



Mary Taylor, CPA
Auditor of State

**AUGLAIZE TOWNSHIP PARK DISTRICT
ALLEN COUNTY**

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Mary Taylor, CPA
Auditor of State

Auglaize Township Park District
Allen County
2395 South Phillips Road
Harrod, Ohio 45850

To the Board of Commissioners:

As you are aware, the Auditor of State's Office (AOS) must modify the *Independent Accountants' Report* we provide on your financial statements due to an interpretation from the American Institute of Certified Public Accountants (AICPA). While AOS does not legally require your government to prepare financial statements pursuant to Generally Accepted Accounting Principles (GAAP), the AICPA interpretation requires auditors to formally acknowledge that you did not prepare your financial statements in accordance with GAAP. Our Report includes an adverse opinion relating to GAAP presentation and measurement requirements, but does not imply the amounts the statements present are misstated under the non-GAAP basis you follow. The AOS report also includes an opinion on the financial statements you prepared using the cash basis and financial statement format the AOS permits.

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Mary Taylor, CPA
Auditor of State

October 16, 2007

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Mary Taylor, CPA

Auditor of State

INDEPENDENT ACCOUNTANTS' REPORT

Auglaize Township Park District
Allen County
2395 South Phillips Road
Harrod, Ohio 45850

To the Board of Commissioners:

We have audited the accompanying financial statements of the Auglaize Township Park District, Allen County, (the District), as of and for the years ended December 31, 2006 and 2005. These financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require that we plan and perform the audit to reasonably assure whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe our audit provides a reasonable basis for our opinion.

As described more fully in Note 1, the District has prepared these financial statements using accounting practices the Auditor of State prescribes or permits. These practices differ from accounting principles generally accepted in the United States of America (GAAP). Although we cannot reasonably determine the effects on the financial statements of the variances between these regulatory accounting practices and GAAP, we presume they are material.

While the District does not follow GAAP, generally accepted auditing standards requires us to include the following paragraph if the statements do not substantially conform to GAAP presentation requirements. The Auditor of State permits, but does not require the District to reformat their statements. The District has elected not to follow GAAP statement formatting requirements. The following paragraph does not imply the amounts reported are materially misstated under the accounting basis the Auditor of State permits. Our opinion on the fair presentation of the amounts reported pursuant to its non-GAAP basis is in the second following paragraph.

In our opinion, because of the effects of the matter discussed in the preceding two paragraphs, the financial statements referred to above for the years ended December 31, 2006 and 2005 do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the District as of December 31, 2006 and 2005, or its changes in financial position for the years then ended.

Also, in our opinion, the financial statements referred to above present fairly, in all material respects, the fund cash balances of the Auglaize Township Park District, Allen County, as of December 31, 2006 and 2005, and its cash receipts and disbursements for the years then ended on the accounting basis Note 1 describes.

The District has not presented Management's Discussion and Analysis, which accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not required to be part of, the financial statements.

In accordance with *Government Auditing Standards*, we have also issued our report dated October 16, 2007, on our consideration of the District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. While we did not opine on the internal control over financial reporting or on compliance, that report describes the scope of our testing of internal control over financial reporting and compliance, and the results of that testing. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*. You should read it in conjunction with this report in assessing the results of our audit.

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

Mary Taylor, CPA
Auditor of State

October 16, 2007

**AUGLAIZE TOWNSHIP PARK DISTRICT
ALLEN COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGE IN FUND CASH BALANCE
GOVERNMENTAL FUND TYPE
FOR THE YEAR ENDED DECEMBER 31, 2006**

	Governmental Fund Type General
Cash Receipts:	
Intergovernmental Revenue	\$4,939
Grants	11,933
Gifts and Donations	290
Miscellaneous	33
Total Cash Receipts	17,195
Cash Disbursements:	
Current Disbursements	
Materials and Supplies	374
Contracts - Services	4,589
Other	172
Capital Outlay	12,791
Total Cash Disbursements	17,926
Total Receipts Over/(Under) Disbursements	(731)
Other Financing Receipts	
Sale of Fixed Assets	1,050
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements	319
Fund Cash Balance, January 1	2,923
Fund Cash Balance, December 31	\$3,242

The notes to the financial statements are an integral part of this statement.

