



Dave Yost • Auditor of State



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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Darke County Park District
Darke County
4267 State Route 502
P.O. Box 801
Greenville, Ohio 45331

We have performed the procedures enumerated below, with which the Board of Trustees and the management of Darke 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, 2011 and 2010, 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. The Darke County Treasurer is custodian for the District's deposits. We compared the District's fund balances reported on its December 31, 2011 Cash Basis Financial Statements to the balances reported in Darke County's accounting records. The amounts agreed.
2. We agreed the January 1, 2010 beginning fund balances recorded in the YTD Fund Report to the December 31, 2009 balances to the documentation in the prior year Agreed-Upon Procedures working papers. We found no exceptions.

Property Taxes, Intergovernmental and Other Confirmable Cash Receipts

1. We selected a property tax receipt from one *Statement of Semiannual Apportionment of Taxes* (the Statement) for 2011 and one from 2010:
 - a. We traced the gross receipts from the *Statement* to the amount recorded in 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 Confirmable Cash Receipts (Continued)

2. We scanned the Detail Revenue Report to determine whether it included two real estate tax receipts for 2011 and 2010. We noted the Detail Revenue Report included the proper number of tax receipts for each year.
3. We selected all the receipts from the State Distribution Transaction Lists (DTL) from 2011 and 2010. We also selected five receipts from the County Auditor's Vendor Reports from 2011 and five from 2010.
 - a. We compared the amount from the above reports to the amount recorded in the Detail 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 confirmed the amounts paid from the Ohio Department of Natural Resources to the District during 2010 to the amount per the grant agreement. 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

1. From the prior agreed-upon procedures documentation, we noted the following loan outstanding as of December 31, 2009. These amounts agreed to the Districts January 1, 2010 balances on the summary we used in step 3.

<u>Issue</u>	<u>Principal outstanding as of December 31, 2009:</u>
Gator Loan	\$4,991

2. We inquired of management, and scanned the Detail Revenue Report and Detail Expense Report for evidence of debt issued during 2011 or 2010 or debt payment activity during 2011 or 2010. All debt noted agreed to the summary we used in step 3.
3. We obtained a summary of loans for 2011 and 2010 and agreed principal and interest payments from the related loan schedules to payments reported in the Detail Expense Report. We also compared the date the loan payments were due to the date the District made the payments. We found no exceptions.
4. We agreed the amount of debt proceeds from the debt documents to amounts recorded in the Capital Project funds per the Detail Revenue Reports. The amounts agreed.
5. For new debt issued during 2011 and 2010, we inspected the debt legislation, noting the District must use the proceeds to build a bike path. We scanned the Detail Expense Report and noted the District built phase 1 and phase 2 of the bike path in 2010 and 2011.

Payroll Cash Disbursements

1. We haphazardly selected one payroll check for five employees from 2011 and one payroll check for five employees from 2010 from the Detail Work Register and:
 - a. We compared the hours and pay rate, or salary recorded in the Detail Work Register to supporting documentation (timecard, or legislatively approved rate or salary). We found no exceptions.
 - b. 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. We scanned the last remittance of tax and retirement withholdings for the year ended December 31, 2011 to determine whether remittances were timely charged by the fiscal agent, and if the amounts charged agreed to the amounts withheld, plus the employer's share where applicable, during the final withholding period of 2011. We noted the following:

Withholding (plus employer share, where applicable)	Date Due	Date Paid	Amount Due	Amount Paid
Federal income taxes & Medicare	January 31, 2012	December 23, 2011	\$ 901	\$ 901
State income taxes	January 15, 2012	December 23, 2011	\$ 155	\$ 155
OPERS retirement	January 30, 2012	December 23, 2011	\$1,744	\$1,744

Non-Payroll Cash Disbursements

1. We haphazardly selected ten disbursements from the Detail Expenditure Report for the year ended December 31, 2011 and ten from the year ended 2010 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 Detail 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. The fiscal officer certified disbursements requiring certification or issued a Then and Now Certificate, as required by Ohio Rev. Code Section 5705.41(D). We found no exceptions.

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 MTD-YTD Revenue Report for the Darke County Park District (fund 501) and Darke County Special Projects Fund (fund 502) for the years ended December 31, 2011 and 2010. The amounts agreed.
2. We scanned the appropriation measures adopted for 2011 and 2010 to determine whether, for the Darke County Park District (fund 501) and Darke County Special Projects Fund (fund 502), 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.

Compliance – Budgetary (Continued)

3. We compared total appropriations required by Ohio Rev. Code Sections 5705.38 and 5705.40, to the amounts recorded in the Combined MTD-YTD Expense Report for 2011 and 2010 for the following funds: Darke County Park District (fund 501) and Darke County Special Projects Fund (fund 502) The amounts on the appropriation resolutions agreed to the amounts recorded in the Combined MTD-YTD Expense 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 Darke County Park District (fund 501) and Darke County Special Projects Fund (fund 502) for the years ended December 31, 2011 and 2010. We noted no funds for which appropriations exceeded certified resources.
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, 2011 and 2010 for the Darke County Park District (fund 501) and Darke County Special Projects Fund (fund 502), as recorded in the Combined MTD-YTD Expense Report. We noted no funds for which expenditures exceeded appropriations.
6. We scanned the 2011 and 2010 MTD-YTD Revenue Report and the MTD-YTD Expenditure Report for evidence of interfund transfers exceeding \$1,000 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 Detail Expenditure Report 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.

Compliance – Contracts & Expenditures

1. We inquired of management and scanned the MTD-YTD Expenditure Report for the years ended December 31, 2011 and 2010 for procurements requiring competitive bidding under Section V of the Districts Bylaws, adopted pursuant to Ohio Rev. Code Section 1545.09(A), which states: the Director shall submit to the Board the name of three (3) or more persons, firm, or agencies qualified to provide special service required together with the Director's recommendations. Giving due consideration to the recommendations and to such other factor as the Board deems appropriate, the Board shall award the contract for such special service to the person, firm, or agency it best deems qualified.

We identified a Bikepath Construction Project Phase 1 in 2010 and Phase 2 in 2011 exceeding 25,000, subject to Section V of the Districts Bylaws. For this project, we noted that the Board advertised the project in a local newspaper, and selected the lowest responsible bidder.

2. For the Bikepath Construction Project Phase 1 & 2 described in step 1 above, we read the contract and noted that it required the contractor to pay prevailing wages to their employees as required by Ohio Rev. Code Sections 4115.04 and 4115.05. The contract included the Ohio Department of Commerce's schedule of prevailing rates.

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.

A handwritten signature in black ink that reads "Dave Yost". The signature is written in a cursive style with a large, looping initial "D" and a long, sweeping tail on the "y".

Dave Yost
Auditor of State

May 18, 2012

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DARKE COUNTY PARK DISTRICT

DARKE 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
JULY 03, 2012**