

Ohio Auditor of State
KEITH FABER



Stumbling Blocks in Completing Your State Report/Hinkle

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1

Agenda

- AOS Regional Offices and Ohio Compliance Supplement
- Hinkle System and Updating Contact Person
- Chart of Accounts and Financial Statement
- Cash Reconciliation
- Footnotes

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2

**REGIONAL OFFICES and
OHIO COMPLIANCE
SUPPLEMENT**

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AOS Regional Office Numbers

Central	800-443-9275
East	800-443-9272
Northeast	800-626-2297
Northwest	800-443-9276
Southeast	800-441-1389
Southwest	800-368-7419
West	800-443-9274

Audit Regions



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4

4

Ohio Compliance Supplement

- Auditor of State Homepage
- <http://www.ohioauditor.gov/>
- Ohio Compliance Supplement
 - Located under “Resources” then “Publications & Manuals” then “Ohio Compliance Supplement Manuals”
- <http://www.ohioauditor.gov/references/compliancemanuals.html>



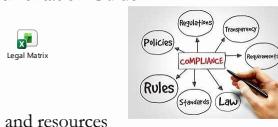
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Ohio Compliance Supplement

- Ohio Compliance Supplement Implementation Guide
 - Exhibit 5 – Legal Matrix
 - Agricultural Society
 - Chapter 1, Appendix A
- Bulletins
 - Also, located under publications and resources
 - <https://www.ohioauditor.gov/publications/bulletins/technical-bulletins.html>
- Training and Conferences
 - <https://www.ohioauditor.gov/trainings/default.html>



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6

6

HINKLE SYSTEM and UPDATING CONTACT PERSON

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7

7

Hinkle System

- Frequently Asked Questions on the Hinkle System can be found on the web at: <http://www.ohioauditor.gov/financialreporting/default.html>
- This same web page has “Quick Guides”; these documents give step by step instructions on how to use the Hinkle System, including screen shots for each step
- This same web page also has contact information to access your account or send in questions on the Hinkle System
- Audit Bulletin 2015-007 & OCS 1-14 describes the requirements for filing with the Hinkle System

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8

Hinkle System

- Everyone is required to use the Hinkle System to file their basic financial statements annually – within 60 days of year-end
 - Log into your eService account to file in the Hinkle System
 - If contact information needs updated, follow instructions on next 7 slides
 - A full copy of your annual report, including required financial statements and notes, must be uploaded as one PDF file

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9

Updating Contact Person

- www.ohioauditor.gov
- Resources
- Required Filings & Notifications
- Notification of Change in Fiscal Officer
 - Log into eServices Website
 - Click the “My Profile” tab
 - Click pencil symbol for “Billing Contact Information”
 - Update with new contact person information

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10

Updating Contact Person

- Or email AOS regional office
- Subject line: Change in Fiscal Officer
- Include the following information in the email:
 - 1. Public office's name
 - 2. Public office's county
 - 3. New fiscal officer's name
 - 4. New fiscal officer's email and phone number
 - 5. If applicable, any change in fax number or entity address

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11

Various filing requirements with the Ohio Auditor of State's Office (AOS) are required by statute. The information below provides an overview of each requirement with information relating to how to meet the filing requirements.

Notification of Creation or Dissolution of Public Offices, Council of Governments, Change in Fiscal Officer, or Warrant issued Under Protest

- Creation of a Public Office
- Formation of a Regional Council of Governments (COG)
- Dissolution of a Public Office
- Notification of Change in Fiscal Officer

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12

Required Filing & Notifications  <https://ohioauditor.gov/resources/ACSNNotifications.html>

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RESOURCES Procurement Web Links Student Center Federal Required Filings & Notifications 

Notification of Change in Fiscal Officer

You must inform the Auditor of State's Office when a public office (or other entity for which the AOS provides services) has a change in fiscal officer.

When a fiscal officer leaves office, Ohio Revised Code § 171.111 requires the outgoing fiscal officer to complete a successor nomination and provide it to the successor fiscal officer for the appointing authority. If a successor has not been appointed, the outgoing fiscal officer also needs to provide the new fiscal officer access to an eServices contract for the entity. (Auditor of State Bulletin 200-003 discusses these requirements.)

What to do...

