



OHIO AUDITOR OF STATE  
**KEITH FABER**





# OHIO AUDITOR OF STATE KEITH FABER



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Auglaize Township Park District  
Allen County  
7825 Bellefontaine Road  
Harrod, Ohio 45850

We have completed certain procedures in accordance with Ohio Rev. Code Section 117.01(G) to the accounting records and related documents of the Auglaize Township Park District, Allen County, (the Park District) for the years ended December 31, 2018 and 2017.

Our procedures were designed solely to satisfy the audit requirements of Ohio Rev. Code Section 117.11(A). Because our procedures were not designed to opine on the Park District's financial statements, we did not follow *generally accepted auditing standards*. We do not provide any assurance on the Park District's financial statements, transactions or balances for the years ended December 31, 2018 and 2017.

The Park District's management is responsible for preparing and maintaining its accounting records and related documents. Our responsibility under Ohio Rev. Code Section 117.11(A) is to examine, analyze and inspect these records and documents.

Based on the results of our procedures, we found the following significant compliance or accounting issues to report.

## Current Year Observations

1. **Ohio Rev. Code §117.38** states, in part, that each public office, other than a state agency, shall file a financial report for each fiscal year. The report shall be certified by the proper officer or board and filed with the auditor of state the within sixty days after the close of the fiscal year. At the time the report is filed with the auditor of state, the chief fiscal officer, except as otherwise provided in section 319.11 of the Revised Code, shall publish notice in a newspaper published in the political subdivision or taxing district, and if there is no such newspaper, then in a newspaper of general circulation in the political subdivision or taxing district. The notice shall state that the financial report has been completed by the public office and is available for public inspection at the office of the chief fiscal officer. Any public office, that does not file its financial report at the time required by this section shall pay to the auditor of state twenty-five dollars for each day the report remains unfiled after the filing date; provided, that the penalty payments shall not exceed the sum of seven hundred fifty dollars.

The Park District originally filed the 2017 financial statements on March 6, 2019 which did not meet the 60 day deadline and an extension was not filed. The Park District originally filed the 2018 financial statements on April 15, 2019, which also did not meet the 60 day deadline and an extension was not filed. Also, neither of the original 2017 and 2018 filings were considered to be complete. The Park District re-filed complete 2017 financial statements on August 27, 2019 and complete 2018 financial statements on August 29, 2019.

The Park District should implement procedures and/or controls, such as a reminder system, to help ensure the timely filing and notification to the public of the availability of financial statements. In addition, Ohio Revised Code Section §117.38 should be reviewed in its entirety along with

Auditor of State Bulletin 2015-007 to further understand the annual filing of the Park District financial statements.

2. **Ohio Rev. Code § 5705.41(B)** states that expenditures cannot be made unless appropriated. The Park District did not adopt appropriations in 2018 which resulted in all disbursements exceeding appropriations.

The failure to adopt appropriations increases the risk that actual spending will exceed the Board's intended spending and could result in deficit spending.

A procedure(s) and/or control(s) should be implemented by the Park District to help ensure that appropriations are adopted each year. In addition, the adopted appropriations should not exceed estimated resources as required by Ohio Revised Code Section 5705.39. Once appropriations and estimated receipts are approved, they should be integrated into the accounting system to facilitate the monitoring of budgeted versus actual activity.

3. The Park District utilized a credit card in 2017 for purchases totaling \$401. The total \$401 consisted of six credit card purchases ranging from \$27 to \$109. No original receipt or other support was maintained to support these purchases. Each of the unsupported purchases were made at a local gas station and were recorded in the Park District's accounting ledger as expenditures to purchase fuel for the Park District mower, which would appear to be a reasonable expense for a Park District.

The lack of itemized receipts or other supporting documentation for purchases increases the risk of errors and/or irregularities, and may result in findings for recovery against those authorizing the payment.

The District should not approve disbursements for payment unless there is original supporting documentation.

### **Current Status of Matters Reported in our Prior Engagement**

1. Our prior audit reported matters on financial statement filing, adopting appropriations and estimated resources, integrating budgetary amounts into the accounting system, and expenditures greater than appropriations which have been repeated above as observation numbers 1 and 2.



Keith Faber  
Auditor of State  
Columbus, Ohio

September 13, 2019

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**AUGLAIZE TOWNSHIP PARK DISTRICT**

**ALLEN 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  
OCTOBER 15, 2019**