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MARION COUNTY PARK DISTRICT
MARION COUNTY

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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Marion County Park District
Marion County
222 West Center Street
Marion, Ohio 43302

We have performed the procedures enumerated below, with which the Board of Commissioners and the management of Marion County Park District, Marion County, Ohio (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. Marion County is custodian for the District's deposits. We compared the District's fund balances reported on its December 31, 2011 Fund Report to the balances reported in Marion 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 December 31, 2009 Fund Report. We found no exceptions.

Intergovernmental and Other Confirmable Cash Receipts

1. We selected all receipts from the County Auditor's DTLs from 2011 and 2010.
 - a. We compared the amount from the above report to the amount recorded in the Revenue History Report. The amounts agreed.
 - b. We determined whether these receipts were allocated to the proper fund(s). We found no exceptions.
 - c. We determined whether the receipts were recorded in the proper year. We found no exceptions.

Intergovernmental and Other Confirmable Cash Receipts (Continued)

2. We confirmed the amounts paid from the Ohio Department of Natural Resources (ODNR) and the Prairie Parks Foundation (PPF) to the District during 2010 with ODNR and PPF, respectively. We also confirmed the amount paid from the Marion County Commissioners to the District during 2011 with the Marion County Commissioners. We found no exceptions.
 - a. We determined whether these receipts were allocated to the proper fund(s). We found no exceptions.
 - b. We determined whether the receipts were recorded in the proper year. We found no exceptions.

Debt

1. The prior agreed-upon procedures report disclosed no debt outstanding as of December 31, 2009.
2. We inquired of management, and scanned the Revenue History Report and Appropriation History Report for evidence of debt issued during 2011 or 2010 or debt payment activity during 2011 or 2010. We noted no new debt issuances, nor any debt payment activity during 2011 or 2010.

Non-Payroll Cash Disbursements

1. We haphazardly selected ten disbursements from the 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 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 Sections 5705.28(B)(2) and 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 Sections 5705.28(B)(2) and 5705.36(A)(2), to the amounts recorded in the Revenue Account Report for the General and County Park Grant funds 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 and County Park Grant 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 Sections 5705.28(B)(2) and 5705.38(C). We noted that the appropriation measures for 2011 and 2010 were not formally adopted by the Board, contrary to Ohio Rev. Code Section 5705.38(A). The Board should formally pass all appropriation measures.

Officials' Response

Although our Board did approve the budgeted appropriations for 2010 and 2011, we agree that our meeting minutes do not reflect this. A financial statement, including budgeted allocations and expenditures for the most recent month and the year to date, are routinely reviewed at every Marion County Park Board meeting. In 2012, we have ensured that our minutes fully and accurately reflect all budget resolutions, and we will continue to do so.

3. We attempted to compare total Board approved appropriations required by Ohio Rev. Code Sections 5705.28(B)(2), 5705.38 and 5705.40, to the amounts recorded in the Appropriation History report for 2011 and 2010 for the General and County Park Grant funds. As noted in Step 2 above, the Board did not formally adopt appropriations for 2011 or 2010. The Board should periodically compare amounts recorded in the Appropriation History report to the amounts recorded on the Board approved appropriation resolutions to assure they agree. If the amounts do not agree, the Board may be using inaccurate information for budgeting and to monitor spending.
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 attempted to compare total Board approved appropriations to total Board approved estimated revenue for the General and County Park Grant funds for the years ended December 31, 2011 and 2010. As noted in Step 2 above, the Board did not formally adopt appropriations for 2011 or 2010. As such, we noted no funds for which appropriations exceeded estimated revenue.
5. Ohio Rev. Code Sections 5705.28(B)(2) and 5705.41(B) prohibits expenditures (disbursements plus certified commitments) from exceeding appropriations. We attempted to compare total expenditures to total Board approved appropriations for the years ended December 31, 2011 and 2010 for the General and County Park Grant funds, as recorded in the Appropriation History report. As noted in Step 2 above, the Board did not formally adopt appropriations for 2011 or 2010. As a result, all expenditures exceeded appropriations for the General Fund in 2011 and the General and County Park Grant funds in 2010, contrary to Ohio Rev. Code Sections 5705.28(B)(2) and 5705.41(B). The Fiscal Officer should not certify the availability of funds and should deny payment requests exceeding appropriations. The Fiscal Officer may request the Trustees to approve increased expenditure levels by increasing appropriations and amending estimated resources, if necessary, and if resources are available.

Compliance – Contracts & Expenditures

1. We inquired of management and scanned the Appropriation History Report for the years ended December 31, 2011 and 2010 for procurements requiring competitive bidding under Article VII of the Districts Bylaws, adopted pursuant to Ohio Rev. Code Section 1545.09(A), which states that no contract, agreement, deed, option, or document of action creating any written obligation, contractual relation from, in or to the Board shall be accepted or received on behalf of the Board, except with the approval and authorization of the Board, and pursuant to sections 307.86 and 307.91 of the Ohio Revised Code.

We identified a professional services contract and an excavating contract associated with the Tallgrass Trail project subject to Article VII of the Districts Bylaws. For this project, we noted that the Board approved these contracts.

2. For the Tallgrass Trail project described in step 1 above, we read the excavating 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.



Dave Yost
Auditor of State

August 24, 2012



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MARION COUNTY PARK DISTRICT

MARION 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
SEPTEMBER 11, 2012**