If the outgoing fiscal officer fails to provide eServices access to the successor fiscal officer, the AOS should be notified of a change in fiscal officer by **one** of the following **two** methods:

Option 1: **eservices** – If your entity has an additional authorized user with access to the eServices portal, have them log in and update the entity contact with the new fiscal officer's contact information. (See the steps below.)

Note: If your entity **does not** have an additional authorized user, scroll down to option 2.

To update this information follow these steps:

1. Log on to your entity's **eServices** account.
2. Select "My Profile" in the left menu.



Note: The "Billing Contact Information" user is the AOS's main entity contact for your entity.



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13

Required Filing & Notifications  <https://ohioauditor.gov/resources/ACSNNotifications.html>

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To update this information follow these steps:

1. Log on to your entity's **eServices** account.
2. Select "My Profile" in the left menu.
3. Find the pencil icon to edit the entity's "Billing Contact Information".
4. Be sure to [Save] the information before navigating away from the page.



Note: The "Billing Contact Information" user is the AOS's main entity contact for your entity.



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14

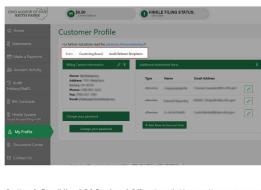
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RESOURCES Procurement Web Links Student Center Federal Required Filings & Notifications 

Note: The "Billing Contact Information" user is the AOS's main entity contact for your entity.

5. The new fiscal officer should also verify all other contact information is correct and complete on the **Main Governing Board** and **Report Release Recipients** tabs on this page.



Option 2: **Email the AOS Regional Office** by clicking on the corresponding region below and include the following information:

Subject line: Change in Fiscal Officer



15

16

17

18

Annual Financial Report of the Agricultural Society

- <https://agri.ohio.gov/divisions/amusement-ride-safety-and-fairs/forms/Fairs-Annual-Financial-Report>
- Filed with Department of Agriculture
 - Due January 16, 2026
 - Include the financial statements from AOS filed in the Hinkle System
- In accordance with AOS Bulletin 2015-007, Agricultural Societies are required to file **annual** financial statements in accordance with the Regulatory (Cash) Basis of Accounting.
 - Link to the Bulletin:
 - <https://www.ohioauditor.gov/publications/bulletins/2015/2015-007.pdf>
 - This requirement does not preclude the Society from filing OCBOA or GAAP financial statements.
 - Delaware files GAAP

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19

Annual Report and Note Shells

- <http://www.ohioauditor.gov/references/shells/regulatory.html>
- Start at homepage website
- www.ohioauditor.gov
- Local Government
- Reference Materials
- Financial Statement Shells and Footnotes
- Regulatory Cash Basis Financial Statements (commonly referred to as “AOS basis”)
- Agricultural Society

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20

Financial Statements

- Choose Regulatory Cash Basis Financial Statements, then find Agricultural Society
 - Click to open the Financial Statements worksheet and save on your computer
 - You will want to customize the name of the shell to your entity name and fiscal year you will be completing
- In preparing the information for the Annual Report, it is important to confirm that the cash basis information used to prepare the worksheet balances, and that the cash balance is the “reconciled” balance
 - Meaning that the bank to book reconciliations are completed and balanced
- Also, remember that all cash activity that occurred during the year should be reported
 - Items such as loans, or debt that were issued during the year should be reported, even if there is no outstanding balance at the end of the fiscal year

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21

Financial Statement Package

<https://www.ohioauditor.gov/references/shells-regulatory.html>

- Instructions
- Financial statements
 - Statement of Receipts, Disbursements and Change in Fund Balance
 - Mapping of line items
- Notes to the financial statements

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22

Common Financial Statement Errors

- Beginning balance doesn't match prior year ending balance
- Ending balance doesn't match cash reconciliation and/or ledger balance
- Footnotes not included or not modified properly
- Incorrect information and dollar amounts in the footnotes

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23

CASH RECONCILIATION

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24

Reconciliation Objectives

- What is a reconciliation?
- Timing of reconciliation
- What items are needed?
- Helpful hints
- Problems that have been encountered

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25

Reconciliations

- Perform monthly reconciliations
- Investigate variances
- Independent review
- Long outstanding reconciling items

Note: Ensure authorized signatories are up to date

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26

Reconciliations

- Ensure that checks cleared the bank for the amounts that they were issued for
 - Ensure checks were not cleared more than once
- Ensure deposits on the bank statement match deposit slips and pay-in totals
- Verify that all EFT/ACH payments have been recorded into the accounting system
 - EFT Remit Lookup (used for electronic payments from the State of Ohio/OAKS) <https://remitlookup.obm.ohio.gov/default.aspx>
- Other adjusting factors that have not cleared in the subsequent month should be carried forward until they have been remedied.

