



Dave Yost • Auditor of State





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LaCresha Clark, Fiscal Officer  
Perry Port Salem Ambulance District  
Shelby County  
P.O. Box 16  
Port Jefferson, Ohio 45360

We have completed certain procedures in accordance with Ohio Rev. Code Section 117.01(G) to the accounting records and related documents of the Perry Port Salem Ambulance District, Shelby County, (the District) for the years ended December 31, 2013 and 2012.

Our procedures were designed solely to satisfy the audit requirements of Ohio Rev. Code Section 117.11(A). Because our procedures were not designed to opine on the District's financial statements, we did not follow *generally accepted auditing standards*. We do not provide any assurance on the District's financial statements, transactions or balances for the years ended December 31, 2013 or 2012.

The District's management is responsible for preparing and maintaining its accounting records and related documents. Our responsibility under Ohio Rev. Code Section 117.11(A) is to examine, analyze and inspect these records and documents.

## Current Year Observations

1. We noted that General Fund Disbursements exceeded appropriations by \$38,721 for the year ended December 31, 2013. Ohio Rev. Code Section 5705.41 (B) states that no subdivision or taxing unit shall make any expenditure of money unless it has been appropriated. The District should routinely monitor expenditures and appropriations and make necessary changes to either the budgeted amounts or the actual activity. Appropriations and or spending should be modified when potential violation is identified to help reduce the risk of deficit spending in order to remain compliant with the Code Section.
2. We examined the bank reconciliation prepared as of December 31, 2013. The reconciled cash balance did not reconcile to the actual cash balance. The Cash Journal balance only reflects the cash balance of the checking account and does not include the savings account balance. However the fund cash balance on the annual report ending December 31, 2013 did reflect the actual fund balance. The fiscal officer should reconcile the checking account balance and the savings account balance to arrive at total fund cash balance. This total fund balance should reconcile to the Cash Journal balance.
3. We examined cash receipts ledgers noting the sources and types of revenue received. We compared the various revenue classifications to those on the annual report for years ended December 31, 2013 and 2012 and noted that real estate and manufactured home property tax settlements were posted net of auditor and treasurer fees, as well as being classified as intergovernmental revenue rather than tax revenue. Revenue per cash receipt ledgers did not agree with total cash receipts shown on December 31, 2013 annual report due to inclusion of a returned check included in the receipt total. Receipt ledgers did not incorporate estimated receipts on the ledgers

4. The appropriation ledgers did not integrate any budgeted amounts into the system. Additionally, disbursements per the appropriation ledger did not agree to annual report total disbursements for years ended December 31, 2013 or 2012. The variances were to items not being posted to the ledger and one instance of recording a payment twice.

Reconciling cash and review of the ledgers are critical controls in assuring all transactions are posted accurately and in the proper accounting period. Unidentified differences result in inaccurate fund cash balance information, and conceivably could cause deficit spending. The fiscal officer should review transactions recorded since the last reconciliation and correct the error.

The District should review a sample alphanumeric chart of accounts ( such as the one provided to townships) and record revenue and expenditure activity to the account code which best represents the transaction. The amounts recorded in the accounting records should support the totals reported on the annual financial report. The Chart of accounts may be found on the Auditor of State website [www.ohioauditor.gov](http://www.ohioauditor.gov) .

#### **Current Status of Matters we Reported in our Prior Engagement**

Our prior audit for years ended December 31, 2011 and 2010 included two findings related to budgetary matters of expenditures exceeding amounts appropriated and dealing with accounting records amounts not agreeing to financial statements presented and bank account not being reconciled to actual cash balance. These findings were not fully corrected for the fiscal years ended December 31, 2013 and 2012 as noted in items 1 thru 4 above.



**Dave Yost**  
Auditor of State

March 24, 2014



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**PERRY PORT SALEM AMBULANCE DISTRICT**

**SHELBY 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  
APRIL 3, 2014**