



Mary Taylor, CPA  
Auditor of State





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

Beavercreek Township Park District  
Greene County  
1981 Dayton-Xenia Road  
Beavercreek, Ohio 45434

We have performed the procedures enumerated below, with which the Board of Park Commissioners and the management of Beavercreek Township Park District (the District) agreed, solely to assist the Board in evaluating receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2009 and 2008, and certain compliance requirements related to these transactions and balances. Management is responsible for recording transactions; and management and the Board are responsible for complying with the compliance requirements. This agreed-upon procedures engagement was conducted in accordance with the American Institute of Certified Public Accountants' attestation standards and applicable attestation engagement standards included in the Comptroller General of the United States' *Government Auditing Standards*. The sufficiency of the procedures is solely the responsibility of the parties specified in this 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.

This report only describes exceptions exceeding \$10.

### Cash

1. We tested the mathematical accuracy of the December 31, 2009 and December 31, 2008 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2008 beginning fund balances recorded in the cash ledger to the December 31, 2007 balances in the prior year audited statements. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the December 31, 2009 and 2008 fund cash balances reported in the cash ledger. The amounts agreed.
4. We confirmed the December 31, 2009 bank account balance with the District's financial institution. We found no exceptions. We also agreed the confirmed balances to the amounts appearing in the December 31, 2009 bank reconciliation without exception.
5. We selected all four outstanding checks from the December 31, 2009 bank reconciliation:
  - a. We traced each check to the debit appearing in the subsequent January bank statement. We found no exceptions.
  - b. We traced the amounts and date written to the cash ledger, to determine the checks were dated prior to December 31. We noted no exceptions.

### **Intergovernmental and Other Confirmable Cash Receipts**

1. We selected five receipts from the Greene County Vendor Audit Trail Report from 2009 and five from 2008.
  - a. We compared the amount from the Vendor Audit Trail Report to the amount recorded in the cash ledger. The amounts agreed.
  - b. We determined whether these receipts were allocated to the proper fund. We found no exceptions.
  - c. We determined whether the receipts were recorded in the proper year. We found no exceptions.
2. We confirmed the amounts paid from Beavercreek Township to the District during 2009 and 2008 with the Township. We found no exceptions.
  - a. We determined whether these receipts were allocated to the proper fund. We found no exceptions.
  - b. We determined whether the receipts were recorded in the proper year. We found no exceptions.

### **Debt**

We inquired of management, and scanned the cash ledger for evidence of bonded or note debt issued during 2009 or 2008 or outstanding as of December 31, 2009 or 2008. We noted no new debt issuances, nor any debt payment activity during 2009 or 2008.

### **Payroll Cash Disbursements**

1. We haphazardly selected one payroll check for the two employees from 2009 and one payroll check for the two employees from 2008 from the and determined whether the following information in the payroll folder and minute record was consistent with the information used to compute gross and net pay related to this check:
  - a. Name.
  - b. Authorized salary.
  - c. Department and fund to which the check should be charged.
  - d. Retirement system participation and payroll withholding.
  - e. Federal, State & Local income tax withholding authorization and withholding.
  - f. Any other deduction authorizations (deferred compensation, etc.)

We found no exceptions related to steps a. – f. above, except the District's two employees did not have state taxes withheld from their paychecks.

2. We tested the checks we selected in step 1, as follows:
  - a. We compared the salary amount used in computing gross pay to supporting documentation (minute record and contracts). We found no exceptions.
  - b. We recomputed gross and net pay and agreed it to the amount recorded in the cash ledger. We found no exceptions.
  - c. We determined whether the fund and account code to which the check was posted was reasonable based on the employees' duties as documented in the minute records and contracts. We also determined whether the payment was posted to the proper year. We found no exceptions.

**Payroll Cash Disbursements (Continued)**

3. We scanned the last remittance of tax withholdings for the year ended December 31, 2009 to determine whether remittances were timely paid, and that the amounts paid agreed to the amounts withheld during the final withholding period during 2009. We noted the following:

<u>Withholding</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Amount Withheld</u>	<u>Amount Paid</u>
Federal income taxes, including Social Security and Medicare.	January 31, 2010	December 31, 2009	\$1,116.90	\$1,116.90

**Non-Payroll Cash Disbursements**

1. For the cash ledger, we footed disbursements recorded in the General Fund for 2009. We found no exceptions.
2. We agreed total disbursements (non-payroll and payroll) from the Annual Financial Report for the years ended December 31, 2009 and 2008 to the total disbursements recorded in the cash ledger. We found no exceptions.
3. We haphazardly selected ten disbursements from the cash ledger for the year ended December 31, 2009 and ten from the year ended 2008 and determined whether:
  - a. The disbursements were for a proper public purpose. We found no exceptions.
  - b. 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 cash ledger and to the names and amounts on the supporting invoices. We found no exceptions.
  - c. The payment was posted to a fund consistent with the restricted purpose for which the fund's cash can be used. We found no exceptions.
  - d. The fiscal officer certified disbursements requiring certification or issued a *Then and Now Certificate*, as required by Ohio Rev. Code Sections 5705.28(B)(2) and 5705.41(D). We found sixteen instances where the certification date was after the vendor invoice date. Ohio Rev. Code Sections 5705.28(B)(2) and 5705.41(D) requires certifying at the time of a commitment, which should precede the invoice date.