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27

27

What is a Reconciliation?

The process of ensuring that cash balances presented in the cash journal are in agreement with depository balances

A bank reconciliation (**Required**) is the process of matching the balances in an entity's accounting records for a cash account to the corresponding information on a bank statement(s)

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28

When Should you Perform Reconciliation?

MONTHLY –

... within the first week of the new month is best



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29

Why is it Important to do this Monthly?

Many reasons:

- ✓ The process allows you to determine if all items have been recorded in the system as well as posted correctly. If there is a discrepancy, this can be corrected fairly quickly
- ✓ The accuracy of the transactions within the system allows the Board to have accurate and up to date information to make the best decisions for the Ag. Society

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30

30

Reconciliation Format

- Start with bank statement balances
- Add receipt items on books but not bank such as deposits in transit
- Subtract expense items not on bank but posted to books such as outstanding checks
- Subtract receipt items on bank but not posted to books such as EFT receipts not yet posted
- Add/subtract other bank error amounts as appropriate
- Most errors should correct in the following month except some outstanding checks
- Contact bank for any bank errors requiring correction

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31

31

Are You Able To Reconcile Other Than Monthly?

- ✓ Most banks send their bank statements after month end. That is why it is required to be done monthly
- ✓ If you have access to your bank accounts on-line, the option to check off checks and deposits cleared on bank to system can be done daily or weekly to lessen the load at month end. Many banks offer the on-line services for no cost

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32

32

Tips to Determine if There is an Issue

- ✓ Ask for the latest bank reconciliation performed
 - Also determine if the Board is receiving a copy monthly
- ✓ Look at the bank reconciliations and determine if there is a large reconciling item amount listed
 - Do the reconciling items have descriptions for each item and amount?
 - If no descriptions are listed for each amount, ask what they are.

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33

Tips to Determine if There is an Issue (cont'd)

Now what?

- ✓ Depending on how many months it is behind, you will need to start at the last reconciled month with no issues and move forward
 - Options: in-house or contract
- ✓ If you have several reconciling items, you need to check the following:
 - Is the amount fixed in following month
 - Is the amount getting larger or fluctuating

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34

Items Must Have . . .



- ✓ All Bank Statements
 - Checking, Savings, CDs, Investments
- ✓ Computer System or Manual Cash Journal

