



Dave Yost • Auditor of State



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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Portage County Park District
Portage County
705 Oakwood Street, Suite G-4
Ravenna, Ohio 44266

We have performed the procedures enumerated below, with which the Board of Trustees and the management of the Portage County 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, 2015 and 2014, 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. Portage County is custodian for the District's deposits, and therefore the County's deposit and investment pool holds the District's assets. We compared the District's fund balances reported in its December 31, 2015 Auditor Treasurer Reconciliation Report to the balances reported in the Portage County's accounting records. The amounts agreed.
2. We agreed the January 1, 2014 beginning fund balances recorded in the Cash Basis Report to the December 31, 2013 balances in the prior year audited statements. We found no exceptions. We also agreed the January 1, 2015 beginning fund balances recorded in the Cash Basis Report to the December 31, 2014 balances in the Cash Basis Report. We found no exceptions.

Property Taxes, Intergovernmental and Other Cash Receipts

1. We selected a property tax receipt from one *Statement of Semiannual Apportionment of Taxes* (the Statement) for 2015:
 - a. We traced the gross receipts from the *Statement* to the amount recorded in the Detailed Revenue Report. We also traced the advances noted on the *Statement* to the Detailed Revenue Report. The amounts agreed.
 - b. We determined whether the receipt was allocated to the proper fund as required by Ohio Rev. Code Sections 5705.05-.06 and 5705.10. We found no exceptions.
 - c. We determined whether the receipt was recorded in the proper year. The receipt was recorded in the proper year.

Property Taxes, Intergovernmental and Other Cash Receipts – (Continued)

2. We scanned the Detailed Revenue Report to determine whether it included two real estate tax receipts, plus 2 advances for 2015. We noted the Detailed Revenue Report included the proper number of tax receipts for 2015.
3. We selected five receipts from the County Auditor's Local Government Funds Distribution Report from 2015 and five from 2014.
 - a. We compared the amount from the above report to the amount recorded in the Detailed Revenue Report. 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.
4. We agreed the amount paid from the Ohio Department of Natural Resources to the District during 2014 to documentation supporting the reimbursement request. We found no exceptions.
 - a. We determined whether this receipt was allocated to the proper fund. We found no exceptions.
 - b. We determined whether this receipt was recorded in the proper year. We found no exceptions.
5. The District received \$75,000 in donations from the Portage Park District Foundation, as approved in the Portage Park District Foundation Board of Trustees Meeting Minutes during 2014. We agreed this amount to the Detailed Revenue Report. We determined there were no restrictions on the donations.

Debt

1. The prior audit documentation disclosed no debt outstanding as of December 31, 2013.
2. We inquired of management, and scanned the Detailed Revenue Report and Detailed Expenditure Report for evidence of debt issued during 2015 or 2014 or debt payment activity during 2015 or 2014. All debt noted agreed to the summary we used in step 3.
3. We obtained a summary of loan debt activity for 2014 and agreed principal and interest payment from the Loan Payoff Statement to the Red Fox Boat Access fund payment reported in the Detailed Expenditure Report. We also compared the date the payment was due to the date the District made the payment. We found no exceptions.
4. We agreed the amount of debt proceeds from the debt documents to amount recorded in the Red Fox Boat Access fund per the Detailed Revenue Report. The amounts agreed.
5. For new debt issued during 2014, we inspected the debt legislation specifically Resolution #2014-03, noting the District must use the proceeds to assist with cash flow toward the construction of the Cuyahoga River Red Fox Boat Access. We scanned the Detailed Expenditure Report and noted the District paid multiple vendors with respect to the construction of the Cuyahoga River Red Fox Boat Access in 2014.

Payroll Cash Disbursements

1. We haphazardly selected one payroll check for five employees from 2015 and one payroll check for all three employees from 2014 from the Detail Check History Report and:
 - a. We compared the hours and pay rate, or salary recorded in the Detail Check History Report to supporting documentation (timecard, or legislatively approved rate or salary). We found one instance where the District could not produce a supporting timesheet for one part-time employee payroll check during 2015. Because we did not test all timecards, our report provides no assurance whether or not other similar errors occurred.
 - b. We recomputed gross and net pay and agreed it to the amount recorded in the payroll register. We found no exceptions.
 - c. We determined whether the fund and account code to which the check was posted were reasonable based on the employees' duties as documented in the employees' personnel files. We also determined whether the payment was posted to the proper year. We found no exceptions.

