



Dave Yost • Auditor of State



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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

National Trail Parks and Recreation District
Clark County
1301 Mitchell Blvd.
Springfield, Ohio 45503

We have performed the procedures enumerated below, which were agreed to by the Board of Trustees and the management of the National Trail Parks and Recreation District (the District), on the receipts, disbursements and balances recorded in the District's cash basis accounting records for the years ended December 31, 2017 and 2016 and certain compliance requirements related to those transactions and balances, included in the information provided to us by the management of the District. The District is responsible for the receipts, disbursements and balances recorded in the cash basis accounting records for the years ended December 31, 2017 and 2016 and certain compliance requirements related to these transactions and balances included in the information provided to us by the District. 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. The City of Springfield is custodian for the District's deposits and, therefore, the City's deposit and investment pool holds the District's assets. We compared the District's fund balances reported on its financial statements for the years ended December 31, 2017 and 2016 to the balances reported in the City's accounting records. The amounts agreed.
2. We agreed the January 1, 2016 beginning fund balances recorded in the 2016 financial statements to the December 31, 2015 balances in the documentation in the prior year Agreed-Upon Procedures working papers. We found no exceptions. We also agreed the January 1, 2017 beginning fund balances recorded in the 2017 financial statements to the December 31, 2016 balances in the 2016 financial statements. We found no exceptions.

Intergovernmental and Other Confirmable Cash Receipts

1. We haphazardly selected five receipts from the Clark County Vendor Activity Report from 2017 and five from 2016.
 - a. We compared the amount from the above report to the amount recorded in the Revenue Transactions Report. The amounts agreed.
 - b. We inspected the Revenue Transactions Report to determine that these receipts were allocated to the proper fund(s). We found no exceptions.
 - c. We inspected the Revenue Transactions Report to determine 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 City of Springfield and the Springfield Conservancy District to the District during 2017 and 2016.
 - a. We inspected the Revenue Transactions Report to determine whether these receipts were allocated to the proper fund(s). We found no exceptions.
 - b. We inspected the Revenue Transactions Report to determine whether the receipts were recorded in the proper year. We found no exceptions.

3. We confirmed the amount received from the sale of the former Memorial Hall Site in 2016.
 - a. We inspected the Revenue Transactions Report to determine whether this receipt was allocated to the proper fund(s). We found no exceptions.
 - b. We inspected the Revenue Transactions Report to determine whether the receipt was recorded in the proper year. We found no exceptions.

Governmental Funds' Gifts and Donations Receipts

We haphazardly selected 10 governmental funds' gifts and donations receipts from the year ended December 31, 2017 and 10 governmental funds' gifts and donations receipts from the year ended 2016 and:

- a. Agreed the receipt amount to the amount recorded in the Revenue Transactions Report. The amounts agreed.
- b. Inspected the Revenue Transactions Report to determine the receipt was posted to the proper fund(s), and was recorded in the proper year. We found no exceptions.

Enterprise Funds' Charges for Services Receipts

We haphazardly selected 10 enterprise funds' charges for services receipts from the year ended December 31, 2017 and 10 enterprise funds' charges for services receipts from the year ended 2016 and:

- a. Agreed the receipt amount to the amount recorded in the Revenue Transactions Report. The amounts agreed.
- b. Confirmed the amounts charged complied with rates in force during the period. We found no exceptions.
- c. Inspected the Revenue Transactions Report to determine the receipt was posted to the proper fund(s), and was recorded in the proper year. We found no exceptions.

Debt

1. From the prior Agreed-Upon Procedures documentation, we observed the following Bond Anticipation Notes were outstanding as of December 31, 2015. This amount agreed to the District's January 1, 2016 balance on the summary we used in procedure 3.

Issue	Principal outstanding as of December 31, 2015:
Bond Anticipation Notes	\$1,192,000

2. We inquired of management, and inspected the Revenue Transactions Report and Expenditure Transactions Report for evidence of debt issued during 2017 or 2016 or debt payment activity during 2017 or 2016. All debt agreed to the summary we used in procedure 3.

3. We obtained a summary of debt activity for 2017 and 2016 and agreed principal and interest payments from the related debt amortization schedule to Capital Projects Fund payments reported in the Expenditure Transactions Report. We also compared the date the debt payments were due to the date the District made the payments. We found no exceptions.

Payroll Cash Disbursements

1. We haphazardly selected one payroll check for five employees from 2017 and one payroll check for five employees from 2016 from the Payroll Check Register Report and:
 - a. We compared the hours and pay rate, or salary recorded in the Payroll Check Register Report to supporting documentation (timecard, or legislatively approved rate or salary). We found no exceptions.
 - b. We inspected the fund and account code to which the check was posted to determine the posting was reasonable based on the employees' duties as documented in the employees' personnel files. We also confirmed the payment was posted to the proper year. We found no exceptions.