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35

Possible Items Needed

- ✓ Cash Journal/Check Register/Receipt Register printed if on computer system

Inv. No.	Item Desc.	Bank Accts.	Bank Trans. No.	Bank Trans. Desc.	Bank Trans. Date	Bank Trans. Mod.
P000101	1 01000000	0	0	0	0	0
P0002	1 C100002	0	0	0	0	0
P0003	1 C100001	0	0	0	0	0
P0004	3 010001	0	0	0	0	0
P0005	4 01000000	0	0	0	0	0
P0006	5 01000000	0	0	0	0	0
P0007	6 K 01000000	0	0	0	0	0
P0008	7 02000000	0	0	0	0	0
P0009	8 03000000	0	0	0	0	0
P0010	9 04000000	0	0	0	0	0
P0011	10 05000000	0	0	0	0	0
P0012	11 06000000	0	0	0	0	0
P0013	12 07000000	0	0	0	0	0
P0014	13 08000000	0	0	0	0	0
P0015	14 09000000	0	0	0	0	0
P0016	15 0A000000	0	0	0	0	0
P0017	16 0B000000	0	0	0	0	0
P0018	17 0C000000	0	0	0	0	0
P0019	18 0D000000	0	0	0	0	0
P0020	19 0E000000	0	0	0	0	0
P0021	20 0F000000	0	0	0	0	0
P0022	21 0G000000	0	0	0	0	0
P0023	22 0H000000	0	0	0	0	0
P0024	23 0I000000	0	0	0	0	0
P0025	24 0J000000	0	0	0	0	0
P0026	25 0K000000	0	0	0	0	0
P0027	26 0L000000	0	0	0	0	0
P0028	27 0M000000	0	0	0	0	0
P0029	28 0N000000	0	0	0	0	0
P0030	29 0O000000	0	0	0	0	0
P0031	30 0P000000	0	0	0	0	0
P0032	31 0Q000000	0	0	0	0	0
P0033	32 0R000000	0	0	0	0	0
P0034	33 0S000000	0	0	0	0	0
P0035	34 0T000000	0	0	0	0	0
P0036	35 0U000000	0	0	0	0	0
P0037	36 0V000000	0	0	0	0	0
P0038	37 0W000000	0	0	0	0	0
P0039	38 0X000000	0	0	0	0	0
P0040	39 0Y000000	0	0	0	0	0
P0041	40 0Z000000	0	0	0	0	0
P0042	41 0A000000	0	0	0	0	0
P0043	42 0B000000	0	0	0	0	0
P0044	43 0C000000	0	0	0	0	0
P0045	44 0D000000	0	0	0	0	0
P0046	45 0E000000	0	0	0	0	0
P0047	46 0F000000	0	0	0	0	0
P0048	47 0G000000	0	0	0	0	0
P0049	48 0H000000	0	0	0	0	0
P0050	49 0I000000	0	0	0	0	0
P0051	50 0J000000	0	0	0	0	0
P0052	51 0K000000	0	0	0	0	0
P0053	52 0L000000	0	0	0	0	0
P0054	53 0M000000	0	0	0	0	0
P0055	54 0N000000	0	0	0	0	0
P0056	55 0O000000	0	0	0	0	0
P0057	56 0P000000	0	0	0	0	0
P0058	57 0Q000000	0	0	0	0	0
P0059	58 0R000000	0	0	0	0	0
P0060	59 0S000000	0	0	0	0	0
P0061	60 0T000000	0	0	0	0	0
P0062	61 0U000000	0	0	0	0	0
P0063	62 0V000000	0	0	0	0	0
P0064	63 0W000000	0	0	0	0	0
P0065	64 0X000000	0	0	0	0	0
P0066	65 0Y000000	0	0	0	0	0
P0067	66 0Z000000	0	0	0	0	0
P0068	67 0A000000	0	0	0	0	0
P0069	68 0B000000	0	0	0	0	0
P0070	69 0C000000	0	0	0	0	0
P0071	70 0D000000	0	0	0	0	0
P0072	71 0E000000	0	0	0	0	0
P0073	72 0F000000	0	0	0	0	0
P0074	73 0G000000	0	0	0	0	0
P0075	74 0H000000	0	0	0	0	0
P0076	75 0I000000	0	0	0	0	0
P0077	76 0J000000	0	0	0	0	0
P0078	77 0K000000	0	0	0	0	0
P0079	78 0L000000	0	0	0	0	0
P0080	79 0M000000	0	0	0	0	0
P0081	80 0N000000	0	0	0	0	0
P0082	81 0O000000	0	0	0	0	0
P0083	82 0P000000	0	0	0	0	0
P0084	83 0Q000000	0	0	0	0	0