**AUGLAIZE TOWNSHIP PARK DISTRICT
ALLEN COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGE IN FUND CASH BALANCE
GOVERNMENTAL FUND TYPE
FOR THE YEAR ENDED DECEMBER 31, 2005**

	Governmental Fund Type General
Cash Receipts:	
Intergovernmental Revenue	\$5,175
Gifts and Donations	1,184
Total Cash Receipts	<u>6,359</u>
Cash Disbursements:	
Current Disbursements	
Materials and Supplies	33
Contracts - Services	4,599
Other	165
Total Cash Disbursements	<u>4,797</u>
Total Receipts Over/(Under) Disbursements	1,562
Fund Cash Balance, January 1	<u>1,361</u>
Fund Cash Balance, December 31	<u><u>\$2,923</u></u>

The notes to the financial statements are an integral part of this statement.

**AUGLAIZE TOWNSHIP PARK DISTRICT
ALLEN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2006 AND 2005**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The constitution and laws of the State of Ohio establish the rights and privileges of the Auglaize Township Park District, Allen County, (the District) as a body corporate and politic. The probate judge of Allen County appoints a three-member Board of Commissioners to govern the District. The Commissioners are authorized to acquire, develop, protect, maintain, and improve park lands and facilities. The Commissioners may convert acquired land into forest reserves. The Commissioners are also responsible for activities related to conserving natural resources, including streams, lakes, submerged lands, and swamp lands. The Board may also create parks, parkways, and other reservations and may afforest, develop, improve and protect and promote the use of these assets conducive to the general welfare.

The District's management believes these financial statements present all activities for which the District is financially accountable.

B. Accounting Basis

These financial statements follow the accounting basis the Auditor of State prescribes or permits. This basis is similar to the cash receipts and disbursements accounting basis. The District recognizes receipts when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as the Auditor of State prescribes or permits.

C. Cash and Investments

All District funds were held in demand deposit accounts.

D. Fund Accounting

The District uses fund accounting and classifies its fund into the following type:

1. General Fund

The General Fund is the general operating fund. It is used to account for all financial resources.

E. Budgetary Process

The Ohio Revised Code requires that the fund be budgeted annually.

1. Appropriations

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations and appropriations may not exceed estimated resources. The District Board must annually approve appropriation measures and subsequent amendments. Appropriations lapse at year end.

**AUGLAIZE TOWNSHIP PARK DISTRICT
ALLEN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2006 AND 2005
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

2. Estimated Resources

Estimated resources include estimates of cash to be received (budgeted receipts) plus cash as of January 1.

3. Encumbrances

The Ohio Revised Code requires the District to reserve (encumber) appropriations when individual commitments are made. The District did not use the encumbrance method of accounting.

F. Property, Plant, and Equipment

The District records disbursements for acquisitions of property, plant, and equipment when paid. The accompanying financial statements do not report these items as assets.

2. EQUITY IN POOLED CASH AND INVESTMENTS

The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of cash and investments at December 31 was as follows:

	<u>2006</u>	<u>2005</u>
Demand Deposits	<u>\$3,242</u>	<u>\$2,923</u>

Deposits are insured by the Federal Depository Insurance Corporation.

3. BUDGETARY ACTIVITY

For the years 2006 and 2005, the District did not adopt a budget, prepare and certify available resources, nor were annual appropriation measures adopted, as required by the Ohio Revised Code Sections 5705.28, 5705.36 and 5705.38, respectively. Also, certifications were not obtained that funds had been lawfully appropriated and were available for expenditure, as required by Ohio Rev. Code Section 5705.41(D).

4. RISK MANAGEMENT

The District has obtained commercial insurance for comprehensive property and general liability



Mary Taylor, CPA

Auditor of State

INDEPENDENT ACCOUNTANTS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS REQUIRED BY *GOVERNMENT AUDITING STANDARDS*

Auglaize Township Park District
Allen County
2395 South Phillips Road
Harrod, Ohio 45850

To the Board of Commissioners:

We have audited the financial statements of the Auglaize Township Park District, Allen County, (the District), as of and for the years ended December 31, 2006 and 2005, and have issued our report thereon dated October 16, 2007, wherein we noted the District followed accounting practices the Auditor of State prescribes rather than accounting principles generally accepted in the United States of America. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the Comptroller General of the United States' *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the District's internal control over financial reporting as a basis for designing our audit procedures for expressing our opinion on the financial statements, but not to opine on the effectiveness of the District's internal control over financial reporting. Accordingly, we have not opined on the effectiveness of the District's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. However, as discussed below, we identified certain deficiencies in internal control over financial reporting that we consider to be significant deficiencies.

