



**Mary Taylor, CPA**  
Auditor of State





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

McKinley Memorial Library Board of Trustees  
Trumbull County  
40 North Main Street  
Niles, Ohio 44446

We have performed the procedures enumerated below to which the McKinley Memorial Library Board of Trustees agreed solely to assist in confirming the cash fund balances of the Library as of December 31, 2007 and January 31, 2008. We followed the American Institute of Certified Public Accountants' attestation standards for agreed-upon procedures engagements. The sufficiency of the procedures is solely the responsibility of the addressees. 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. Our procedures were as follows:

### Cash and Investments Reconciliation

1. We agreed the Library's monthly Combined Fund Report, Revenue Report, and Fund Summary Report with the bank reconciliations as of December 31, 2007 and January 31, 2008. The reports agreed.
2. We recomputed the mathematical accuracy of the bank reconciliations as of December 31, 2007 and January 31, 2008. We noted no computational errors.
3. We confirmed bank and investment balances as of December 31, 2007 and January 31, 2008 by direct correspondence using the AICPA *Standard Form to Confirm Account Balances Information with Financial Institutions*. The confirmation amounts agreed to the bank statement balances and investment balances as reported in the bank reconciliations as of December 31, 2007 and January 31, 2008.
4. We agreed the outstanding checks appearing in the bank reconciliations as of December 31, 2007 and January 31, 2008 to canceled checks and bank statements. We determined the dates and amounts on those documents confirm that the outstanding checks were proper reconciling items and were recorded in the proper amounts in the bank reconciliations as of December 31, 2007 and January 31, 2008. We also traced the interest not yet posted per bank reconciliations as of December 31, 2007 and January 31, 2008 to bank statements and investment maturity notices. We determined the bank reconciliations as of December 31, 2007 and January 31, 2008 reported the interest at the proper amount as an unrecorded receipt.
5. We confirmed authorized signatories directly with the banks and STAR Ohio. The signatories confirmed by the banks and STAR Ohio agreed with those the Board of Trustees authorized.

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6. We agreed the transfers of funds made between the checking account and the payroll clearing account from September 1, 2007 through December 31, 2007 to the gross pay amounts per Payroll Register. The transfer amounts agreed to the gross pay amounts. We also agreed the Payroll Register with transactions recorded in the payroll clearing bank accounts from September 1, 2007 through December 31, 2007 including the electronic transfers of funds for employees' direct deposit, and to pay employees' withholdings to OPERS, State of Ohio tax, Deferred Compensation, Federal Income Tax, and Medicare. We found no exceptions.
7. We scanned all electronic images of checks returned with the bank statements from January 1, 2007 through December 31, 2007. We determined that each check was properly signed, endorsed, and was made for a proper public purpose.

We were not engaged to and did not audit cash or investments, the objective of which would be the expression of an opinion on cash or investments. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that we would have reported to you.

This report is intended solely for the information and use of the McKinley Memorial Library Board of Trustees and is not intended to be and should not be used by anyone else.



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April 21, 2008



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**McKINLEY MEMORIAL LIBRARY**

**TRUMBULL 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 3, 2008**