P0085	84 0R000000	0	0	0	0	0
P0086	85 0S000000	0	0	0	0	0
P0087	86 0T000000	0	0	0	0	0
P0088	87 0U000000	0	0	0	0	0
P0089	88 0V000000	0	0	0	0	0
P0090	89 0W000000	0	0	0	0	0
P0091	90 0X000000	0	0	0	0	0
P0092	91 0Y000000	0	0	0	0	0
P0093	92 0Z000000	0	0	0	0	0
P0094	93 0A000000	0	0	0	0	0
P0095	94 0B000000	0	0	0	0	0
P0096	95 0C000000	0	0	0	0	0
P0097	96 0D000000	0	0	0	0	0
P0098	97 0E000000	0	0	0	0	0
P0099	98 0F000000	0	0	0	0	0
P0100	99 0G000000	0	0	0	0	0
P0101	100 0H000000	0	0	0	0	0
P0102	101 0I000000	0	0	0	0	0
P0103	102 0J000000	0	0	0	0	0
P0104	103 0K000000	0	0	0	0	0
P0105	104 0L000000	0	0	0	0	0
P0106	105 0M000000	0	0	0	0	0
P0107	106 0N000000	0	0	0	0	0
P0108	107 0O000000	0	0	0	0	0
P0109	108 0P000000	0	0	0	0	0
P0110	109 0Q000000	0	0	0	0	0
P0111	110 0R000000	0	0	0	0	0
P0112	111 0S000000	0	0	0	0	0
P0113	112 0T000000	0	0	0	0	0
P0114	113 0U000000	0	0	0	0	0
P0115	114 0V000000	0	0	0	0	0
P0116	115 0W000000	0	0	0	0	0
P0117	116 0X000000	0	0	0	0	0
P0118	117 0Y000000	0	0	0	0	0
P0119	118 0Z000000	0	0	0	0	0
P0120	119 0A000000	0	0	0	0	0
P0121	120 0B000000	0	0	0	0	0
P0122	121 0C000000	0	0	0	0	0
P0123	122 0D000000	0	0	0	0	0
P0124	123 0E000000	0	0	0	0	0
P0125	124 0F000000	0	0	0	0	0
P0126	125 0G000000	0	0	0	0	0
P0127	126 0H000000	0	0	0	0	0
P0128	127 0I000000	0	0	0	0	0
P0129	128 0J000000	0	0	0	0	0
P0130	129 0K000000	0	0	0	0	0
P0131	130 0L000000	0	0	0	0	0
P0132	131 0M000000	0	0	0	0	0
P0133	132 0N000000	0	0	0	0	0
P0134	133 0O000000	0	0	0	0	0
P0135	134 0P000000	0	0	0	0	0
P0136	135 0Q000000	0	0	0	0	0
P0137	136 0R000000	0	0	0	0	0
P0138	137 0S000000	0	0	0	0	0
P0139	138 0T000000	0	0	0	0	0
P0140	139 0U000000	0	0	0	0	0
P0141	140 0V000000	0	0	0	0	0
P0142	141 0W000000	0	0	0	0	0
P0143	142 0X000000	0	0	0	0	0
P0144	143 0Y000000	0	0	0	0	0
P0145	144 0Z000000	0	0	0	0	0
P0146	145 0A000000	0	0	0	0	0
P0147	146 0B000000	0	0	0	0	0
P0148	147 0C000000	0	0	0	0	0
P0149	148 0D000000	0	0	0	0	0
P0150	149 0E000000	0	0	0	0	0
P0151	150 0F000000	0	0	0	0	0
P0152	151 0G000000	0	0	0	0	0
P0153	152 0H000000	0	0	0	0	0
P0154	153 0I000000	0	0	0	0	0
P0155	154 0J000000	0	0	0	0	0
P0156	155 0K000000	0	0	0	0	0
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P0159	158 0N000000	0	0	0	0	0
P0160	159 0O000000	0	0	0	0	0
P0161	160 0P000000	0	0	0	0	0
P0162	161 0Q000000	0	0	0	0	0
P0163	162 0R000000	0	0	0	0	0
P0164	163 0S000000	0	0	0	0	0
P0165	164 0T000000	0	0	0	0	0
P0166	165 0U000000	0	0	0	0	0
P0167	166 0V000000	0	0	0	0	0
P0168	167 0W000000	0	0	0	0	0
P0169	168 0X000000	0	0	0	0	0
P0170	169 0Y000000	0	0	0	0	0
P0171	170 0Z000000	0	0	0	0	0
P0172	171 0A000000	0	0	0	0	0
P0173	172 0B000000	0	0	0	0	0
P0174	173 0C000000	0	0	0	0	0
P0175	174 0D000000					

