



Dave Yost • Auditor of State



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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Hardin County Veterans' Memorial Park District
Hardin County
One Courthouse Square, Suite 210
Kenton, Ohio 43326

We have performed the procedures enumerated below, with which the Board of Park Commissioners and the management of the Hardin County Veterans' Memorial Park District, Hardin County, (the Park 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. Hardin County is custodian for the Park District's deposits. We compared the Park District's fund balances reported on its December 31, 2011 Financial Statements to the balances reported in Hardin County's accounting records. The amounts agreed.
2. We agreed the January 1, 2010 beginning fund balances recorded in the Fund Report to the December 31, 2009 balances in the prior year audited statements. We found no exceptions.

Intergovernmental and Other Confirmable Cash Receipts

1. We selected five receipts, four from the Hardin County Auditor's Tax Allocation Spreadsheets and one from the Hardin County Tax Settlement Report, from 2011 and 2010.
 - a. We compared the amount from the above reports to the amount recorded in the Revenue History 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.
2. We agreed the amount paid from the Ohio Department of Natural Resources (ODNR) to the Park District during 2011 per review of the ODNR web-site. We agreed the amount paid from the Quest Federal Credit Union to the Park District during 2010 per review of the debt agreement. We found no exceptions.

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Intergovernmental and Other Confirmable Cash Receipts (Continued)

- 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. The prior audit documentation disclosed no debt outstanding as of December 31, 2009.
2. We inquired of management, and scanned the Hardin County Revenue History Report and the Hardin County Appropriation History 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 debt activity for 2011 and 2010 and agreed principal and interest payments from the related debt amortization schedules to debt service payments reported in the Hardin County Appropriation History. We also compared the date the debt service payments were due to the date the Park 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 General Fund per the Hardin County Revenue History. The amounts agreed.
5. For new debt issued during 2010, we inspected the debt legislation, noting no restrictions on the use of the proceeds. Per inquiry with the Clerk and review of the minutes, the debt proceeds were to be used to build a walking path. We scanned the Hardin County Appropriation History Report and noted the Park District built a walking path. No new debt was issued in 2011.

Non-Payroll Cash Disbursements

1. We haphazardly selected ten disbursements from the Hardin County Appropriation History 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 Hardin County Appropriation History 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 5705.28(B)(2) and 5705.41(D). We found no exceptions.

Compliance – Budgetary

1. We compared the total estimated receipts from the *Certificate of the Total Amount From All Sources Available For Expenditures and Balances*, required by Ohio Rev. Code Section 5705.28(B)(2) and 5705.36(A)(1), to the amounts recorded in the Hardin County Revenue History Report for the General Fund for the years ended December 31, 2011 and 2010. The amounts agreed.

Compliance – Budgetary (Continued)

2. We scanned the appropriation measures adopted for 2011 and 2010 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 Hardin County Appropriation History Report for 2011 and 2010 for the General Fund. The amounts on the appropriation resolutions agreed to the amounts recorded in the Hardin County Appropriation History Report.
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, 2011 and 2010. We noted no funds for which appropriations exceeded estimated revenue.
5. Ohio Rev. Code Section 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, 2011 and 2010 for the General Fund, as recorded in the Hardin County Appropriation History Report. We noted no funds for which expenditures exceeded appropriations.

Compliance – Contracts & Expenditures

1. We inquired of management and scanned the Hardin County Appropriation History Report for the years ended December 31, 2011 and 2010 for procurements requiring competitive bidding. In 2010, the Park District had a “Handicap Accessible Walking Path Project” with a cost of \$37,465.93 which was not bid.

Ohio Rev. Code Section 1545.09(A) states, in part, that the board of commissioners shall adopt bylaws or rules establishing a procedure for contracting for professional, technical, consulting, and other special services. The bylaws and rules shall be published as provided in case of ordinances of municipal corporations before taking effect.

The Park District did not adopt bylaws or rules governing the contracting procedures. As a result a determination could not be made as to whether or not the walking path project should have been bid.

The Park District should adopt bylaws or rules that establish procedures for contracting for professional, technical, consulting, and other special services.

We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion on the Park 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 Park District, and is not intended to be, and should not be used by anyone other than these specified parties.

OFFICIALS' RESPONSE: We will be addressing whether to adopt by-laws or rules to establish procedures for contracting for professional, technical, consulting and other special services at our next meeting which is scheduled for June 19, 2012.

A handwritten signature in black ink that reads "Dave Yost". The signature is written in a cursive style with a large, looping "D" and "Y".

Dave Yost
Auditor of State

June 6, 2012



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HARDIN COUNTY VETERANS MEMORIAL PARK DISTRICT

HARDIN 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 05, 2012**