



**O.O. MCINTYRE PARK DISTRICT
GALLIA COUNTY**

REGULAR AUDIT

FOR THE YEARS ENDED DECEMBER 31, 1999-1998



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

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REPORT OF INDEPENDENT ACCOUNTANTS

O. O. McIntyre Park District
Gallia County
Gallia County Courthouse
18 Locust Street, Room 1262
Gallipolis, Ohio 45631-1262

To the Board of Park District Commissioners:

We have audited the accompanying financial statements of O. O. McIntyre Park District, Gallia County, Ohio, (the District) as of and for the years ended December 31, 1999 and 1998. These financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As discussed in Note 1, the District prepares its financial statements on the basis of accounting prescribed or permitted by the Auditor of State, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances and reserves for encumbrances of O. O. McIntyre Park District, Gallia County, as of December 31, 1999 and 1998, and its combined cash receipts and disbursements for the years then ended on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated March 30, 2000 on our consideration of the District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

This report is intended solely for the information and use of the audit committee, management and Board of Park Commissioners, and other officials authorized to receive this report under Section 117.26, Ohio Revised Code, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink, appearing to read "Jim Petro", written in a cursive style.

Jim Petro
Auditor of State

March 30, 2000

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND
CASH BALANCES - ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 1999**

	<u>Governmental Fund Types</u>		<u>Total (Memorandum Only)</u>
	<u>General</u>	<u>Capital Projects</u>	
Cash Receipts:			
General Property Tax - Real Estate	\$250,175	\$0	\$250,175
Tangible Personal Property Tax	19,196	0	19,196
Intergovernmental Revenue	21,307	0	21,307
Investment Income	2,334	7,580	9,914
Gifts and Donations	2,295	145,932	148,227
Fees	29,642	0	29,642
Sales	1,715	0	1,715
Other Receipts	1,763	27,083	28,846
	<u>328,427</u>	<u>180,595</u>	<u>509,022</u>
Total Cash Receipts			
Cash Disbursements:			
Current:			
Salaries - Employees	144,351	0	144,351
Supplies	21,957	0	21,957
Materials	16,186	0	16,186
Equipment	10,588	0	10,588
Contracts - Repair	875	0	875
Contracts - Services	76,630	4,571	81,201
Advertising and Printing	2,583	0	2,583
Travel	3,152	0	3,152
Public Employees Retirement	18,679	0	18,679
Workers' Compensation	2,591	0	2,591
Medicare and Hospitalization	23,799	0	23,799
Other	13,989	0	13,989
	<u>335,380</u>	<u>4,571</u>	<u>339,951</u>
Total Cash Disbursements			
Total Receipts Over/(Under) Disbursements	<u>(6,953)</u>	<u>176,024</u>	<u>169,071</u>
Fund Cash Balances, January 1	<u>52,150</u>	<u>99,819</u>	<u>151,969</u>
Fund Cash Balances, December 31	<u>\$45,197</u>	<u>\$275,843</u>	<u>\$321,040</u>
Reserves for Encumbrances, December 31	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

The notes to the financial statements are an integral part of this statement.

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND
CASH BALANCES - ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 1998**

	<u>Governmental Fund Types</u>		<u>Total (Memorandum Only)</u>
	<u>General</u>	<u>Capital Projects</u>	
Cash Receipts:			
General Property Tax - Real Estate	\$243,073	\$0	\$243,073
Tangible Personal Property Tax	17,440	0	17,440
Intergovernmental Revenue	17,019	44,305	61,324
Investment Income	2,472	9,139	11,611
Gifts and Donations	405	5,515	5,920
Fees	29,414	0	29,414
Sales	594	0	594
Other Receipts	966	210	1,176
	<u>311,383</u>	<u>59,169</u>	<u>370,552</u>
Total Cash Receipts			
Cash Disbursements:			
Current:			
Salaries - Employees	138,360	0	138,360
Supplies	18,587	0	18,587
Materials	18,085	0	18,085
Equipment	7,349	0	7,349
Contracts - Repair	2,170	0	2,170
Contracts - Services	73,178	208,634	281,812
Advertising and Printing	2,572	0	2,572
Travel	3,161	0	3,161
Public Employees Retirement	18,709	0	18,709
Workers' Compensation	679	0	679
Medicare and Hospitalization	17,574	0	17,574
Other	13,432	0	13,432
	<u>313,856</u>	<u>208,634</u>	<u>522,490</u>
Total Cash Disbursements			
Total Receipts Over/(Under) Disbursements	<u>(2,473)</u>	<u>(149,465)</u>	<u>(151,938)</u>
Other Financing Receipts/(Disbursements):			
Transfers-in	1,635	0	1,635
Transfers-out	0	(1,635)	(1,635)
Other Sources	7,274	0	7,274
	<u>8,909</u>	<u>(1,635)</u>	<u>7,274</u>
Total Other Financing Receipts/(Disbursements)			
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	6,436	(151,100)	(144,664)
Fund Cash Balances, January 1	<u>45,714</u>	<u>250,919</u>	<u>296,633</u>
Fund Cash Balances, December 31	<u>\$52,150</u>	<u>\$99,819</u>	<u>\$151,969</u>
Reserves for Encumbrances, December 31	<u>\$8,984</u>	<u>\$0</u>	<u>\$8,984</u>

The notes to the financial statements are an integral part of this statement.