A control deficiency exists when the design or operation of a control does not allow management or employees, in performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the District's ability to initiate, authorize, record, process, or report financial data reliably in accordance with its applicable accounting basis, such that there is more than a remote likelihood that the District's internal control will not prevent or detect a more-than-inconsequential financial statement misstatement.

We consider the following deficiencies described in the accompanying schedule of findings as items 2006-001 through 2006-007 to be significant deficiencies in internal control over financial reporting.

**Internal Control Over Financial Reporting
(Continued)**

A material weakness is a significant deficiency, or combination of significant deficiencies resulting in more than a remote likelihood that the District's internal control will not prevent or detect a material financial statement misstatement.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all internal control deficiencies that might be significant deficiencies and accordingly, would not necessarily disclose all significant deficiencies that are also material weaknesses. However, of the significant deficiencies described above, we believe finding numbers 2006-001 through 2006-007 are also material weaknesses.

We noted certain matters that we reported to the District's management in a separate letter dated October 16, 2007.

Compliance and Other Matters

As part of reasonably assuring whether the District's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express an opinion. The results of our tests disclosed instances of noncompliance or other matters that we must report under *Government Auditing Standards*, and are described in the accompanying schedule of findings as items 2006-001 through 2006-005.

The District's responses to the findings identified in our audit are described in the accompanying schedule of findings. We did not audit the District's responses and, accordingly, we express no opinion on them.

We intend this report solely for the information and use of the management and the Board of Commissioners. We intend it for no one other than these specified parties.



Mary Taylor, CPA
Auditor of State

October 16, 2007

**AUGLAIZE TOWNSHIP PARK DISTRICT
ALLEN COUNTY**

**SCHEDULE OF FINDINGS
DECEMBER 31, 2006 AND 2005**

FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS
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FINDING NUMBER 2006-001

Noncompliance/Material Weakness – Timely Deposits

Ohio Rev. Code Section 9.38, states, in part, that public money must be deposited with the treasurer of the public office or to a designated depository on the business day following the day of receipt. If the amount of daily receipts does not exceed \$1,000 and the receipts can be safeguarded, public offices may adopt a policy permitting their officials who receive this money to hold it past the next business day, but the deposit must be made no later than three business days after receiving it. Only the legislative authority may adopt the policy, and the policy must include provisions and procedures to safeguard the money during the intervening period. If the amount exceeds \$1,000 or a lesser amount can not be safeguarded, the public official must then deposit the money on the next business day.

Deposits were not made to the financial institution in a timely manner during 2006 and 2005, nor had a policy been adopted permitting officials receiving money to hold receipts past the next business day. Collections received in 2006 and 2005, in some instances, were held from two weeks to two months prior to deposit. The failure to deposit receipts promptly could lead to the loss or misplacement of cash or checks received, increases the risk of theft or misuse, and causes a loss of interest revenue.

The prompt deposit of funds received is not only required by statute but is a key control in the receipt process to assure that all revenue received is properly and timely reported. To improve controls over receipts and to help reduce the possibility of the District's funds being misplaced or misused, receipts should be deposited promptly when received.

All collections should be deposited on the business day following the day of the receipt. If the amount involved is less than \$1,000 and can be properly safeguarded, the legislative authority may adopt a policy permitting officials to hold the deposit past the following business day, but no later than three business days after receipt. The policy should be in accordance with the above mentioned guidelines.

Officials' Response:

The District will attempt to make more timely deposits.

FINDING NUMBER 2006-002

Noncompliance/Material Weakness – Adoption of an Operating Budget

Ohio Rev. Code Section 5705.28 states that on or before July 15, in each year, the taxing authority of each subdivision or other taxing unit is required to adopt a tax budget for the next succeeding fiscal year.

The District did not adopt an operating budget for 2006 or 2005, nor did they follow any budgetary procedures as prescribed in the Ohio Revised Code.

Failure to adopt an operating budget could lead to expenditures being made that are not in accordance with the Board's intentions. The failure to adopt or follow budgetary procedures could lead to amounts being expended in excess of current resources and revenue being less than anticipated.

An operating budget should be adopted annually and approval documented in the minutes. In addition, the applicable sections of Chapter 5705, of the Ohio Revised Code should be reviewed in an effort to comply with the required budgetary requirements.

