



Dave Yost • Auditor of State



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Goshen Park District
Clermont County
P.O. Box 184
Goshen, Ohio 45122

We have completed certain procedures in accordance with Ohio Rev. Code Section 117.01(G) to the accounting records and related documents of the Goshen Park District, Clermont County, Ohio (the District) for the period of January 1, 2009 through December 31, 2015.

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 period of January 1, 2009 through December 31, 2015.

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. Ohio Rev. Code § 117.38 requires cash-basis entities to file annual reports with the Auditor of State within 60 days of the fiscal year end. The District did not file an annual financial report for 2009 through 2014. The 2015 report was filed on May 23, 2016 which is after the 60 day deadline. The District's annual financial reports should include properly classified receipts, disbursements and fund balances along with notes to the financial statements. The District should file annual reports within the prescribed time frame.
2. The District should have procedures and controls in place to provide accountability and completeness over receipts and expenditures of the District. Certain revenue transactions were only supported by deposit tickets and bank statements, but not all transactions were supported by other documentation from the customer or donor. The District should implement procedures, such as issuing pre-numbered receipts to the customer or donor, to increase accountability. Also, all donations (over a certain amount) should be recognized and accepted by the Board. Additionally, certain expenditures transactions were only supported by canceled checks and bank statements, but not all transactions were supported by other documentation such as vendor invoices. The District should implement procedures to ensure that all expenditure support is maintained.
3. The District did not completely reconcile all accounts on a timely basis. The bank balances as of December 31, 2015 were reconciled to the account balances carried by the Fiscal Officer with only a minor variance. The District should prepare timely and complete bank to book reconciliations of all accounts.

4. Ohio Rev. Code § 5705.41(D) states, in part, that no subdivision shall make any contract or give any order involving the expenditure of money unless there is attached thereto a certificate of the fiscal officer of the subdivision. The Fiscal Officer must certify that the amount required to meet such a commitment has been lawfully appropriated and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances prior to entering in to the contract or order. There are several exceptions to the standard requirement that the Certificate must be obtained prior to a subdivision or taxing authority entering into a contract or order involving the expenditure of money. The main exceptions are: "then and now" certificates, blanket certificates, and super blanket certificates, which are provided for in sections 5705.41(D)(1) and 5705.41(D)(3), respectively, of the Ohio Rev. Code. The District did not utilize purchase orders during the period. Failure to properly obtain certification of the availability of funds can result in overspending and a possible negative fund cash balance.
5. Ohio Rev. Code § 134.14 (B)(7) states that subdivision treasurers must complete annual continuing education programs provided by the Treasurer of State (TOS). The TOS issues certificates indicating that the treasurer has successfully completed the continuing education program. The continuing education requirement does not apply to a subdivision treasurer who annually provides a notice of exemption to the Auditor of State, certified by the Treasurer of State that the treasurer is not subject to the continuing education requirements because the treasurer invests or deposits public funds in the following investments only (Ohio Rev. Code §135.22): (1) Interim deposits pursuant to § 135.14 (B)(3) or section 135.145 (CDAR and similar programs); (2) STAR Ohio pursuant to § 135.14(B)(6); or (3) No-load money market mutual funds pursuant to § 135.14 (B)(5). The District Treasurer did not complete the annual continuing education program and the District did not file a notice of exemption. The District should review the requirements and the Treasurer should attend the required continuing education or file a notice of exemption, if applicable.
6. The District has not implemented formal written policies or procedures for Board Members, Officials or employees and volunteers. To maintain continuing accountability, to communicate expectations of the Board, to outline compliance requirements and to strengthen internal controls, the District's Board should approve a written Policy Manual.
7. Ohio Rev. Code § 5705.28(B)(2)(a) states, in part, that a taxing authority of a taxing unit that does not levy a tax is not required to adopt a tax budget pursuant to division (A) of this section. Instead, on or before the fifteenth day of July each year, such taxing authority shall adopt an operating budget for the taxing unit for the ensuing fiscal year. The operating budget shall include an estimate of receipts from all sources, a statement of all taxing unit expenses that are anticipate to occur, and the amount required for debt charges during the fiscal year. The operating budget is not required to be filed with the County Auditor or the County Budget Commission. The District did not adopt an operating budget and approve other budgetary documents required by these sections for each year or period reviewed.



Dave Yost
Auditor of State

Columbus, Ohio

June 17, 2016



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GOSHEN PARK DISTRICT

CLERMONT 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 7, 2016**