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999 AND 1998**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

O. O. McIntyre Park District, Gallia County, (the District) is a body corporate and politic established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The District is directed by a three-member Board of Commissioners appointed by the probate judge of Gallia County. The District acquires lands for conversion into forest reserves and for the conservation of the natural resources, including streams, lakes, submerged lands and swamp lands. The Board may also create parks, parkways, and other reservations and may afforest, develop, improve and protect and promote the use of same as the Board deems conducive to the general welfare.

The District's management believes these financial statements present all activities for which the District is financially accountable.

B. Basis of Accounting

These financial statements follow the basis of accounting prescribed or permitted by the Auditor of State, which is similar to the cash receipts and disbursements basis of accounting. Receipts are recognized when received in cash rather than when earned, and disbursements are recognized when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as prescribed or permitted by the Auditor of State.

C. Cash and Investments

Certificates of deposit are valued at cost. The investment in STAR Ohio (the State Treasurer's investment pool) is valued at amounts reported by the State Treasurer.

Investments are reported as assets. Accordingly, purchases of investments are not recorded as disbursements, and sales of investments are not recorded as receipts. Except, gains or losses at the time of sale are recorded as receipts or disbursements, respectively.

D. Fund Accounting

The District uses fund accounting to segregate cash and investments that are restricted as to use. The District classifies its funds into the following types:

1. General Fund

The General Fund is the general operating fund. It is used to account for all financial resources except those required to be accounted for in another fund.

2. Capital Projects Funds

These funds are used to account for proceeds from specific sources that are restricted to expenditure for specific purposes. The District had the following significant Capital Projects Funds:

Federal Emergency Management Assistance (FEMA) Fund - This account is used to record monies received and expended for flood relief grant monies approved for the District.

NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999 AND 1998
(Continued)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Fund Accounting (Continued)

2. Capital Projects Funds (Continued)

Capital Development Trust Fund - This fund receives donations and revenue from easements and leases. Funds are used to finance capital improvements for the Park District and for land acquisition.

Rails to Trails Trust Fund - This fund receives donations which are used for development of the Gallia County Hike and Bike Trail project.

E. Budgetary Process

The Ohio Revised Code requires that each fund be budgeted annually.

1. Appropriations

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function or object level of control, and appropriations may not exceed estimated resources. The Board must annually approve appropriation measures and subsequent amendments. The County Budget Commission must also approve the annual appropriation measure. Unencumbered appropriations lapse at year end.

2. Estimated Resources

Estimated resources include estimates of cash to be received (budgeted receipts) plus unencumbered cash as of January 1. The County Budget Commission must also approve estimated resources.

3. Encumbrances

The Ohio Revised Code requires the District to reserve (encumber) appropriations when commitments are made. Encumbrances outstanding at year end are carried over, and need not be reappropriated. The District did not encumber all commitments required by Ohio law.

A summary of 1999 and 1998 budgetary activity appears in Note 3.

F. Property, Plant and Equipment

Acquisitions of property, plant and equipment are recorded as capital outlay disbursements when paid. These items are not reflected as assets on the accompanying financial statements.

NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999 AND 1998
(Continued)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

G. Unpaid Vacation and Sick Leave

Employees are entitled to cash payments for unused vacation and sick leave in certain circumstances, such as upon leaving employment. Unpaid vacation and sick leave are not reflected as liabilities under the cash basis of accounting used by the District

2. EQUITY IN POOLED CASH AND INVESTMENTS

The District maintains a cash and investments pool used by all funds. The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of cash and investments at December 31 was as follows:

	<u>1999</u>	<u>1998</u>
Demand deposits	\$53,615	\$84,645
Certificates of deposit	<u>187,792</u>	<u>0</u>
Total Deposits	<u>241,407</u>	<u>84,645</u>
STAR Ohio	<u>79,633</u>	<u>67,324</u>
Total Investments	<u>79,633</u>	<u>67,324</u>
Total Deposits and Investments	<u>\$321,040</u>	<u>\$151,969</u>

A. Deposits:

Deposits are either insured by the Federal Deposit Insurance Corporation, or collateralized by the financial institution's public entity deposit pool.

