



Dave Yost • Auditor of State





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Union Township Park District  
Belmont County  
P.O. Box 67  
Lafferty, Ohio 43951

We have completed certain procedures in accordance with Ohio Rev. Code §117.01(G) to the accounting records and related documents of the Union Township Park District, Belmont County, Ohio (the Park District), for the years ended December 31, 2014 and 2013.

Our procedures were designed solely to satisfy the audit requirements of Ohio Rev. Code §117.11(A). Because our procedures were not designed to opine on the Park District's financial statements, we did not follow *generally accepted auditing standards*. We do not provide any assurance on the Park District's financial statements, transactions or balances for the years ended December 31, 2014 and 2013.

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

## Current Year Observations

1. We attempted to examine the bank reconciliation prepared as of December 31, 2014, but noted such had not been properly prepared. Reconciliations were not always performed timely during 2013 and 2014, due to the limited financial activity of the Park District. We noted a variance between the Cash Register balance and the actual bank balance at December 31, 2014 due to financial activity on the bank statement, which was not recorded in the Cash Register. The Fiscal Officer posted this activity to the Cash Register during the performance of our procedures, and was able to properly reconcile as of December 31, 2014. There was also no documentation of the governing board review of the bank reconciliation.

Reconciling cash is a critical control 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. Each month, the Fiscal Officer should review transactions recorded since the last reconciliation and correct any errors noted.

Also, the Park District's small size requires governing board involvement with critical accounting processes (such as bank reconciliation) to compensate for the inability to segregate these duties. The absence of these reviews may be a material weakness in internal accounting control, resulting in inaccurate cash balances, or even undetected theft.

2. Examination of the Park District's accounting system indicated that although budgetary amounts were approved, these amounts were not integrated into the accounting system. Not including budgetary amounts in the Park District's accounting system does not allow the Fiscal Officer to properly monitor budget versus actual activity throughout the year and could lead to deficit spending. The Fiscal Officer should integrate budgetary amounts into the accounting system.

**Current Year Observations (Continued)**

3. We noted that General Fund expenditures of \$7,570 exceeded appropriations of \$5,545 in the amount of \$2,025 for the year ended December 31, 2014. Ohio Rev. Code Section 5705.41(B) limits expenditures to appropriations. Because appropriations authorize spending, expending more than appropriated could potentially result in deficit spending. The Park District should monitor expenditures to ensure they are within appropriations. If expenditures are required beyond the original appropriated amount, and if estimated resources allow for an increase in appropriations, the Board should approve increased appropriations.

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

**Dave Yost**  
Auditor of State  
Columbus, Ohio

September 1, 2015



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**UNION TOWNSHIP PARK DISTRICT**

**BELMONT 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 15, 2015**