**FINDING NUMBER 2006-002
(Continued)**

Officials' Response:

Budget procedures will be discussed at the next meeting of the Board and an attempt will be made to address the budgetary requirements.

FINDING NUMBER 2006-003

Noncompliance/Material Weakness – Total Amount Available for Expenditure

Ohio Rev. Code Section 5705.36 (A)(1) states that on or about the first day of each fiscal year the fiscal officer is to prepare and certify the total amount from all sources available for expenditures from each fund set up in the tax budget along with any encumbered balances that existed at the end of the preceding year.

The District did not prepare or certify the total amount of all sources available for expenditure from each fund set up in the tax budget along with any encumbered balances that existed at the end of the preceding year for 2006 or 2005.

Failure to certify the amount available for expenditure could lead to appropriations being made in excess of the available balance.

The District should prepare and certify the total amount of all sources available for expenditure along with any encumbered balances that existed at the end of the preceding year on an annual basis.

Officials' Response:

Budget procedures will be discussed at the next meeting of the Board and an attempt will be made to address the budgetary requirements.

FINDING NUMBER 2006-004

Noncompliance/Material Weakness – Adoption of an Appropriation Measure

Ohio Rev. Code Section 5705.38(A) provides that on or about the first day of each fiscal year, an appropriation measure shall be passed to act as a measuring tool for the expenditures of the entity. If the taxing authority wants to postpone the passage of the annual appropriation measure it may pass a temporary appropriation measure for meeting the ordinary expenses until April 1.

There was no evidence that a temporary or permanent appropriation resolution was adopted for either 2006 or 2005. Failure to formally approve an appropriation resolution could lead to expenditures being made which are not in line with the wishes of the Board, and in deficit spending.

The permanent appropriation resolution should be formally adopted on an annual basis.

Officials' Response

Budget procedures will be discussed at the next meeting of the Board and an attempt will be made to address the budgetary requirements.

FINDING NUMBER 2006-005

Noncompliance/Material Weakness – Prior Certification of Obligations

Ohio Rev. Code Section 5705.41(D) prohibits a subdivision or taxing entity from making any contract or ordering any expenditure of money unless a certificate signed by the fiscal officer is attached thereto. The fiscal officer must certify that the amount required to meet any such contract or expenditure has been lawfully appropriated and is in the treasury, or is in the process of collection to the credit of an appropriate fund free from any previous encumbrance.

There are several exceptions to the standard requirement stated above that a fiscal officer's certificate must be obtained prior to a subdivision or taxing authority entering into a contract or order involving the expenditure of money. The main exceptions are: "then and now" certificates, blanket certificates, and super blanket certificates, which are provided for in sections 5705.41(D)(1) and 5705.41(D)(3), respectively, of the Ohio Revised Code.

1. **"Then and Now" certificate** – If the fiscal officer can certify that both at the time that the contract or order was made ("then"), and at the time that the fiscal officer is completing the certification ("now"), that sufficient funds were available or in the process of collection, to the credit of a proper fund, properly appropriated and free from any previous encumbrance, the District can authorize the drawing of a warrant for the payment of the amount due. The District has thirty days from the receipt of the "then and now" certificate to approve payment by ordinance or resolution.

Amounts of less than \$3,000 may be paid by the fiscal officer without a resolution or ordinance upon completion of the "then and now" certificate, provided that the expenditure is otherwise lawful. This does not eliminate any otherwise applicable requirement for approval of expenditures by the District.

2. **Blanket certificate** – Fiscal officers may prepare "blanket" certificates not exceeding an amount established by resolution or ordinance adopted by the legislative authority against any specific line item account over a period not running beyond the current year. The blanket certificates may, but need not, be limited to a specific vendor. Only one blanket certificate may be outstanding at one particular time for any one particular line item appropriation.
3. **Super Blanket certificate** – The District may also make expenditures and contracts for any amount from a specific line-item appropriation account in a specified fund upon certification of the fiscal officer for most professional services, fuel, oil, food items, and any other specific recurring and reasonably predictable operating expense. This certification is not to extend beyond the current year. More than one super blanket certificate may be outstanding at a particular time for any one line item appropriation.

During 2006 and 2005, the District did not properly certify the availability of funds for transactions, nor were the exceptions noted above followed. Failure to properly certify the availability of funds can result in overspending and negative cash fund balances.

