



Dave Yost • Auditor of State



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Auglaize Township Park District
Allen County
1422 S. Napoleon 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, 2012 and 2011.

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, 2012 or 2011.

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.

Current Year Observations

1. The Fiscal Officer used the 2012 year-end bank statement, which covered the period of December 12, 2012 to January 11, 2013, as the bank to book reconciliation by marking debits and credits as having been reviewed. There were no identified reconciling items. We reviewed this bank statement for evidence that it reconciled to the reported year-end balance on the December 31, 2012 financial statement and to the checkbook balance. Our review showed that the bank balance was less than the financial statement balance by approximately \$534.85 and the checkbook balance by approximately \$612.85 at December 31, 2012. The failure to reconcile the bank balance to the books, to the financial statements, and to the check register increases the risk of errors and/or irregularities that may not be detected in a timely manner.

Bank to book reconciliations should be prepared that present the bank balance(s) and book balance along with any reconciling items such as outstanding checks and deposits in transit. The reconciled balance should then be agreed to the checkbook balance. In addition, at year-end the reconciled book and checkbook balances should agree to the balance presented in the financial statements.

The Trustees should periodically review the monthly reconciliations to help assure that the bank and book reconcile and are in agreement with the check register. The Trustees should review the year-end financial statement to verify agreement to the activity recorded in the books, to the reconciled bank to book balance, and to the check register. Any variances between these documents should be investigated and resolved.

2. During 2012 and 2011, monthly local government receipts were sometimes not recorded in the books and deposited for two to three months. The failure to not record or deposit receipts timely increases the risk of the loss or misuse of public funds along with the loss of interest income. All receipts should be recorded and deposited immediately. The Trustees should periodically review the accounting records and bank statements to help assure receipts are being recorded and deposited timely.

Current Year Observations (Continued)

3. **Ohio Rev. Code Section 5705.39** states, in part, that appropriations cannot exceed estimated receipts. **Ohio Rev. Code Section 5705.41(B)** provides that expenditures cannot be made unless appropriated. For 2012 and 2011, the Park District did not approved estimated receipts or appropriations. The failure to approved estimated receipts and appropriations increases the risk of incurring obligations beyond available resources which could result in deficit spending. The Park District should follow all required budgetary laws.

Current Status of Matters we Reported in our Prior Engagement

1. Our prior audit noted the entity did not comply with **Ohio Rev. Code. Section 117.38** which states, in part, that cash-basis entities must file an annual report with the Auditor of State within 60 days of the fiscal year end. Also, the public office must publish notice in a local newspaper stating the financial report is available for public inspection at the office of the chief fiscal officer. The Park District filed the 2012 and 2011 financial statements on May 20, 2013. A notice was not published in a local newspaper for either the 2012 or 2011 financial statements stating that they were available for inspection.
2. Our prior audit noted the Park District as a legally separate entity established under Ohio Rev. Code Section 1545 did not comply with applicable Ohio Rev. Code Sections pertaining to budgetary requirements as follows:

Ohio Rev. Code Section 5705.28(B)(2)(a) states that the taxing authority of a taxing unit that does not levy a tax is not required to adopt a tax budget pursuant to division (A) of this section. Instead, on or before the fifteenth day of July each year, such taxing authority shall adopt an operating budget for the taxing unit for the ensuing fiscal year. The operating budget shall include an estimate of receipts from all sources, a statement of all taxing unit expenses that are anticipated to occur, and the amount required for debt charges during the fiscal year. The operating budget is not required to be filed with the county auditor or the county budget commission; **(b)** except for this section and sections 5705.36, 5705.38, 5705.40, 5705.41, 5705.43, 5705.44, and 5705.45 of the Revised Code, a taxing unit that does not levy a tax is not a taxing unit for purposes of Chapter 5705 of the Revised Code, and documents prepared in accordance with such sections are not required to be filed with the county auditor or county budget commission. During 2012 and 2011, the Park District did not comply with this requirement.

Ohio Rev. Code Section 5705.36(A)(1) states, in part, that on or about the first day of each fiscal year the fiscal officer shall prepare a certificate of the total amount from each fund set up in the tax budget which is available for expenditure in the tax budget along with any encumbered balances that existed at the end of the preceding year with a few certain exceptions. During 2012 and 2011, the Park District did not comply with this requirement.

Ohio Rev. Code Section 5705.38(A) states that on or about the first day of each year, the Board shall pass an appropriation measure, and thereafter during the year it may pass any supplemental appropriation measures as it finds necessary, based on the revised tax budget or the official certificate of estimated resources or amendments of the certificate. If it desires to postpone the passage of the annual appropriation measure until an amended certificate is received based on the actual balances, it may pass a temporary appropriation measure for meeting the ordinary expenses of the entity until no later than the first day of April of the current year, and the appropriations made in the temporary measure shall be chargeable to the appropriations in the annual appropriation measure for that fiscal year when passed. **Ohio Rev. Code Section 5705.40** stipulates that any appropriation measure may be amended or supplemented as long as the entity complies with the same provisions of the law as are used in making the original appropriation. During 2012 and 2011, the Park District did not comply with these requirements.

Current Status of Matters we Reported in our Prior Engagement (Continued)

Ohio Rev. Code Section 5705.41 states that no subdivision or taxing unit shall: (A) Make any appropriation of money except as provided in Chapter 5705. of the Revised Code; (B) Make any expenditure of money unless it has been appropriated as provided in such chapter; and (C) Make any expenditure of money except by a proper warrant drawn against an appropriate fund. During 2012 and 2011, the Park District did not comply with this requirement.

3. Our prior audit noted the entity did not comply with **Ohio Rev. Code Section 5705.41(D)** which states that no subdivision shall make any contract or give any order involving the expenditure of money unless there is attached thereto a certificate of the fiscal officer of the subdivision. The fiscal officer must certify that the amount required to meet such a commitment has been lawfully appropriated and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrance. During 2012 and 2011, the Park District did not comply with this requirement.



Dave Yost
Auditor of State

May 21, 2013

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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
JUNE 18, 2013**