



OHIO AUDITOR OF STATE
KEITH FABER



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BASIC AUDIT REPORT

Martins Ferry Park District
Belmont County
401 S. 4th Street
Martins Ferry, Ohio 43935

We have completed certain procedures in accordance with Ohio Rev. Code § 117.01(G) to the accounting records and related documents of the Martins Ferry Park District, Belmont County, Ohio (the District), for the years ended December 31, 2021 and 2020.

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 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, 2021 and 2020.

The 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.

Based on the results of our procedures, we found the following significant compliance or accounting issues to report.

Current Year Observations

1. We noted the District has not established a Credit Card Policy in which it outlines all the provisions set forth in House Bill 312.
2. The District filed its 2021 financial statements on May 2, 2022. **Ohio Rev. Code § 117.38** requires the annual financial report be filed within 60 days of year end. The District should file its annual financial reports with the Auditor of State utilizing the Hinkle System within 60 days of fiscal year end.
3. **Ohio Rev. Code § 5747.07** requires State taxes to be submitted by January 31 of the following year. The District failed to submit withholdings payments in a timely manner and submitted them in June 2022.
4. The District did not perform timely bank reconciliations nor did they have timely posting of receipts and expenditures into the District ledgers. Deposits were electronically credited into their bank account and checks and electronic payments were debited from their bank account; however, the receipts and expenditures, shown as Other Adjusting Factors in the aggregate amount of \$2,311.87 were not posted to the District's UAN system until January 19, 2022. Bank reconciliations and posting of receipts/expenditures are now current as of date of the basic audit.

Current Year Observations (Continued)

5. We noted that the District has not adopted a public records policy or adopted a formal records retention schedule in accordance with **Ohio Rev. Code § 149.43**. The District should establish a public records policy and a records retention schedule in accordance with the aforementioned Ohio Revised Code.



Keith Faber
Auditor of State
Columbus, Ohio

July 28, 2022

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MARTINS FERRY PARK DISTRICT

BELMONT COUNTY

AUDITOR OF STATE OF OHIO CERTIFICATION

This is a true and correct copy of the report, which is required to be filed pursuant to Section 117.26, Revised Code, and which is filed in the Office of the Ohio Auditor of State in Columbus, Ohio.



Certified for Release 8/9/2022

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This report is a matter of public record and is available online at
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