Unless the exceptions noted above are used, prior certification is not only required by statute but is a key control in the disbursement process to assure that purchase commitments receive prior approval. To improve controls over disbursements and to help reduce the possibility of the District's funds exceeding budgetary spending limitations, the District should certify that the funds are or will be available prior to the obligation. When prior certification is not possible, "then and now" certification should be used.

The District should certify purchases to which Section 5705.41(D) applies. The most convenient certification method is to use purchase orders that include the certification language Section 5705.41(D) requires to authorize disbursements. The Clerk and Board should sign the certification at the time the District incurs a commitment, and only when the requirements of Section 5705.41(D) are satisfied.

**FINDING NUMBER 2006-005
(Continued)**

Officials' Response

This will be discussed at the next meeting and an attempt will be made to follow the requirement.

FINDING NUMBER 2006-006

Material Weakness – Monitoring Controls

The Clerk performs nearly all functions for the District with very little monitoring from Board members. In addition, the Clerk is not required to have a bond. The monitoring problems are as follows: for parts of the audit period, Board membership was not at the required level of three members, and there were only eight Board meetings held during the audit period. The minutes of the Board meetings do not adequately describe discussions and activities of the meetings, nor do they contain approval of any resolutions or financial information; the minutes are not approved by the Board, or signed by any individual except the Clerk. In addition, the checks issued by the District are signed only by the Clerk.

Failure to have appropriate monitoring procedures in place could lead to errors and irregularities occurring and not being detected in a timely manner. In addition, the lack of a bond for a person handling money could result in risk to the District.

Membership of the Board should always be at least three members. Periodic board meetings should be held to perform governance and monitoring of District activities. Minutes of Board meetings should be descriptive as to the occurrences at the meeting, should include approvals of resolutions and financial information, and should be approved by the Board and signed by at least the Clerk and Board President or other Board member. All checks issued by the District should contain at least dual signatures of the Clerk and Board President or other Board member. In addition, The Board should establish an amount for a bond for the Clerk and obtain such in order to safeguard the funds of the District.

Officials' Response

The Board will discuss the above finding and take any necessary action.

FINDING NUMBER 2006-007

Material Weakness – Cancelled Checks

At the beginning of 2005, the District's bank stopped sending actual cancelled checks and also did not send copies of cancelled checks. Without the actual cancelled check or a copy of the cancelled check, it cannot be determined if payment has been made to the proper individual or organization.

The AICPA has determined that documentary material (i.e., checks, invoices, contracts, etc.) available to the auditor which permits the auditor to reach conclusions through valid reasoning could, at a minimum, include optical images that would qualify as "evidential matter" and would meet the sufficiency and competency standards. Therefore, in general, an auditor can regard such optical images as evidential matter in conducting an audit.

FINDING NUMBER 2006-007
(Continued)

In order for the particular electronic image to be sufficient evidential matter, however, an adequate audit record must be preserved. For example, the imaging of the reverse side of the check must occur, and it must be clear to the auditors which back side of a check matches its front side. In addition, the imaging must be large enough for the auditors to determine that no alteration to the original documents has occurred. This can be done by ensuring that the check image is large enough to read all markings on both sides.

The District should contact their financial institution and request that the actual cancelled checks or the front and back of all cancelled checks be imaged and included with the monthly bank statement.

Officials' Response:

The bank will be contacted and the electronic copies of the checks will be requested.

**AUGLAIZE TOWNSHIP PARK DISTRICT
ALLEN COUNTY**

**SCHEDULE OF PRIOR AUDIT FINDINGS
DECEMBER 31, 2006 AND 2005**

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <i>Explain</i>
2004-001	Lack of required number of Board members	No	Repeated as finding 2006-006
2004-002	Ohio Rev. Code Section 5705.28 - Adoption of Operating Budget	No	Repeated as Finding 2006-002
2004-003	Ohio Rev. Code Section 5705.36(A)(1) - Certification of Total Amount Available	No	Repeated as Finding 2006-003
2004-004	Ohio Rev. Code Section 5705.38 - Adoption of Annual Appropriation Measure	No	Repeated as Finding 2006-004
2004-005	Ohio Rev. Code Section 5705.41(D) – certifying the availability of appropriations prior to entering into purchase obligations	No	Repeated as Finding 2006-005



Mary Taylor, CPA
Auditor of State

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
NOVEMBER 29, 2007**