2. For any new employees selected in step 1 we determined whether the following information in the employees' personnel files was consistent with the information used to compute gross and net pay related to this check:
 - a. Name
 - b. Authorized salary or pay rate
 - c. Department(s) and fund(s) 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

3. We scanned the last remittance of tax and retirement withholdings for the year ended December 31, 2015 to determine whether remittances were timely charged by the fiscal agent (Portage County Auditor), and if the amounts charged agreed to the amounts withheld, plus the employer's share where applicable, during the final withholding period of 2015. We noted the following:

Withholding (plus employer share, where applicable)	Date Due	Date Paid	Amount Due	Amount Paid
Federal income taxes & Medicare (and social security, for employees not enrolled in pension system)	January 31, 2016	December 31, 2015	\$926.47	\$926.47
State income taxes	January 15, 2016	December 31, 2015	\$186.48	\$186.48
Local income tax	January 8, 2016	December 28, 2015	\$175.07	\$175.07
OPERS retirement	January 30, 2016	January 15, 2016	\$2,141.04	\$2,141.04

4. We haphazardly selected and recomputed one termination payment (unused vacation, etc.) using the following information, and agreed the computation to the amount paid as recorded in the Detail Check History Report:
 - a. Accumulated leave records
 - b. The employee's pay rate in effect as of the termination date
 - c. The District's payout policy.

The amount paid was consistent with the information recorded in a. through c. above.

Non-Payroll Cash Disbursements

1. We haphazardly selected ten disbursements from the Detailed Expenditure Report for the year ended December 31, 2015 and ten from the year ended 2014 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 Detailed Expenditure Report 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. We found two instances where the certification date was after the vendor invoice date, and there was also no evidence that a *Then and Now Certificate* was issued. Ohio Rev. Code Section 5705.41(D) requires certifying at the time of a commitment, which should be on or before the invoice date, unless a *Then and Now Certificate* is used. Because we did not test all disbursements requiring certification, our report provides no assurance whether or not additional similar errors occurred.

Compliance – Budgetary

1. We compared the total estimated receipts from the *Amended Official Certificate of Estimated Resources*, required by Ohio Rev. Code Section 5705.36(A)(1), to the amounts recorded in the Certification of Resources Report for the General and Red Fox Boat Access funds for the years ended December 31, 2015 and 2014. The amounts on the *Certificate* agreed to the amount recorded in the accounting system, except for the General Fund. The Certification of Resources Report recorded budgeted (i.e. certified) resources for the General fund of \$140,017.00 for 2014. However, the final *Amended Official Certificate of Estimated Resources* reflected \$145,017.00. The fiscal officer should periodically compare amounts recorded in the Certification of Resources Report 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 2015 and 2014 to determine whether, for the General and Capital Project funds, 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 Section 5705.38(C). We found no exceptions.
3. We compared total appropriations required by Ohio Rev. Code Sections 5705.38 and 5705.40, to the amounts recorded in the Certification of Resources Report for 2015 and 2014 for the following funds: General Fund and Breakneck Creek Improvement Fund. The amounts on the appropriation resolutions agreed to the amounts recorded in the Certification of Resources Report.
4. Ohio Rev. Code Sections 5705.36(A)(5) and 5705.39 prohibits appropriations from exceeding the certified resources. We compared total appropriations to total certified resources for the General and Capital Project funds for the years ended December 31, 2015 and 2014. We noted no funds for which appropriations exceeded certified resources.

Compliance – Budgetary – (Continued)

5. Ohio Rev. Code Section 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, 2015 and 2014 for the General and Capital Project funds, as recorded in the Cash Basis Report. We noted no funds for which expenditures exceeded appropriations.
6. We scanned the 2015 and 2014 Account Detail History Reports for evidence of interfund transfers exceeding \$5,000 which Ohio Rev. Code Sections 5705.14 - .16 restrict. We found no evidence of transfers these Sections prohibit, or for which Section 5705.16 would require approval by the Tax Commissioner and Court of Common Pleas.
7. We inquired of management and scanned the Cash Basis Reports to determine whether the District elected to establish reserve accounts permitted by Ohio Rev. Code Section 5705.13. We noted the District did not establish these reserves.
8. We scanned the Cash Basis Report for the years ended December 31, 2015 and 2014 for negative cash fund balance. Ohio Rev. Code Section 5705.10 (I) provides that money paid into a fund must be used for the purposes for which such fund is established. As a result, a negative fund cash balance indicates that money from one fund was used to cover the expenses of another. We noted no funds having a negative cash fund balance.

Other Compliance

1. Ohio Rev. Code Section 117.38 requires entities to file their financial information in the HINKLE system formerly known as the Annual Financial Data Reporting System (AFDRS) within 60 days after the close of the fiscal year. We reviewed the HINKLE system and AFDRS to verify the District filed their financial information within the allotted timeframe for the years ended December 31, 2015 and 2014. The District received an approved filing extension for 2015. No exceptions noted.

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, those charged with governance, and others within the District, and is not intended to be, and should not be used by anyone other than these specified parties.



Dave Yost
Auditor of State

Columbus, Ohio

October 17, 2016

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PORTAGE COUNTY PARK DISTRICT

PORTAGE 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
NOVEMBER 10, 2016**