



**Auditor of State
Betty Montgomery**

NORWOOD CITY SCHOOL DISTRICT
HAMILTON COUNTY

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Auditor of State Betty Montgomery

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Norwood City School District
Hamilton County
2132 Williams Avenue
Norwood, Ohio 45212

To the Board of Education:

We have performed the procedures enumerated below as of December 31, 2003, which were agreed to by the Norwood City School District, Hamilton County, Ohio (the District), solely to assist you in the transition of the Treasurer. The transition is the responsibility of the present and former officeholder. 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 District. 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 Reconciliation

1. We compared the sum of the cash balances recorded on Norwood City School District's 4502 report with the cash balances reconciled by Cary Furniss for Norwood City School District as of December 31, 2003. We noted no unexplained differences between the balances recorded on the 4502 report and the reconciled balances.
2. We recomputed the mathematical accuracy of the reconciliation. We noted no computational errors.
3. We agreed bank balances on the reconciliation with month end bank statements. We agreed Investment balances on the reconciliation to investment month end statements. We noted no differences in the amounts or description of the assets on the reconciliation versus the statements.
4. We agreed reconciling items in excess of \$100 appearing on that reconciliation to canceled checks, deposit slips, or other supporting documentation. We determined that the dates on those documents support that those items were proper reconciling items at December 31, 2003.

We were not engaged to and did not audit cash, the objective of which would be the expression of an opinion on cash. 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.

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This report is intended solely for the information and use of the addressees listed above and is not intended to be and should not be used by anyone else.

A handwritten signature in black ink that reads "Betty Montgomery". The signature is written in a cursive, flowing style.

Betty Montgomery
Auditor of State

February 2, 2004



**Auditor of State
Betty Montgomery**

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NORWOOD CITY SCHOOL DISTRICT

HAMILTON 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
MARCH 18, 2004**