B. Investments:

The financial institution maintains records identifying the District as owner of these securities. Investments in STAR Ohio are not evidenced by securities that exist in physical or book-entry form.

NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999 AND 1998
(Continued)

3. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 1999 and December 31, 1998 follows:

1999 Budgeted vs. Actual Receipts

<u>Fund Type</u>	<u>Budgeted Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
General	\$329,570	\$328,427	(\$1,143)
Capital Projects	<u>178,196</u>	<u>180,595</u>	<u>2,399</u>
Total	<u>\$507,766</u>	<u>\$509,022</u>	<u>\$1,256</u>

1999 Budgeted vs. Actual Budgetary Basis Expenditures

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General	\$401,466	\$335,380	\$66,086
Capital Projects	<u>94,538</u>	<u>4,571</u>	<u>89,967</u>
Total	<u>\$496,004</u>	<u>\$339,951</u>	<u>\$156,053</u>

1998 Budgeted vs. Actual Receipts

<u>Fund Type</u>	<u>Budgeted Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
General	\$324,204	\$320,292	(\$3,912)
Capital Projects	<u>53,888</u>	<u>59,169</u>	<u>5,281</u>
Total	<u>\$378,092</u>	<u>\$379,461</u>	<u>\$1,369</u>

NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999 AND 1998
(Continued)

3. BUDGETARY ACTIVITY (Continued)

1998 Budgeted vs. Actual Budgetary Basis Expenditures

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General	\$366,534	\$322,840	\$43,694
Capital Projects	<u>250,919</u>	<u>210,269</u>	<u>40,650</u>
Total	<u>\$617,453</u>	<u>\$533,109</u>	<u>\$84,344</u>

4. PROPERTY TAX

Real property taxes become a lien on January 1 preceding the October 1 date for which rates are adopted by the Board of Park Commissioners. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. Homestead and rollback amounts are then paid by the State, and are reflected in the accompanying financial statements as Intergovernmental receipts. Payments are due to the County by December 31. If the property owner elects to make semiannual payment, the first half is due December 31. The second half payment is due the following June 20.

Public utilities are also taxed on personal and real property located within the District.

Tangible personal property tax is assessed by the property owners, who must file a list of such property to the County by each April 30.

The County is responsible for assessing property, and for billing, collecting, and distributing all property taxes on behalf of the District.

5. RETIREMENT SYSTEM

The District's full-time employees belong to the Public Employees Retirement System (PERS) of Ohio. PERS is a cost-sharing, multiple-employer plan. This plan provides retirement benefits, including postretirement healthcare, and survivor and disability benefits to participants as prescribed by the Ohio Revised Code.

Contribution rates are also prescribed by the Ohio Revised Code. For 1999 and 1998, members of PERS contributed 8.5 percent of their gross salaries. The District contributed an amount equal to 13.55 percent of participants' gross salaries. The District paid all contributions required through December 31, 1999.

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999 AND 1998**

(Continued)

6. RISK MANAGEMENT

The District has insurance through a private carrier. Coverage is subject to deductibles and scheduled property. The following risks are covered by their policy:

- Contractor's Equipment Coverage
- Miscellaneous Floater Coverage
- Fine Arts Coverage
- Commercial Property Coverage (Park location and Bridges)

Health and life insurance are also available for Park District employees through Gallia County.

7. CONTINGENT LIABILITIES

The District is defendant in a lawsuit. Although the outcome of this suit is not presently determinable, management believes that the resolution of this matter will not materially adversely affect the District's financial condition.



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

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**REPORT OF INDEPENDENT ACCOUNTANTS ON COMPLIANCE AND ON INTERNAL CONTROL
REQUIRED BY GOVERNMENT AUDITING STANDARDS**

O. O. McIntyre Park District
Gallia County
Gallia County Courthouse
18 Locust Street, Room 1262
Gallipolis, Ohio 45631-1262

To the Board of Park District Commissioners:

We have audited the financial statements of the O. O. McIntyre Park District, Gallia County, as of and for the years ended December 31, 1999 and 1998, and have issued our report thereon dated March 30, 2000. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*. However, we noted a certain immaterial instance of noncompliance that we have reported to management of the District in a separate letter dated March 30, 2000.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

O. O. McIntyre Park District
Gallia County
Report of Independent Accountants on Compliance and on
Internal Control Required by *Government Auditing Standards*
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This report is intended for the information and use of the audit committee, management and Board of Park Commissioners, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink, appearing to read "Jim Petro", with a large, stylized flourish at the end.

Jim Petro
Auditor of State

March 30, 2000



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

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O.O. McINTYRE PARK DISTRICT

GALLIA 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
MAY 2, 2000**