**Officials' Response:**

The Beavercreek Township Board of Park Commissioners ("Board") agrees that expenditures have not been executed with a purchase order or Then & Now certificate. This has not been an issue in the past, as the Board has been reviewing and approving all expenditures at our monthly public meetings. These approved expenditures are documented in our meeting minutes. We are in the process of gathering guidance on the requirement and use of purchase orders and certificates and plan to start using them in the near future.

### **Compliance – Budgetary**

1. We compared the total from the Amended Official Certificate of Estimated Resources, required by Ohio Rev. Code Sections 5705.28(B)(2) and 5705.36(A)(1), to the amounts recorded in the manual accounting system for the General fund for the years ended December 31, 2009 and 2008. For 2009 the District's budget worksheet reflected estimated receipts of \$59,781.46. However, the final *Amended Official Certificate of Estimated Resources* reflected \$60,827.33. For 2008 the District did not track budget versus actual receipts. The Treasurer should periodically compare amounts recorded in the Annual Budget Worksheet to amounts recorded on the *Amended Official Certificate of Estimated Resources* to assure they agree. If the amounts do not agree, the Trustees may be using inaccurate information for budgeting and monitoring purposes.
2. We scanned the appropriation measures adopted for 2009 and 2008 to determine whether, for the General fund, the Trustees appropriated separately for "each office, department, and division, and within each, the amount appropriated for personal services," as is required by Ohio Rev. Code Sections 5705.28(B)(2) and 5705.38(C). We found no exceptions.
3. We compared total appropriations required by Ohio Rev. Code Sections 5705.28(B)(2), 5705.38 and 5705.40, to the amounts recorded in the manual accounting system for 2009 and 2008 for the General fund. For 2009 the District's budget worksheet reflected appropriations of \$75,900. However, the approved appropriation resolution reflected \$103,911.70. For 2008 the District did not track appropriations in a budget worksheet. The Treasurer should periodically compare amounts recorded in the Annual Budget Worksheet to amounts per the approved appropriations resolution to assure they agree. If the amounts do not agree, the Trustees may be using inaccurate information for budgeting and monitoring purposes.
4. Ohio Rev. Code Section 5705.28(B)(2)(c) prohibits appropriations from exceeding the estimated revenue available for expenditure (receipts plus beginning unencumbered cash). We compared total appropriations to total estimated revenue for the General fund for the years ended December 31, 2009 and 2008. We noted that the General Fund appropriations did not exceed estimated revenue.
5. Ohio Rev. Code Sections 5705.28(B)(2) and 5705.41(B) prohibits expenditures (disbursements plus certified commitments) from exceeding appropriations. We compared total expenditures to total appropriations for the years ended December 31, 2009 and 2008 for the General fund, as established by the appropriation resolution. We noted that the General fund expenditures did not exceed appropriations.

### **Officials' Response:**

The Board agrees that the finance clerk has not kept a budgetary ledger mainly because we are an extremely small park district with only one real (primary) source of funding. However, the Board realized this was a problem after the 06-07 audit was completed and took steps to devise a spreadsheet to provide income and expense tracking. The board worked for several months in 2008 on the development of the spreadsheet and decided it would be best implemented at the start of a new calendar year. In January 2009 the Board began using the new finance tracking spreadsheet to track monthly income and expenses. The spreadsheet provides line item review of income and expenses along with the previously approved budgeted amounts. This spreadsheet has proved extremely useful by the Board during monthly meetings and has improved our ability to track and forecast expenses. Additionally, 2009 data from this spreadsheet was used to build the 2010 Annual Appropriations submission and will be used to build future budget submissions.

**Compliance – Contracts & Expenditures**

We inquired of management and scanned the cash ledger for the years ended December 31, 2009 and 2008 for procurements requiring competitive bidding. We identified no procurements that require competitive bidding. The District has not adopted Bylaws (which should address competitive bidding requirements), pursuant to Ohio Rev. Code Section 1545.09(A).

We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion on the District's receipts, disbursements, balances and compliance with certain laws and regulations. Accordingly, we do not express an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of management and those charged with governance and is not intended to be, and should not be used by anyone other than these specified parties.

A handwritten signature in cursive script that reads "Mary Taylor".

**Mary Taylor, CPA**  
Auditor of State

May 6, 2010







**Mary Taylor, CPA**  
Auditor of State

**BEAVERCREEK TOWNSHIP PARK DISTRICT**

**GREENE 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 10, 2010**