2. For any new employees selected in procedure 1, we inspected the employees' personnel files for the following information and compared it with the information used to compute gross and net pay related to this check:
 - a. Name
 - b. Authorized salary or pay rate
 - c. Department and fund to which the check should be charged
 - d. Retirement system participation and payroll withholding
 - e. Federal, State & Local income tax withholding authorization and withholding
 - f. Any other deduction authorizations (deferred compensation, etc.)

We found no exceptions related to procedures a. – f. above.

3. We inspected the last remittance of tax and retirement withholdings (City of Springfield) for the year ended December 31, 2017 to confirm whether remittances were timely paid, and if the amounts paid agreed to the amounts withheld, plus the employer's share where applicable, during the final withholding period of 2017. We noted the following:

Withholding (plus employer share, where applicable)	Date Due	Date Paid	Amount Due	Amount Paid
Federal income taxes & Medicare	January 31, 2018	January 5, 2018	\$157,681.74	\$157,681.74
State income taxes	January 15, 2018	January 5, 2018	\$28,323.20	\$28,323.20
City of Springfield income tax	January 31, 2018	January 5, 2018	\$27,911.84	\$27,911.84
OPERS retirement	January 30, 2018	January 26, 2018	\$455,775.68	\$455,775.68

4. We haphazardly selected and recomputed one termination payment (unused vacation, etc.) using the following information, and agreed the computation to the amount paid as recorded in the Payroll Check Register Report:
 - a. Accumulated leave records
 - b. The employee's pay rate in effect as of the termination date
 - c. The District's payout policy.

The amount paid was consistent with the information recorded in a. through c. above.

Non-Payroll Cash Disbursements

We haphazardly selected ten disbursements from the Check Register Report for the year ended December 31, 2017 and ten from the year ended 2016 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 cleared check agreed to the check number, date, payee name and amount recorded in the Check Register 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 Certificate of Estimated Resources*, required by Ohio Rev. Code Sections 5705.28(B)(2) and 5705.36(A)(1), to the amounts recorded in the Appropriations Report for the General, Dog Park, and Fireworks Donations funds for the years ended December 31, 2017 and 2016. The amounts agreed.
2. We inspected the appropriation measures adopted for 2017 and 2016 to determine whether, for the General, Dog Park, and Fireworks Donations 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 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 Appropriations Report for 2017 and 2016 for the following funds: General, Dog Park, and Fireworks Donations funds. The amounts on the appropriation resolutions agreed to the amounts recorded in the Appropriations 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, Dog Park, and Fireworks Donations funds for the years ended December 31, 2017 and 2016. There were no funds for which appropriations exceeded estimated revenue available for expenditure.
5. Ohio Rev. Code Sections 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, 2017 and 2016 for the General, Dog Park, and Fireworks Donations funds, as recorded in the Summary Cash Activity Report. There were no funds for which expenditures exceeded appropriations.
6. For funds existing in prior years, we inspected the fund activity to determine whether the fund is still being used for the statutorily approved purpose and that all the required funds were established. All the required funds were established and no funds for which the statutorily approved purpose was no longer valid were included on the accounting records.
7. We inspected the Summary Cash Activity Report for the years ended December 31, 2017 and 2016 for negative cash fund balances. Ohio Rev. Code Section 5705.10 (I) provides that money paid into a fund must be used for the purposes for which such fund is established. As a result, a negative fund cash balance indicates that money from one fund was used to cover the expenses of another. No funds had a negative cash fund balance.

Other Compliance

Ohio Rev. Code Section 117.38 requires these districts to file their financial information in the HINKLE system within 60 days after the close of the fiscal year. This statute also permits the Auditor of State to extend the deadline for filing a financial report and establish terms and conditions for any such extension. Auditor of State established policies, in addition to filing extensions granted for extenuating circumstances, allow for refiling complete financial statements, as defined in AOS Bulletin 2015-007 in the Hinkle System for December 31, 2017 and 2016 fiscal year ends included in 2015-2016 or 2016-2017 agreed up on procedure engagements, subsequent to the District's deadline where the initial filing was filed on time but incomplete. We confirmed the District filed their complete financial statements, as defined by AOS Bulletin 2015-007 and Auditor of State established policy within the allotted timeframe for the years ended December 31, 2017 and 2016 in the Hinkle system. There were no exceptions.

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*. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the *American Institute of Certified Public Accountants*. We were not engaged to, and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the District's receipts, disbursements, balances and compliance with certain laws and regulations. Accordingly, we do not express an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is to provide assistance in the evaluation of the District's receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2017 and 2016, and certain compliance requirements related to these transactions and balances and is not suitable for any other purpose.



Dave Yost
Auditor of State
Columbus, Ohio

June 29, 2018

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NATIONAL TRAIL PARK DISTRICT

CLARK 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 17, 2018**