 2022 and determined whether:
  - The disbursements were for a proper public purpose. We identified one exception as a 2023 expenditure in the amount of \$52.82 was not supported.
  - 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 identified one exception as a 2023 expenditure in the amount of \$52.82 was not supported.
  - The payment was posted to a fund consistent with the restricted purpose for which the fund's cash can be used. We identified one exception as a 2023 expenditure in the amount of \$52.82 was not supported.
- We inspected the Payment Register Detail Report for the year ended December 31, 2023 and 2022 and determined that the proceeds from the levy passed under Ohio Rev. Code § 5705.23, were used for the purpose stated in the resolution.

### Compliance – Budgetary

Ohio Admin. Code 117-8-02 prohibits spending in excess of budgeted amounts. We compared total expenditures to total approved appropriations plus any carryover appropriations for the years ended December 31, 2023 and 2022 for the General, Coronavirus Relief, and Building Fund. Expenditures did not exceed appropriations.

### Sunshine Law Compliance

1. We obtained and inspected the Library's Public Records Policy to determine the policy was in accordance with Ohio Rev. Code §§ 149.43(E)(2) and 149.43(B)(7)(c) and did not limit the number of responses that may be made to a particular person, limit the number of responses during a specified period of time, or establish a fixed period of time before it will respond unless that period is less than eight hours. We found no exceptions.
2. We inquired with Library management and determined that the Library did not have any completed, denied or redacted public records requests during the engagement period.
3. We inquired whether the Library had a records retention schedule and observed that it was readily available to the public as required by Ohio Rev. Code § 149.43(B)(2). We found no exceptions.
4. We inspected written evidence that the Public Records Policy was provided to the records custodian/manager as required by Ohio Rev. Code § 149.43(E)(2). We found no exceptions.
5. We inspected the Library's policy manual and determined the public records policy was included as required by Ohio Rev. Code § 149.43(E)(2). We found no exceptions.
6. We observed that the Library's poster describing their Public Records Policy was displayed conspicuously in all branches of the Library as required by Ohio Rev. Code § 149.43(E)(2). We found no exceptions.
7. We inquired with Library management and determined that the Library did not have any applications for record disposal submitted to the Records Commission during the engagement period.
8. We inquired with Library management and determined that the Library did not have any elected officials subject to the Public Records Training requirements during the engagement period as required by Ohio Rev. Code §§ 149.43(E)(1) and 109.43(B).
9. We inspected the public notices for the public meetings held during the engagement period and determined the Library notified the general public and news media of when and where meetings during the engagement period were to be held as required by Ohio Rev. Code § 121.22(F). We found no exceptions.
10. We inspected the minutes of public meetings during the engagement period in accordance with Ohio Rev. Code § 121.22(C) and determined whether they were:
  - a. Prepared – a file is created following the date of the meeting
  - b. Filed – placed with similar documents in an organized manner
  - c. Maintained - retained, at a minimum, for the engagement period
  - d. Open to public inspection – available for public viewing or request.We found no exceptions.
11. We inspected the minutes from the engagement period in accordance with Ohio Rev. Code § 121.22(G) and determined the following:
  - a. Executive sessions were only held at regular or special meetings.
  - b. The purpose for the meetings and going into an executive session (when applicable) correlated with one of the matters listed in Ohio Rev. Code § 121.22(G).
  - c. Formal governing board actions were adopted in open meetings.We found no exceptions.

**Contract Compliance:**

1. We inspected the Appropriation Ledger and minutes and identified the Library had expenditures subject to competitive bidding. We found no exceptions.
2. We selected 1 contract subject to competitive bidding requirements for roof repair for 2022 and:
  - a. We inspected the sealed bids and board minutes for the contracted expenditure and determined the sealed bids were:
    - i. Opened at the next meeting of the board
    - ii. Publicly read by the fiscal officer
    - iii. Entered into the board's recordsWe found no exceptions.
  - b. We inspected the advertisements of the proposals for bids handled by the contracted purchasing cooperative and determined they were made as required by Ohio Rev. Code §§ 3375.41 and 7.16. We found no exceptions.

**Other Compliance**

Ohio Rev. Code § 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 regarding the filing of complete financial statements, as defined in AOS Bulletin 2015-007 in the Hinkle System. We confirmed the Library filed their complete financial statements, as defined by AOS Bulletin 2015-007 and Auditor of State established policy for the years ended December 31, 2023 and 2022 in the Hinkle System. We found no exceptions for 2023. However, the 2022 annual financial report was required to be filed by March 1, 2023, but the complete annual financial report (including financial statements and notes to the financial statements) for 2022 was filed on June 25, 2024.

We were engaged by the Library to perform this agreed-upon procedures engagement and conducted our engagement in accordance with the attestation standards established by the AICPA and the Comptroller General of the United States' *Government Auditing Standards*. We were not engaged to, and did not conduct an examination, or review engagement, 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.

We are required to be independent of the Library and to meet our ethical responsibilities, in accordance with the ethical requirements established by the Comptroller General of the United States' *Government Auditing Standards* related to our agreed upon procedures engagement.



Keith Faber  
Auditor of State  
Columbus, Ohio

December 6, 2024



# OHIO AUDITOR OF STATE KEITH FABER



**MILTON UNION PUBLIC LIBRARY**

**MIAMI COUNTY**

## **AUDITOR OF STATE OF OHIO CERTIFICATION**

This is a true and correct copy of the report, which is required to be filed pursuant to Section 117.26, Revised Code, and which is filed in the Office of the Ohio Auditor of State in Columbus, Ohio.



**Certified for Release 12/24/2024**

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This report is a matter of public record and is available online at  
[www.ohioauditor.gov](http://www.ohioauditor.gov)