Possible Items Needed

- ✓ Deposit Slips
 - *Why?*
 - If you have one deposit slip in a day that is for multiple types of receipts, deposit slip may be needed to match up system to bank

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37

37

It's Time to Start the Reconciliation Process



The order of review may be different, but process is same.

Efficient, Efficient, Temperature

Efficient, Efficient, Temperature

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38

It's Time to Start the Reconciliation Process

- ✓ Bank balances from bank statements need input into reconciliation
- ✓ Investment balances on system should be reviewed and updated at end of month to match statements, if they are CDs, savings, and STAROhio
 - If they are an investment that has market value, do not match statement to reconciliation as this is posted at purchase price until sold



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39

Tip #1

- Whether it is deposits, checks, electronic receipts or withdrawals, or interest earned, use a pencil to mark items on the bank statement and system reports to show what matches. Items that aren't marked off the statements and/or the system reports will be reconciling issues
- Be aware of timing issues
 - Expenditures near month end on book but not bank or visa versa
 - Receipts near month end on bank statement but not books or visa versa

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Tip #2 - Revenue

Deposits on bank statement need to be matched to the receipts posted to system:

- Some systems make you mark receipts on system when matched to bank deposits
- Receipts posted but not on bank statement at end of month, should be listed as Deposits in Transit reconciling item
- Any receipt that doesn't match deposit slip needs to be listed as reconciling item for the amount that doesn't match

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41

Tip #3 - Revenue**Electronic Receipts on Bank Statement:**

- May or may not have received documentation in mail or via email
- Determine if it is posted in system
- Find source of receipt

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42

Tip #4

Bank Corrections:

- May note during the month or the month prior, a receipt on system doesn't match bank. If bank caused error, they will show correction
- Bank correction needs matched up to the potential reconciling item in prior month or the original receipt
- Be aware of NSF and additional charges

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43

Tip #5 - Revenue

Things to Remember:

- Interest is only shown on statements and needs posted or it is a reconciling item
- Investment interest needs to be flagged to hit investment account on system to allow the investment balance to match the investment statements. Example – STAROhio
- NSF on receipts returned – Make sure it is matched up with the original receipt when received

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44

Tip #6 - Expenditures

Checking Account Cleared Checks:

- Cleared checks on bank statements need marked in system
- Double check that amounts of the cleared check on bank to the system
 - Any differences should be listed as reconciling items on bank reconciliation and researched
- Checks not cleared will be listed as outstanding checks

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Tip #7 - Expenditures

Outstanding Check List:

- Review the outstanding check list monthly
Please note if any checks are over 6 months old. If they are, consider calling vendor or person listed on check to determine if it was received or sent in error
- MAS Bulletin 91-11: Liability of Public Money; Unclaimed Moneys

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46

46

Tip #8 - Expenditures

Wire Payments or Electronic Debits:

- Most wire payments shown on bank statements are debt payments. These items must match memo expenditures posted in system
- Any item listed on bank as debit or expense not related to check must be posted in system or it is reconciling item

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47

47

Tip #9 - Expenditures

Bank Charges:

- Several banks have a monthly bank charge. This is only listed on statement and must be posted to system
- At times, banks charge for new check orders and that is also listed on bank statements

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48

Tip #10 - Expenditures

Things to Remember:

- All memo charges posted in system must be listed on bank statement
- Checks that are voided – make sure they are noted in the system. This keeps the outstanding check list up to date

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49

49

Tip #11 - Investment Accounts

Possible Items:

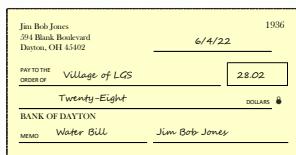
- Receipts for investment is possible movement of money from another bank account to investment
 - - No receipt posted
- Deduction from investment possible movement to another bank account. – No expenditure posted
- Other items – Change and petty cash amounts

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50

Common Issues



- In this case, the resident paid their water bill of \$28.02, which is what the entity posted on the system. However, banks go by what is written out on the line, not the numbers in the box, so this check only cleared the bank for \$28.00 which created a \$0.02 reconciling item.

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51

51

Common Issues

- Deposits in transit clear in the next month
- Payments automatically withdrawn from the bank account
- Returned checks
- Fund Transfers
- Bank Transfers
- Corrections posted for outstanding reconciling items
- Bank statement dates are mid-month

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52

52

Problems Reconciling

- Seek assistance immediately
- OFMA or Department of Agriculture
- Another Ag. Society or governmental entity
- County Auditor/Treasurer Office
- Auditor of State Local Government Services (LGS) Division

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53

IT BALANCES!!

No greater feeling than when you have reached the end and the books reconcile to the bank.



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54

FOOTNOTES

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Footnotes

• The notes shell should be customized for information related to your specific Ag. Society

- Modify all descriptions, tables, etc
- If modifying tables:
 - Rows/Columns may be hidden
 - Foot/Crossfoot to confirm math accuracy that all formulas are correct
- If the note does not apply, then delete it

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56

Notes Shell

- The footnote shells have colors to help guide you
 - **Yellow highlights** are helpful guidance
 - **Green highlights** are generic information; modify to fit your Ag. Society
 - **Aqua highlights** are current year changes
- The shells use CY for current year and PY for prior year
 - You can use “find and replace” to make them 2025 and 2024, or whatever year you are in
- The shells include a header that if modified on the first page, will carry your entity name, county, and year through all pages of the report

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Note 1 – Reporting Entity

- Modify as needed and describe events that your Society holds.
- Include make-up of Board
- Reference Junior Fair Board and Junior Livestock Sale Committee Financial Statement footnotes if separate financial statement activity
- Reference other Organizations, if applicable, see Notes 14-17 in generic special purpose government notes shell

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58

Note 2 - Summary of Significant Accounting Policies

- Most of this note is standard language that you will just leave as-is
- Deposits and investments – modify to fit your investments, if you have any (see Note 3)
- Capital Assets – delete if you don't own any capital assets
- Accumulated Leave – delete if no employees are entitled to benefits
- Leases and SBITAs – Modify if a lessor or lessee to a lease agreement. Modify if you have software contracts. Delete if no leases or SBITAs
- Income Tax Status – Modify as needed
- Race Purse – Modify as needed, delete if you do not hold races
- Pari-mutual Wagering – Delete if you do not participate in pari-mutual wagering

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59

Note 3 – Deposits and Investments

- Note has a chart that lists all the cash/investment accounts by type
 - All accounts of one type are added together, you don't have to list out each bank or account separately
- Total should agree to fund balance total on financial statements
- Modify for type of collateral for deposits

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60

Note 4 – Horse Racing

- Modify as needed if you have horse racing, complete applicable parts of table
- If you have no horse racing, delete entire footnote and re-number remaining notes
- Include amount of state support portion of purse
- Only certain portions of this activity hits the financial statements
See explanation highlighted in yellow in the note shell

Note 5 – Risk Management

- In the list of types of insurance, only include those that your Ag. Society has
- If participating in a risk pool for insurance, use and update that section with the name of pool and what it covers – shells for the common pools are updated annually and available on AOS website <http://www.ohioauditor.gov/references/shells/footnotes.html>
- If self insured for a type of insurance, use and update that section

61

Note 6 – Social Security

- Delete if no employees are entitled to these benefits

Note 7 – Debt

- Describe all debt obligations your Society had during the fiscal year, including bonds, notes, loans, lines of credit, and leases.
 - If debt was issued and repaid within the fiscal year, include the details of the issuance and repayment.
- Complete the first table, including the amount of each debt outstanding at the end of the fiscal year and the interest rate.
- Complete the amortization table with principal and interest payments remaining to be made on each type of debt; first 5 years separately and then remaining in 5 year groupings.
- If you have no debt, delete entire footnote and re-number remaining notes

62

Note 8 – Construction and Contractual Commitments

- List any **significant** construction or other contractual commitments.
- Example – Construction of a new office.

Note 9 – Contingent Liabilities

- Items that could impact financial position
- Examples: Lawsuits the Ag. Society is involved in
 - Grants subject to audit
- It is recommended that you request the County Prosecutor/legal counsel for a letter indicating if there are any legal issues that could impact the Society's financial position.

63

Note 10 – Related Party Transactions

- List any significant transactions that meet the definition listed in the shell; the opposite of an arm's length transaction
- There are a couple of examples in the shell but if you aren't sure if your situation applies, please consult with your County Prosecutor/legal counsel

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64

Note 11 – Subsequent Events

- Significant event or transaction that affects the financial statements subsequent to the financial statement date
- Examples:
 - Issuance of debt
 - New levy or other major revenue
 - Including material federal or state grant awards
 - Major expenditures known after year-end

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65

Note 12 – Junior Fair Board

- Modify and complete tables based on your situation.
- Disclosure is not appropriate where activities all run through the Society's books and there is no separate bank account.
- In such cases, review prior year disclosure

Note 13 – Junior Livestock Sale Committee

- Modify and complete tables based on your situation.
- Disclosure is not appropriate where activities all run through the Society's books and there is no separate bank account.
- In such cases, review prior year disclosure

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66

Note 14 – COVID-19

- Disclose any COVID-19 revenue received or spent during the year
- If you received no revenue or have no existing revenue to spend, you may be able to delete most or all of the footnote

Note 15 – Restatement of Fund Cash Balance

- Modify and complete table if change in beginning fund cash balance

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67

Any Questions

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68

68

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69

69